

Community Impact Grant Proposals

Frequently Asked Questions

What is Community Impact Funding?

United Way of Sullivan County, like many United Ways nationwide, is venturing in a new direction in regard to the funding of local programs and services. This new direction is based on both guidelines from United Way Worldwide, and the results of our recent Community Needs Assessment Survey.

Going forward, grants from United Way of Sullivan County will focus on programs and services that promote Education, Income and Health, which we believe are the building blocks for a good life. More specifically, funding will be directed toward areas identified by our Community Needs Assessment Survey, with special attention given to programs that fall within the three areas of primary focus. Our goal is help effect sustainable positive changes that meet critical areas of need in our community.

What are the impact areas United Way of Sullivan County will consider for possible funding?

1. Helping Children & Youth Succeed
 - Keep youth actively engaged in physical and social activities
 - Help youth avoid unsafe activities and behaviors
2. Fostering Financial Stability & Self-Sufficiency
 - Assist individuals and families as they move toward financial independence
 - Help individuals and families improve their standard of living
 - Help individuals and families build financial assets
3. Health & Well-being
 - Help secure health care coverage and promote disease prevention activities
 - Promote healthy practices for youth and adults
 - Help reduce the incidence of chronic disease

2013 applications will be accepted for our third impact area “Health & Well-being.”

Who may apply?

United Way of Sullivan County will entertain grant requests from only those organizations that are qualified as tax-exempt by the IRS under Section 501(c)(3). Requests from former *member agencies* or any *Health and Human Service Organizations* within Sullivan County, New York, serving Sullivan County residents will be eligible. Organizations must have a paid Executive Director; community based Board of Directors; and, if you are an agency with an annual budget over \$100,000, an annual audit performed by an independent CPA.

Should we apply for just one program or may we apply for multiple programs?

That decision rest with you, however we encourage all agencies to present the best possible program that falls within our guidelines.

May we apply to more than one impact area?

We are currently accepting applications for one impact area at a time. In 2012, applications will be accepted for Fostering Financial Stability & Self-Sufficiency. If you are not approved for funding in 2012, and you feel your program(s) addresses the needs of another impact area, you may submit a new application when the application process for that funding area is open.

Are previously funded agencies (Member Agencies) guaranteed Community Impact funding?

Decisions of the Community Impact Committee will be based entirely upon the merits of the current proposal. Past program funding is not a guarantee of funding in the future.

What will the term of each grant be?

Grants will be made on a two and three-year year basis to allow for the greatest possible impact.

How will grant money be distributed?

The first grant payment will be made in September of the year funding begins. Second and third payments will be made in September of subsequent years contingent upon the submission and approval of a Program Status Report.

How important is reporting?

Continued funding is contingent upon the submission of required Project Status Reports. It's important for us to communicate success to our donors and our community. It's important for you to tell us how you are measuring program outcomes. We want to demonstrate positive, sustainable change. Whenever possible, outcome should refer to more than just the number of people served by the initiative.

Who decides what programs will be funded?

A Community Impact Board comprised of various community leaders and subject-matter experts will join with four members of United Way of Sullivan County's Board of Directors to review applications and select programs that meet our criteria and best address current needs in our community.

How will Community Impact Grant availability be publicized?

Formerly funded agencies will receive a letter when new grant opportunities become available. In addition, an ad will be taken in the Times Herald Record and a press release distributed to all local media outlets. Information will also be made available on our website.

**2013
Community Impact Grant
Application Guidelines**



**United Way of
Sullivan County**

CONTACT

Community Impact Committee
c/o United Way of Sullivan
County
33 Lakewood Avenue
P.O. Box 1036
Monticello, NY 12701

Phone: (845) 794-1771
Fax: (845) 791-4205
E-Mail:
Unitedwaysullivan@verizon.net

United Way of Sullivan County will entertain grant requests from only those organizations that are qualified as tax-exempt by the IRS under Section 501(c)(3). Requests from former *member agencies* or any *Health and Human Service Organizations* within Sullivan County, New York, serving Sullivan County residents will be eligible. Organizations must have a paid Executive Director; community based Board of Directors; and, if you are an agency with an annual budget over \$100,000, an annual audit performed by an independent CPA.

Please note that funding criteria for Community Impact Grants have changed.

Requests will be accepted for programmatic needs as they relate to advancing our Community Impact initiatives and the agency's financial soundness. Community Impact grants cannot be issued for daily operational expenses. Requests will be considered throughout the calendar year, based on availability of funds. Please note that no expense is fully covered by United Way resources. Grant requests are limited to \$15,000 provided over a three year period, with funding not to exceed \$5,000 annually.

Upon initial review, the application will be referred to Community Impact Committee (CIC). Applicants being considered for funding may be required to make a presentation at a meeting of the Community Impact Committee. The CIC will review the application and make a recommendation to our Board of Directors. There is no commitment that submission of any request is a guarantee of approval. Grants are issued subject to resources available and general eligibility. **Please allow 60 days processing time.**

A general summary of our Community Impact initiatives appears below: **2013 Grant funding will focus on Health & Well-being.**

4. Helping Children & Youth Succeed.
 - Keep youth actively engaged in physical and social activities
 - Help youth avoid unsafe activities and behaviors
5. Fostering Financial Stability & Self-Sufficiency
 - Assist individuals and families as they move toward financial independence
 - Help individuals and families improve their standard of living
 - Help individuals and families build financial assets

6. Health & Well-being

Help secure health care coverage and promote disease prevention activities
Promote healthy practices for youth and adults
Help reduce the incidence of chronic disease

HOW TO APPLY FOR A COMMUNITY IMPACT GRANT?

Please use the application below and fill out completely.



UNITED WAY OF SULLIVAN COUNTY
COMMUNITY IMPACT GRANT COVER PAGE

Instructions:

Please mail signed original with all attachments to: Community Impact Committee c/o United Way of Sullivan County

Date of application:

Name of organization to which grant would be paid. Please list exact legal name.

Address of organization:

Telephone number:

Fax:

E-Mail:

Executive Director:

Contact person and title (if not Executive Director):

Program Title:

Grant request amount: \$_____

Total organizational budget for current year \$_____

Dates covered by this budget (mo/day/year): _____

Total program budget: \$_____

Dates covered by program budget (mo/day/year): _____



UNITED WAY OF SULLIVAN COUNTY
APPLICATION FORM
COMMUNITY IMPACT GRANT PROPOSAL

(Please answer all of the questions in the order listed. An electronic version of the application, available on our website at www.unitedwayofsullivancounty.org can be used to respond directly on the form under each item. Please leave a space between items and responses. If any answer is submitted on a separate sheet of paper, be sure to include section headings and corresponding item letters/numbers for each response. Please do not submit a request in any other format than the one provided. All applications should be signed and submitted by mail. Thank you

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- I. **PROPOSAL SUMMARY:** Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.
- II. **NARRATIVE:**
- A. **Background** – Describe the work of your agency, addressing each of the following.
- i. A brief description of its history and mission.
 - ii. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity gender, sexual orientation, age, physical ability and language.
 - iii. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
 - iv. Your organization's relationships with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
- B. **Funding Request** – Please describe the program for which you seek funding and how it applies to our Community Impact initiatives. (**SEE COMMUNITY IMPACT GRANT GUIDELINES**)
- If requesting programmatic support, please describe the program being sure to address the following:
- a. Indicate if this is a new or existing program.
 - b. Indicate whether or not the program been funded by United Way of Sullivan County in the past? If so, when and the amount?
 - c. Provide outcome measures. Describe your criteria for a successful program and the results you expect to achieve. Explain or include how you will or have measured the effectiveness of your activities.
 - d. No program is totally funded by United Way resources. Indicate other secured funds that will be used to support this program. (Pending funding solicitations will be addressed in another section.)
 - e. Provide a statement of the program's primary purpose and the need or problem being addressed.
 - f. Indicate the population that you plan to serve and how this population will benefit from the program.
 - g. Provide the strategies that you will employ to implement your program.

- h. Include the proposed staffing for the project, and the names and titles of the individuals who will direct the program.
- i. Indicate the anticipated length of the program.

III. **ATTACHMENTS:** Please label all the attachments to correspond to the **bold faced** capitalized items below.



A. **Financial Information** – Please provide the documents indicated and the dates that each document covers.

- i. **MOST RECENT INDEPENDENT AUDIT.** (Agencies with an annual budget of less than \$100,000 must submit a balance sheet and income statement).
- ii. **MOST RECENT 990.**
- iii. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** in relation to this request. Indicate, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each and the amount. Please include if you have been denied and by whom.
- iv. **A CURRENT EXPENSE BUDGET FOR THE PROGRAM.** List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant if possible.
- v. **AN ORGANIZATION BUDGET.** Please include the organization's current operating budget, with funding sources and amounts, and the budget for your upcoming fiscal year. Indicate whether this proposed project is included in the organizational budget.

B. **Other Supporting Materials:**

- i. A list of your **Board of Directors.**
- ii. A copy of your most recent IRS determination letter of tax-exempt charitable status under **Section 501(c) (3).**
- iii. If you have received a grant from United Way of Sullivan County in the past for any program, **please list grant** received, when and the amount.

C. **Partnership Agreement** – Please read and become familiar with our Partnership Agreement. In the event that your program is funded, you will be asked sign and comply with the Partnership Agreement.

 Please Mail Complete Application To: 

United Way of Sullivan County

Attn: Community Impact Committee

Please include: Cover Page, Sections I and II, all attachments required in section III (Please label each document.) Please include quotes if necessary to your proposal.

Additional information and applications are available on our website www.unitedwayofsullivancounty.org or by calling 845-794-1771 after 3 p.m. The deadline for submission to the Community Impact Committee is July 26, 2013.