2022-2024
Basic Needs

Request for Proposal

February 14, 2022

Table of Contents

United Way of Greater Topeka

Aspirational Statement: UNTIL THE FIGHT IS WON
                                       Creating and cultivating an unbreakable network of support for a strong, healthy and equitable community

Situation:

We know that individuals and families in Jackson County experience crises that cause financial burdens. These situations require them to seek assistance to help meet their most basic needs. Without access to basic needs, the consequences may be severe. This is why part of United Way's work is to ensure that the basic necessities of life are available for those in need. Whether someone is facing hunger, financial difficulties, or other situations that put them at risk, supportive services provide access to temporary relief from immediate or impending crisis.

Grant Availability

United Way grants are possible due to the generosity of donors who are expecting clear focus and results. The United Way Board of Directors and volunteers work to maximize resources available for investment in community programs. It is likely that in the 2022-24 investment process multiple proposals will be selected for grants within three Basic Needs focus areas:

- Food Assistance
- Rent & Utilities Assistance
- Access to Healthcare and Prescription Assistance

United Way expects applying agencies to access revenue from multiple sources to cover their programs and operating costs.

Target Population:

Residents in Jackson County.

See page 6, Administrative Criteria for more information.

Activities Eligible for Grants

Food Assistance:

- Food distribution to people experiencing food insecurity
- Prepared meal distribution (either home delivery or congregate settings) to people experiencing food insecurity

Rent & Utilities Assistance:

- Financial assistance to help low-income individuals or families in crisis situations. Programs that provide individuals or families with emergency financial assistance for a variety of crisis situations including but not limited to:

  - Eviction
  - Utility shut-off notices

Access to Healthcare and Prescription Assistance:

- Access to mental and physical health care for low-income, uninsured or underinsured residents
- Prescription assistance for low-income, uninsured or underinsured residents

Refer to the glossary on page 14 for definitions of proposal terms.

2022-2024 Basic Needs

RFP Process Timeline

February 14, 2022   Request for proposal (RFP) released to community

March 14, 2022   Proposals due to UWGT (by 5:00pm CST)

March 28-April 1, 2022   Investment panel sessions

April 29, 2022   Applicants notified

July 1, 2022   Two-year grant cycle begins

Organizational Eligibility Requirements

Basic Needs grants are intended for organizations that have a proven track record and who have outputs that align with UWGT strategies. Grants awarded for basic needs are commitments for a two (2) year period. The grant period will begin July 1, 2022 and end June 30, 2024.

To be eligible, an organization must meet the following criteria:

Administrative Criteria

- The organization must actively conduct programs and provide services to individuals residing in Jackson County in Kansas and be an organization for charitable health, welfare, character-building and allied purposes.
- The organization must be an eligible charitable organization as designated by the IRS code 170 or amendments thereto and able to receive deductible contributions.
- The organization must operate on a nondiscriminatory basis in all respects including but not limited to age, sex, race, religion, national origin and disability.

Organizational Criteria

- The organization must have been incorporated and actively conducted business for at least two years at the time of application.

Board Criteria

The organization must have a satisfactory level of board control as demonstrated by the following:
- The organization must assure effective control by a volunteer board of directors selected in a satisfactory manner and be representative of the community and the people served. The organization's board must have rotation procedures for its members. The organization must assure efficient management, effective service and a reasonable prospect of continuity.
- The organization must have a governing body whose membership is consistent with the number of board members outlined in the organizational bylaws, who serve without compensation, and who shall be in attendance at its meetings and otherwise take an active part in the organization. A minimum level of board attendance is defined as attending no less than 65% of regularly scheduled meetings.
- The governing body must have full power to: establish operating policy; to employ, supervise and dismiss its executive director; to control and be responsible for its auxiliaries and other groups operating in or using the name of the organization; to enter into contracts with UWGT and to acquire, manage and dispose of real and capital properties obtained in the name of the organization.
- The governing body must be organized so as to assure accountability and operating efficiency and must meet no fewer than four times a year.
- The governing body must review and approve the annual operating budget of the organization and approve any significant budget changes.
- No board member may be an employee of the organization. No paid staff member may be allowed to serve as a voting member of the governing body.

*If the organization is the local arm of a statewide or national organization, directed by a state or national governing board or if it fulfills a specific mission of a local multi-mission organization directed by a

governing board, the organization receiving a United Way grant must have its own volunteer governing body in the form of an Advisory Board or Council.

Financial Criteria

- The organization shall present documentation of its financial condition which shows the total income and expenditures of the organization. The organization must be able to demonstrate evidence of ongoing financial support from the community and a balanced strategy to develop alternate sources of revenue. This must be shown through an independent organizational financial audit or an independent organizational financial review. Providing financial documents will not suffice.

- Budgets that indicate specific program income and expenses must be submitted on current United Way budget forms. They shall have been approved by the applying organization's board of directors.

- The organization shall maintain accounting records which are in conformity with the current Generally Accepted Accounting Principles (GAAP).

- The organization, within nine months after its financial year-end, must have an independent financial audit or review completed as follows:

    o total revenue of $500,000 or greater – annual independent audit
    o total revenue less than $500,000 – independent audit at least every 2 years with an independent review or audit in alternate years

Ineligible services are:

- programs which are primarily political in nature;

- programs whose fiscal management capability is severely limited by an organization's indebtedness;

- programs which exist solely for the presentation of cultural or artistic achievements;

- programs which provide services limited to the members of a particular religious group or which exists solely to advocate particular religious beliefs;

- programs which are extremely costly and/or limited to a small number of consumers and/or addresses a problem so complex and extensive that United Way resources can have little or no impact on the total problem;

- any other program or service in which the UWGT Board of Directors deems inappropriate for UWGT support.

Guidelines for Proposal Submission

The following instructions serve as a guide for completing your organization's United Way Proposal. The accuracy and completion of your organization's proposal are critical to United Way volunteers' ability to conduct a fair and thorough review. Proposals with errors in grammar and spelling reflect poorly on the applying organization.

Proposal Requirements

- Grants are for general program support and can include indirect administrative costs applicable to the proposed program.

- Proposals are submitted online via e-CImpact only.

- A separate application must be completed for each Basic Needs focus area.

- Applicants may request no fewer than $1,500 and no more than $5,000 per focus area.

- Go to the United Way of Greater Topeka's web site at: www.unitedwaytopeka.org

    o Go to 'Apply for Grants'
    o Click on the 'e-C Impact' link
    o Click on the 'Agencies Log in Here' link

- **Applications are due Monday, March 14, 2022 by 5:00pm (CST)**. Access to our online application process in the e-CImpact system will be available after 11:00am on February 14, 2022.

- If you have any questions please contact Brett J. Martin at bmartin@unitedwaytopeka.org or 785.581.0231.

Grant Review

The grant review panel is composed of individuals who live or work in Jackson County. It is the goal of the panel to invest in the strongest and best program(s) as identified through an intensive and competitive review process whereby applications are scored and ranked. The panel will take the following into consideration in making its final recommendations:

- Grant proposals address populations in greatest need and contribute toward the stated output;
- Grant proposals integrate promising and best practices and consider leveraging resources and collaborative opportunities;
- Grant requests cannot supplant existing revenue from other organizations but rather increase the capacity of the organization to offer this service.

Award Requirements
Semi-Annual Reporting

- Numbers served
- Demographic information for clients served
- Significant changes in program delivery
- Significant changes in key organizational and/or program staff
- Expenditure report with budget comparison
- Success story of how the program made an impact on client(s)

If awarded a grant, reporting requirements will be fully outlined in the award contract, including dates and report format.

General Tips on Submitting Proposals

- Have someone not affiliated with your program or service read the proposal for clarity, spelling, grammar and explanation of acronyms.
- Write for a reader unfamiliar with your organization, program or service.
- Coordinate all staff writing the proposal for consistency (budget, narrative, etc.).
- If submitting more than one proposal, treat each proposal as unique. Be careful with cutting and pasting information from one proposal to another.
- Brevity and clarity are strongly encouraged.
- Research articles and other sources of evidence can be cited either as footnotes or endnotes submitted as a supporting document.

Basic Needs Application Overview

Background and Experience of the Organization

For new organizations, provide an overview of the organization and its ability to carry out the proposed program. Please include the organization's mission and vision.

Program Description

A separate submission must be completed for each program focus area:
- Food Assistance
- Rent & Utility Assistance
- Access to Healthcare & Prescription Assistance

Results Based Logic Form

Goal – What is the goal of my proposed program?
- Your goal statement indicates what you hope your program will achieve. A good goal statement includes the following elements:

  1. Begins with an action verb (increase, improve, complete) that demonstrates positive change
  2. Follows with a noun or nouns that indicate what (meals, rent/utilities vouchers) and whom (individuals in crisis) you plan to impact
  3. Includes some measure of time (6 months, one year, two years)
  4. Ends with the planned outcome that shows the degree of success of your program (for example, by x%)

Activities – What does the program propose to do to reach the goal?
- Document what is necessary to implement the program in order to reach the goal stated above. A good response to this section includes answers to the following questions:

  1. Who is doing the work? What are their qualifications?
  2. Who is the target population? What are their specific needs and barriers?
  3. What are the approaches? How are these data-driven, best practices?
  4. How are the approaches addressing root causes?

Inputs – What are the human, financial and materials resources needed to carry out the activities listed above to reach the goal?
- Examples of inputs or resources include funding, staff, volunteers and collaborations with partner organizations or programs.
- Please include the plan to use these resources to drive the activities to accomplish the goal.

Outputs – How much activity is proposed to reach the goal?
- List the ways the activities will be measured (outputs).
- Outputs may include people served, meals served, events held, trainings offered, volunteers engaged, collaborative meetings, etc.
- Include here a clear description of your method of data collection and evaluation.

Outcomes – How well will you do it?
- While outputs measure how much you do; outcomes measure how well you do it. This provides the opportunity to tie together all areas of your proposed program and demonstrate how you will measure your program against your stated goal.
- Outputs are usually reported in whole numbers. Outcomes are generally reported in percentages.

Financials: Budgets, Cost per Unit of Service and Demographics

Program Budget
Budget figures should coincide with the grant cycle (July 1-June 30). Be prepared to describe any budget items that may need clarification.

Budget Narrative
- Provide a narrative explanation for any revenue or expenses listed on the budget line item as "other" or "miscellaneous".
- Describe how your request could be scaled down if you are not awarded the full amount of your request.
- Describe the source and amount of dollars to be leveraged or matched if you are awarded a UWGT grant.
- Describe your organization's plan to sustain this program for the term of the contract in the event of significant revenue shifts.

Required Documents

- List of Board of Directors (for lead organization if applying as a group of organizations)

- 501(c)3 documentation (for lead organization if applying as a group of organizations)

- Most recent audit or review based on UWGT requirements listed on pg. 7 (for lead organization if applying as a group of organizations)

- Current non-discrimination policies (Programs receiving grants from UWGT cannot discriminate against clients based on protected statuses defined by law. For example, programs can offer services that are religious in nature but cannot turn away clients due to their religious affiliations or lack thereof.)

Frequently Asked Questions

Which organizations are eligible to apply for grants?
Eligible organizations must actively conduct programs and services to individuals residing in Jackson County in Kansas and be an organization for charitable, health, welfare, character-building, and allied purposes. The organization must be an eligible charitable organization as designated by the IRS code 170 or amendments thereto and be able to receive deductible contributions.

Who do they contact with questions?
Brett J. Martin – bmartin@unitedwaytopeka.org – 785.581.0231

When is the proposal due?
All applicants must first complete the Qualification Process. Those who are determined to be eligible must submit their full application via e-C Impact by **5:00pm (CST) on Monday, March 14, 2022**. e-CImpact will not allow users to submit proposals after 5:00pm (CST).

Who will review the proposal and make investment decisions?
Volunteers will review the proposals and make investment decisions.

What is the grant period?
The grant is expected to be for the period July 1, 2022-June 30, 2024.

Are there minimum/maximum grant amounts?
Yes – $1,500-$5,000

Is there an opportunity to appeal a grant decision?
All investment decisions are final. There is no process for appeal.

Will there be a site visit?
The occurrence of site visits will be determined each cycle. If a site visit is needed, the grantee will be notified.

Glossary of United Way Grant Terms

Activities:
The type of service provided or what the program does with the inputs (e.g., provide health screening, education, referrals and follow-up, food, etc.)

Collaboration:
The joint effort toward a goal made possible by intentional work among partners within the community

Crisis:
An unstable or crucial time or state of affairs in the life of an individual, family or household

Evaluation Methods:
The way information is collected including: case studies, record review, focus groups, interviews, observations, questionnaires, tests and mechanical measurement and then tested against norms or established goals

Goal:
The aim of the efforts of a program; what a program hopes to achieve

Grant Review Panel:
A group of volunteers from the community who review applications and make investment decisions

Inputs:
The human, financial and material resources necessary to carry out a program's activities

Low-income:
UWGT considers persons or households with annual incomes below 200 percent of the federal poverty guidelines to be low-income. Poverty guidelines are updated annually and can be found at:
http://aspe.hhs.gov/poverty-guidelines

Output:
The quantity of a program's accomplishments from activities; shows how much a program does

Outcome:
The quality of a program's accomplishments from activities; shows how well a program performed and what degree of success it achieved