

COMMUNITY IMPACT GRANT APPLICATION

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2015 UWPC Agency RFP

Funding period July 1, 2015 - June 30, 2016

Introduction

United Way of Portage County works to improve lives by advancing the common good and creating opportunities for a better life for everyone. United Way focuses on education, income and health which are the building blocks for a good life. To achieve this mission United Way strategically engages and builds relationships with diverse community stakeholders, contributors and partners to identify community goals, develop impact strategies and implement those strategies in partnership with others. United Way of Portage County funds numerous health and human service programs through our partnership with multiple community service agencies. Program review and grant making is governed by a volunteer review team and approved by United Way’s board of trustees. United Way values accountability, transparency and openness throughout all stages of the decision making process.

Guidelines

- Additional information may be distributed to panel volunteer during the on-site visit.
- Proposals must be received at United Way of Portage County by February 15, 2015.
- All proposals must be received at United Way prior to the Feb. 15th deadline.
- Extensions will not be made to any agency for any reason.
- All agencies submitting proposals must be in compliance with any current United Way agency agreements.

2015 UWPC RFP Timeline

- 1/1/15 Agency RFP Available
- 2/1/15 Grant Review Volunteer Application Deadline
- 2/15/15 Agency RFP Deadline
- 2/23/15 Co-chair Orientation
- 3/2/15 Volunteer Orientation
- March Site Visits
- 4/13 - 4/24 Final Presentation Nights
- 4/27/15 Co-Chair Final Approval
- 5/12/15 UWPC Executive Committee Approval
- 6/17/15 UWPC Board of Trustees Approval
- 6/30/15 Funding Awards Announced
- 7/1/15 UW Funding Begins
- 1/31/16 6 Month Report Due
- 6/30/16 UW Funding Ends
- 7/31/16 Year End Report Due

Evaluation Criteria

All applications for United Way funding will be reviewed by an independent group of community volunteers. All volunteers will evaluate applications using an RFP Scoresheet and a Site Visit Scoresheet. Volunteers make

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funding recommendations to United Way's Board of Trustees based on the [RFP Scoresheet](#), [Site Visit Scoresheet](#) and how well the proposed program activities align with United Way's focus in the areas of [Education](#), [Income](#) and [Health](#).

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Submission saved. You may return to this form later and it will restore the current values.

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Section 1 - Agency Information

Please use the space below to provide general information about your agency or organization.

Agency Name

Agency Mailing Address

Agency Phone

Agency Website

If the program for which you are applying for funding has a webpage please use that specific link.

Agency Mission Statement

Board of Directors

Choose File

No file chosen

UPLOAD

Please upload a list of your current Board of Directors.

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Section 2 - Contact Information

Please use the space below to provide contact information for your agency or organization.

Executive Director	<input type="text"/>
Executive Director Title	<input type="text"/>
Executive Director Email	<input type="text"/>
Executive Director Phone	<input type="text"/>
Executive Director Cell Phone	<input type="text"/>

Program Director	<input type="text"/>
Program Director Title	<input type="text"/>
Program Director Email	<input type="text"/>
Program Director Phone	<input type="text"/>
Program Director Cell Phone	<input type="text"/>

Site Visit Contact	<input type="text"/>
Site Visit Contact Email	<input type="text"/>
Site Visit Contact Phone	<input type="text"/>

Application Contact	<input type="text"/>
Application Contact Email	<input type="text"/>
Application Contact Phone	<input type="text"/>

Final Interview Night Contact	<input type="text"/>
Final Interview Night Email	<input type="text"/>

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Section 3 - Program Information

Please use the space below to provide basic information about the program requesting funding.

Program Name

Brief Program Description

Please limit your program description to one paragraph or less.

Program Focus

- ☒ Education
- ☐ Income
- ☐ Health

Education – Helping children and youth achieve their potential through education. Income – Promoting financial stability and independence. Health – Improving people's health.

Program Location

Please indicate the physical address of the program activities.

Funding Request

\$

How much are you requesting for this program.

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Section 4 - Basic Program Information

Please provide a clear explanation for the need of this program in Portage County. Please include facts, figures and statistics to support your statements. Also be sure to indicate your program's target population including stasticts to illustrate their situation.

Need For Program

Provide a concise explanation of the need for this program in Portage County. Include information on how this need was identified. Also be sure to indicate how the need for your program ties into United Way's focus on education, financial stability and health and wellness.

Target Population

Describe who will benefit from the program services being proposed in this RFP.

Program Goals

Define the goals and strategies of the program.

Program Activities

Describe the types of services, activities and program interventions that will be provided to clients and how they address the need and objectives defined earlier in this application.

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Section 5 - Program Statstics & Logic Model

Download the [2015 UWPC RFP Spreadsheet](#) by clicking the link. Be sure to complete all of the required information in each tab. Only cells in light orange are avaiable for editing. Once the 2015 RFP Spreadsheet has been completed please save the file in the file in an .xls format and please name the file as follows... *Agency Name_Program Name_2015 RFP.xls*

Program Results

Describe the impact of your program. Be sure to include information on how successful this program has been in previous years. Also be sure to highlight changes in client's knowledge, skills, attitudes, behaviors and/or conditions.

2015 UWPC RFP Spreadsheet

Choose File

No file chosen

UPLOAD

Please download, complete and upload the above 2015 UWPC RFP Spreadsheet here. Please be aware that the spreadsheet has multiple tabs. All tabs of the spreadsheet must be completed.

Program Evaluation

Describe how the success of the program will be determined and measured by your agency. Please be sure to indicate the specific measurement tool being used to measure and track program outcomes. Please use the space below to upload a copy of your program measurement tool.

Program Evaluation Tool

Choose File

No file chosen

UPLOAD

Program Success Story

Please provide a success story that best illustrates the goals of your program. Please be sure to use a success story from a consumer that has utilized services within the last 12 months.

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Section 6 - Financials

990

Choose File

No file chosen

UPLOAD

Please upload a copy of your most recently submitted 990.

Audit

Choose File

No file chosen

UPLOAD

Please upload a copy of your most recently approved audit or independent financial review.

501(c)3

Choose File

No file chosen

UPLOAD

Please upload a copy of your 501(c)3 IRS Tax Determination Letter.

Patriot Act Compliance Form

Choose File

No file chosen

UPLOAD

Please upload a statement of your compliance with the US Patriot Act.

Outcome Reports

☐ Yes

☐ No

I understand that I will be required to submit online outcome reports on United Way funded programs and activities. I understand that reports will be due every six months for the duration of United Way funding and failure to submit timely reports can impact fund distributions and future funding eligibility.

Donor Thank You Requirements

☐ Yes

☐ No

I understand that I am required to send a thank you letter to all donors who make a direct designation to my agency. I also understand that a copy of the thank you letter template must be shared with United Way. Failure to send donor designation thank you letters can impact future funding.

Agency Agreement

☐ Yes

☐ No

I understand that upon award of United Way funds our agency will be required to complete a United Way Agency Agreement and abide by the terms of that agreement.

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Section 7 - Site Visit and Presentation Schedule

Please use the space below to provide your program's availability for site visits and a final presentation.

Site Visit Availability

- ☐ Mon. March 9th
- ☐ Tue. March 10th
- ☐ Wed. March 11th
- ☐ Thur. March 12th
- ☐ Friday March 13th
- ☐ Mon. March 16th
- ☐ Tue. March 17th
- ☐ Wed. March 18th
- ☐ Thur. March 19th
- ☐ Friday March 20th
- ☐ Mon. March 23
- ☐ Tue. March 24th
- ☐ Wed. March 25th
- ☐ Thur. March 26th
- ☐ Fri. March 27th
- ☐ Mon. March 30th
- ☐ Tue. March 31st

Please check all dates/times that you could make your program site available to Grant Review Volunteers for a 45 minute site visit.

Final Presentation Availability

- ☐ Mon. April 13th
- ☐ Tue. April 14th
- ☐ Wed. April 15th
- ☐ Thur. April 16th
- ☐ Fri. April 17th
- ☐ Mon. April 20th
- ☐ Tue. April 21st
- ☐ Wed. April 22nd
- ☐ Thur. April 23rd
- ☐ Fri. April 24th

Please check all of the dates that you or another program representative would be available to make a final presentation to the Grant Review Volunteers. Final presentation will be held at United Way's office in Ravenna between 3 and 6 pm.

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