

# United Way of Oxford-Lafayette County



United Way of  
Oxford-Lafayette County

## Call for Proposals & Community Investment Policies & Procedures Manual

### Fiscal Year 2021-2022 Funding Cycle

#### Application Due Dates:

March 1, 2021: Primary Fiscal Agent Pre-Application

April 1, 2021: Program & Community Coalition Grant Applications

## **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 its own investment process as well as the programs and coalitions 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 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 & Community Coalition Funding**

The UWOLC solicits applications from as well as funds specific programs and community coalitions 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 and community coalitions 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 Grant Application, Community Coalition Grant 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 nonprofit 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.

### ***C. Community Coalitions Eligible for UWOLC Funding***

Community coalitions in which the UWOLC serves in a leadership capacity as the lead support partner and/or fiscal agent (e.g., LOU Reads Coalition) must submit a Community Coalition Grant Application. The UWOLC funds community coalitions that promote quality education, good health, and financial stability for Lafayette County residents as well as coalitions that align with the organization's focus areas and funding preferences. If the UWOLC serves as the primary fiscal agent for a community coalition, a Primary Fiscal Agent Pre-Application is not required. Please note members of the UWOLC Board of Directors and UWOLC staff are not allowed to prepare a Community Coalition Grant Application.

## **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 dates.

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

All agencies seeking to receive UWOLC funding must submit financial documentation to be reviewed by the UWOLC's finance committee. The Primary Fiscal Agent Pre-Application may be submitted at any time between the announcement of the Call for Proposals and March 1, 2021. All required documents must be received by the deadline on March 1, 2021.

If the UWOLC serves as the primary fiscal agent for a community coalition seeking funding, a Primary Fiscal Agent Pre-Application is not required.

Please note applicants planning to submit more than one Program Grant Application as Primary Fiscal Agent should only submit one Primary Fiscal Agent Pre-Application. The UWOLC's finance committee will provide feedback to the community impact committee (CIC) based on the submitted documentation.

In the Primary Fiscal Agent Pre-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-Application for a detailed list of the materials that are required to be submitted).

### ***B. Program Grant Application***

Only agencies that have submit the required Primary Fiscal Agent Pre-Application by the deadline may submit Program Grant Applications to the UWOLC. Completed Program Grant Applications must be received by April 1, 2021.

A separate Program Grant Application must be submitted for every program for which UWOLC funding is sought. The Program Grant 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 Grant Application includes detailed instructions on outcome measurement and the Application Workshop described below will include guidance for applicants on this section.

### **C. Community Coalition Grant Application**

Community coalitions must submit the Community Coalition Grant Application to the UWOLC by April 1, 2021. The Community Coalition Grant Application should be submitted to request funding for operating expenses and/or to maintain certification. A Program Grant Application should be submitted to request funding for ongoing programs and one-time projects. Similar to other applicants, a separate Program Grant Application must be submitted for every program for which UWOLC funding is sought. The Community Coalition Grant 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 community coalition. For each community coalition seeking funding, the applicant must complete an Outcome Measurement Plan targeted on at least two indicators. The Community Coalition Grant Application includes detailed instructions on outcome measurement and the Application Workshop described below will include guidance for applicants on this section.

### **D. Application Workshop**

Prospective applicants are encouraged to attend the FY 2021-2022 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 via Zoom from 10:00 a.m. to 12:00 p.m. on Tuesday, February 16, 2021. Those interested in participating should email Kurt Brummett at [kurt@unitedwayoxfordms.org](mailto:kurt@unitedwayoxfordms.org) to request the Zoom meeting information.

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

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

### **A. Evaluation of Primary Fiscal Agent Pre-Applications**

The finance committee of the UWOLC Board of Directors will review all Primary Fiscal Agent Pre-Applications. The finance committee will evaluate the submitted documentation and provide feedback to the community impact committee (CIC) to consider in making its award recommendations to the UWOLC Board of Directors. Incomplete applications may not be considered and could negatively impact award recommendations as well as grant awards.

As previously noted, if the UWOLC serves as the primary fiscal agent for a community coalition, a Primary Fiscal Agent Pre-Application is not required.

### **B. Evaluation of Program Grant & Community Coalition Grant Applications**

In determining grant awards, the UWOLC's Board of Directors will be advised by four 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 advisory committees will evaluate Program Grant Applications and Community Coalition Grant 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/coalition in addressing that need; and c) the anticipated strength of the program/coalition in improving community conditions so as to reduce that need in the future. The clarity and completeness of Program Grant Applications and Community Coalition Grant Applications, including the outcome measurement plan, will affect the advisory committees' evaluations.

Taking into account the advisory committees' evaluations and feedback from the finance committee, the community impact committee (CIC) of the UWOLC Board of Directors will make funding recommendations

to the full board for its review and approval. Agencies will be notified of 2021-2022 awards by June 15, 2021. The Fiscal Year (FY) 2021-2022 funding cycle will run from July 1, 2021, through June 30, 2022.

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

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

By June 30, 2021, the Agreement of Responsibilities must be reviewed, signed, and sent to the UWOLC by each partner agency awarded a grant under the FY 2021-2022 funding cycle. Agencies must email the signed document in PDF form to Kurt Brummett at [kurt@unitedwayoxfordms.org](mailto:kurt@unitedwayoxfordms.org). 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, 2021, and June 30, 2022.

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

The UWOLC will issue quarterly payments to its program partner awardees in July 2021, October 2021, January 2022, and April 2022, 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, 2022) and year-end (by July 31, 2022) 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 2021-2022 funding will also be required to report on their 2020-2021 beneficiaries, financials, and outcomes as part of the Program Grant Application and Community Coalition Grant 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 2021-2022 Funding Cycle Timeline**

**January 29, 2021:** Call for Proposals is distributed and announced

**February 16, 2021:** Application Workshop (Zoom, 10:00 a.m. to 12:00 p.m.)

**March 1, 2021:** Primary Fiscal Agent Pre-Applications are due by 5:00 p.m.

**April 1, 2021:** Program Grant and Community Coalition Grant Applications are due by 5:00 p.m.

**June 15, 2021:** Applicants are notified of award decisions on or before this date

**June 30, 2021:** Signed Agreement of Responsibilities is due from each awarded partner agency

**July 1, 2021:** UWOLC FY 2021-2022 funding period begins

**July 15, 2021:** First quarterly checks are mailed on or before this date

**October 15, 2021:** Second quarterly checks are mailed on or before this date

**January 15, 2022:** Third quarterly checks are mailed on or before this date

**January 31, 2022:** Mid-year reports are due

**April 15, 2022:** Fourth quarterly checks are mailed on or before this date

**June 30, 2022:** UWOLC FY 2020-2020 funding period ends

**July 31, 2022:** 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 as well as meeting needs throughout Oxford and Lafayette County.