

United Way of Pioneer Valley Community Impact Basic Needs Grants Request for Funding July 2018 - June 2020

Introduction

This Request for Funding (RFF) describes United Way of Pioneer Valley's (UWPV) July 1, 2018 to June 30, 2020 grant-making program in support of short-term **Basic Needs**. Grant information, eligibility criteria, and the procedures to follow in submitting your application are included. Please review these guidelines carefully.

Purpose

UWPV is seeking RFFs for its **Basic Needs Grant Program**. *These grants will support programs and services that provide temporary and short-term food, shelter, and heating assistance to stabilize those individuals and families faced with an emergency due to loss of employment, housing, natural disaster, domestic violence, etc. Organizations should not approach this application with the expectation of ongoing annual operating support. Grants will be awarded for a period of 24 months from July 1, 2018 through June 30, 2020.* The purpose of the **Basic Needs Grant Program** is to support and sustain strong communities in Hampden County, South Hadley, and Granby, Massachusetts.

The program has three areas of focus to assist people in meeting emergency and basic needs:

- **Shelter:** Short-term housing for people who are: homeless, escaping domestic violence, and/or displaced due to a natural disaster, fire, etc.
- **Food:** Support short-term food assistance for people facing economic hardship and/or isolation (homebound), with the goal of moving them to food security. This will include food pantries, meal services, and completing SNAP applications.
- **Heating Assistance:** Short-term heating assistance for individuals and families whose household incomes are 201%-350% of federal poverty levels and 60%-80% state median income levels, and therefore not eligible for public assistance, up to \$500 per household per year.

Priority will be given for programs that serve seniors, veterans, residents living in communities with limited access to short-term (emergency) basic needs programs (e.g. rural communities), and residents ineligible for public assistance programs (e.g. fuel assistance) but in need of short-term (emergency) help to stabilize their situation.

Background

UWPV has been in partnership with individuals, businesses, nonprofits, and government to advance the Common Good for over 90 years. UWPV is one of 1,200 members of the United Way Worldwide system, the world's largest network of organizations dedicated to improving the lives of all people. Locally focused and governed, UWPV is led by a diverse group of volunteers and highly skilled



professional leaders and managers. The mission of United Way of Pioneer Valley *is to mobilize people and resources to strengthen our communities.* As an organization, we advance this mission by connecting all segments of the community toward achieving the goal of producing healthy, well-educated, and economically stable individuals and families. We accomplish our work through grantmaking, volunteer engagement, community engagement and public policy and advocacy.

Our strategic plan envisions a thriving, caring region where individuals have opportunities to realize their human potential, are economically self-sufficient, and contribute collectively to improve the quality of life in their communities. We also remain aware of the need to help people of all ages who are struggling to obtain their basic needs when faced with an emergency.

Overview of Basic Needs Grants

The **Basic Needs Grants program** funds emergency and short-term services provided by organizations located in and serving the people of Hampden County, South Hadley, and Granby, Massachusetts. The organization's grant-making programs are one of several ways that UWPV provides support for the communities and people in our region.

United Way of Pioneer Valley and Community Impact

For UWPV, Community Impact is about improving lives by mobilizing people to create *lasting change* through increasing educational outcomes for children and youth and assisting families to become economically self-sufficient. In addition to focusing on long-term sustainable change by targeting its work in support of community outcomes in the areas of **Education and Financial Wellness**, UWPV continues to invest in **Basic Needs** to assist individuals and families facing crisis situations to get back on their feet (stabilization) and on the road to Economic Self-Sufficiency.

The **Basic Needs** RFF is focused on *meeting needs of people in crisis moving toward financial stability.* All funded partners are required to:

- Clearly define how the program aligns with the outcomes identified in this RFF
- Demonstrate the match between current community needs and the proposed program services
- Clearly define pro-active outreach strategies to connect with "hard to reach" populations e.g. senior citizens, veterans, residents in rural communities, and etc.
- Clearly define how UWPV support will enable the organization to expand and/or improve services
- Report on a unit of service as defined by UWPV
- Use UWPV funds to add or improve services, not to fill gaps in funding left from government cuts or use for debt reduction
- Participate annually in a United Way workplace fundraising campaign
- Participate in UWPV social media campaigns to increase public awareness of regional resources
- Maintain *an accurate* profile in **Mass211** and **United Way's Volunteer Pioneer Valley**, to be updated at least once a year



Basic Needs Grants Support the Following Services

Shelter

UWPV funds will be used to fund qualifying organizations that provide short-term shelter focused on moving individuals and families who are homeless to shelter within the UWPV catchment area. This may include, but is not limited to, individuals or families who are homeless because of financial hardship, survivors of crisis or natural disaster, and survivors of domestic violence.

Food

UWPV seeks to reduce food insecurity by supporting programs that directly assist clients who are in need of short-term food assistance due to economic hardship or isolation (homebound), and move them to food security. This will include food pantries, meal services, and completing SNAP applications.

Heating Assistance

Grants will fund programs that assist individuals who are unable to pay their heating bills due to economic hardship, and are between 201%-350% of poverty level according to the most current Federal Poverty Level Guidelines set by the U.S. Department of Health and Human Services, or 60% to 80% of the state median income guidelines, up to \$500 per household per year.

Units of Service

Funds through United Way of Pioneer Valley's Basic Needs Program are expected to **increase the amount of people that you currently serve or to provide additional services to people you currently assist.** UWPV evaluates our performance by using Units of Service that you will provide.

Please select a Unit of Service below that you will report on if you receive this grant:

1. # bed nights
2. # meals served
3. # bags of food distributed
4. # households receiving fuel assistance
5. # households receiving emergency services and assistance
6. # households receiving disaster relief services and assistance

For example: "We will use United Way funds to serve approximately 500 additional meals from July 1, 2018 through June 30, 2020." The Unit of Service that best fits is "# of meals served."

Availability of Funding and Eligible Uses

Grant Amounts

Grant amounts will be determined based on the availability of funds through our annual fundraising campaign and the impact of the proposed program. **The maximum grant award will be \$35,000.**

Allowable Uses of Funding

- Direct program-related expenses: Funding requests should represent a reasonable proportion of direct program versus indirect program expenses.
- Up to 15% for administrative overhead (Accounting, HR, Utilities, etc...)-UWPV recognizes that administrative overhead is critical for nonprofit organizations to be effective in their work. (For example, a grant proposal for \$25,000 should include no more than \$3,750 for Indirect Expenses and Administrative Overhead).

Non-allowable Uses of Funding

- Capital projects and/or campaigns
- Substitute or replace discontinued funding
- Debt reduction and funding gaps
- Academic research
- Endowments
- Scholarships
- Sectarian or religious purposes
- To support candidates for public office or promote a partisan cause



Deadline and Key Dates

Grants will be for a 24-month period beginning July 1, 2018 through June 30, 2020. Funding is dependent on the availability of funds for investment in the community through the annual workplace campaign and other fund development efforts.

February 21, 2018	Release Basic Needs RFF to public - Link to Request for Funding Application will be available at uwpv.org
February 21 (3:00pm -4:30pm) February 22 (10:00am -11:30am)	Information Sessions for Potential Applicants (choose one) Springfield Central Library, 220 State St. Springfield MA
March 9, 2018	Request for Funding due online by 4:30 p.m. - Link to Request for Funding Application will be available at uwpv.org
March 14 - April 14, 2018	Grant Review Team will review RFF applications
May 30, 2018	Notify Agencies of funding decisions
June 15, 2018	Obtain proper documentation and signed MOUs
July 2018	Release funding on a monthly basis, upon timely submission of completed Memorandum of Understanding, and updated financial information



Eligibility Criteria

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

- Must have offices and operations based in and serve the residents of Hampden County, South Hadley, or Granby, Massachusetts
- Legally incorporated as a municipality or not-for-profit charitable organization under section 501c (3) of the Internal Revenue code and in good standing pursuant to the requirements of M.G.L. c. 12, s. 8E and 8F; or operating under the fiscal sponsorship of a tax-exempt nonprofit organization in good standing pursuant to the requirements of M.G.L. c. 12, s. 8E and 8F with a Memorandum of Understanding, or equivalent agreement, in full force and effect
- Is financially stable with no adverse opinions
- According to the Commonwealth of Massachusetts guidelines for financial reporting, you must submit a current financial audit, an accountant approved financial review, or IRS 990 form from the previous fiscal year. An agency without current financial reports will not be funded
- Have an uncompensated and actively engaged board of directors; a minimum level of board attendance is required and defined as no less than 65% of regularly scheduled board meetings to meet the required quorum under the organization's by-laws
- Have an affirmative action policy and does not discriminate based on race, religion, gender, or gender identity, sexual orientation, age, national origin or disability
- Comply with all federal and state laws and regulations concerning anti-terrorism activities
- *All reports for other UWPV-funded programs must be up-to-date.*

How to Apply

Organizations must apply by going to **WizeHive's Zengine online application system** and completing the **UWPV 2018 Request for Funding** form. The application is due by **4:30 p.m. on Friday, March 9, 2018**.

Information Sessions

We encourage all applicants to attend **one of the** information sessions offered by the United Way of Pioneer Valley. The sessions will take place at the Springfield Central Library, 220 State St., Springfield MA on **Wednesday February 21** from 3:00pm – 4:30pm **or Thursday, February 22, 2018** from 10:00am - 11:30am. Attendees are encouraged to register for the information session by emailing LaTonia Monroe Naylor at lnaylor@uwpv.org.

Proposal Requirements and Selection Criteria

The following criteria will be required for all RFFs:

- Alignment with UWPV's Basic Needs focus areas as explained in this RFF
- Alignment with the applicant's organization mission statement
- A clearly defined **target population** and the **Units of Service**.
- **Explain in detail how a grant from UWPV will allow you to:**
 - **1) Expand services or**
 - **2) Improve services for the people who are currently receiving services from you**
 - **3) or both**
- Documentation of your organization's capacity to deliver your program successfully; this should include pertinent experience and expertise



- A financially sound budget that effectively defines both the programmatic and non-programmatic expenses that you want UWPV to fund

Proposal Review Process

UWPV is accountable to its donors, volunteers, and Board of Directors to ensure funds are used wisely, deliver results, and produce maximum impact. To ensure accountability and thorough due diligence in the application review process, UWPV will operate as follows:

- An application for funding will be submitted in accordance with the criteria outlined in this RFF
- A Basic Needs Grant Review team composed of field experts, community volunteers, business associates and staffed by UWPV will review and assess RFFs and develop recommendations for funding to the Community Impact Committee.
- The Community Impact Committee will review recommendations developed by the Grant Review Team, within the context of this RFF, and submit a recommendation to the UWPV Board of Directors.
- Final approval by UWPV Board of Directors is expected no later than the mid- May 2018.
- Each applicant will be notified of its award status by May 30, 2018.
- Due to the extensive community-based nature of the decision making process, all decisions made by the UWPV Board of Directors are final.

Post Award Requirements

Organizations that are awarded a Basic Needs Grant will be expected to comply with the following:

- Enter into a Memorandum of Understanding (MOU) with UWPV that will define the Unit of Service, prior to receiving any funds
- Report on the agreed upon Unit of Service to UWPV in your six month progress report and the annual final reports. Submit program and financial progress reports on time, as requested, starting January 2019
- Meet all four reporting deadlines using our online grants platform.
- Participate in four learning community meetings
- Implement publicity and co-branding with United Way of Pioneer Valley on your materials related to the funded program
- Display the UWPV trademarked logo within their facilities and on all communications materials pertaining to UWPV-funded programs
- All program marketing materials are to be submitted to UWPV to ensure accurate branding requirements
- If there are any changes in program operations that impact the organization's ability to fulfil its requirements under this MOU, organizations are expected to meet with UWPV staff to discuss the situation and develop a plan of action

If you have questions regarding any aspect of this RFF, please contact:

LaTonia Monroe Naylor, Senior Manager, Community Investments lnaylor@uwpv.org or 413.693.0215
or Jennifer Kinsman, Director of Community Impact, jkinsman@uwpv.org or 413-693-0212.