

2019 United Way of the Lewis & Clark Area Grant Application Guidelines

ABOUT UNITED WAY OF THE LEWIS AND CLARK AREA

United Way of the Lewis and Clark Area (UWLCA or United Way), a 501(c)3 nonprofit organization headquartered in Helena, Montana, seeks to *increase the organized capacity of people to care for one another in our community.*

One of the ways that it carries out this mission is to help fund local health and human service organizations, projects, and programs that improve the quality of life for children, youth, and adults in our community.

AVAILABLE FUNDS

The UWLCA Community Impact Fund has approximately \$80,000 available for 2019 grants. United Way of the Lewis and Clark Area plans to award multiple grants this grant cycle. The UWLCA Board of Directors has the ultimate authority and discretion with regard to all awards of grants and allocation of funds. Funds must be expended by June 30, 2020.

ELIGIBLE APPLICANTS

Eligible applicants for grant funding must be current Donor Choice partners of United Way of the Lewis & Clark Area.

DEBARMENT & SUSPENSION

Organizations that are suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by United Way of the Lewis Clark Area cannot, during the period of suspension, debarment, or exclusion, receive grants.

You are required to disclose if any of the following conditions apply to grant recipients or grant subrecipients, including all key grant management personnel:

- Within the 3-year period preceding the application, the United Way Board of Directors determines that the Applicant, its board of directors, or key employees have engaged in professional misconduct, fiduciary breach, an offense of dishonesty or theft, or an offense involving an act of moral turpitude.

GRANT PERFORMANCE

Grant applicants may be removed from competition in the screening stage if they received funding from United Way of the Lewis and Clark Area and failed to adequately deliver on the conditions of that funding. Failure to perform may include, but is not limited to:

- Inability to responsibly manage funds
 - Inability to adhere to reporting requirements
 - Failure to provide agreed upon deliverables
 - Falsification of previous application materials/question/services/board requirements
-

Please note: Activities that will receive grant funding must align with the UWLCA mission and with one or more of the following FOCUS AREAS:

ALLEVIATING POVERTY

- Working to make homelessness rare, brief and nonrecurring
- Improving Housing Affordability and Safety
- Working to End Food Insecurity and Hunger

INCREASING PROSPERITY

- Building Life Skills
- Improving Financial Literacy
- Personal Financial Management and Budgeting
- Free Tax Help
- Affordable, Safe Childcare

ENHANCING EDUCATION

- Life and Job Skills
- Financial Education
- Debt Education
- Early Childhood Education and Prevention Programs

BOLSTERING HEALTH

- Improving Mental Health
 - Suicide Prevention
 - Volunteerism
-

CONSENT TO ENTER AGREEMENT

This document and the documents incorporated in it by reference constitute an agreement between United Way and the Agency submitting an application. United Way, in providing funding to any Agency seeking funds through this application process, has the right to rely on the Agency's representations in submitting an application, as an enforceable contractual agreement.

APPLICATION CHECKLIST

These documents are incorporated jointly together as constituting the full proposed application and agreement between United Way and the Agency presenting an application:

- 2019 United Way Grant Application Form
- IRS Form 990 (per Part 3 of the Application Form – for each partner in the project)
- Audit Opinion, if applicable (per Part 3 of the Application Form – for each partner in the project)
- Most recent monthly financials approved by the agency’s Board of Directors (per Part 3 of the Application Form – for each partner in the project)
- Project Budget (per Part 4 of the Application Form)
- Statement of Fundamental Promises – signed by all partners in the project
- VolunteerHelena.org Agreement
- Counterterrorism Compliance
- Any other documentation or material provided by the applying Agency

SUBMISSION DEADLINE

The application is due to UWLCA by **Tuesday, April 30 2019 at 5:00 p.m. MST**. Applicants must submit an electronic version (Word doc or pdf) via email to info@unitedwaylca.org.

EVALUATION

UWLCA will send applications that are submitted on time and that pass initial screening by United Way Staff and Citizen’s Review Committee Chairs to the Citizen’s Review Work Group. To ensure high-quality, fair reviews, UWLCA Citizen’s Review Work Group members will be specifically and carefully trained. Your agency will be notified about its selection for a grant by **Friday, June 14, 2019**.

GRANT SCORING MATRIX

The Citizen’s Review Work Group will use the Grant Scoring Matrix found on page 1 of the attached grant application to rate the grant proposal packets and make recommendations for funding to the UWLCA Board of Directors.

CONFLICT OF INTEREST

Individuals selected for the Citizen’s Review Work Group are responsible for notifying UWLCA staff of any potential conflict of interest, real or apparent, with any applicant requesting funding. UWLCA will review all disclosed conflicts of interest to determine whether a conflict of interest exists. If a conflict exists, the Work Group member will be recused from participating in the decision process on the conflicted application. All members will certify that they are free from any conflict of interest.

PROJECT PROGRESS REPORTING

During the funding year, the Grantee will be asked to share project progress with a panel of UWLCA Volunteers. The timing and format of this meeting will be determined, but will generally resemble the site visits of past years' application processes.

During the term of this Contract and based on the project timeline, the Grantee also will submit a Project Progress Report at a time to be determined during the grant period and with ample notification to Grantee. Reports will provide status information for each project implementation task. Status information will include, at a minimum, project activities during the reporting period, the use of the funds requested, funds remaining, anticipated activities during the next reporting period, and expected changes in scope, schedule, or budget. The report should also describe any anticipated changes in the budgeted amounts.

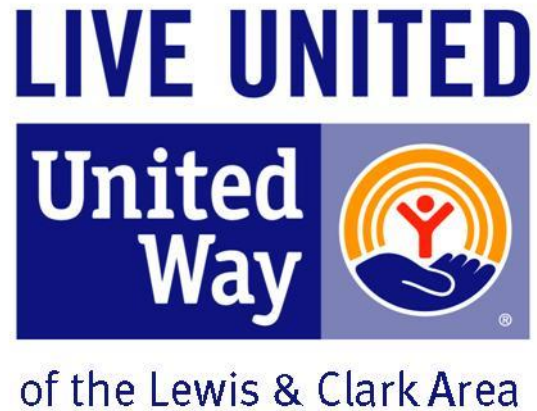
A final report must be submitted at the end of the granting period (due by July 15, 2021). Status of project (including what was accomplished with UWLCA and leveraged funding, as well as desired goals yet to be implemented), impact to targeted population, measured outcomes, perceived and measured lasting impacts and changes to systems (e.g., policy changes, process changes, organizational or structural changes), and other pertinent information. Final report may be supplemented with pictures, maps, charts, and narrative.

QUESTIONS?

If you have questions regarding the application or would like technical assistance, Jim Auer will be available Friday, April 5th at 1pm at UWLCA to go through the application and give instructions on how to apply. Additionally, Jim will be available Monday, April 22nd at 10am by phone to answer any last minute questions you may have. We will send calendar invites for these sessions.

TIMELINE

Application Released	Monday, April 1, 2019
Technical Assistance Session	Friday, April 5, 2019 1:00 p.m. MST
Session for Last Minute Questions	Monday, April 22, 2019 10:00 a.m. MST
2019 United Way Application Deadline	Tuesday, April 30, 2019 5:00 p.m. MST
Notification of Funding	Friday, June 14, 2019



2019 United Way of the Lewis & Clark Area
Grant Application

Submission Deadline: Tuesday, April 30, 2019 at 5:00 p.m. MST

Applicant Agency Name:

**United Way of the Lewis and Clark Area
(406) 442-4360
75 E. Lyndale
Helena, MT 59601**

GRANT SCORING MATRIX

Category	Points possible	Assessment Criteria
Agency Information	5	<ul style="list-style-type: none"> Did they provide all required information?
Community Need	30	<ul style="list-style-type: none"> Does the applicant clearly define the need for and purpose of the project or program? Does the description of need directly correlate with the focus areas below? Are the target population and geographic rationale reasonable?
Approach and Capacity	25	<ul style="list-style-type: none"> Are primary activities directly related to the focus areas listed below? Does the applicant clearly describe whether and how partnerships are utilized to complete the project or implement the program?
Impact and Measurement	30	<ul style="list-style-type: none"> Does the applicant provide a reasonable estimate of the number of people that will be impacted? Does the applicant describe <u>how</u> beneficiaries will be impacted by the project or program? Are objectives clearly defined and measurable? Does the applicant have a means to track progress? Is applicant able to show ability to meet goals and success?
Finance	Threshold	<ul style="list-style-type: none"> Is the submitted budget specific to the proposed project or program? Did the applicant provide all requested financial documents?
Budget	10	<ul style="list-style-type: none"> Are line items reasonable and appropriate? Does the budget narrative adequately explain the line items? Will the funds be used to leverage other dollars (see page 8)? If partial funding is requested, does the applicant provide a reasonable proposal for use of funds?

ALLEVIATING POVERTY

- Working to make homelessness rare, brief and nonrecurring
- Improving Housing Affordability and Safety
- Working to End Food Insecurity and Hunger

INCREASING PROSPERITY

- Building Life Skills
- Improving Financial Literacy
- Personal Financial Management and Budgeting
- Free Tax Help
- Affordable, Safe Childcare

ENHANCING EDUCATION

- Life and Job Skills
- Financial Education
- Debt Education
- Early Childhood Education and Prevention Programs

BOLSTERING HEALTH

- Improving Mental Health
- Suicide Prevention
- Volunteerism

Part 1: AGENCY or PARTNERSHIP INFORMATION (5 points)

1. Agency/Partnership Name:
2. Project Name:
3. ED/Designated Leader Information:
 - a. Name:
 - b. Email:
 - c. Phone:
4. Alternate Contact Information:
 - a. Name:
 - b. Email:
 - c. Phone:
5. Is your agency all volunteer-run? Yes No
6. What are your agency's target demographics (check all that apply), and how many unduplicated people in each category did your agency serve in 2018?
 - Low income individuals and families – Unduplicated served
 - People experiencing homelessness – Unduplicated served
 - People with developmental and/or physical disabilities – Unduplicated served
 - Children (0-8) – Unduplicated served
 - Youth (9-18) – Unduplicated served
 - Adults (19-64) – Unduplicated served
 - Seniors (65+) – Unduplicated served
 - Military Service Members, Veterans, and their Families – Unduplicated served
 - American Indians – Unduplicated served
 - Individuals with Limited English Proficiency – Unduplicated served
 - Other: – Unduplicated served
 - Other: – Unduplicated served
 - Other: – Unduplicated served
7. Is your organization currently registered on Lewis and Clark County Public Health's CONNECT System? Yes No
 - a. If not, what method are you using to track your progress and client outcomes?
 - b. If not, how are you coordinating your services with other agencies to avoid miscommunication and duplication?

Part 2: GRANT NARRATIVE

2.1 ABSTRACT

Include a project summary of **250 words or less**, suitable for dissemination to the public. Should you be awarded a grant, this abstract would be used for publication purposes and should include:

1. The name of your organization and the project or program name for which you are requesting funding
2. A concise outline of the project or program’s outcome(s), and
3. A summary of general tasks to be completed during the project period to fulfill each outcome.

2.2 COMMUNITY NEED (30 points)

This is what you plan to do and why

1. Which focus area(s) do you seek to address with the requested funding? (Check at least one)

Alleviating Poverty	<input type="checkbox"/> Working to make homelessness rare, brief, and non-recurring <input type="checkbox"/> Improving housing affordability and safety <input type="checkbox"/> Working to end food insecurity and hunger
Increasing Prosperity	<input type="checkbox"/> Building life skills <input type="checkbox"/> Improving financial literacy <input type="checkbox"/> Personal financial management and budgeting <input type="checkbox"/> Free tax help <input type="checkbox"/> Affordable, safe childcare
Enhancing Education	<input type="checkbox"/> Life and job skills <input type="checkbox"/> Financial education <input type="checkbox"/> Debt education <input type="checkbox"/> Early childhood education and prevention programs
Bolstering Health	<input type="checkbox"/> Improving mental health <input type="checkbox"/> Suicide prevention <input type="checkbox"/> Promoting and bolstering volunteerism

2. Of the focus areas above, which is the primary focus of your project or program?
3. Provide a more detailed description as it relates to the above focus areas. What community need are you trying to address?
4. What is your target population with this project or program and why?
5. What is your target geographic area and why?

2.3 APPROACH and CAPACITY (25 points)

This is how you plan to complete your project or implement your program

2019 United Way of the Lewis and Clark Area Grant Application

1. What are the primary activities you plan to undertake?
2. What is your work plan for tracking progress? (*See sample implementation table below for example.*)

SAMPLE PROJECT IMPLEMENTATION SCHEDULE

TASK	MONTH
PROJECT START UP	
Activity 1	March 2019
Activity 2	June 2019
PROJECT IMPLEMENTATION	
Activity 1	July 2019
Activity 2	October 2019
Activity 3	February 2020
Activity 4	May 2020
PROJECT CLOSEOUT	
Activity 1	May 2020
Activity 2	June 2020

3. Who are your partners in this project or program, and what are their roles?
 - a. How will these connections help ensure success?
 - b. How will you leverage collaborative partnerships to achieve broader and more comprehensive goals beyond the scope of this individual project or program?

2.4 IMPACT and MEASUREMENT (30 points)

1. What is the long-term vision of your project or program? (*Describe the ideal world and the lasting changes to individuals, an organization, a process, or a local area that would result from this effort being a success.*)
 - a. How will you define and measure success at the end of this project period? (*Describe how this project or program's success moves the target population closer to your goal of long-term change and how it improves upon their current circumstances.*)
 - b. Throughout the project period, how will you track progress?
 - c. What is a reasonable estimate of the number of targeted people this project or program will impact? (*Please explain how you arrived at this estimate.*)
 - d. How long will it take to complete this project or implement this program?
2. If you have additional comments and information that you feel would benefit reviewers, please include it here.

Part 3: FISCAL CAPACITY and FINANCES (Threshold)

Note: If this is a partnership application, the following information is required for all partners who will receive funding from this project. Only United Way of the Lewis and Clark Area Donor-Choice Partners may request and receive funding for the project.

1. **Please attach** your most recent filed IRS Form 990.
2. Did agency's gross revenue exceed \$100,000 in your most recent 990? Yes No
3. Has your agency completed an independent audit (if your revenue exceeded \$250,000) or audit review (if revenue was between \$100,000 and \$249,999)? Yes No

If not, why not?

4. **Please attach** audit opinion (if applicable).
5. **Please attach** your most recent month-end materially correct statement of profit and loss (or income summary) and a balance sheet created as of a date within the past three months, both as approved by your board of directors.
6. What was your agency's 2018 total operating budget? \$
7. What is the balance of your agency's reserve funds? \$
 - a. What is the balance of reserve or endowment funds held by others on your Agency's behalf?
\$
 - b. If your agency has reserve funds, what portion is set aside and designated by your board for a specific purpose? % or \$

Part 4: BUDGET

4.1 NARRATIVE and LEVERAGED FUNDS (5 points)

1. How will the funding you are requesting be used?
2. Will the funding you are requesting be used to support data collection and assessment? If so, how?
3. Will you use United Way dollars as matching funds to leverage other dollars? (*For example, organization ABC uses United Way funding to match a \$100K US Dept. of Housing and Urban Development grant.*) *This helps United Way understand the potential impact of their investment. If a \$25K grant is used to match another \$25K grant, then the grantee can make a far greater impact.
Yes No
 - a. If yes, what dollar amount does your organization leverage? \$
4. List additional funding/resources that will be used to supplement this work (e.g., UWLCA Donor Choice funds):
5. If you would accept partial funding, how much funding is sufficient? \$

4.2 BUDGET (5 points)

Please attach a copy of your project’s proposed FY 2019-20 budget. The budget submitted should be specific to the project you are proposing, general budgets for your organization will not meet the criteria of this section. Please review budget portion of the scoring matrix on page 2 to assure you’re addressing all appropriate questions. Highlight specifically how United Way funding will be used. An optional template can be found online at <https://unitedwaylca.org/our-partners/united-way-partner-resources/2018-2019-partner-applications/>. This budget template can accommodate line items for each partner in a partnership project.

2019 United Way of the Lewis and Clark Area Grant Application

Statement of Fundamental Promises

Between
United Way of the Lewis and Clark Area (UWLCA or United Way)
and
(Agency Name)¹ _____

The parties in this Agreement believe that consolidated fundraising is an effective way to raise community dollars for human services and that the community’s interest is best served by working together to develop and maintain a system of effective, efficient and needed human services.

United Way of the Lewis and Clark Area adheres to the membership requirements of United Way World Wide. Our conduct is held to a high standard and is overseen by the United Way Board of Directors. To review our requirements please visit <https://unitedwaylca.org/united-way-worldwide-membership-requirements-u-s-united-ways/>.

The Agency recognizes that United Way funding may be suspended or terminated at United Way’s discretion in the event Agency fails to comply with each and all of the requirements signed in the Statement of Agreement within the 2019 Donor Choice application.

The undersigned certify to the best of their knowledge that the information in this Statement of Fundamental Promises within this application and the 2019 Donor Choice application is true and correct, and agree to maintain compliance with these requirements.

United Way Interim CEO Signature

Agency Executive Director Signature

United Way Board President Signature

Date

Date

¹ If this is a partnership application, all partners in the project (whether UWLCA Donor Choice partners or not) must agree to these terms and sign this agreement.

VolunteerHelena.org Agreement

United Way of the Lewis and Clark Area agrees to:

- Advertise the agency needs for volunteers via www.volunteerhelena.org. The website will be advertised in the local newspaper, radio, TV, Internet, and newsletters.

The Agency agrees to:

- Update the website with a current agency profile and ongoing with volunteer opportunities.
- Assure adequate health and safety provisions for the protection of the volunteer.
- Screen and review volunteer background as appropriate.
- Provide volunteers with orientation, instruction, supervision and recognition.
- Agency will comply with provisions of Title VI of the Civil Rights Act of 1964 and will act in accordance with the American Disabilities Act.

I understand that VolunteerHelena.org refers prospective volunteers, however my agency is ultimately responsible for screening, interviewing, accepting and training the volunteer. I understand that VolunteerHelena.org is a referral source only. The Agency agrees to release, indemnify, and hold harmless VolunteerHelena.org and United Way of the Lewis & Clark Area from any liability or claim of liability of any nature whatsoever, resulting from the referral of, or the use of referred volunteers.

Executive Director Signature

Date

2019 United Way of the Lewis and Clark Area Grant Application

Counterterrorism Compliance

In compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws, United Way of the Lewis & Clark Area requests that each funded agency (“Organization”) certify that it is in compliance with United Way of the Lewis & Clark Area and the United Way of America’s (“UWLCAA”) compliance program.

Organization Name² _____

Check the Appropriate Box to Indicate Your Compliance With Each of the Following:	Comply	Do Not Comply
This Organization is not on any federal terrorism “watch lists,” including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, www.treas.gov/offices/enforcement/ofac/sdn/ and the list of Foreign Terrorist Organizations maintained by the State Department, www.state.gov/s/cf/4291.htm .	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial, technical, in-kind or other material support or resources ³ to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not re-grant to organizations, individuals, programs and /or projects outside of the United States of America with out compliance with IRS guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed to not fund terrorism or terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists and terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>

I certify on behalf of the Organization listed above that the foregoing is true.

Print Name: _____ Title: _____

Signature: _____ Date: _____

² If this is a partnership application, all partners in the project (whether UWLCA Donor Choice partners or not) must agree to these terms and sign this agreement.

³ In this form, “material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.