



**United Way of
Indian River County**

Funding Eligibility Guidebook

2024-2026

United Way of Indian River County
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OVERVIEW

United Way of Indian River County (UWIRC) provides non-restrictive grant funding to health and human service organization programs based on their ability to impact areas of need identified by the UWIRC. Any organization currently providing a program to IRC residents that measures outcomes and indicators set forth in the Financial Stability and Health Impact Areas and meets current eligibility criteria is eligible to apply for 2024-2026 grant funding.

The Financial Stability and Health Impact Areas have set Community Goals which correspond with outcomes and indicators that programs must be able to measure to apply for funding. An overview of the Impact Area goals, and corresponding outcomes is available in Addendum A and B of this document. 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.

Admission is competitive; programs are evaluated on their ability to provide the highest quality services which best address the key outcomes identified by UWIRC and the Board of Directors.

Please carefully review this document to confirm eligibility. Current or previous UWIRC funding is not an automatic guarantee of eligibility.

The entire grant process 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>

For more information, please contact Deana Shatley at Deana.Shatley@UnitedWayIRC.org or (772) 567-8900.

WHO CAN APPLY?

- 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. 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 and current programs compete for the same funding.
- New agencies and new programs from currently funded partners requesting funding are capped at \$20,000.
- UWIRC funding cannot exceed 50% of the program budget.
- Agencies that have not applied for UWIRC funding previously or agencies that have been previously defunded are subject to an Agency Vetting Process prior to being eligible to complete the full grant application.
- UWIRC funds programs 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.
- The Community Impact Council (CIC) will review reports at the end of year one to determine if the program will receive year two funding based on program, organizational, financial or outcome adjustments that have been made.
- The funding amount awarded the first year continues for a second year if all expectations are met.
- No program, regardless of whether it has received funding in the past, is guaranteed funding.
- All funding is subject to adjustments based on UWIRC's annual campaign.

AGENCY REQUIREMENTS

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

- Agency must be a charitable, not-for-profit organization or public entity (e.g., town department, school district, etc.), and/or 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).
- Agency must provide services to Indian River County residents.
- Agency must be registered with the State of Florida Dept. of Agriculture & Consumer Services
- Agency must have
 - Articles of Incorporation
 - Term Limits/Rotation of Board of Directors
 - Regular Meeting Schedules
 - Board responsible for hiring qualified Executive Director/CEO
 - A volunteer Board of Directors meeting the following:
 - Board of Directors receives no financial remuneration.
 - Board or Directors meets at least quarterly and maintains minutes of all meetings.
 - Board members may not be related to the Executive Director/CEO or agency staff.
 - A minimum of one Indian River County resident must serve on the Governing Board.
 - Duties and responsibilities of the Board of Directors are defined in writing.
 - Personnel policies, guidelines, organizational chart, and job descriptions for program staff and volunteers.
 - Written and enforced affirmative action plan, grievance procedure, non-discrimination policy, and sexual harassment policy.
 - An established Code of Ethics, Whistleblower Policy, and Document Retention and Destruction Policy as per Sarbanes-Oxley legislation.
 - An effective fiscal management system in place and have the fiscal capacity to administer grant funds.
- Agency must maintain any required Legal Licenses, Agency Certifications & Accreditations.
- Agencies funded by UWIRC must submit the following documentation:
 - Financial Documents
 - 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.
 - Management Letter (if applicable)
 - Agency's Response to Management Letter (if applicable)
 - Most Recent IRS Form 990, Including All Schedules
 - Most recent internal financial statement, i.e. Balance Sheet and Operating Budget
 - Most Recent Annual Report (If Available)
 - Agency's Strategic Plan
 - Agency Succession Plan for ED/CEO and/or Key Program Staff
 - 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 the 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

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. The Financial Stability and Health outcomes & indicators for this year's grant cycle are included in this packet (Addendums A&B). Programs will need to select a minimum of two outcomes with a minimum of one indicator for each outcome.

- 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.
- The program must serve primarily low-income, high-risk, or ALICE (Asset Limited Income Constrained Employed) clients in Indian River County.
- 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.
- 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.
- Program services, where applicable, must meet all current licensing or accreditation requirements.
- Program does not require clients to participate in religious activities as a requirement for receiving program services.

FUNDING APPLICATION PROCESS

Step 1: Letter of Intent

The Letter of Intent (LOI) will be utilized to determine a program's ability to comply with UWIRC eligibility criteria. Programs will be notified if they are eligible to continue the application process after submission and review.

Step 2: Full Funding Application

Programs that meet criteria and are approved to continue the application process will be given access to the grant application.

New Agencies: Agencies that meet eligibility criteria and are not a currently Funded Partner, are required to go through a full New Agency Vetting process by UWIRC professional and volunteer leadership. The New Agency Vetting process is outlined in Addendum C.

Step 3: Application Review and Site Visit

Once a full funding application is submitted and there has been a thorough fiscal and governance review, applicants move on to step three. This step of the application process involves site visits by UWIRC Citizens' Review Panels. Programs are reviewed and evaluated by Citizens' 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.

Step 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, 2024. Agencies receiving United Way of Indian River County funding must sign a Memorandum of Agreement.

October 26, 2023	Letter of Intent (LOI) Open
November 17, 2023	LOI Deadline – due by 4:00pm <i>(*late applications will not be accepted)</i>
December 15, 2023	New Agency Vetting Information Due
January 2024	New Agency Vetting <i>(*new agencies will be contacted to set up a meeting with UWIRC staff and volunteer leadership)</i>
January 22, 2024	Grant Application Opens <i>(training video will be sent to all applying)</i>
February 16, 2024	Application Deadline – due by 4:00pm <i>(*late applications will not be accepted)</i>
March 2024	Governance and Financial Review of Grant Applicants
April 2024	Site Visits by United Way Citizens’ Review Panels
May 2024	Final Recommendations Made and Approved by UWIRC Board of Directors <i>(*agencies notified of funding status)</i>
July 2024	Funding Begins <i>(*funding will begin in April 2025 for programs that operate only during the summer)</i>

PLEASE NOTE ALL DATES ARE SUBJECT TO CHANGE

ADDENDUM A: FINANCIAL STABILITY PRIORITY MATRIX FOR OUTCOMES

Basic Needs (BN)	Stabilization/Manageable Expenses (S/ME)	Family Sustaining Employment & Workforce Skill Development (FSE/WSD)
All people have access to an adequate supply of nutritious food. All people have safe sustainable housing.	Individuals have the financial resources and assets to avoid a financial crisis.	All people who want to work have the skills and resources they need to seek, gain, and maintain employment. Lower-income working families and individuals achieve and retain life sustaining employment.
Community Goal: A third of lower income families in Indian River County become more financially stable.		
Definition of Financial Stability: Sufficient income to pay all essential expenses with at least three months of equivalent expenses saved.		

PRIORITY #1	Low-income Clients utilize a safety net system that supports basic needs	Low-income working Clients develop and implement a plan to manage their expenses	Clients have knowledge, skills and/or access to resources to manage and prevent financial crisis	Low-income Clients acquire basic education and/or post secondary training	Programs selecting these outcomes are eligible to receive up to 100% of their request
	Obtain and maintain safe and affordable housing	Clients have the skills to make sustainable financial decisions		Develop the necessary skills to obtain and maintain income	
	Meet basic needs in an emergency and an on-going basis			Clients advance into family supportive employment	
PRIORITY #2	Obtain and maintain safe and affordable housing	Clients have the skills to make sustainable financial decisions	Clients have knowledge, skills and/or access to resources to manage and prevent financial crisis		Programs selecting these outcomes are eligible to receive up to 80% of their request
	Meet basic needs in an emergency and an on-going basis				

FINANCIAL STABILITY: PRIORITY 1 OUTCOMES & INDICATORS

Basic Needs

Outcome: Low-income Clients utilize a safety net system that supports basic needs.

- #/% of clients diverted from shelter or prevented from homelessness
- #/% of clients who obtain permanent housing at program exit
- #/% of clients who maintain permanent housing three months post program exit

Outcome: Obtain and maintain safe and affordable housing.

- #/% of clients living in safe housing that does not exceed 40% of their income.
- #/% of clients that were placed in permanent housing within 90 days of request.
- #/% of clients placed in permanent housing who maintained their house for at least six months.

Outcome: Meet basic needs in an emergency and an on-going basis.

- #/% of clients receiving emergency services within 48 hours of request (shelter, utilities, food, clothing).
- #/% of clients who are able to maintain their independence

Stabilization/Manageable Expenses

Outcome: Low-income working Clients develop and implement a plan to manage their expenses.

- #/% of clients who develop a stabilization plan that is reviewed regularly with Agency support
- #/% of clients who obtained employment or supportive services that increased their net income. (New wage/salary is greater than last wage/salary earned)
- #/% of clients who increase their financial literacy/knowledge or skills

Outcome: Clients have knowledge, skills and/or access to resources to manage and prevent financial crisis.

- #/% of clients who increase their knowledge of how to budget household expenses
- #/% of known clients who paid their bills by the due date
- #/% of clients who reported an improvement in their financial stability

Outcome: Clients have the skills to make sustainable financial decisions.

- #/% of clients who open and utilize mainstream checking and/or savings accounts.
- #/% of clients who develop and adhere to a monthly budget and demonstrate better financial management skills (e.g. savings, budgeting, etc.)
- #/% of clients who build their savings to meet goals and deal with unexpected needs or crises.

Family Sustaining Employment & Workforce Skill Development

Outcome: Clients acquire basic education and/or post-secondary training.

- #/% of clients who increase English or basic language skill level
- #/% of clients who earned a High School Equivalency/Diploma
- #/% of clients who earned a 1 year or less accredited certificate (including vocational training)
- #/% of clients who earned a 2 year accredited degree
- #/% of clients who pursue further training or obtained employment as a result of participating in work experience activities.
- #/% of clients who obtain a work license.
- #/% of clients who can define a career choice and develop a career plan.

FINANCIAL STABILITY: PRIORITY 1 OUTCOMES & INDICATORS CONTINUED

Family Sustaining Employment & Workforce Skill Development Continued

Outcome: Develop the necessary skills to obtain and maintain income.

- #/% of clients who increase life skills that support self-sufficiency.
- #/% of clients who increased soft skills
- #/% of clients who remained employed after 90 days of employment.
- #/% of clients who obtain employment and maintain employment for 9 months.

Outcome: Clients advance into family supportive employment.

- #/% of clients who obtain employment that increased their wage.
- #/% of clients who obtain employment with employee benefits. (Health care, Vacation time, Sick time, etc.)
- #/% of clients whose wages increase household income to 101-150% of the FPL.
- #/% of clients whose wages increase household income to 151-249% of the FPL.
- #/% of clients whose wages increase household income to more than 250% of the FPL.

FINANCIAL STABILITY: PRIORITY 2 OUTCOMES & INDICATORS

Basic Needs

Outcome: Obtain and maintain safe and affordable housing.

- #/% of clients are aware of/take action to stop foreclosure/eviction

Outcome: Meet basic needs in an emergency and an on-going basis.

- #/% of clients who did not have a repeat request for the same emergency services within 90 days of the last service (shelter, utilities, food, clothing).

Stabilization/Manageable Expenses

Outcome: Low-income working Clients access the supports needed to manage their expenses.

- #/% of clients retained in their employment or education/training program as a result of receiving a subsidy or support service
- #/% of clients who use their tax refund to improve their financial stability (savings, pay down debt, etc.)
- #/% of clients with a balanced budget
- #/% of clients who access financial mainstream services
- #/% of clients who set financial goals and make progress towards them

Outcome: Clients have knowledge, skills and/or access to resources to manage and prevent financial crisis.

- #/% of clients who received information about available community resources or assistance programs
- #/% of clients who are provided collaborative services to address mental and physical health

Outcome: Clients have the skills to make sustainable financial decisions.

- #/% of clients who identify their credit score and begin to repair their credit.
- #/% of clients who avoid any financial penalties or fees (such as late fees, overdraft, fines, collections, etc.)

ADDENDUM B: HEALTH PRIORITY MATRIX FOR OUTCOMES

<p>Overarching Health Goal: Improving people's health and well being</p>	
<p>Community Goal: Improve Indian River County residents physical and mental health by at least 10% in the following areas:</p> <p>Healthy Weight Major Depressive Episodes Ability to Live Independent</p>	<p>Community Goal: Improve the quality of life for mothers, infants, and children by at least 10% in the following areas:</p> <p>Children's Oral Health Child Abuse Prenatal Care Children's Mental Health Childhood Obesity</p>

<p>HEALTH OUTCOMES</p>	<p>Children, families, and seniors eat healthy, engage in health lifestyles and/or decrease obesity</p>	<p>Children, families, and seniors have decreased mental and behavioral health issues</p>	<p>Children, families, and seniors have improved access to high quality preventative care</p>	<p>Families have improved access to high quality services that promote healthy habits and decrease infant mortality</p>	
	<p>Programs selecting Priority 1 indicators are eligible to receive up to 100% of their request</p>				
<p>Programs selecting Priority 2 indicators are eligible to receive up to 80% of their request</p>					

HEALTH: PRIORITY 1 OUTCOMES & INDICATORS

Outcome: Children, families, and seniors eat healthy, engage in health lifestyles and/or decrease obesity

- # of individuals who become more physically active
- # of clients with improved/maintained daily functioning
- # of clients reporting increased access to nutritious, low cost food
- # of clients participating in physical fitness activities that maintain or improve their physical health
- # of clients who are exercising or participating in physical activities for 30+ minutes 3 times a week or more

Outcome: Children, families, and seniors have decreased mental and behavioral health issues

- # individuals that gain access to respite, counseling, and caregiver training
- # of individuals with a completed treatment plan / safety plan
- # of individuals with healthy coping strategies increase
- # of individuals with a mental health screening who receive intervention services
- # of individuals who complete drug/alcohol treatment and/or prevention program
- # of individuals who avoid placement in a higher level of care
- # of clients who learn strategies and take steps to ensure their safety
- # of school-aged children who increase resistance skills related to bullying, gang involvement, tobacco, alcohol, illegal drugs, or sexual activity
- # of school-aged children who reduce the frequency or stop use of tobacco, alcohol, or illegal drugs

Outcome: Children, families and seniors have improved access to high quality preventative care

- # of children up to date on immunizations
- # of individuals who access preventative care services
- # of children and families receiving dental services
- # of clients who have had developmental needs identified prior to age 5
- # of women receiving appropriate preventative screenings
- # of children with a diagnosis receive therapy
- # of individuals completing health/dental treatment
- # of individuals who create a health action plan
- # of individuals who demonstrate progress toward individual health goals
- # of individuals who maintain their improved state of health and/or lifestyle for 90 days

Outcome: Families have improved access to high quality services that promote healthy habits and decrease infant mortality

- # of women accessing prenatal care in the first trimester
- # of women who initiate breastfeeding
- # of women in hard-to-reach communities who initiate breastfeeding
- # of pre-term births
- # of infants receiving health care services
- # of mothers with an interpregnancy interval greater than 18 months
- # of births to mothers with less than a high school education

HEALTH: PRIORITY 2 OUTCOMES & INDICATORS

Outcome: Children, families, and seniors eat healthy, engage in health lifestyles and/or decrease obesity

- # of individuals who gain knowledge of chronic disease and disease management through information and instruction
- # of children and families who increase their knowledge of healthy eating and/or oral health
- # of children who are provided transportation enabling participation in after school sports
- # of elderly individuals who increased their knowledge on fall prevention through instruction/education

Outcome: Children, families, and seniors have decreased mental and behavioral health issues

- # of individuals who receive a mental health screening
- # of clients who are served under a collaborative care model that uses integrated care
- # of individuals who gain and increase knowledge of available mental and behavioral health services

Outcome: Children, families and seniors have improved access to high quality preventative care

- # of families with knowledge of self-care* options (*defined as managing stress and having a healthy lifestyle)
- # of individuals who have increased knowledge of the medical and social service systems
- # of individuals who increase knowledge of decision making skills related to healthy behaviors
- # of individuals who receive information about available community resources or assistance programs

Outcome: Families have improved access to high quality services that promote healthy habits and decrease infant mortality

- # of individuals who increase knowledge through prenatal and post-natal services

ADDENDUM C: NEW AGENCY VETTING

New agencies that submit a Letter of Intent for United Way of Indian River County (UWIRC) funds must undergo an in-depth vetting by a committee made up of UW staff leadership and members of the United Way Board. New agencies must submit all the required documents listed below. The required documents must be uploaded to the e-CImpact web-based platform.

Submitted documents are reviewed by the Vetting Committee, which meets with the agency's board and staff leadership before a final decision is made. Agency volunteers & staff that must attend the vetting meeting include the Board Chairperson, Board Treasurer, CEO/Executive Director, Finance Director and Development Director or Program Director.

Once documents are submitted and reviewed, UWIRC's Director of Community Impact will work with the agency's primary contact to schedule the vetting meeting. If an agency is approved, they move onto the Citizens' Review Process and complete a grant application.

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

Required Documents

- IRS 501(c) 3 Exemption Letter
- Letter from the State of Florida verifying registration with the Dept. of Agriculture & Consumer Services
- Articles of Incorporation
- Agency Bylaws, including:
 - Term Limits/Rotation of Board of Directors
 - Regular Meetings scheduling
 - Board responsible for hiring qualified Executive Director
- Agency's Written Policy Regarding Non-Discrimination
- Personnel Practices & Policies and Staff Organizational Chart
- Roster of Officers & Directors (with names, addresses & phone numbers)
- Board minutes for the past twelve months
- Latest Audit which conforms with the AICPA Guide for agencies with annual operating budgets over \$100,000. Agencies with annual operating budgets of \$100,000 or less may submit a financial review in lieu of an audit.
- Most Recent IRS Form 990, Including All Schedules
- Most Recent Annual Report
- Agency's Strategic Plan
- Agency ED/CEO Succession Plan
- Most recent INTERNAL financial statement, i.e., Balance Sheet and Operating Budget
- Description of Programs and Services Provided, including:
 - Any recent and relevant outcomes data that are tracked.
 - Fee schedule for services (if applicable)
- Program outcomes, data, statistics, etc.
- Additional promotional brochures or other agency literature may be submitted as an addendum to the required components.