

# Request for Proposals:

## United Way of the Franklin & Hampshire Region (UWFH) 2023 Single Year Flexible Funding Opportunity

### **EXECUTIVE SUMMARY**

**Mission:** UWFH's mission is to work in partnership with our community to identify and address our region's most pressing issues. We inspire and engage individuals and organizations to invest together in overcoming those challenges.

**Vision:** Our vision is that all individuals and families have equitable access to the tools and resources to support their basic needs and ensure future successes. In doing so, we build a strong, vibrant, and inclusive community.

### **UWFH Values**

- **Equity:** We understand and acknowledge that we live in a world with systemic racism, economic disparities, and other forms of intersectional disadvantages. We are committed to addressing those inequities at the organizational and individual level.
- **Human Dignity:** We treat all people respectfully and operate in ways that celebrate everyone's humanity.
- **Collaboration:** We work collaboratively with each other, our partners, and our communities to make the most of our combined resources.
- **Accountability:** We hold ourselves accountable to high ethical, administrative, programmatic, and fiscal standards.
- **Curiosity & Learning:** We strive to ask questions rather than make judgements. We are committed to learning from our successes and our mistakes.

This RFP describes a single year flexible funding opportunity available to distinct programs of 501(c)3 nonprofit agencies providing substantive services within our coverage area and following eligibility guidelines (page 2). Programs must align with one of United Way's program areas. Applicants must attend a mandatory informational session to be eligible to apply. This funding may be used for general operating support within the distinct program outlined in the application. Receiving funding from United Way does not imply continued support outside of the funding period.

### **FUNDING PRIORITIES**

Applicants will be asked to align with one of United Way's program areas:

**Economic Security** Funds will target programs that ensure that individuals and communities have the ability and resources to meet their basic needs sustainably and with dignity.

**Health & Safety** Funds will target programs and initiatives that build lasting wellness and security while strengthening physical, social, and emotional wellbeing in our community.

**Education & Youth** Funds will target programs that nurture the healthy growth, development and general well-being of children, youth and families.

## **FUNDING CONSIDERATIONS**

Our region is diverse and addressing the most pressing needs can be complex. Our goal is to fund the most effective and efficient programs that address these needs, balancing crisis response, prevention and/or stabilization. We consider a diverse range of local programs. Specifically, we look at:

- **Agency and program stability:** We review leadership, finances, rates of success, and potential.
- **Large and small organizations:** We fund all sizes.
- **Supporting Hampshire County, Franklin County and/or the North Quabbin Region** especially the most economically depressed areas (Please note that South Hadley and Granby are not part of the UWFH coverage area).
- **Multi-purpose agencies:** Applications must be for distinct programs within agencies. Even though funding is flexible, it must be used within that program.
- **Supporting the most vulnerable and/or underserved members of our community.**
- **We typically cap awards at \$30,000.** Programs must demonstrate a need for their funding request.
- **Typically, we will not fund above 30% of a program budget.**
- **We encourage applications from multi-agency collaborations.** To be considered, program activities must extend beyond routine cross-referrals and/or networking. Here are guidelines—demonstrate:
  - **One agency as the lead:** responsible for coordination, tracking results, reporting, and financial management.
  - **A plan,** including meaningful and substantive joint programming with clear goals, metrics and measures of success.

### **2023 Funding Timeline**

1. RFP released. Application with narrative questions opens online.	January 2023
2. Mandatory Info Sessions Franklin County: FRCOG/John W. Oliver Center – Allen Room, Greenfield Hampshire County: Hadley Senior Center, Hadley Zoom	January 2023 January 19 @ 2:00 PM January 25 @ 10:00 AM January 26 @ 10:00 AM
3. Application due	February 28, 2023
4. Notification of funding decisions	May 2023
5. Contractual documents finalized	June 2023
6. Funding Released (1 <sup>st</sup> monthly payment)	July 2023

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## **GENERAL GRANT INFORMATION**

### **Eligibility**

UWFH funds programs that effectively identify community needs and that are designed to achieve measurable results. To be eligible for funding, applicants must meet all of the following criteria:

- **Currently provide substantive services to residents of Hampshire County, Franklin County or the North Quabbin Region,** Massachusetts, with the exception of South Hadley and Granby, which are not part of the UWFH coverage area
- **Have a board of directors** that is in compliance with the bylaws of the organization.
- **Be legally incorporated** as a nonprofit charitable agency under section 501(c)(3) of the Internal Revenue Service code or operate under the fiscal sponsorship of a tax-exempt nonprofit agency
- **Practice nondiscrimination** with respect to employment, volunteer participation, and the provision of services on the basis of race, color, creed, ethnicity, religion, national origin, sex, sexual orientation, gender expression, physical or mental disability, age, ancestry, veteran status, or any other class protected by applicable law
- **Hold all applicable local, state, and federal licenses and certifications** to support its programs and operations
- **Comply with all federal and state laws and regulations concerning anti-terrorism activities**
- **Be financially stable** and able to submit a current/recent financial audit or audited financial statement (if large enough to be required by state law to have an audit), as well as an IRS 990 or 990EZ tax form (if required for the agency).

- **Current partners must be up-to-date and in compliance with required reporting**

#### **Non-allowable Uses of Funding**

- Capital projects and/or campaigns
- Debt reduction
- Academic research
- Endowments
- Sectarian or religious purposes
- Support for candidates for public office or to promote a partisan cause
- We do not fund government agencies, schools or hospitals

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#### **PROGRAM MEASURES**

UWFH is accountable to the community, its donors, volunteers, and board of directors to ensure that funds are used appropriately, that they deliver results, and that they produce the maximum intended benefit for those most in need. Applicants must be able to:

1. **Identify and clearly describe the community need** they intend to address.
  - a. Who is your target population?
  - b. What are your program goals?
2. **Describe the program's design in relation to the community need.**
3. **Identify what resources** are needed to make the program design work.
4. **Measure and describe whether or not the program is successfully** having an impact on the community need.

#### **REQUIRED APPLICATION MATERIALS**

All to be submitted via UWFH's online grants portal, e-Cimact.

##### **UWFH Forms and Materials**

- Application Forms, including responses to narrative questions

##### **Agency/Program Documentation**

- Program budget

##### **Government and Other Documentation for the Most Recent Year Available**

- IRS Form 990 or 990EZ (If there are special circumstances regarding your agency's tax filing, please contact the UWFH directly about this issue. For collaborations, provide forms from each agency.)
- Audit and/or audited financial statements (if required by state of Massachusetts)
- Certificate for Solicitation (issued by the Commonwealth of Massachusetts)
- Certifications (if applicable)

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#### **PROPOSAL REVIEW & APPROVALS PROCESS**

##### **Proposal Review Process**

To ensure accountability and transparency, UWFH has established the following application review and decision-making process:

1. **Review:** Applications will be reviewed by UWFH's Community Investment Committee with support from UWFH staff.
2. **Recommendations:** UWFH's Community Investment Committee will make recommendations to the UWFH Board of Directors.
3. **Determinations:** Final determinations will be made by the UWFH Board of Directors. UWFH's grant application process involves extensive community input, transparency, and due diligence. All decisions made by the UWFH Board of Directors are final.
4. **Notifications:** Notification of decisions will be made in May of 2023.

## Post-grant Requirements

After having been awarded a grant and prior to receiving funds, agencies must:

- **Enter into a Funding Agreement** with UWFH, which stipulates:
  - Program and financial progress reports.
  - Periodic site visits during grant period.
- **Enter into a Partnership Agreement** with UWFH, which stipulates:
  - Participating in capacity-building activities.
  - Recognizing UWFH funding support.
  - Providing clear online program information.

## Continuing Assessment

UWFH will conduct periodic assessments of grant programs. These reviews will require that grantees regularly provide programmatic and financial data, in addition to other considerations. This data will be used to ensure that the program is meeting its measures of success, and that participants are experiencing the intended benefits. Continuation of funding throughout the grant period is contingent upon program performance.

All funded programs must have data-gathering systems in place to enable timely reporting. Reports will be submitted electronically, as determined by UWFH. All grantees are expected to cooperate with assessment activities deemed necessary by UWFH.

Applicants may propose their own evaluation activities but these may not be in lieu of participation in UWFH evaluation activities.

## Contact Information

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

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**United Way of the  
Franklin & Hampshire Region**

