



**United Way of Kaw Valley**

# 2024

## Childhood Success Grant REQUEST FOR PROPOSALS

**Application Due:**  
**May 3, 2024**  
**12:00pm (noon) CST**

**For more information:**

Kathy Smith, VP Douglas County Initiatives  
[ksmith@uwkawvalley.org](mailto:ksmith@uwkawvalley.org)  
785-581-0232

**LIVE UNITED™** 

# ABOUT THE UNITED WAY OF KAW VALLEY

## Becoming United Way of Kaw Valley

In September 2022, United Way of Greater Topeka and United Way of Douglas County officially merged to become United Way of Kaw Valley creating a strong network serving Douglas, Jackson, Jefferson, and Shawnee Counties.

United Way of Kaw Valley (UWKV) brings together people, companies, and nonprofits to help individuals and families not just survive but thrive. We work to solve issues no single donor, charity or government agency can handle alone. By focusing on the whole family, we help more children graduate and achieve employment success, help more families move from crisis to financial stability and prosperity, and improve the health of individuals and families in our community.

We work with residents, and public and private partners to create solutions that ensure everyone has the resources, support, opportunities, and networks they need to thrive. We commit to leveraging our assets (convening, strategic investments, awareness building, advocacy) to create more equitable communities.

While we continue to analyze the needs in the community, we have arrived at a solution that provides donor dollars to community partners as we right-size our grantmaking. Childhood Success grants will be awarded for two years, providing grantees a predictable source of funding for the 2024-25 and 2025-26 fiscal years.

Partners and other organizations that do not receive grant funding will still receive support from UWKV, including:

- Current and former grant partners will continue to be listed on our designation list, allowing donors to earmark their United Way contribution for a partner. Designated donations are unrestricted and have no reporting requirements.
- Local nonprofits and service groups receive assistance with volunteer recruitment and management through KawValleyVolunteers.org (previously DouglasCountyVolunteers.org)
- Opportunities for capacity building with part- or full-time UWKV AmeriCorps member placement.
- Low cost or free professional development opportunities for nonprofit staff and volunteers.

## EQUITY FOCUS

Social justice and equity are a formal component of UWKV's strategic planning framework, including operations, grantmaking, and personal development.

By intentionally focusing on equity, we aim to narrow disparities and widen access for people who have traditionally been marginalized. We help families today while knowing that we must also change the systems that perpetuate inequity and generational disadvantage.

We convene conversations among donors, partners, and stakeholders to create a common understanding of our greatest challenges and to generate better, more inclusive and achievable solutions. The conversations MUS include stakeholders who have used community services and understand the barriers because they have experienced them. That experience has value, and those stakeholders should be compensated for their contribution to the conversation.

## UNITED WAY OF KAW VALLEY AND COMMUNITY PARTNER COMMITMENTS

### United Way of Kaw Valley Commitments

- Unrestricted grant dollars that may be used for salaries and administrative functions
- Professional development support for staff members
- Training and technical support in use of KawValleyVolunteers.org
- Prioritized volunteer needs of partner organizations
- Support in building capacity related to equity work

### Community Partner Commitments

- Required use of UWKV logo on materials created with grant dollars
- Submit on-time impact reports
- Strongly encouraged attendance at Whole Family Stakeholder meetings (minimum of one per quarter)
- Required use of KawValleyVolunteers.org as a volunteer recruitment tool
- Requested participation in community discussions regarding connected databases, such as Unite Us, Wellsky, etc.
- 211: Review and update organization's service and contact information annually



# CHILDHOOD SUCCESS GRANT

## PURPOSE

Investment in childcare and early childhood education is crucial for the success of individuals and families in our community. Success in the early years leads to better preparation for school, greater academic success, and on-time high school graduation. Investment in childcare and early childhood education provides support for families and can drive economic growth in communities.

**These grants are intended to support immediate, short-term childcare and early childhood education assistance for individuals and families in Douglas County.**

## GRANT REQUIREMENTS

- The funds are intended to support programs for children birth to five years who reside in Douglas County whose families are experiencing immediate, short-term financial hardships.
- At least 50% of children enrolled in the program must be from historically underserved and/or ALICE families (see Glossary)

## REPORTING MEASURES

- Twice each grant year, programs will be required to share individual and aggregate data with UWKV related to outputs and outcomes for participants.

## ELIGIBILITY CRITERIA

- Applying organizations must be a registered nonprofit organization with an official letter of determination of 501(c)3 status, or partner with a fiscal agent that is a 501(c)3 organization.
- Applicants must share United Way's view of collaborative and inclusive service to the entire community, which does not exclude anyone on the basis of race, color, religion, gender, ethnicity, national origin, age, disability, sexual orientation, or any other factor not relevant to a person's eligibility for service or ability to contribute.

## FINANCIAL CRITERIA

Organizations must maintain financial records in accordance with generally accepted accounting principles.

- The organization, within 9 months after its fiscal year-end, must have an independent financial audit or review completed as follows:
  - Total revenue of \$750,000 or greater – annual independent audit.
  - Total revenue between \$250,000 and \$749,999 – independent audit every 5 years with independent review all other years.
  - Total revenue less than \$250,000- independent review every 2 years.



## INVESTMENT SPECIFICATIONS

- Grants are for program support and may include indirect administrative costs applicable to the proposed program, such as supplies, organizational and/or staff expenses related to the areas of childcare and early childhood education.
- Grant awards are expected to be between \$5,000-15,000 per year.
- Grant funding period is July 1, 2024- June 30, 2026 (see *timeline below*).

## APPLICATION & REVIEW PROCESS

Application may be made by:

- Completing the fillable document and emailing to Kathy Smith, [ksmith@uwkavvalley.org](mailto:ksmith@uwkavvalley.org) by the deadline, **OR**
- Printing the application and handwriting the information, **OR**
- Meeting with Kathy Smith by Zoom or in person to verbally complete the application (meeting will be recorded).

2024		
April 1		RFP Release
April 10	1:00-2:00pm	Grant information session at 1127 Iowa
April 17	4:00-5:00pm	Grant information session at 1127 Iowa
May 3		Grant proposal due by 12:00 noon
May 6-22		Grant review and scoring
May 23		Applicants Notified
July 1		Grant term begins
2025		
January 15		1 <sup>st</sup> mid-year report due
June 15		1 <sup>st</sup> full-year report due
2026		
January 16		2 <sup>nd</sup> mid-year report due
June 30		Grant term ends
July 15		Final report due

**Late and incomplete applications will not be considered.**

## REVIEW PROCESS

All completed applications will be assessed through a competitive review process by the United Way of Kaw Valley Douglas County Advisory Council. The UWKV DGCO Advisory Council provides strategic direction for community impact and ensures that Douglas County investment, advocacy, and programmatic strategies align with organizational objectives.

The Council will review all applications and make award recommendations, which will be presented to the full UWKV Board of Directors for a final vote and approval on **May 23, 2024**.

Grant decisions will be communicated on **May 23, 2024**, with first disbursements made in July 2024. The grant period ends on **June 30, 2026**.

## GLOSSARY OF UWKV TERMS

**ALICE (Asset Limited, Income Constrained, Employed):** ALICE refers to households that earn more than the Federal Poverty Level, but less than the basic cost of living for the county. While conditions have improved for some households, many continue to struggle, especially as wages fail to keep pace with the rising cost of household essentials (housing, childcare, food, transportation, health care, and a basic smartphone plan). Households below the ALICE Threshold – ALICE households plus those in poverty – can't afford the essentials.

### 2021 Point-in-Time Douglas County data

<b>Population:</b> 119,363	<b>Median Household Income:</b> \$56,576
<b>ALICE Households:</b> 27% <i>(above the poverty level, but below the basic cost of living)</i>	<b>Households in Poverty:</b> 16%

For more information about ALICE: <https://www.unitedforalice.org/state-overivew/Kansas>

**Underserved:** Children/families experiencing one or more of the factors listed below:

- Family income qualifies them for participation in the federal free or reduced lunch program.
- First language is not English or English is not the language primarily spoken in the home (English Language Learners/ELL).
- Developmental delays or have an established Individual Family Service Plan (IFSP).
- Foster care or custodial grandparents/kinship placement.
- Parent(s)/guardians(s) have less than a high school education.
- Teen parent(s)

**Historically Underserved Population:** Includes populations that have been historically underserved and face barriers related to poverty, race, ethnicity, gender, sexual orientation, geography, language, and culture, etc. which led to conditions that lack resources and advantages to thrive.



# APPLICATION COVER SHEET

Include the following on your cover sheet:

## Organization Information

Organization Name:

Tax ID:

EIN:

Phone number:

Website:

Mailing Address:

City:

Zip Code:

Main Point of Contact:

Name:

Title:

Phone Number:

Email:

Executive Director/CEO Contact Information (if different than above)

Name:

Phone Number:

Email:

What is your organization's mission and a summary of core programs and services?

## Grant Narrative

Copy and answer the following questions:

### 1. Program Description:

- a. What need will your program address? How will your proposed program address this need? Include detailed information regarding:
  - a. The community served- population, a specific geographic area, etc.
  - b. How does the proposed program align with your organization's mission?

### 2. Budget Narrative:

- a. How will the funds be used? Requests may include general program support and indirect administrative costs applicable to the proposed program, such as supplies, organizational and/or staff expenses related to immediate, short-term childcare and/or early childhood education needs.

b. Please include supporting information regarding how the budget amounts were calculated. (For example: to best serve our clients and to streamline staff processes, we will upgrade our client database system to XYZ System for \$3,000 and purchase a new desktop computer for \$1,000. We estimate this upgrade will require 30+ hours of staff time, at a value of \$8,000 for a total request of \$12,000.)

**3. Data Collection:**

a. Do you have a method for collecting data from the people you serve? If so, what is it? If not, are you willing to work with the United Way to develop and implement a system, or adopt an existing system?

**4. Data:**

- a. Approximately how many children do you anticipate will be served through this funding?
- b. Approximately how many families do you anticipate will be served through this funding?
- c. Please list three (3) additional data points that you will be able to track and report on through the entire funding period. Why are these specific data points important for your organization to track?

## Budget

Round all amounts up to the nearest dollar.

**Organization's Operating Budget** \$ \_\_\_\_\_

**Of your operating budget, what amount (in dollars) is dedicated to the areas of childcare and/or early childhood education?** \$ \_\_\_\_\_

**2024 Childhood Success Grant Program Budget** \$ \_\_\_\_\_

**Requested from United Way** \$ \_\_\_\_\_

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## **SUBMIT YOUR DOCUMENTS IN THE FOLLOWING ORDER**

1. Completed Application Cover Page
2. Grant Narrative
3. Budget
4. Attachments:
  - a. IRS 501(c)3 determination letter for the applying organization, or for the fiscal agent, if applicable
  - b. Current Board of Directors roster, including contact information and terms
  - c. Most recent IRS Form 990 (*required for registered 501c3s with annual operating budgets over \$500,000*)

**Submit to the United Way of Kaw Valley office by 12:00pm (noon) CST on May 3, 2024.**

- Email to Kathy Smith, [ksmith@uwkawvalley.org](mailto:ksmith@uwkawvalley.org) **OR**
- Drop off in person at 1127 Iowa

### **Grant Application Informational Sessions- at the UW office, 1127 Iowa Street**

Wednesday, April 10 12:00-1:00pm

Wednesday, April 17 4:00-5:00pm

Monday, April 29 3:00-5:00

*Or by appointment-* contact **Kathy Smith**, VP Douglas County Initiatives at [ksmith@uwkawvalley.org](mailto:ksmith@uwkawvalley.org).



# United Way of Kaw Valley

## Childhood Success Application Scoring Rubric

Clearly Meets Criteria (5 points)

Satisfactorily Meets Some Criteria (3 points)

Minimally Meets Criteria (1 point)

Criteria	Score
<b>Agency Alignment</b>	
Proposed program is consistent with the applicant organization's mission	
<b>Alignment with United Way Strategy</b>	
Agency's proposal clearly aligns with the grant requirement to address Emergency/Short Term Assistance in one or more of the following areas: <ul style="list-style-type: none"> <li>• Childcare</li> <li>• Early Childhood Education</li> </ul>	
<b>Population of Focus</b>	
Proposed program aligns with the organization's described population of focus	
<b>Delivery of Services</b>	
Information has been provided for the requested data points: <ul style="list-style-type: none"> <li>• Number of children served</li> <li>• Number of families served</li> <li>• Three additional data points as selected by the agency</li> </ul>	
<ul style="list-style-type: none"> <li>• Data collection method, or a plan to develop/adopt a method has been identified</li> </ul>	
<b>Funding Request/Budget</b>	
Budget is appropriate for program size and population served	
<b>Diversity, Equity, &amp; Inclusion</b>	
Population of focus served by the program is from historically underserved and /or ALICE families.	
Organization is BIPOC-led ( <i>CEO/Executive Director and/or majority of the governing board</i> )	
<b>Total Points</b>	