



REQUEST FOR PROPOSALS

2018-2020 FUNDING



United Way of Southern Chautauqua County
413 North Main Street, Jamestown, NY 14701

716-483-1561

www.uwayscc.org

INTRODUCTION

Introduction

The mission of the United Way of Southern Chautauqua County is to mobilize the community to help people improve their lives. Our human and financial resources are dedicated to achieving measurable results in four key areas identified by community. We believe that families need to be self-sufficient, everyone should be ready to work, young people must succeed in school and that people in need can find help. And we are dedicated to funding community-based programs that are having a measurable impact on their participants. We want to know not just how much service is being provided, but how effective it is and what impact it has on people. We want to have a collective impact, so that we can show our donors that their gift truly does matter.

This document is intended to serve as a road map for those seeking United Way funding. We encourage you to review it and reach out to us directly with questions or concerns. Especially because this is my first year as Executive Director and my first time being a part of this allocations process, your feedback and questions matter considerably to me. Feel free to contact me at any time.

Amy Rohler, Executive Director

WHO IS ELIGIBLE

Who is Eligible

Any agency in Southern Chautauqua County (see Zip Codes below) that is registered as a 501.c3 not-for-profit providing programming that aligns with the following **Aims**:

- A. Increase the number of families with the necessary life skills to be self-sufficient.
- B. Increase the ready workforce by addressing the soft and hard skill gaps among young people and adults.
- C. Improve academic success by working directly with youth from cradle to career.
- D. Improve the health and independence of vulnerable populations.

Eligible Zip Codes

14701 Jamestown	14702 Jamestown	14710 Ashville
14712 Bemus Point	14720 Celoron	14722 Chautauqua
14723 Cherry Creek	14724 Clymer	14728 Dewittville
14732 Ellington	14733 Falconer	14736 Findley Lake
14738 Frewsburg	14740 Gerry	14742 Greenhurst
14750 Lakewood	14756 Maple Springs	14757 Mayville
14758 Niobe	14767 North Clymer	14767 Panama
14781 Sherman	14782 Sinclairville	14785 Stow

APPLICATION PROCESS AND TIMELINE

Application Process and Timeline

Grant proposals will only be accepted through www.chautauquagrants.org beginning **December 1, 2017** through **January 26, 2018**. The funding will be for a period of two years starting July 2018. The second year will not require a competitive reapplication and will be subject to available funds.

The Program Scorecard and Agency of Excellence Checklist are available at the end of this document to assist the applicant in understanding how the request will be evaluated.

December 1, 2017	Request for Proposals (RFP) published and online grant application opens.
January 26, 2018	Completed proposals due.
Feb. 15 –April 13, 2018	Presentations by applicants to United Way volunteers.
April 2018	United Way Board of Directors reviews and approves funding recommendations.
May 2018	Individual meetings with applicants to deliver Reviewer Scorecard Summary and Funding Agreement.
January 2019	Interim outcome report due
July 2019	Interim outcome report due
January 2020	Interim outcome report due
July 2020	Final outcome report due

If you need assistance or have questions about the RFP process or using Chautauqua Grants please contact the United Way of Southern Chautauqua County (716)483-1561.

Funding Focus

Following the board's strategic planning process in early 2014 the allocation of donor dollars has become more focused with the desire to demonstrate a measurable impact in four key areas while continuing to address broader basic and safety net needs.

- Increase the number of families with the necessary life skills to be **self-sufficient**.
Programs will serve adults by providing additional supports, skills and tools that will help families become financially stable and independent.
- Improve the **health and independence** of vulnerable populations.
Meeting emergency and basic needs, helping older adults maintain independence and achieving stability from crisis are programs that would help vulnerable populations.
- Increase the **ready workforce** by addressing soft and hard skill gaps among young people and adults.
Programs that provide career exploration, instilling and reinforcing soft skills and work ready skills, and supports that increase the likelihood of sustaining employment long-term.
- Improve **academic success** by working with youth from cradle to graduation.
High quality early learning opportunities and social/emotional support services are among some program that will help ensure high school graduation.

The focus of United Way funding has been referred to as “Strategic Objectives” since 2014 and those priorities remain the same but will be referred to as the Aim for evaluation purposes.

FUNDING FOCUS

AIM	OUTCOME	INDICATOR
Increase the number of families with the necessary life skills to be self-sufficient	Individuals overcome barriers to completing activities of daily living	<ul style="list-style-type: none"> • Completing financial literacy program such as <i>Getting Ahead in a Just-Getting' by World</i> or approved equivalent • Individuals/families attain stable or safe housing • Individuals earn money from paid work • Individuals gained access to reliable transportation
Improve the health and independence of vulnerable populations	Maintain or improve social, emotional and physical wellness	<ul style="list-style-type: none"> • Achieving stability by meeting emergency needs (disaster relief, DV services, utility & rental assistance) • Achieving stability by meeting basic needs (food, clothing, shelter) • Achieving stability by improving scores on mental health assessments or other approved intervention
	Older adults maintain independence	<ul style="list-style-type: none"> • Remaining in their home
Increase ready workforce by addressing soft and hard skill gaps among young people and adults	Youth can identify the dangers of alcohol & drugs, and possess the tools to avoid substance abuse	<ul style="list-style-type: none"> • Increased knowledge, attitudes and behaviors as evidenced by pre-and post-tests or approved equivalent
	Youth complete career exploration program	<ul style="list-style-type: none"> • Youth complete career exploration program • Improvement on soft skill assessment
	Adults are employed	<ul style="list-style-type: none"> • Obtained a job • Retained a job for 6 months or more
Improve academic success by working with youth from cradle to graduation	Babies are born healthy	<ul style="list-style-type: none"> • Healthy birth weight • Born free from addiction
	Parents increase knowledge of child development & appropriate parenting skills	<ul style="list-style-type: none"> • Increase knowledge demonstrated by pre & post test
	Children enter school ready to learn	<ul style="list-style-type: none"> • Children reach developmental milestones as indicated by Ages & Stages Developmental Assessment or other approved equivalent • Children referred to and accessing services
	Youth are on track to graduate	<ul style="list-style-type: none"> • Maintain passing grade (65 or "s") or improve in ELA • Maintain passing grade (65 or "s") or improve in Math • NWEA score improvement • Increase protective factors as measured by: Hemingway, Search Institute, UCLA PTSD, SDQ or other approved equivalent • Graduate from High School

APPLICATION

Program Name (character limit 100)

Amount Requested

Aim (character limit 200)

Refer to the Funding Focus on page 5 of the RFP for an Aim that aligns with proposed program.

Outcomes (character limit 1000)

List the outcome(s) program will work toward associated with Aim chosen above. All outcomes are listed on Funding Focus on page 5 of the RFP.

Indicators (character limit 1000)

Identify at least one indicator from the Funding Focus on page 5 of the RFP, more than one may strengthen your application. Additional indicators can be what the applicant is currently measuring.

Program Description (character limit 5000)

Briefly describe proposed program. Clearly identify target population and best practices utilized. Be sure to explain how the program aligns with the Aim chosen. Indicate partners and/or collaborations.

Evaluation (character limit 2000)

Explain the process utilized to collect data for indicators including what tools you will use to measure the indicators. Discuss how the agency utilizes evaluation and data collected to adjust program design and/or delivery.

Agency of Excellence Checklist upload fillable pdf

Agency Budget upload fillable pdf

Program Budget upload fillable pdf

Budget Narrative (character limit 3000)

Provide a narrative that explains the amounts for each line of the current year budget.

Program Statistics upload fillable pdf

GUIDELINES FOR PRESENTATIONS

Guidelines for Presentations

The presentation provides an opportunity for the United Way Allocations Panel to view your facility and see the program in action (if possible). It also provides an opportunity for the volunteers to clarify questions they may have about your written application. Presentations will be approximately 1 hour including time for questions and answers. These visits will be made from February 15 – April 13, 2018. Scheduling will take place on **February 13 and 14, 2018**. United Way staff will let you know the approximate time you can expect the call.

Proposals will be grouped by the same Aim which will allow each panel to develop familiarity with that topic area. Over time the panels will better understand the desired outcomes, best practices and obstacles.

United Way suggests the following representatives are present: the executive director, a member of the Board, the fiscal officer/financial manager, and the program director(s). A client or customer may also attend the presentation to share a personal experience. While each of these suggested attendees may be valuable for answering questions, it not expected that they participate in the presentation. The applicant must determine how to allocate the time for maximum impact.

The panel will prepare by thoroughly reviewing the application. Presentations should focus on broadening the panels' understanding of program elements and providing more details. Reserve a portion of the presentation to focus on the budget. Highlight grants and indicate those that are secured, pending or expiring. Showcase the cost per individual or family by comparing to national or regional benchmarks or explain how that cost has changed over time. Describing the impact your program has on individuals, families and the community will help to strengthen your proposal.

EVALUATION AND REPORTING

Evaluation and Reporting

During the preparation of this proposal, the applicant will identify **one Aim, at least one Outcome** and **at least one Indicator** from the Funding Focus which will be reported to the United Way of Southern Chautauqua County. These reports will be submitted through the Chautauqua Grants website at six-month intervals. The Indicator Report Form will be distributed to each funded partner after discussion and meeting with UWSCC staff.

Below is the list of interim reporting requirements that can be found on the Chautauqua Grants website:

- **Indicator Report Form** -upload pdf with indicator measurements.
- **Additional indicators or measures** -summary of additional measurements.
- **Challenges/ findings** – summary of program challenges, findings and successes to date.
- **Budget** -report on any significant changes to proposed budget.
- **Program statistics** -upload the pdf form with current information.

The key to evaluation is understanding that data is not just a tool for measurement. Data should be used to make program delivery and design adjustments to improve desired outcomes.

The United Way will provide free Community Improvement Workshops to help partner agencies develop program evaluation plans. These workshops will cover Aim and Driver diagrams, developing meaningful measures, Plan, Do, Act Study (PDSA) and rapid cycle tests of change.

PROGRAM SCORECARD

Program Scorecard

Program Name: _____

Program aligns with UWSCC Aim	Yes	No
Program has identified appropriate outcome(s)	Yes	No
Program indicators relate to selected outcomes	Yes	No

	Could be model for others	Meeting Expectations	Mentioned but not clear	Not apparent
Program description clearly defines what, how, where and for whom.				
Program design is evidence based.				
Program addresses current or emerging community needs.				
Program cites specific examples of collaboration, info sharing or referral.				
Baseline measures have been identified and align with proposed aim and indicators.				
Description of evaluation process and frequency are well defined.				
Project budget aligns with program and budget narrative is informative.				

AGENCY OF EXCELLENCE CHECKLIST

Agency of Excellence Checklist

GOVERNANCE

Did the board meet at least quarterly in the prior year?	Yes	No
Did the ED have a performance evaluation in the prior year?	Yes	No
Does the Board & ED establish annual goals?	Yes	No
Did the Board & ED use a formal process to determine if the organization accomplished its goals in the prior year?	Yes	No

notes:

FINANCES

Clean opinion rendered by Auditor	Yes	No
Management, general and fundraising		_____%
Does the agency maintain investments?	Yes	No
If yes, do they have a board approved policy?	Yes	No
How often does the board review the organizations finances?		_____

notes:

RESOURCE DEVELOPMENT

Does the agency conduct its own fundraisers?	Yes	No
% of Gross Income		_____%
Does the agency receive any large grants that are expiring or at risk for reduction?	Yes	No
If yes, please list:		