

# UNITED WAY OF RUTLAND COUNTY

*Partners to Create Stronger Communities*

## 2017 APPLICATION for COMMUNITY IMPACT PROGRAM FUNDING



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## COMMUNITY IMPACT PROGRAM FUNDING

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## INTRODUCTION

The United Way of Rutland County (UWRC) Community Impact Handbook is written to assist you in understanding the Community Impact rationale and funding process. It is *strongly recommended* that you read it as you complete this application.

### **UWRC Mission and Purpose**

UWRC works to create stronger and healthier communities. For over 70 years the United Way of Rutland County has supported our community by raising awareness of community needs, engaging donors during our annual campaign, and supporting our partner agencies. We ensure that funds raised are distributed wisely and used well to positively impact our community and bring about measurable change.

### **In its relationship with United Way of Rutland County, the Partner Agency agrees to:**

1. Maintain its status as a tax exempt organization under IRS Code 501(c)(3).
2. Provide such information as United Way may request that its programs are meeting genuine community needs in an effective way through high standards of service, efficiency and economy.
3. Cooperate with other agencies and coordinate services to avoid duplication.
4. Cooperate with United Way of Rutland County's review of agency by submitting accurate and complete records of programs, services and financial information (annual audit), along with its budget request to the annual evaluations, within specified deadlines; to update that information during the year with United Way of Rutland County, if asked to do so.
5. Refrain from any independent fundraising activities within Rutland County not in compliance with United Way of Rutland County's Fundraising Policy.
6. Your participation is crucial to United Way of Rutland County by strengthening, communicating and assisting in our annual campaign.

## **Areas of Need for Community Impact Funding**

Community Impact funding is for programs in identified *Areas of Need* determined by teams of volunteers who live and work in our community. Their decisions are based on expert knowledge, feedback, and statistical data, e.g. from needs assessments and research publications.

*Your Request for Proposal must clearly align with one of the Areas of Need. Please refer to the Community Impact Handbook on our website.*

### HEALTH:

***Expanding Provision of Adult Dental Care and Emergency Treatment***

***Supporting Adults and Children with Mental Health Issues***

***Facilitating quality independent living***

### Financial Stability:

***Providing training and skills to gain and maintain employment***

***Removing barriers to gaining and sustaining employment***

***Enhancing Prospects for Low-Wage Earners***

***Expanding Capacity for Affordable Housing***

### Education:

***Expanding Childcare Capacity and Quality***

***Alleviating Childhood Trauma***

***Supporting Children Beyond the School Day and Year***

## GENERAL INSTRUCTIONS

### Criteria for Funding

The 2017 Evaluation Rubric details specific criteria on which the Allocations Team will base funding decisions. The overarching criteria are:

-  Program alignment with Area of Need
-  Program alignment with agency mission
-  Connectivity to the community
-  Avoidance of duplication of services
-  Evidence of need in population to be served
-  Program structure and timeline
-  Viable budget
-  Intended outcomes
-  Measurement of outcomes
-  Plans for reporting and dissemination of results

### Eligibility for Funding

To be considered for a grant an agency must:

-  Be exempt from income taxes under section 501c(3) of the IRS;
-  Be located to serve the residents of Rutland County;
-  Employ staff and provide services without discrimination on the base of race, religion, gender, age, origin, sexual orientation, or any other legally protected status under Federal or State law;
-  And fulfill all requirements on the checklist provided.

### How Much Funding to Seek

UWRC has historically funded agencies with grants ranging from \$1000 to \$40,000. When deciding how much to ask for, you should be aware that the Allocations Team will consider the following:

-  How much impact the proposed program will have in the community;
-  The need for the program and its 'fit' with what is already available;
-  Sustainability of the program long term;
-  Additional resources and funding from non-UWRC sources;
-  The size of the grant in relation to the agency net operating budget;
-  And the RFPs submitted by other agencies.

## Timeline for Funding

The Timeline (Appendix A of the Community Impact Handbook) illustrates in detail all dates associated with Community Impact grants. Grants deadlines are as follows:

 Letter of Intent	February 28 <sup>th</sup> 2017
 RFP Deadline	April 21 <sup>st</sup> 2017
 Awards Deadline	June 30 <sup>th</sup> 2017
 50% of funds released	July, 2017

## How to Submit a Proposal

Submit the Letter of Intent (see the Community Impact Handbook) by the published deadline. *Applications will only be accepted from agencies who submit a Letter of Intent.*

Submit the full application any time between February 28<sup>th</sup> 2017 and April 21<sup>st</sup> 2017, but no later than midnight on 4/21/17. Include all documents required as per the Checklist (see Community Impact Handbook, Appendix C).

One (1) copy must be received electronically via email (attached in PDF or as a Word document) to [info@uwrutlandcounty.org](mailto:info@uwrutlandcounty.org).

One (1) copy must be received as a hard copy, by mail, or by hand. Faxed documents will not be accepted. Attn: Community Impact, UWRC, 88 Park St., Rutland, VT 05071.



## COMMUNITY IMPACT FUNDING APPLICATION REQUEST FOR PROPOSAL

### Contact Details

Agency Name:
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Physical Address:
Mailing Address (if different):
Executive Director:
Contact Person: (program leader)
Title/Role: (program leader)
Phone #(s):
Email: (Executive Director)
Email: (program leader)
Website address:

**Title of Proposed Community Impact Program**

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**Agency Mission and Overview of Current Work**

**Brief Overview of Proposed Community Impact Program** (demonstrate how this proposed program fits with your mission; program details are requested below)

**Details of the Target Population**

(e.g., age, gender, ethnicity, socio-economic status, religion, location, specific needs)

**Intended Program Outcome(s)** (measurable, documentable changes to how people live, and behave, and/or to systems that impact this)

**Evidence That This Program Is Needed** (cite data sources, summarize evidence of need, and reference any documents attached to this application)

**Evidence That This Program Does Not Duplicate Existing Services In Rutland County** (provide an overview of other similar programs, if they exist, and demonstrate how this program will differ)

**Program Activities** (e.g., the services to be provided, interventions to be put in place, facilities and/or resources made available)

**Program Outputs Measured in Accordance With OBA** (for each question, describe the data you will collect, the methodology and measurement tools to be used, and a timeline for collection)

*How much did we do?* (number of clients, number of hours, resources provided, etc.)

*How well did we do it?* (evaluation of your program relative to proposed outcomes)

*Who is better off?* (demographics on the population served and other beneficiaries)

*How much are they better off?* (measurement of the impact to individuals and the community to quantify the positive outcomes of this program)

**Reporting and Dissemination of Results** (describe when, how, and to whom, results will be shared and the story told)

**Connectivity to the Community** (give details of relationships, partnerships and/or collaboration with other agencies relevant to this project)



**Attached Documents** (list below any *supplementary documents not required by UWRC* that will accompany your application so we can be sure we received everything; use the checklist as a guide to what is required)

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**Signatures**

Name of Person Completing Application	Signature	Date

I/we, the undersigned, agree that the information provided in this Request for Proposal is an honest and accurate representation of the proposed Community Impact Program, and that by signing on behalf of \_\_\_\_\_  
(name of agency) for which I am an authorized representative, said agency accepts all terms and conditions relevant to this program.

Executive Director	Signature	Date

Program Leader	Signature	Date



## **Checklist of Required Information for Submission of Community Impact Program Funding Applications**

### **Deadlines**

- Letter of Intent must be received by February 28th
- Fully completed application received by April 21<sup>st</sup>.

### **Meeting the Criteria**

- The proposed program closely aligns with the agency's organizational mission
- The program clearly aligns with an identified Area of Need
- There is documented evidence to validate the need for this program
- The program is not a duplication of existing services
- The target population is clearly defined
- The program is well structured with an achievable timeline
- The intended outputs are clearly stated
- The intended outcome(s) are clearly stated
- The potential impact is clearly stated, if realistic
- A detailed explanation of how outcomes will be measured is given
- A rationale for the chosen method(s) of measurement is provided
- Outputs and outcomes can be expressed in terms of quantity, quality, effort and effect (OBA)
- The budget is accurate and complete
- How results will be disseminated, and to whom, are specified

### **Documents for Submission**

- Two (2) copies of all documents must be submitted:
  - 1 x electronic copy in PDF (preffered) or Word format
  - 1 x hard copy by mail or hand to UWRC, 88 Park Street, Rutland

### **Each 'set' of documents must contain the following:**

- Fully completed application with up-to-date contact details
- Copy of IRS Determination Letter as proof of non-profit status
- Most recently available IRS form #990
- Annual financial statements; if available
- Supplemenrary documents e.g. evidence of need for program