

United Way of Indian River County Funding Eligibility Guidebook



Two Year Impact Grant Overview

United Way of Indian River County provides non-restrictive grant funding to health and human service organization programs based on their ability to impact areas of need identified by the United Way of Indian River County and its Vision Councils. Any organization currently providing a program to IRC residents that measures outcomes and indicators of one of the 2021 desired impact areas and meets current eligibility criteria is eligible to apply for funding.

United Way of Indian River County funds programs within agencies rather than the overall agency. Funding is distributed on a July 1- June 30 cycle, although programs are not required to operate on the same fiscal year.

Funding is allocated in one and/or two-year cycles. Applications are electronic and must be completed using e-CImpact. Link to the login page:

<https://agency.e-cimpact.com/login.aspx?org=11450F>

Funding Eligibility

- Programs that are currently being funded,
- New programs from currently funded partners
- New programs from non-funded agencies.
- New programs from currently funded partners and non-funded partners are only eligible for one-year funding. In order to move to a two-year funding agreement, the program must have one-year of satisfactory outcome performance and relationship with UWIRC

Funding Parameters

- New agencies and new programs from currently funded partners requesting funding are capped at \$20,000 and UWIRC funding cannot exceed 50% of program budget.
- Those Agencies that have not applied for United Way IRC funding previously or those agencies that have been previously defunded are subject to an Agency vetting process prior to program review.

- Agency volunteers & staff that must attend a vetting meeting include the Board Chairperson, Treasurer, and one additional governing board member. From Agency staff attendance from CEO/Executive Director, Finance Director and Development Director or Program Director are required.
- New and current programs compete for the same funding.
- Funded programs report every six-months via e-CImpact.
- Community Impact Council (CIC) will review reports at the end of year one to determine if the program needs to re-apply based on program, organizational, financial or outcome adjustments that have been made.

The funding amount awarded the first year continues for a second year. For example: If Program A is awarded \$10,000 it will receive \$10,000 the first year, \$10,000 the second year provided it maintains the same standards of performance and funding to support the grant has been raised by United Way of Indian River County. A midyear and a year-end report are required. All funding is subject to adjustments based on United Way of Indian River County campaign results.

Admission is competitive; United Way evaluates programs on their ability to provide the highest quality services which best address the key outcomes identified by United Way of Indian River County Vision Councils and the Board of Directors. No program, regardless of whether or not it has received funding in the past, is guaranteed funding.

Please carefully review this document to confirm eligibility for any program considering application. Current or previous United Way of Indian River County funding is not an automatic guarantee of eligibility.

Each Impact Area has set Community Goals which correspond with outcomes and indicators that programs must be able to measure in order to apply for funding. An overview of the Impact Area goals and corresponding outcomes is available on the UWIRC website, e-CImpact funding portal or upon request. Any organization interested in applying must be able to measure a minimum of two outcomes and at least one indicator for each outcome from the list.

Mandatory Agency Requirements

Any program applying for grant funding must meet all of the following program and agency requirements.

1. The agency must be a charitable, not-for-profit organization or public entity (e.g., town department, school district, etc.), and must be tax exempt under Section **501(c) (3)** of the Internal Revenue Service Code at the time of application, and continue to adhere to the ongoing requirements of Section 501(c)(3).
2. The agency must provide services in Indian River County residents.
3. The agency must be registered with the State of Florida Dept. of Agriculture & Consumer Services
4. The agency must have Articles of Incorporation.

5. The agency must have Bylaws which include:
 - A. Term Limits/Rotation of Board of Directors
 - B. Regular Meeting Schedules
 - C. Board responsible for hiring qualified executive director
6. The agency has a volunteer Board of Directors meeting the following:
 - A. The agency has a volunteer Board of Directors that receives no financial remuneration.
 - B. The agency Board meets at least quarterly and maintains minutes of all meetings.
 - C. Board members may not be related to the Executive Director or agency staff.
 - D. At least one Indian River County resident serves on the Governing Board.
 - E. The duties and responsibilities of the Board are defined in writing.
7. The agency has written personnel policies, guidelines and job descriptions for program staff and volunteers, including an Organizational Chart.
8. The agency has a written and enforced affirmative action plan, grievance procedure, non-discrimination policy, and sexual harassment policy.
9. The agency has an established Code of Ethics, Whistleblower Policy, and Document Retention and Destruction Policy as per Sarbanes-Oxley legislation.
10. Agencies must have an effective fiscal management system in place and have the fiscal capacity to administer grant funds.
11. The Agency must maintain any required Legal Licenses, Agency Certifications & Accreditations.
12. Agencies funded by United Way of Indian River County must submit financial documentation:
 - A. Latest Audit which conforms with the AICPA Guide for agencies with annual operating budgets of \$100,001 or more. Agencies with annual operating budgets of \$100,000 or less may submit a financial review in lieu of an audit.
 - B. Management Letter
 - C. Agency's Response to Management Letter
 - D. Most Recent IRS Form 990, Including All Schedules
 - E. Most recent internal financial statement, i.e. Balance Sheet and Operating Budget
13. Most Recent Annual Report (If Available)
14. Agency's Strategic Plan (If Available)
15. Agency Succession Plan for ED/CEO and/or Key Program Staff
16. Board minutes for the past twelve months

Program Determination Guidelines

These criteria should be used by agencies to help distinguish programs from services; all are required for a program to qualify for funding.

- A program is a defined group of services with clearly focused and attainable client outcomes.
- The program must have clearly stated client based objectives and activities that directly impact and resolve a specific client need or problem.
- Program client outcome results are measurable and based on credible and reliable measurement tools.
- The program must be an established and distinct component of agency operations with a related set of policies and procedures. Programs applying for funding may not be a component of a larger program.
- The program must have its own functional budgeting, cost accounting, service measurement, and program review that are distinctly separate from the agency. Program expenses must be clearly separate from agency expenses. Exceptions would be only in cases where the agency has a sole program and purpose.
- The program must have a set of ongoing associated activities that support a primary mission of the agency as stated in its articles of incorporation, by-laws, statement of purpose, board actions, board minutes, or other documents.
- The program must employ the *equivalent* of at least one full-time staff person's work.

Mandatory Program Management Requirements

1. The program must be a health and human service program that clearly measures the outcomes and indicators for the current year's Impact Area goals.
2. The program requesting admission **must be in operation and serving clients for at least one year prior to the date of application** and able to show a **program operating budget and all program requirements for the year prior** to application.
3. The program must serve primarily low-income, high-risk, or "ALICE" clients in Indian River County.
4. Program must be able to show funding source diversity. Funding requests cannot represent more than 50% of a program's budget. United Way funding cannot represent more than 50% of the program's budget at any time during the grant lifecycle.
5. Program operations must employ at least one full-time staff person or full-time equivalent. This requirement may be fulfilled by a volunteer that performs the same types of duties as paid staff and volunteers the equivalent in staff hours. Programs must have a full-time equivalent at the time of the grant request and throughout the life cycle of the grant.
6. Program services, where applicable, must meet all current licensing or accreditation requirements.
7. Program does not require clients to participate in religious activities as a requirement for receiving program services.

Part 1: Prequalification & Submission of LOI

These questions will determine a program's ability to comply with eligibility criteria. Programs will be notified as to whether or not they are eligible to continue the application

process after submission. A copy of the Letter of Intent (LOI) form is included in this packet, but must be completed and submitted online via e-CImpact. Also included in the packet are Education outcome & indicators for your review. Programs will need to select a minimum of two outcomes with a minimum of one indicator for each outcome.

Part 2: Full Funding Application

Programs that meet criteria and are approved to continue the application process will be given access to the grant application. The Grant Application is accessed through a web based platform called e-CImpact (link below). All forms, unless stated otherwise, are completed online. Training can be provided to answer specific questions and provide guidance for the application and site visit.

Website Link: <https://agency.e-cimpact.com/login.aspx?org=11450F>

New Agencies to UWIRC: If you are not a currently Funded Partner your Agency will be considered a new agency and must first be reviewed, including meetings with professional and volunteer leadership. UWIRC staff will contact the Agency to coordinate this meeting. Following the Agency review, your program will then be evaluated on the ability to meet the Community Impact outcomes set forth by UWIRC

Part 3: Application Review and Presentations

Once a full funding application is submitted and there has been a thorough agency and program review, applicants move on to part three. This part of the application process involves Indian River County citizen panel review and a site visit presentation. Programs are reviewed, evaluated by Citizen Review Panels comprised of diverse community volunteers. Each eligible program is expected to present to the panel. Further details about program presentations are sent prior to the site visit date.

Part 4: Funding Recommendations

After panels have reviewed all programs they make funding recommendations to the Community Impact Council and the UWIRC Board of Directors. Programs recommended and approved for funding will begin their first year of funding on July 1, 2020. Agencies receiving United Way of Indian River County funding must sign and agree to follow the United Way of Indian River County Memorandum of Agreement. A sample is included with this guidebook.

Critical Dates

August 3, 2020.....	Release of Letter of Intent (LOI) for Education programs only
September 4, 2020	Due Date for LOI
October 21, 2020.....	Mandatory Meeting for all Education programs seeking funding
October 30, 2020	NEW AGENCIES ONLY: Vetting binders' deadline
Nov. 2020 – Jan. 2021...	New Agency Vetting (New agencies will be contacted to set up a meeting with UW staff and volunteers)
February 1, 2021	Application Due Date – 4:00pm Deadline
April 12-30, 2021	Site visits by review panels
May 2021	Final recommendations are made and approved by United Way of IRC Board and Agencies will be notified of application status following this meeting
July 15, 2021	Year one allocations are sent direct deposit (Programs that operated only during the summer will receive their annual allocation over a three-month period beginning April of the current fiscal year.)

- Please Note that all dates are subject to change



Community Impact Grants: Letter of Intent (LOI) EDUCATION PROGRAMS ONLY

Introduction

United Way of Indian River County (UWIRC) is accepting proposals from organizations with Education Programs serving children ages 0-18 that help achieve measurable, community-level goals.

Overview

UWIRC recognizes that to achieve measurable, community-level change (i.e. “to move the needle”) in the areas identified above, partners must utilize data collection and reporting systems that can efficiently track and communicate progress, as well as focus on particular communities or neighborhoods where interventions can be closely coordinated, targeted and sustained.

2019/2021 Goal and Objective

Education Goals:

Early Learning (ages 0-5) Increase to 85% the number of children who enter Kindergarten ready to succeed.

All children are nurtured by caregivers who promote early learning and development to prepare them for Kindergarten.

School Success (ages 6-14) Increase to 90% the 3rd Graders who are performing on Grade Level and increase their positive behaviors.

Students will continue to stay on track for High School Readiness.

Graduate for Success (ages 15-18) Increase to 90% the students who graduate on time from High School.

Students graduate high school on time prepared for continuing education, work and life.

The Letter of Intent will allow you to summarize your program(s) for which you would like to request funding and also give United Way of IRC volunteers’ time to prescreen new programs and agencies.

Please review the enclosed information. Failure to complete the required forms online by the deadline will impact eligibility for funding. Completed LOIs must be submitted **via e-Impact** by **4:00 PM on Monday, September 4th, 2020**. No late submissions will be accepted. You will receive a confirmation email within 24 hours once we have received your submission. Should you have questions regarding the submission, you may contact Nate Bruckner via email at nate.bruckner@unitedwayirc.org or by phone at 772-567-8900 x 114.



**LETTER OF INTENT FOR 2021-2023
EDUCATION PROGRAMS ONLY
TO BE COMPLETED ONLINE ONLY**

ORGANIZATION INFORMATION

Applicant Organization:		
Mailing Address:		
City:	State:	Zip:
Telephone:		
Website:		
Executive Director:		Email:
Grant contact <i>(if different)</i> :		Email:
Title <i>(if different)</i> :		Phone:

TAX STATUS

Tax Status (check one): <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Agency of Government	
<input type="checkbox"/> Not a nonprofit organization; we have a fiscal sponsor.	
<i>Fiscal Sponsor Name, if applicable:</i>	
Legal Name, per IRS determination:	
Tax ID #:	Date of IRS Letter:

ORGANIZATION'S MISSION

Agency Mission Statement:	
Agency annual operating budget: \$	Audited? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date of Most Recent Audit _____

C. Please list the United Way of IRC indicators your program will be measuring (a copy was included in your guidebook, but if you need a copy please contact Nate Bruckner at the United Way of IRC 772.567.8900).

Agency Requirements - DO NOT SUBMIT COPIES

Check Yes or No whether or not your agency has the following, *BOARD APPROVED*, on file and available for review. Checking NO does not disqualify your Agency from this process. However, an Agency will need to have all requirements in place no later than February 1, 2021.

- Yes No Current audit (date of audit _____)
- Yes No IRS 990 (if required) (date of 990 _____)
- Yes No Provides health or human services in IRC and is eligible to receive tax-deductible donations within the meaning of IRS Code Section 170 (c) (1) or (2), which includes 501 (c) (3) organizations.
- Yes No Is governed by a voluntary board of directors consisting of members from the general community with at least one-member residing in IRC
- Yes No The Board has a formal organized structure. Volunteers are assigned, according to their skills and expertise, to provide in-depth oversight and recommend action to the Board, in the following areas: Program, Financial, Board Development, Fundraising, Legal and Human Resources
- Yes No Agency has a Strategic Plan
- Yes No Agency has a Succession Plan for Executive Director and/or key staff members
- Yes No Agency has Articles of Incorporation
- Yes No Has an outcome measurement system
- Yes No Has By-laws
- Yes No Has a non-discrimination policy
- Yes No The agency has written personnel policies, guidelines and job descriptions for program staff and volunteers, including an Organizational Chart
- Yes No Agency has a Succession Plan for ED/CEO or Critical Staff Members
- Yes No Agencies must have an effective fiscal management system in place and have the fiscal capacity to administer grant funds
- Yes No Has Personnel policies and procedures handbook
- Yes No Can provide board meeting minutes for the past 12 months

EXAMPLE

**FY 20__-20__ Memorandum of Agreement
Between United Way of Indian River Co. and _____.**

**Both United Way of Indian River County [UWIRC] and the funded partner
_____, agree to:**

Honor this agreement for a one/two-year period, the term of funding, unless either party requests in writing, the termination or modification of this agreement.

United Way of Indian River County reserves the right at any time during this agreement to reduce or withhold funding, require the funded partner to reimburse funding, place the funded partner on probationary status or terminate the agreement if any of the following occur:

- Failure on the part of the funded partner to adhere to the standards or policies set forth and covered in this agreement.
- Failure on the part of the program to deliver the agreed upon services and outcome measures.
- Significant changes in conditions (revenue, facilities, staffing, client base, etc.) that result in the Funded Partner's inability to effectively deliver the program and services as detailed in the funding application.
- Shortfall in UWIRC's Annual Campaign

During the course of this agreement, it is the responsibility of both UWIRC and the funded partner to communicate any topics of concern and to consult in a timely matter when significant changes, issues, or misunderstandings arise.

2020-2022 Funding Stipulations:

1.

In the event of unforeseen circumstances related to the availability of funds, UWIRC reserves the right to adjust funding.

United Way of Indian River County agrees to:

1. Represent the communities we serve in an exemplary fashion, with a diverse and representative Board of Directors.
2. Practice nondiscrimination in the employment and promotion of staff, recruitment and utilization of program volunteers and in the delivery of services to clients.
3. Respect the funded partner's autonomy and right to determine its own policies, procedures and programs in meeting its mission and vision statements.
4. Implement the UWIRC Community Impact Agenda, incorporating community input and involvement in the process.
5. Continually assess and seek solutions to community needs, including serving as a community facilitator when appropriate. Conduct public relations program to promote the understanding of community issues, support of funded partners and understanding of UWIRC's role in addressing community needs.
6. Conduct an annual county-wide fundraising campaign to meet the needs of the county as determined by the UWIRC Board of Directors.
7. Be a responsible steward of funds contributed to UWIRC by:
 - a. Allocating financial resources based upon community needs and assets available and a community/volunteer based review process.
 - b. Following the accepted accounting principles and have an annual independent audit.
 - c. Monitoring the performance of funded programs against the outcomes stated in the original funding proposal.
8. Provide funded partners support through volunteer referrals, in-kind donations as available, group project opportunities, technical assistance, opportunities to network and other appropriate information. UWIRC staff will avoid any involvement with a current or potential UWIRC grantee which conflicts or appears to conflict with the best interest of UWIRC and is not deemed to be appropriate by the UWIRC Board of Directors.

The funded partner agrees to:

1. Accept the allocation of funds to operate programs and deliver services to support the purposes of the grant during the funding period. Any grant funds not expended for the purposes of the grant within the funding period will be returned to UWIRC.
2. Immediately notify UWIRC regarding any legal, financial, organizational issues, primary staff changes, or program changes within the funding period which may impact the funded partner's ability to operate and /or deliver stated services.

United Way of Indian River County Eligibility Guidelines for Funding



3. Submit all required documentation within UWIRC's guidelines and required timelines. Required documentation includes but is not limited to: Memorandum of Agreement, Anti-Terrorism Compliance Measures, 6-month Progress Report on outcomes and financials, and Year End Reports.
4. Support UWIRC by:
 - a. Participating in UWIRC workplace campaigns by serving in the role of Agency Speaker, when available.
 - b. Giving consideration to running a UWIRC workplace campaign.
 - c. Publicizing UWIRC partnership at every opportunity.
 - d. Informing UWIRC of capital fundraising endeavors.
 - e. NOT soliciting financial support from employee groups at the workplace.
 - f. Attending UWIRC Quarterly Agency Executives meetings.
 - g. Assisting in identifying service recipients to participate in community planning where appropriate.
5. Promote the partnership with UWIRC and the funding to the funded partner by:
 - a. Including the most up to date UWIRC logo and a link to www.unitedwayirc.org on your website.
 - b. Using the UWIRC logo on agency stationery, brochures and other printed materials. Include UWIRC affiliation in copy in all press releases distributed to media (e.g., newspaper, radio, TV, periodicals); it is not sufficient to include logo only on letterhead.
 - c. Recognizing UWIRC funding in your annual report.
 - d. Updating organizational and program information (including taxonomic links in the database) with 2-1-1 Palm Beach/Treasure Coast every six (6) months beginning July 2021 and ending at the expiration of the contract funding term.
 - e. Actively maintaining current information on all organizational and program volunteer opportunities on www.volunteerindianrivercounty.org
6. Submit financial documentation, based on their annual gross revenue, at the time of submission of the Year End Report or within four months following the completion of the funded partner's fiscal year:
 - a. Funded partners with operating budgets in excess of \$100,000 must be audited annually by an independent CPA. Agencies with operating budgets of \$100,000 or less may submit a financial review in lieu of an annual audit.

Mandatory Agency Requirements:

1. Funded partner provides services for Indian River County residents.
2. Funded partner has a volunteer Board of Directors representative of the service delivery area. The Board maintains rotation procedures and regularly scheduled meetings. The duties and responsibilities of the Board are defined in writing.
3. Funded partner has an effective fiscal management system including complete and accurate financial records of all income and expenses by funded programs. UWIRC has the right to review and request this information as needed, with appropriate notice to the funded partner.
4. Funded partner maintains written personnel policies, guidelines and job descriptions for program staff and volunteers.
5. Funded partner practices nondiscrimination in the employment and promotion of staff, recruitment and utilization of program volunteers and in the delivery of services to clients. Funded partner has a written and enforced affirmative action plan, grievance procedure, non-discrimination policy and sexual harassment policy.
6. At least one (1) Indian River County resident serves on the Governing Board.
7. Funded partner is determined by the Internal Revenue Service to be an organization described in section 501(c) 3 of the Internal Revenue Code of 1986. If the determination is revoked or modified, please notify UWIRC immediately. UWIRC will not be required to make any payment hereunder if funded partner loses its federal tax-exempt status.
8. Funded partner must participate in the required number of seminars as part of UWIRC's ongoing educational series.
9. The Funded Partner must have Bylaws which include:
 - a. Term Limits/Rotation of Board of Directors
 - b. Regular Meeting Schedules
 - c. Board responsible for hiring qualified executive director

**United Way of Indian River County
Eligibility Guidelines for Funding**



Reviewed and approved by: _____
Michael Kint, CEO, UWIRC June 1, 20__

Please read carefully, sign and return by June 30, 20__.

The contents of the Memorandum of Agreement have been reviewed and approved by:

Chief Professional Officer: _____
Print Name

Signature: _____
(Electronic signatures will not be accepted)

Date: _____

Chief Volunteer Officer: _____
Print Name

Signature: _____
(Electronic signatures will not be accepted)

Date: _____