

Fall 2019 Chenango United Way RFP Application Instructions

INTRODUCTION

We are pleased to open the Chenango United Way RFP application window as of August 15, 2019. We will be accepting applications for programming providing services to Chenango County for a 24-month funding period based on dollars raised in the fall 2019 and 2020 campaigns. All applicant programs should be able to demonstrate a strong link to one of the three national United Way focus areas (Income (either basic needs or financial stability/self-sufficiency), Education or Health), as well as to specific Chenango County community and resident needs. Applications awarded funding for 2020-2021 will be subject to six- and twelve-month reporting requirements for each year. Details of reporting requirements will be outlined in funding agreements.

PRIOR to completing the RFP application, applicants who did not apply during the last grant cycle for the Chenango United Way must contact the office at 607-334-8815 to determine the eligibility.

Determination of application eligibility is not a guarantee of funding.

TIMELINE

Please note: before you begin to complete your application, save the application to your local PC. Information input without saving the document before you begin may not be saved.

Programs serving Chenango County are invited to begin completing RFP applications on August 15, 2019. All completed applications must be e-mailed to the Chenango United Way at cuwelizabeth@chenangouw.org in PDF format no later than noon on September 30, 2019. ***Faxed copies will not be accepted.***

RFP APPLICATION GUIDELINES

Programs serving Chenango County must have components that align with one of the following national community impact needs:

- **Income (Basic Needs/Financial Stability)** – helping families and individuals stabilize their basic needs/emergency needs such as food and water, shelter and utility/heat and/or increase income and employment skills, build savings, and grow assets so they have reduced debt and are able to work towards goals such as stable housing, employment, retirement or post-secondary education.
- **Education** – helping individuals from cradle through career to improve their social, emotional and cognitive skills so that they can be ready to succeed. This includes focusing on school readiness programs, reading on track by 3rd grade, transitioning successfully to middle school, graduating high school on time and working or in school by age 21.

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- **Health-** helping youth and adults to stay healthy and/or avoid risky behaviors, from maternal and infant health through senior citizens.

The strongest applications will cite LOCAL data to support their statement of need for the Chenango County community and residents. Applicants can request funding from a minimum of \$5,000 to a maximum of \$25,000. Administrative overhead (which can include program staff salary) should not exceed 20% of your planned expenditures for United Way funding.

RFP APPLICATION DEFINITIONS

Target Population: This is the population of people in Chenango County you expect will benefit from the program you are requesting funding for. Local data to support the statement of need will strengthen your proposal.

ALICE: Please see Appendix A for more detail on ALICE. ALICE stands for Asset Limited, Income Constrained, Employed. This is the “working poor” population of Chenango County and often represents those families who struggle to make ends meet on a daily basis but who don’t qualify for many of the local services offered. If your program addresses the ALICE population, we are inviting you to tell us more in Section B of this application.

Program Components: This application section requires you to tell us about your program. What does your program do and how does it work? A description of your entire program and all its components, even if not part of your funding request should be provided.

Outputs: Outputs represent the number of products or services delivered or the number of people served. Outputs should only be defined for Chenango County residents even if your program serves others outside of Chenango County. You will detail program outputs in Section C of this application. Please see Appendix B for an example of program outputs.

Outcomes: Outcomes represent the changes in condition, behavior or attitude of the identified Chenango County target population that will indicate the progress toward your program’s mission. The outcomes are the change that has occurred because of the work you have done with the people you have served (outputs). You will detail program outcomes in Section C of this application. Please see Appendix B for an example of program outcomes.

Measurement Tool: This is the type of tool/system you have in place to keep track of the expected program outputs and outcomes. Some examples of measurement tools are: pre/post tests, clinical exams, comparison of report card evaluations.

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Budget Worksheet: The budget worksheet revenue section provides you an opportunity to tell us about all your revenue sources (including United Way) as well as descriptions of anything unusual and/or significant changes in funding. Column D should include all your expected funding sources. Column E should include relevant descriptions for any of the identified revenue sources.

The budget Expense section provides you an opportunity to tell us about all your expected expenses as well as the specific expenses you expect the United Way funding will support. Column D should include all your expected expenses for the program that United Way funding will support. Column E should represent the expenses or portions of expenses not covered by United Way funding. Column F will be the total expense for each of the line items in Columns D and E. Column G should have a detailed description of how you will spend the United Way funds you identified in Column D. Please be specific. For example, if you list \$10,000 in Column D for Office Equipment, then your description will be "Will purchase 5 laptops at \$1,000 each and 5 printers at \$1,000 each." Please be sure your revenue totals in Column D and expense totals in Column F match. If they do not match, please be sure to tell us why.

TECHNICAL ASSISTANCE

Questions can be directed by phone or e-mail to United Way staff at any time up to the application deadline of noon on September 30, 2019.

PROCESS

Open the RFP Application from the e-mail. Save the form to your PC prior to beginning your data entry. Complete the form, save it as a PDF file and e-mail the form **by noon on September 30, 2019** to cuwelizabeth@chenangouw.org with **2019 RFP Application Submission** as the subject line. An e-mail confirmation will be sent to confirm the receipt of the RFP Application.

Completed RFP Applications will be reviewed and evaluated by Chenango United Way volunteers. Applicants will be contacted by Chenango United Way no later than if RFP applications are incomplete and/or unclear. Applicants will be given one business day from the date contacted to provide the requested information. Applications that remain incomplete will not be evaluated for funding.

Funding decisions will be communicated by early February 2020. Those programs awarded funding will be paid quarterly installments. Applications awarded funding for 2020-2021 will be subject to six- and twelve-month reporting requirements each year. Details of reporting requirements will be outlined in funding agreements.

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STRATEGIES FOR A SUCCESSFUL APPLICATION

What is the purpose of the Chenango United Way Application?

The RFP Application has been created to simplify the process of requesting funding from the Chenango United Way. The form has been designed to assist applicants with organizing and writing their proposals and to assist the United Way volunteers in evaluating the proposals and making funding decisions

How should you start?

PRIOR to completing the RFP Application, applicants who did not apply during the last grant cycle for the Chenango United Way must contact the office at 607-334-8815 to determine eligibility. ***Determination of application eligibility is not a guarantee of funding.***

Applicants who applied for funding the grant cycle immediately preceding the current application window do not need to call the Chenango United Way office and can see the Process Section of these instructions for more detail. ***Previous funding decisions are not a guarantee of future funding decisions.***

Know your purpose in applying. Thoroughly research the need for your proposal and be able to articulate the proposal's goals and objectives. Be sure that your proposal describes how it serves the Chenango County community and residents and aligns with one of the listed community impact needs.

How can you ensure your proposal is the best it can be?

- Take time to review your completed proposal to make sure it is complete and that you have included all information that has been requested.
- Do not include information that has not been requested.
- Be clear and brief.
- It can be difficult to assess the clarity of your proposal when you are very close to the project. Consider having a board member or other associate review and edit your proposal.
- Provide any additional information requested by Chenango United Way in a timely manner.

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Appendix A – ALICE in Chenango County

Please follow the link below to review the ALICE report on the Chenango United Way website.

[ALICE REPORT](#)

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Appendix B – Program Performance

See the following examples for guidance on successfully completing Section C and the Program Outcome chart of your RFP Application.

List the primary activities (no more than two) for which you are asking for the Chenango United Way funding (Outputs)

Tutoring component of an after school program. Promotion of healthy social skills.

What services will you provide and how many people will you be serving for each primary activity? (In 2020 and 2021)

In the 2020-21 school year, we expect to serve 45 children in our after-school program. Of these 45 children, 30 will be identified (by parent or teacher) as having challenges completing homework and/or struggling with classwork. After one hour of tutoring each week the student’s grade point average will increase. All 45 students will learn healthy social skills and students will engage in less at-risk behaviors (sex, drugs and rock and roll)

As a result of those services you provide, what changes in behavior, knowledge or skill will your clients realize?

Student’s grade point average will increase by at least 5%. Students will engage in less at-risk behavior.

The image below is a sample of how the information from the application transfers to the Program Outcome Chart.

Program Outcome Chart 2020-2021								
Program Name:		ABC Afterschool						
Program Coordinator:		Don Teacher						
Program Component	Service/activity provided and number of people you will serve	Desired Outcome (client change in behavior, knowledge or skill)	June 30, 2020	December 31, 2020	June 30, 2021	December 31, 2021	Measurement	
			Proposed Outcome Success (total and percent of clients who will achieve the outcome)	Proposed Outcome Success (total and percent of clients who will achieve the outcome)	Proposed Outcome Success (total and percent of clients who will achieve the outcome)	Proposed Outcome Success (total and percent of clients who will achieve the outcome)	Measurement Tool	How/where will measurement tool be implemented?
Tutoring in afterschool program	30 students will receive 1 hour of tutoring each week of the school year	Student's grade point average will increase by at least 5%	60% (18) of tutored students	60% (18) of tutored students	75% (24) of tutored students	60% (18) of tutored students	Report cards	At the end of each grading period
Promotion of healthy social skills	60 students will learn proper way to interact	Student will engage in less at risk behaviors (sex, drugs and rock and roll)	50% (30) students	50% (30) students	75% (45) students	50% (30) students	Anonymous Survey	At the end of each grading period

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