

# United Way of Oxford & Lafayette County



## Call for Proposals

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## Community Investment Policies & Procedures

### Fiscal Year 2017-2018 Funding Cycle

#### Application Due Dates:

February 21, 2017: Primary Fiscal Agent Pre-Approval Application

April 3, 2017: Program Funding Application

## **Section 1. Community Investment Process**

### **A. Overarching Community Investment Principles**

The United Way of Oxford & Lafayette County (UWOLC) is committed to investing its resources in ways that create a lasting community impact by preventing problems before they occur, prioritizing long-term solutions over quick fixes, and promoting community-wide approaches that serve all who live in the Lafayette-Oxford-University (LOU) community.

At the same time, the UWOLC recognizes there are many people living our community who are at times unable to meet their families' basic food, shelter, and medical needs. The UWOLC believes no one should be without a safety net. As a result, the UWOLC balances its commitment to lasting change with a focus on ensuring our community's basic needs are met. Over time, we hope more and more families achieve financial stability and self-sufficiency, ultimately reducing the demand for such services.

To maximize its community impact, the UWOLC maintains high standards for both its own investment process and the programs that receive UWOLC funding. First and foremost, the UWOLC identifies high-priority community issues through periodic community needs assessments, with input and feedback provided by LOU's diverse communities. The UWOLC also ensures that available funds are awarded through a careful, fair, and thorough evaluation process that responds to those high-priority issues. Finally, the UWOLC holds funded organizations fiscally responsible and requires their programs to be well-managed and engaged in outcome measurement as well as continuous program improvement.

### **B. Areas of Focus and Funding Preferences**

In 2008, United Way Worldwide announced the following 10-year goals for the United States:

- Improve **education** and cut the number of high school dropouts – 1.2 million students every year - in half.
- Help people achieve **financial stability** and get 1.9 million working families - half the number of lower-income families who are financially unstable - on the road to economic independence.
- Promote **healthy** lives and increase by one-third the number of youth and adults who are healthy and avoid risky behaviors.

In keeping with these broad national goals (but based on local community input), the UWOLC has identified the following areas of focus and funding preferences:

#### **Health**

*Focus:* To improve people's health, with a focus on programs that help the community and its members:

- Achieve and maintain healthy lifestyles for adults and children
- Support older adults and adults diagnosed with mental illness

#### **Education**

*Focus:* To help children and youth achieve their potential, with a focus on programs that help the community and its members:

- Enter kindergarten ready to learn
- Read at grade level by the fourth grade
- Earn a high school (or equivalent) degree

#### **Income/Financial Stability**

*Focus:* To promote financial stability and independence, with a focus on programs that help the community and its members:

- Attain family-sustaining employment
- Create affordable housing opportunities
- Manage expenses and build savings

#### **Basic Needs**

*Focus:* To meet the community's basic needs, with a focus on programs that ensure that community members have sufficient food, adequate shelter, and disaster/emergency relief services.

### **C. Program Funding**

The UWOLC solicits applications from and funds specific programs that can demonstrate alignment with the focus areas and funding preferences above. The UWOLC does not fund an organization's overall operations.

Awarded funds must be used exclusively to support the proposed program. Eligible uses of funds include, but are not limited to: staff salaries; staff and volunteer professional development; equipment and material purchases; travel expenditures; and program-specific overhead costs. Other program-specific expenses may also be eligible for UWOLC funding. UWOLC does not fund bricks and mortar expenditures.

### **D. UWOLC Outcome Measurement Requirements**

The UWOLC is committed to funding programs with clearly defined outcomes and a plan for measuring as well as responding to results. All awardees are required to measure and report on the outcomes of their funded program(s); see Program Funding Application and Reporting Requirements for details. The UWOLC will provide assistance on outcome measurement through an Application Workshop and other ongoing opportunities.

## **Section 2. Eligibility**

### **A. Agencies/Programs Eligible for UWOLC Funding**

The UWOLC funds programs that promote quality education, good health, and financial stability for Lafayette County residents as well as programs that ensure Lafayette County residents' basic needs are met. Specifically, the UWOLC funds programs that are aligned with the focus areas and funding preferences above.

The UWOLC funds programs run by 501(c)(3) organizations. Exceptions to this requirement may be made for other non-profit or public entities (e.g., libraries, schools, universities) in the event a non-501(c)(3) runs a program that aligns with a UWOLC focus area or funding preference. For-profit businesses are ineligible even if they run programs aligned with UWOLC focus areas or funding preferences.

The UWOLC has adopted a Diversity and Inclusion Statement of Principle. UWOLC accepts applications from and funds programs for which eligibility is determined in ways that reflect that Statement.

All organizations that receive UWOLC funding—whether community funds or designated funds—are required according to United Way Worldwide guidelines to complete an Anti-Terrorism Certification. The UWOLC will also run all organizations that receive UWOLC funding against the Anti-Terrorism Watch List (formally known as the Specially Designated Nationals List, available [here](#)).

### **B. Agencies Not Eligible For UWOLC Funding**

Even if they have 501(c)(3) status, the following types of organizations are ineligible for UWOLC funding:

- Highly controversial organizations.
- Organizations primarily political in nature.
- Organizations that benefit animals.

Any organization that does not complete an Anti-Terrorism Certification or that appears on the Anti-Terrorism Watch List (Specially Designated Nationals List) is ineligible to receive UWOLC funding.

Any organization that is determined through the UWOLC application or reporting process, or through any other relevant channel, to have mismanaged funds is ineligible to receive UWOLC funding.

### **Section 3. Two-Stage Proposal Process**

**Applications must be received by [kurt@unitedwayoxfordms.org](mailto:kurt@unitedwayoxfordms.org) as PDFs by 5:00 p.m. on due date.**

#### ***A. Primary Fiscal Agent Pre-Approval Application***

All agencies seeking to receive UWOLC funding must be pre-approved. The Primary Fiscal Agent Pre-Approval Application may be submitted at any time between the announcement of the Call for Proposals and February 21, 2017. All required documents must be received by the deadline on February 21, 2017.

Please note applicants planning to submit more than one Program Funding Proposal as Primary Fiscal Agent should only submit one Primary Fiscal Agent Pre-Approval Application.

Applicants will be notified whether they were approved as Primary Fiscal Agents by March 6, 2017.

In the Primary Fiscal Agent Pre-Approval Application, the applicant will provide basic information about the agency, assure compliance with UWOLC fiscal policies, and submit required financial and related materials in PDF form (see the Primary Fiscal Agent Pre-Approval Application for a detailed list of the materials that are required to be submitted).

#### ***B. Program Funding Application***

Only agencies that have been pre-approved as Primary Fiscal Agents may submit Program Funding Applications to the UWOLC. Completed Program Funding Proposals must be received by April 3, 2017.

A separate Program Funding Application must be submitted for every program for which UWOLC funding is sought. The Program Funding Application includes detailed instructions on the information required.

As previously mentioned, the UWOLC is committed to measuring the impact of the funds invested in a program. For each program seeking funding, the applicant must complete an Outcome Measurement Plan targeted on at least two indicators. The Program Funding Application includes detailed instructions on outcome measurement and the Application Workshop described below will include guidance for applicants on this section.

#### ***C. Application Workshop***

Prospective applicants are encouraged to attend the FY 2017-2018 Application Workshop, which will provide guidance on how to develop a strong application and insight regarding the application review process. The workshop will be held at the Oxford-Lafayette County (OLC) Chamber of Commerce from 10:00 a.m. to 12:00 p.m. on Thursday, March 9, 2017.

Although the workshop will not give applicants specific language for use in individual Program Funding Applications, it will be designed to assist in creating viable proposals.

A reminder email with an RSVP request will be sent to all applicants approved as Primary Fiscal Agents.

#### ***D. Applicant Showcase***

Applicants are also encouraged to attend the FY 2017-2018 Applicant Showcase on Thursday, March 23, 2017, at the Hampton Inn Oxford/Conference Center from 5:00 p.m. to 7:00 p.m. The event will enable members of the UWOLC's Community Impact Advisory Committees (described below) to learn about the proposed program(s) and ask questions about goals, beneficiaries, and outcomes. Attending applicants will have a booth/table for each program and the opportunity to provide information as well as materials to the Advisory Committees and other UWOLC Board Members.

A reminder email and an RSVP request will be sent to all applicants approved as Primary Fiscal Agents.

## **Section 4. Two-Stage Review Process**

### ***A. Pre-Approval of Fiscal Agents***

The Finance Committee of the UWOLC Board of Directors will review Primary Fiscal Agent Pre-Approval Applications. The Finance Committee will determine whether or not to approve each agency as a Primary Fiscal Agent to administer UWOLC funds based on the defined eligibility criteria. Incomplete applications may not be considered and will likely result in a delayed approval timeline.

Agencies will be notified whether or not they were pre-approved as fiscal agents by March 6, 2017.

### ***B. Evaluation of Program Funding Applications***

In determining awards, the UWOLC's Board of Directors will be advised by four Community Impact Advisory Committees (Education, Health, Financial Stability, and Basic Needs). The aforementioned Advisory Committees will consist of UWOLC Board Members and other community volunteers knowledgeable about community needs, effective programming in their focus/impact area, and outcome measurement.

The Community Impact Advisory Committees will evaluate Program Funding Applications. Their evaluation will consider: a) the severity of the community need being addressed as well as its alignment with UWOLC focus areas and funding preferences; b) the anticipated strength of the program in addressing that need; and c) the anticipated strength of the program in improving community conditions so as to reduce that need in the future. The clarity and completeness of Program Funding Applications, including the Outcome Measurement Plan, will affect the Advisory Committees' evaluations.

Taking into account the Advisory Committees' evaluations, the Community Impact Committee of the UWOLC Board of Directors will make funding recommendations to the full Board for their review and approval. Agencies will be notified of 2017-2018 awards by June 1, 2017. The 2017-2018 funding cycle will run from July 1, 2017, through June 30, 2018.

## **Section 5. Post-Award Considerations**

### ***A. Agreement of Responsibilities***

By June 15, 2017, the Agreement of Responsibilities must be reviewed, signed, and sent to the UWOLC by each partner agency awarded funding under the Fiscal Year (FY) 2017-2018 grant cycle. Agencies must email the signed document in PDF form to Kurt Brummett at [kurt@unitedwayoxfordms.org](mailto:kurt@unitedwayoxfordms.org). The UWOLC will return a fully-executed copy of the Agreement of Responsibilities with the first quarterly payment to the agency. Applicants are asked to carefully read the Agreement of Responsibilities before submitting an application and direct any questions to Kurt Brummett via email at [kurt@unitedwayoxfordms.org](mailto:kurt@unitedwayoxfordms.org).

### ***B. Period of Performance and Funding***

Funded programs will be conducted between July 1, 2017, and June 30, 2018.

### ***C. Quarterly Payments***

The UWOLC will issue quarterly payments to awardees on July 1, 2017, October 1, 2017, January 1, 2018, and April 1, 2018, pending receipt of required reports based upon local data. Any designations received by the UWOLC on behalf of the agency will be the first dollars awarded in the allocation process.

### ***D. Mid-Year and Year-End Reports***

Awardees must report at mid-year (by January 31, 2018) and year-end (by July 31, 2018) on beneficiaries, financials, and outcomes using local data. Failure to do so may result in funds being withheld until a report

using local data is provided or in the award being terminated. Awardees should notify the UWOLC of any significant change in the program or agency as soon as it occurs and no later than the next report.

Previous awardees applying for FY 2017-2018 funding will also be required to report on their 2016-2017 beneficiaries, financials, and outcomes as part of the Program Funding Application.

### ***E. Fundraising Restrictions***

As outlined in detail in the Agreement of Responsibilities (see above), awardees are not allowed to solicit local employee groups at any time. Awardees are also not allowed to conduct campaigns to encourage designated contributions to the UWOLC, regardless of whether those campaigns are focused on encouraging designations to their specific organizations or more generally encouraging designations.

### **Section 6. UWOLC FY 2017-2018 Funding Cycle Timeline**

**January 27, 2017:** Call for Proposals is distributed and announced

**February 21, 2017:** Primary Fiscal Agent Pre-Approval Applications are due by 5:00 p.m.

**March 9, 2017:** Application Workshop (OLC Chamber of Commerce, 10:00 a.m. to 12:00 p.m.)

**March 23, 2017:** Applicant Showcase (Hampton Inn Oxford/Conference Center, 5:00 p.m. to 7:00 p.m.)

**April 3, 2017:** Program Funding Applications are due by 5:00 p.m.

**June 1, 2017:** Applicants are notified of award amounts

**June 15, 2017:** Signed Agreement of Responsibilities is due from each awarded partner agency

**July 1, 2017:** UWOLC FY 2017-2018 funding period begins and first quarterly checks are mailed

**October 1, 2017:** Second quarterly checks are mailed

**January 1, 2018:** Third quarterly checks are mailed

**January 31, 2018:** Mid-year reports are due

**April 1, 2018:** Fourth quarterly checks are mailed

**July 31, 2018:** Year-end reports are due

### **Section 7. UWOLC Contact Information**

Please direct any questions regarding the call for proposals to the UWOLC's Executive Director, Kurt Brummett, via email:

Kurt Brummett  
Executive Director  
United Way of Oxford & Lafayette County  
[kurt@unitedwayoxfordms.org](mailto:kurt@unitedwayoxfordms.org)  
(662) 236-4265

Thank you for your leadership and partnership in improving lives throughout Oxford and Lafayette County.