



United Way of Pioneer Valley Community Impact Basic Needs Grants Request for Proposals July 2016-June 2017

Introduction

This Request for Proposal (RFP) describes United Way of Pioneer Valley's (UWPV) July 1, 2016 to June 30, 2017 grantmaking program in support of short-term **Basic Needs**. Grant information, eligibility criteria, and the procedures to follow in submitting your application are included. Please review these guidelines carefully.

Purpose

UWPV is seeking proposals for its **Basic Needs Grant Program**. *These grants will support programs and services that provide temporary, short-term food, shelter, and heating assistance to stabilize those individuals and families faced with an emergency due to loss of employment, housing, natural disaster, domestic violence, etc. Organizations should not approach this application with the expectation of ongoing annual operating support.* Grants will be awarded for a period of 12 months from July 1, 2016 through June 30, 2017. The purpose of the **Basic Needs Grant Program** is to support and sustain strong communities in Hampden County, South Hadley, and Granby, Massachusetts.

The program has three areas of focus to assist people in meeting emergency and basic needs:

- **Shelter:** Short-term housing for people who are: homeless, escaping domestic violence, and/or displaced due to a natural disaster, fire, etc.
- **Food:** Support short-term food assistance for people facing economic hardship and/or or isolation (homebound), with the goal of moving them to food security. This will include food pantries, meal services, and completing SNAP applications.
- **Heating Assistance:** Short-term heating assistance for individuals and families whose household incomes are 201%-350% of federal poverty levels and 60%-80% state median income levels, and therefore not eligible for public assistance, up to \$500 per household per year.

Priority will be given for programs that serve seniors, programs that serve residents living in communities with limited access to short term basic needs programs (e.g. rural communities), and residents not eligible for public assistance (e.g. fuel assistance) but in need of short-term help to stabilize their situation.

Background

UWPV has been in partnership with individuals, businesses, nonprofits, and government to advance the Common Good for over 90 years. UWPV is one of 1,200 members of the United Way Worldwide system, the world's largest network of organizations dedicated to improving the lives of all people. Locally focused and governed, UWPV is led by a diverse group of volunteers and highly skilled



professional leaders and managers. The mission of United Way of Pioneer Valley *is to mobilize people and resources to strengthen our communities.* As an organization, we advance this mission by connecting all segments of the community toward achieving the goal of producing healthy, well-educated, and economically stable individuals and families. We accomplish our work through grantmaking, volunteer engagement, community engagement and public policy and advocacy.

Our strategic plan envisions a thriving, caring region where individuals have opportunities to realize their human potential, are economically self-sufficient, and contribute collectively to improve the quality of life in their communities. We also remain aware of the need to help people of all ages who are struggling to obtain their basic needs when faced with an emergency.

Overview of Basic Needs Grants

The **Basic Needs Grants** fund emergency and short-term services provided by organizations located in and serving the people of Hampden County, South Hadley, and Granby, Massachusetts. The organization's grantmaking programs are one of several ways that UWPV provides support for the communities and people in our region.

United Way of Pioneer Valley and Community Impact

For UWPV, Community Impact is about improving lives by mobilizing people to create *lasting change* through increasing educational outcomes for children and youth and assisting families to become economically self-sufficient. In addition to focusing on long-term sustainable change by targeting its work in support of community outcomes in the areas of **Education and Income**, UWPV continues to invest in **Basic Needs** to assist individuals and families facing crisis situations to get back on their feet (stabilization) and on the road to Economic Self-Sufficiency.

The **Basic Needs** RFP is focused on *meeting needs of people in crisis moving toward financial stability.* All funded partners are required to:

- Clearly define how the program aligns with the outcomes identified in the RFP
- Demonstrate the match between current community needs and the proposed program services
- Clearly define pro-active outreach strategies to connect with "hard to reach" populations e.g. senior citizens, veterans, residents in rural communities, and etc.
- Clearly define how UWPV support will enable the organization to expand and/or improve services
- Report on a unit of service as defined by UWPV
- Use UWPV funds to add or improve services, not to fill gaps in funding left from government cuts and debt reduction
- Participate annually in an United Way fundraising campaign
- Participate in UWPV social media campaigns to increase public awareness of regional resources
- Update and maintain an accurate profile in Mass211 and United Way's Volunteer Connector, at least once a year



Basic Needs Grants Support the Following Services

Shelter

UWPV funds will be used to fund qualifying organizations that provide short-term shelter focused on moving individuals and families who are homeless to shelter within the UWPV catchment area. This may include, but is not limited to, individuals or families who are homeless because of financial hardship, survivors of crisis or natural disaster, and survivors of domestic violence.

Food

UWPV seeks to reduce food insecurity by supporting programs that directly assist clients who are in need of short-term food assistance due to economic hardship or isolation (homebound), and move them to food security. This will include food pantries, meal services, and completing SNAP applications.

Heating Assistance

Grants will fund programs that assist individuals who are unable to pay their heating bills due to economic hardship, and are between 201%-350% of poverty level according to the most current Federal Poverty Level Guidelines set by the U.S. Department of Health and Human Services, or 60% to 80% of the state median income guidelines, up to \$500 per household per year.

Units of Service

Funds through United Way of Pioneer Valley's Basic Needs Program are expected to **increase the amount of people that you currently serve or to provide additional services to people you currently assist.** UWPV evaluates our performance by using Units of Service that you will provide.

Please select a Unit of Service below that you will report on if you receive this grant:

1. # bed nights
2. # meals served
3. # bags of food distributed
4. # households receiving fuel assistance
5. # households receiving emergency services and assistance
6. # households receiving disaster relief services and assistance

For example: "We will use United Way funds to serve approximately 500 additional meals from July 1, 2016 through June 30, 2017." The Unit of Service that best fits is "# of meals served."

Availability of Funding and Eligible Uses

Grant Amounts

It is anticipated that the maximum grant award will be \$35,000. Amounts will be determined based on the availability of funds through our annual fundraising campaign and the impact of the proposed program.

Allowable Uses of Funding

- Direct program-related expenses: Funding requests should represent a reasonable proportion of direct program versus indirect program expenses.
- Up to 15% for administrative overhead (Accounting, HR, Utilities, etc...)-UWPV recognizes that administrative overhead is critical to the ability of nonprofit organizations to be effective in their work. (For example, and grant proposal for \$25,000 should include no more than \$3,750 for Indirect Expenses and Administrative Overhead).

Non-allowable Uses of Funding

- Capital projects and/or campaigns
- Substitute or replace discontinued funding
- Debt reduction and funding gaps
- Academic research
- Endowments
- Scholarships
- Sectarian or religious purposes
- To support candidates for public office or promote a partisan cause

Deadline and Key Dates

Grants will be for a 12-month period beginning July 1, 2016 through June 30, 2017. Funding is dependent on the availability of funds for investment in the community through the annual workplace campaign and other fund development efforts.

January 25, 2016	Release Basic Needs RFP to public
February 2, (9:30-10:30 a.m.)	Orientation Sessions for Potential Applicants (choose one)
February 3, (3:30 -4:30 p.m.)	United Way of Pioneer Valley, 1441 Main St. Springfield
February 12, 2016	Letter of Intent due online by 4:30 p.m. URL: https://www.GrantRequest.com/SID_1666?SA=SNA&FID=35033
February 19, 2016	Invitations to move forward with Full Proposal Online (Invited organizations will receive a new URL with instructions)
March 4, 2016	Complete full proposals due online Must be received by 4:30 p.m.
March 11-April 11, 2016	Review of full proposals
May 6, 2016	Funding recommendations made to United Way's Community Impact Committee (CIC) from the 2016 Basic Needs Grant Review Team
May 13, 2016	CIC presents recommendations for funding to the UWPV Board of Directors
May 18, 2016	UWPV Board of Directors makes decision

May 29, 2016	Notify Agencies of funding decisions
June 24, 2016	Obtain proper documentation and signed MOUs
July 2016	Release funding on a quarterly basis, upon timely submission of completed Memorandum of Understanding, and updated financial information.

Eligibility Criteria

To be eligible for funding, an organization must meet the following criteria:

- Must have offices and operations based in and serve the residents of Hampden County, South Hadley, or Granby, Massachusetts
- Legally incorporated as a not-for-profit charitable organization under section 501c (3) of the Internal Revenue code and in good standing pursuant to the requirements of M.G.L. c. 12, s. 8E and 8F; or operating under the fiscal sponsorship of a tax-exempt nonprofit organization in good standing pursuant to the requirements of M.G.L. c. 12, s. 8E and 8F with a Memorandum of Understanding, or equivalent agreement, in full force and effect
- Is financially stable with no adverse opinions
- According to the Commonwealth of Massachusetts guidelines for financial reporting, you must submit a current financial audit, an accountant approved financial review, or IRS 990 form from the previous fiscal year. An agency without current financial reports will not be funded
- Have an uncompensated and actively engaged board of directors; a minimum level of board attendance is required and defined as no less than 65% of regularly scheduled board meetings to meet the required quorum under the organization's by-laws
- Have an affirmative action policy and does not discriminate based on race, religion, gender, or gender identity, sexual orientation, age, national origin or disability
- Complies with all federal and state laws and regulations concerning anti-terrorism activities

How to Apply

Organizations must inform UWPV of its intent to apply by going to The GIFTS online application system and completing the Letter of Intent form. Submit the online Letter of Intent by **4:30 p.m. on Friday, February 12, 2016**. Please review the instructions for creating a GIFTS online account (PDF) if you are new to the Grants process.

If your Application is invited to move forward, it must be completed online by **Friday, March 4, 2016** no later than **4:30 p.m.**

Orientation Session

We encourage all applicants to attend an Information Session offered at United Way of Pioneer Valley, 1441 Main St. Springfield on **Tuesday, February 2** from 9:30 a.m. – 10:30 a.m. or **Wednesday, February 3, 2016** from 3:30 p.m. -4:30 p.m. So that we may plan accordingly, UWPV strongly encourages attendees to register for the information session by emailing Portia D. Allen at pallen@uwpv.org.

Proposal Requirements and Selection Criteria

The following criteria will be required for all proposals:

- Alignment with UWPV's Basic Needs focus areas as explained in this RFP
- Alignment with the applicant's organization mission statement
- A clearly defined **target population** and the **Units of Service**.
- **Explain in detail how a grant from UWPV will allow you to:**
 - **1) Expand services or**
 - **2) Improve services for the people who are currently receiving services from you**
 - **3) or both**
- Documentation of your organization's capacity to deliver your program successfully; this should include pertinent experience and expertise
- A financially sound budget that effectively defines both the programmatic and non-programmatic expenses that you want UWPV to fund
- *None of your reports for other UWPV grant programs can be overdue or incomplete. Your application for this grant program will not be considered for funding until all other reports are submitted with the required reporting expectations.*

Proposal Review Process

UWPV is accountable to its donors, volunteers, and Board of Directors to ensure funds are used wisely, deliver results, and produce maximum impact. To ensure accountability and thorough due diligence in the application review process, UWPV will operate as follows:

- An application for funding will be submitted in accordance with the criteria outlined in this RFP
- A Basic Needs Grant Review team composed of field experts, community volunteers, business associates and staffed by UWPV will review and assess proposals and develop recommendations for funding to the Community Impact Committee.
- Community Impact Committee to review recommendations developed by the Grant Review Team, within the context of this RFP and submits a recommendation to the UWPV Board of Directors
- Final approval by UWPV Board of Directors expected no later than the mid- May 2016.
- Each applicant will be notified of its award status by May 31, 2016.
- Due to the extensive community-based nature of the decision making process, all decisions made by the UWPV Board of Directors are final.

Post Award Requirements

Organizations that are awarded a Basic Needs Grant will be expected to comply with the following:

- Enter into a Memorandum of Understanding (MOU) with UWPV that will define the Unit of Service, prior to receiving any funds.
- Report on the agreed upon Unit of Service to UWPV in your six month progress report and the annual final reports. Submit program and financial progress reports on time, as requested, starting January 2017.
- Meet all reporting deadlines using our online system.
- Implement publicity and co-branding with United Way of Pioneer Valley on your materials related to the funded program.



- Display the UWPV trademarked logo within their facilities and on all communications materials pertaining to UWPV-funded programs. All program marketing materials are to be submitted to UWPV to insure accurate branding requirements.
- If there are any changes in program operations that impact the organization's ability to fulfil its requirements under this MOU, organizations are expected to meet with UWPV staff to discuss the situation and develop a plan of action

If you have questions regarding any aspect of this RFP, please contact:

Portia D. Allen, Director, Community Investments pallen@uwpv.org or 413.693.0236

or

Sylvia de Haas Phillips, Senior Vice President sdehaas@uwpv.org or 413-693-0216.