

United Way of the Battle Creek and Kalamazoo Region Request for Basic Needs Funding Proposals

OVERVIEW

United Way of the Battle Creek and Kalamazoo Region (UWBCKR) envisions a vibrant community where all people realize their full potential. UWBCKR leads shared efforts by engaging diverse people, ideas and resources. UWBCKR seeks proposals from eligible organizations committed to improving community outcomes within our Basic Needs impact area.

We are focused on four commitments to ensure every person can learn more, earn enough and live a healthy life:

Education: Improve high school graduation rates and reduce racial and economic disparities in graduation rates.

Income: Increase the number of economically stable households in the region.

Health: Improve family and infant health and reduce racial and economic disparities in related indicators.

Basic Needs: Ensure that our regional community has a safety net in place to help individuals and families access basic necessities during times of need.

Additionally, UWBCKR has a special interest in creating equitable opportunities and reducing racial and economic disparities in the systems and outcomes related to the above commitments. Therefore, program services that intentionally address these issues are strongly encouraged and the collection of demographic data will be required by funded programs.

United Way has a special interest in supporting collaborative efforts bringing together two or more agencies to deliver program services. Collaborative applications designed to create meaningful increases in efficiency and impact on community goals are encouraged. If interested in developing a collaborative proposal, a lead agency must be designated and Memorandums of Understanding will be required for each participating organization. Please contact a member of the Community Impact Team for a conversation prior to developing your application.

Organizations may submit more than one request within each impact area or across multiple impact areas. Programs or initiatives that occur in *either* the greater Battle Creek community, Kalamazoo County or *regionally* (across both greater Battle Creek and Kalamazoo County) will be equally considered.

Grant applications must request funding support for operations costs related to delivery of programs and initiatives; grant applications for overall agency operational support will not be accepted. Additionally, requests for capital improvements/campaigns will not be accepted for consideration.

There is no established minimum or maximum grant request amount for Basic Needs funding.

ELIGIBILITY

To be eligible to apply for this Basic Needs funding opportunity, the applicant organization (whether applying itself or acting as lead agency or fiduciary) must:

- Be exempt under section 501(c)(3) of the Internal Revenue Code **or** a Public Entity
- Operate within the Battle Creek/Kalamazoo region and/or serve Battle Creek/Kalamazoo region residents
- Employ a minimum of 2.0 Full Time Equivalent (FTE) staff
- Prohibit discrimination based on race, color, religion, age, sex (including pregnancy), national origin, marital status, sexual orientation, gender identification, veteran status, disability, genetic information, height or weight
- Submit all required application materials, including required financial documents, completely and accurately by the deadline given. See page 2 for required financial document table.

PROCESS TIMELINE

If the applicant agency has not attended an e-CImpact training in the past 12 months, attendance at an informational session is required to apply for funding. Training opportunities will occur regionally on **Thursday, November 29, 2018 and Thursday, December 6, 2018**. Training dates, times, and locations are listed on page three.

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E-CImpact, the web-based application system, will be open from Monday, **November 19, 2018** to the submission deadline of **Wednesday, January 9, 2019 at 5:00pm EST**. Applications must be initiated on the system by **Wednesday, December 21, 2018**. No new applications will be opened after that date.

Grant announcements will be made on Wednesday, April 17, 2019. Grantees will receive monthly allocations beginning **July 1, 2019**.

TECHNICAL ASSISTANCE

During the RFP process, UWBCKR will provide technical assistance to 1) support interested organizations in assessing alignment with UWBCKR’s Basic Needs priorities 2) assist applicants with the completion of funding applications via the e-CImpact system.

APPLICATION REVIEW

Complete applications submitted by the stated deadline will be reviewed initially by the staff of United Way. This review will include a) an assessment of all required sections of information and uploaded documents and b) required organization-level financial documentation to be submitted as a complete grant application packet.

***See the grid provided below on what Financial Documentation you will need to be prepared to submit based on the financial size of your organization. Please feel free to reach out to us for a discussion if you have any questions.*

***If you are a currently funded partner and have submitted the required organizational financial documents within the last year, you are NOT required to resubmit financials for this grant cycle.*

Upon completion of the staff review, all documentation submitted within the completed grant application packet and comments from the staff review will be shared with a team of regional volunteers focused on the Basic Needs impact area. This volunteer team will be trained by United Way staff to objectively and thoroughly assess 1) alignment of the proposed program application with UWBCKR’s identified strategies and 2) the proposed program’s potential or proven ability to drive progress against both identified indicators and the community level goal.

***If the program was previously funded by UWBCKR, Performance Data and Year End Reports will also be assessed.*

Please note: Opportunities for clarifying questions and conversations between United Way staff and the applicant organization will be ongoing. United Way requests for additional information can and may occur during the course of the full application review process. Submitted information by an applicant organization found to be incomplete, based on the requirements for the full grant proposal packet, or applicant organizations found to have substantial financial deficiencies may be disqualified from consideration for Basic Needs funding. For more information, please contact a United Way staff member.

Financial Documents required for Application (and ongoing compliance as updated):

Organization Type	Required Financial Documents		
501(c)(3) with \$500,000 or more in contributions	Audits (previous two years) Most recent IRS 990	Most recent Internal Financial Statements w/ Prior Year Comparison	Program Budget & Budget Narrative Questions (Completed in e-CImpact)
501(c)(3) with \$250,000 to \$499,999 in contributions	Audit or Review (previous two years) Most recent IRS 990	Most recent Internal Financial Statements w/ Prior Year Comparison	Program Budget & Budget Narrative Questions (Completed in e-CImpact)
501(c)(3) with less than \$250,000 in contributions	Review (if completed) (previous two years) Most recent IRS 990	Most recent Internal Financial Statements w/ Prior Year Comparison	Program Budget & Budget Narrative Questions (Completed in e-CImpact)
Public Entity	Audit (previous two years) Report on Internal Controls over Financial Reporting	Most recent Internal Financial Statements w/ Prior Year Comparison	Program Budget & Budget Narrative Questions (Completed in e-CImpact)

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UNITED WAY FUNDED PARTNER EXPECTATIONS

For the duration of the Basic Needs grant, approved grant recipients will be required to:

- 1) Attend Periodic Learning Circles (cohort based, peer learning opportunities)
- 2) Complete any additional contractual obligations, including but not limited to UWBCKR campaign participation, submission of Success Stories, and compliance with branding guidelines
- 3) Complete and submit Performance Data and Year-end Reports via the i-CResults and e-CImpact systems
- 4) The collection and submission of client level demographic data will be required by all Funded Partners. Guidelines for demographic data collection will be provided during informational sessions.

Note: If you have any questions on collection of client level demographic data, contact a Community Impact team member.

NOTE: Income Strategic RFP is also currently available.

To request this RFP, please contact Heather Rittenhouse at hrittenhouse@uwbckr.org or (269) 441-1725.

BASIC NEEDS

Main Staff Contact: Robert Elchert at relchert@uwbckr.org or (269) 250-9829

Our Basic Needs program delivery partners will drive efforts towards our community level goal, which is to ensure our regional community has a safety net in place to help individuals and families access basic necessities during times of need.

To accomplish this, partners will work within the four following priority areas:

- Food
- Shelter
- Barrier Removal
- Other Basic Necessities

UWBCKR has a particular interest in bringing together organizations with programs in a collaborative effort that will impact our focus on successfully connecting people to resources by removing barriers commonly experienced by those in need of Basic Needs services.

Each program proposal will be required to demonstrate alignment with identified strategies and indicators. A more detailed description of the Basic Needs focus areas, strategies and indicators has been attached as Appendix I.

**Recipients of Basic Needs Funding will be eligible to receive funding for the period of
July 1, 2019 – June 30, 2020**

To Apply for Basic Needs Funding

If applicant agency has not attended an informational session within the last 12 months, attendance at an informational session is required to apply for funding. Interested organizations should contact Heather Rittenhouse at hrittenhouse@uwbckr.org or (269) 441-1725 to register for an informational session about the funding process and expectations as a funded partner.

Training and Informational Sessions on proposal development and Funded Partner Agency requirements will occur via video conference in both United Way's Battle Creek and Kalamazoo offices on the following dates and times:

Thursday, November 29, 2018, 8:00am-9:00am

Thursday, December 6, 2018, 8:00am-9:00am

***Additional one-on-one training opportunities can be requested by contacting Heather Rittenhouse at (269) 441-1725.*

BASIC NEEDS		
Community Level Goal		
Ensure That Our Regional Community Has a Safety Net in Place to Help Individuals and Families Access Basic Necessities During Times of Need		
Strategic Basic Needs Priorities	Food	Strategies
		Provision of Hot Meals
		Grocery/Food Pantry
		Mobile Food Programming
		Indicators
		# of Individuals Served
		# of Meals Served
	Pounds of Food Provided (Separate Identification of Pounds of Fresh Fruits and Vegetables)	
	Shelter	Strategies
		Emergency Shelter (day or night)
		Utility Assistance (Gas, Electric, Deliverable Fuels, Water/Sewer)
		Indicators
		# of Unduplicated Individuals Served & Nights of Shelter
		# of Unduplicated Individuals Provided Day Shelters Services (Identification of Distinct Services)
		# of Unduplicated Households Receiving Utility Assistance
	Barrier Removal	Strategies
		Identification & Vital Records Assistance (e.g. Provision/Renewal of State ID or Drivers License)
		Short-Term Basic Needs Advocacy and Resource Connection
		Transportation Assistance
		Childcare Assistance
Indicators		
# of Unduplicated Individuals Served – Documents Obtained		
# of People Receiving Advocacy Services, Hours of Service, # of Successful Referrals via Follow Up		
# of Bus Tokens and/or Gas Vouchers (with dollar amount)		
# of Individuals Receiving Child Care Assistance, Units of Service (e.g. Hours), and/or # of Referrals Provided		
Other Basic Necessities	Strategies	
	Clothing Provision	
	Disaster Relief	
	Indicators	
	# of Unduplicated Individuals Served – Clothing Received (Segregate Winter Clothing)	
# of Unduplicated Individuals Served – Direct Assistance Received		
<p>UWBCKR has a special interest in equity and the reduction of economic and racial disparities in systems and outcomes. Therefore, programmatic elements that intentionally address these issues are encouraged, including but not limited to:</p> <ul style="list-style-type: none"> • Anti-bias training and assessment • Inclusive supports (e.g. multi-lingual service provision or the use of non-traditional communication methods) • Neighborhood-based programming in high-need areas <p><i>*Annual Demographic Data to Be Collected By All Funded Partner Agencies and Programs</i></p>		
Population(s) of Interest: Individuals and Families in Need of Basic Necessities		