

UNITED WAY OF RUTLAND COUNTY

Partners to Create Stronger Communities

2018 APPLICATION for COMMUNITY IMPACT PROGRAM FUNDING



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COMMUNITY IMPACT PROGRAM FUNDING

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INTRODUCTION

The United Way of Rutland County (UWRC) Community Impact Handbook is written to assist you in understanding the Community Impact rationale and funding process. It is *strongly recommended* that you read it as you complete this application.

UWRC Mission and Purpose

UWRC works to create stronger and healthier communities. For over 70 years the United Way of Rutland County has supported our community by raising awareness of community needs, engaging donors during our annual campaign, and supporting our partner agencies. We ensure that funds raised are distributed wisely and used well to positively impact our community and bring about measurable change...

Areas of Need for Community Impact Funding

Community Impact funding is for programs in identified *Areas of Need* determined by teams of volunteers who live and work in our community. Their decisions are based on expert knowledge, feedback, and statistical data, e.g. from needs assessments and research publications.

Your Request for Proposal must clearly align with one of the Areas of Need. Please refer to the Community Impact Handbook on our website.

Health:

- Expanding Provision of Adult Dental Care and Emergency Treatment
- Supporting Adults and Children with Mental Health Issues
- Facilitating quality independent living

Education:

- Expanding Childcare Capacity and Quality
- Alleviating Childhood Trauma
- Supporting Children Beyond the School Day and Year











Financial Stability:

- Providing training and skills to gain and maintain employment
- Removing barriers to gaining and sustaining employment
- Enhancing Prospects for Low-Wage Earners
- Expanding Capacity for Affordable Housing

GENERAL INSTRUCTIONS





Criteria for Funding

The 2018 Evaluation Rubric details specific criteria on which the Allocations Team will base funding decisions. The overarching criteria are:

-  Program alignment with Area of Need
-  Program alignment with agency mission
-  Connectivity to the community
-  Avoidance of duplication of services
-  Evidence of need in population to be served
-  Program structure and timeline
-  Viable budget
-  Intended outcomes
-  Measurement of outcomes
-  Plans for reporting and dissemination of results



Eligibility for Funding





To be considered for a grant an agency must:

-  Be exempt from income taxes under section 501c(3) of the IRS;
-  Be located to serve the residents of Rutland County;
-  Employ staff and provide services without discrimination on the base of race, religion, gender, age, origin, sexual orientation, or any other legally protected status under Federal or State law;
-  And fulfill all requirements on the checklist provided.

How Much Funding to Seek





UWRC has historically funded agencies with grants ranging from \$1000 to \$40,000. When deciding how much to ask for, you should be aware that the Allocations Team will consider the following:

-  How much impact the proposed program will have in the community;
-  The need for the program and its 'fit' with what is already available;

-  Sustainability of the program long term;
-  Additional resources and funding from non-UWRC sources;
-  The size of the grant in relation to the agency net operating budget;
-  And the RFPs submitted by other agencies.

Timeline for Funding

The Timeline (Appendix A of the Community Impact Handbook) illustrates in detail all dates associated with Community Impact grants. Grants deadlines are as follows:

-  **Letter of Intent:** March 28th, 2018
-  **RFP Deadline:** May 2018, 2018
-  **Awards Deadline:** July 6th, 2018
-  **50% of funds released:** July 2018

How to Submit a Proposal

Submit the Letter of Intent (see the Community Impact Handbook) by the published deadline. *Applications will only be accepted from agencies who submit a Letter of Intent.*

Submit the full application any time after March 28th 2018. Applications are due May 11th, 2018 by 3:00pm. Include all documents required as per the Checklist (see Community Impact Handbook, Appendix C).

One (1) copy must be received electronically via email (attached in PDF or as a Word document) to info@uwrutlandcounty.org.

One (1) copy must be received as a hard copy, by mail, or by hand. Faxed documents will not be accepted. Attn: Community Impact, UWRC, 88 Park St., Rutland, VT 05071.

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COMMUNITY IMPACT FUNDING APPLICATION REQUEST FOR PROPOSAL

Contact Details

Agency Name:
Physical Address:
Mailing Address (if different):
Executive Director:
Contact Person: (program leader)
Title/Role: (program leader)
Phone #(s):
Email: (Executive Director)
Email: (program leader)
Website address:

Title of Proposed Community Impact Program

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Agency Mission and Overview of Current Work

Brief Overview of Proposed Community Impact Program (demonstrate how this proposed program fits with your mission; program details are requested below)

Details of the Target Population

(e.g., age, gender, ethnicity, socio-economic status, religion, location, specific needs)

Intended Program Outcome(s) (measurable, documentable changes to how people live, and behave, and/or to systems that impact this)

Evidence That This Program Is Needed (cite data sources, summarize evidence of need, and reference any documents attached to this application)

Evidence That This Program Does Not Duplicate Existing Services In Rutland County (provide an overview of other similar programs, if they exist, and demonstrate how this program will differ)

Program Activities (e.g., the services to be provided, interventions to be put in place, facilities and/or resources made available)

Program Outputs Measured in Accordance With OBA (for each question, describe the data you will collect, the methodology and measurement tools to be used, and a timeline for collection)

How much did we do? (number of clients, number of hours, resources provided, etc.)

How well did we do it? (evaluation of your program relative to proposed outcomes)

Who is better off? (demographics on the population served and other beneficiaries)

How much are they better off? (measurement of the impact to individuals and the community to quantify the positive outcomes of this program)

Reporting and Dissemination of Results (describe when, how, and to whom, results will be shared and the story told)

Connectivity to the Community (give details of relationships, partnerships and/or collaboration with other agencies relevant to this project)

Program Budget (this must align with inputs; insert extra rows if needed)

UWRC Community Impact Grant Request				
Proposed Inputs	UWRC Grant	Other*	In-Kind**	Totals***
Total requested from UWRC:			Total cost of program:	

- * Indicate funding (dollars) from other sources being used for this program
- ** Indicate value of in-kind donations (time or resources) being used for this program
- *** Indicate the total cost of each input

Note: Support for administrative and general operating costs *directly related to* this program may be requested but may not exceed 15% of the total request.

Additional Information on Budget (optional - provide additional explanation here)

Timeline for Program (include start and end dates, schedule of activities, dates for reporting progress and results)

Attached Documents (list below any *supplementary documents not required by UWRC* that will accompany your application so we can be sure we received everything; use the checklist as a guide to what is required)

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Signatures

Name of Person Completing Application	Signature	Date

I/we, the undersigned, agree that the information provided in this Request for Proposal is an honest and accurate representation of the proposed Community Impact Program, and that by signing on behalf of _____ (name of agency) for which I am an authorized representative, said agency accepts all terms and conditions relevant to this program.

Executive Director	Signature	Date

Program Leader	Signature	Date

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PARTNER AGREEMENT TO REQUIRED PARTICIPATION

Representatives of our partner agencies are *required to participate* in five (5) events/activities per year in order to receive the full disbursement of allocated funds. The participant(s) does (do) not have to be the Executive Director or staff, but each agency must be represented at a required function to receive credit.

Of the funds allocated to an agency, 50% will be directly tied to agency participation in the five areas listed below. The allocation will be reduced by 10% for each activity in which an agency does not participate.

Event/Activity	%	Check
Financial support to UWRC of a minimum of 1% of total allocation e.g. from board and employee campaign, or targetted fundraiser	10	
Attendance, and if requested participation, at UWRC Campaign Kickoff Breakfast	10	
Attendance at UWRC Annual meeting and Campaign Celebration	10	
Participation in UWRC Agency Fair <u>or</u> Small Business Blitz (dates to be arranged)	10	
Participation in one other UWRC fundraiser or promotional event e.g. Really Big Show, Dental Day, Speakers Beureau etc.	10	

As an authorised agent of (name of agency) _____

I have read, understand, and accept the terms attached to this application.

Print Name

Signature

Title

Date

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Checklist of Required Information for Submission of Community Impact Program Funding Applications

Deadlines

- Letter of Intent must be received by March 28th
- Fully completed application received by May 11th 3:00 pm

Meeting the Criteria

- The proposed program closely aligns with the agency's organizational mission
- The program clearly aligns with an identified Area of Need
- There is documented evidence to validate the need for this program
- The program is not a duplication of existing services
- The target population is clearly defined
- The program is well structured with an achievable timeline
- The intended outputs are clearly stated
- The intended outcome(s) are clearly stated
- The potential impact is clearly stated, if realistic
- A detailed explanation of how outcomes will be measured is given
- A rationale for the chosen method(s) of measurement is provided
- Outputs and outcomes can be expressed in terms of quantity, quality, effort and effect (OBA)
- The budget is accurate and complete
- How results will be disseminated, and to whom, are specified

Documents for Submission

- Two (2) copies of all documents must be submitted:
 - 1 x electronic copy in PDF (preferred) or Word format
 - 1 x hard copy by mail or hand to UWRC, 6 Church Street, Rutland

Each 'set' of documents must contain the following:

- Fully completed application with up-to-date contact details
- Copy of IRS Determination Letter as proof of non-profit status
- Most recently available IRS form #990
- Supplementary documents e.g. evidence of need for program
- Signed copy of the UWRC Partner Agreement