



United Way of Hampshire County Health and Safety Program Area

Multi-Year Funding Opportunity Request For Proposals – January 2018

EXECUTIVE SUMMARY

United Way of Hampshire County engages and inspires the people, employers, and organizations of Hampshire County to give, advocate, and volunteer on behalf of our community. Our vision is that all individuals and families have the tools and resources to reach their full potential through education, economic security, and wellness. Lifting together, we build strong, vibrant, and inclusive communities.

UWHC funding sustains and strengthens a network of local programs and initiatives prepared to address the most pressing needs in our community in the areas of Economic Security; Health & Safety; and Children, Youth & Their Families. Because community challenges are multifaceted, we endorse the strength of collaboration.

This Request for Proposals (RFP) describes UWHC’s Multi-Year Grant Program focused on Health and Safety.

This document includes:

- general grant information
- eligibility criteria
- program design
- instructions for submitting an application.

Please review these guidelines thoroughly and carefully. (see **Timeline** below)

Timeline

Request For Proposal Released	December 12, 2017
Information Sessions for Potential Applicants – Attendance at one Information Session is mandatory.	January 9, 2018 & January 10, 2018
Letter Of Intent to Apply (LOI) Released Online	January 12, 2018
Letter Of Intent To Apply (LOI) Due*	January 26, 2018
Application with Narrative Questions Released Online upon LOI approval*	February 2, 2018
Application Due*	February 23, 2018
Program Review Visits	March 2018
Notification Of Funding Decisions	May 2018
Contractual Documents Finalized	June 2018
Funding Released (First monthly payment made in July 2018 for 3-year grant July 1, 2018-June 30, 2021.)	July 2018

* Only agencies with approved LOIs may submit an application.

**All Letters of Intent and Applications must be submitted online using UWHC’s online system.

Required Grant Information Sessions

UWHC requires all applicants to attend one of two information sessions prior to submitting a Letter of Intent. You must attend in order to be eligible to apply. This session will cover information beyond what is included in this Request for Proposals document.

In determining who will represent your agency at the session, please consider a person/people with knowledge of the particular program you wish to propose, decision-making authority and direct involvement in the writing of the application. The dates, times and locations of the information sessions will be:

Session #1: Tuesday, January 9, 2018 from 9am to 11am

Session #2: Thursday, January 10, 2018 from 2pm to 4pm

Both sessions will be held at **Union Station, 125 Pleasant St, Northampton, MA 01060**

To reserve your agency's place at an Information Session, UWHC requests that agencies send an email to erin@uwhamphshire.org in advance. Please include the agency name, names of attendees, preferred email address for confirmation, phone number, and preferred session date. Up to three individuals may attend from each agency.

If a session needs to be cancelled for any reason, an email will be sent to all attendees with new scheduling information.

GENERAL GRANT INFORMATION

Applicants should ensure that the program for which funding is sought meets the spirit and intent of the funding focus statement.

Funding Focus Statement:

The Health and Safety grants are informed by the following board-approved funding focus statement:

The United Way of Hampshire County is committed to improving the health and safety of our community by strengthening the physical, social and emotional wellbeing of all individuals and families.

Health & Safety Continuum



We seek to fund programs and initiatives that support the health and safety needs of the community through the provision of services along a continuum from NAVIGATING CRISIS to RECLAIMING STABILITY to MAINTAINING WELLNESS. *

**UWHC recognizes that movement along this continuum is fluid. Individuals and families may enter at any point and move in either direction depending on circumstances.*

The Health and Safety grants seek to develop and promote long-term well-being in Hampshire County, with an emphasis on strategies that provide direct services to those most in need due to:

- Socioeconomic conditions
- Physical barriers
- Geographic isolation
- Language and cultural barriers
- Individual behaviors
- Living and working conditions
- Social, family, and community networks
- Individual and/or family history of trauma

Availability of Funding

The amount of funding available will vary depending upon the scope of the activities included in the proposed program design. UWHC typically makes grants to programs ranging from \$10,000 to \$45,000 per year. In most circumstances, the annual grant amount will remain constant over the three-year funding period, provided that the program meets agreed upon performance goals.

UWHC will consider applications from a single agency or from a multi-agency collaboration. A 501(c)(3) cannot submit more than one application in any funding cycle. To be considered as a collaborative program, activities must extend beyond routine cross-referrals and/or networking. Collaboratively funded agencies share funding and must have a coherent plan for achieving goals by working together. While we encourage collaboration, it is not a requirement. If you choose to collaborate these are the guidelines:

- Designate one agency to serve as the lead applicant, which will be responsible for coordination, tracking results, reporting, and financial management
- Demonstrate a plan for meaningful and substantive joint programming that will **add value** to the program beyond what would be possible through a single-agency. Provide a specific breakdown of functions and responsibilities for each partner agency.
- Demonstrate the likelihood for success in implementing a collaborative approach and creating a mutual commitment among collaboratively funded agencies.

UWHC is interested in promoting sustainability for funded programs. **Grant funding typically will not exceed 30% of the program or agency budget.** A larger percentage may be considered on a case-by-case basis for those agencies that can demonstrate that a higher proportion of funding is critical to the success of a program and will not adversely affect program sustainability.

ELIGIBILITY CRITERIA

Eligibility

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

- Currently provide substantive services to residents of Hampshire County, Massachusetts, with the exception of South Hadley and Granby, which are not part of the UWHC coverage area;
- 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;
- 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, as well as an IRS 990 or 990EZ tax form (if required for the agency);
- Have submitted a Letter of Intent, approved by UWHC;
- Have attended an information session.

Please note that current UWHC partner agencies that are applying for this funding opportunity must be up to date and in compliance with all UWHC required reporting and activities.

Uses of Funding

UWHC supports programs that show measurable and meaningful program impact. Grant funds may be used for a variety of programmatic and/or operational purposes, as long as such costs are reasonable and directly related to proposed activities. Regardless of the specific use of funds, grantees will be accountable for agreed-upon targets.

Non-allowable Uses of Funding

Funds from Health and Safety grants may not be used for the following purposes:

- 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

PROGRAM MEASURES

UWHC is accountable to the community and its donors that the programs it funds deliver results and produce the maximum intended benefit. As such, UWHC requires all applicants to identify clear, concise, and practicable program metrics. These serve both to project, and subsequently assess, program impact. While forming these measures organizations should consider three core questions:

1. What service will your program provide?
2. How many people will you help with your project?
3. How will you know people have benefited from your program?

Applicants will be required to identify at least three measures but no more than five for their proposed program. This will be discussed in depth within the required information sessions.

UWHC will work with funded applicants to establish additional, mutually agreed upon performance indicators, if needed, as part of the Funding Agreement. UWHC is committed to supporting the ongoing capacity-building of funded applicants in this regard.

APPLICATION INFORMATION

Application Materials and Content

Letter of Intent and Application documents will be released at information sessions in January 2018. Agencies will be required to include the following in their application for funding for a Health and Safety grant:

UWHC Forms and Materials:

- Letter of Intent (LOI) – submitted online prior to submission of application
- Application Form, including responses to narrative questions – **submitted online, upon LOI approval**
- Site Visit Form

Agency and Program Documentation:

- List of current board of directors
- Statement of board activity and advisory board activity (if applicable)
- List of agency's key leadership staff
- List of program's key leadership staff (if known)
- Agency budget (For collaborations and fiscal conduits, provide budget for each entity.)
- Program budget
- Listing of other sources and amounts of income (confirmed or anticipated)

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 UWHC directly about this issue. For collaborations, provide forms from each agency.)
 - Audit and/or audited financial statements (For collaborations, provide audits and/or audited financial statements from each agency.)
 - Certificate for Solicitation (issued by the Commonwealth of Massachusetts)
 - Certifications (if applicable)
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PROPOSAL REVIEW & APPROVALS PROCESS

Proposal Review Process

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

1. All submitted applications will be reviewed by community volunteers with support from UWHC staff. Review Teams will review, assess and numerically score each submitted proposal.
2. Informed by scores from the Grant Review Team, UWHC's Community Investment Committee will make recommendations to the UWHC Board, taking into consideration the context of UWHC's funding capacity, broader investment goals, and objectives.
3. Final determinations will be made by UWHC Board of Directors. Notification of decisions will be made in May of 2018. UWHC's grant application process involves extensive community input, transparency and due diligence. All decisions made by the UWHC Board of Directors are final.

Proposal Evaluation and Selection Criteria

The following criteria will be evaluated for all submitted applications.

- Alignment with UWHC funding focus statement as outlined in the Health and Safety RFP
- A clear and compelling program design that would enable a lay person to understand the activities and work of the funded agency(s)
- Inclusion of a clear plan for addressing community need(s) through the proposed program, including plans to reach those most in need
- A description of the target population and the program strategies that will be used to engage the target population
- Clearly articulated indicators and related metrics to enable evaluation of the impact of the program
- Documentation of additional financial and/or non-financial resources to ensure viability of the program in the short- and medium-term
- A financially sound and programmatically appropriate budget

Post Grant Information

Agencies that are awarded grants will be expected to participate in the following:

- Enter into a Funding Agreement and a Partnership Agreement with UWHC prior to receiving any funds
- Submit program and financial progress reports as specified within the Funding Agreement
- Participate in periodic site visits during the grant period
- Participate in capacity-building activities as specified within the Funding Agreement and Partnership Agreement
- Recognize UWHC funding support in promotional materials and other communications as specified in the Partnership Agreement

Continuing Assessment

UWHC will conduct periodic assessments of the Health and Safety 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 performance targets, and that participants are experiencing the intended benefits. Continuation of funding throughout the three-year 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 UWHC. All grantees are expected to cooperate with assessment activities deemed necessary by UWHC.

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

Additional Information

If you have questions regarding any aspect of this RFP, please contact: Renee Moss, Interim Executive Director at Renee@uwhamshire.org or 413-584-3962 ext. 106.