



## **Guidelines for 2022-23 Community Investment Grant**

Thank you for your interest in partnering with United Way of Collier and the Keys (UWCK) to help our Collier and Monroe County communities in 2022-23. This document is intended to answer questions about the annual Community Investment grant process and provide critical background information. Please review this entire document before requesting access to the application.

UWCK is a convener, collaborator, and catalyst for change. Our vision is to foster the well-being of Collier and Monroe County residents, helping them to succeed, thereby enhancing the overall quality of life across both counties.

Strategic partnerships, intentional dialogue, and targeted grant funding through this process allows UWCK to support community members who are **Asset Limited, Income Constrained, and Employed (ALICE)**. ALICE is a way of defining and understanding the struggles of households that earn above the Federal Poverty Level but struggle to manage their most basic needs. ALICE are your teachers, firefighters, nurses, childcare workers, non-profit employees, neighbors, and more.

A single emergency, like an unexpected car repair or medical bill, can push these financially strapped families into economic instability which is challenging to overcome. Difficult decisions become impossible choices when the reality is paying the rent or fixing the car and filling a prescription or paying for quality childcare. These short-term decisions have long-term consequences not only for ALICE families, but for all of us. The future success of our community is directly tied to the financial stability of ALICE households. UWCK's Community Investment Grant invests donor contributions in local community impact programs which empower ALICE to move from crisis and survival to sustainability and then to thriving.

It should not be presumed that any applicant will be awarded a Community Investment Grant on an annual basis, nor should the availability of this grant be considered an annual part of the applicant's budget. The Community Investment Grant is a competitive and transparent grant allocation process open to all non-profit organizations meeting eligibility criteria. Grants will be awarded for a period of one year.

Current funded agencies (FY 2021-22) can apply with existing login credentials to the [online grant portal](#). New and previously funded agencies interested in applying can request login credentials through the [online grant portal](#) by creating a new e-CImpact account. UWCK staff must approve new account requests in e-CImpact before an agency can gain access to the application, so please plan accordingly.

## Eligibility Requirements

The following requirements must be met to apply for a Community Investment Grant:

- 501(c)(3) organization
- Agency must be able to provide annual audited financials, review, or compilation as applicable
- Agency must be able to provide IRS 990 or 990EZ
  - For organizations not required to file a 990 or 990EZ per IRS requirements, audited financials may be accepted
- Program serves Collier County and/or Monroe County
- Program serves ALICE
- Agency operates in accordance with a non-discrimination policy in writing that outlines how the organization does not discriminate in hiring, service delivery or volunteer services based on race, religion, gender, sexual orientation, national origin, age, or disability
- Program addresses at least one of UWCK’s impact areas below; competitive applications will have a program that address at least one priority in the corresponding impact area.

Impact Area	Priorities
Education	1. Early Childhood 2. After School / Summer Programs 3. Adult Literacy / Empowerment 4. Vocational-technical Training
Health / Food	1. Access to Healthcare 2. Mental Health 3. Domestic Violence Prevention and Intervention 4. Health Education 5. Food and/or food accessibility
Financial Stability / Safety Net	1. Job Placement and Skills Training 2. Financial Empowerment 3. Legal Support 4. Basic Needs Support <ul style="list-style-type: none"> <li>a. Shelter and Affordable Housing</li> <li>b. Transportation Access</li> <li>c. Emergency Financial Assistance (rent, utilities, &amp; other critical needs)</li> </ul>

## Funding Guidelines

- UWCK values programs that are non-duplicative, emphasize collaboration, and leverage dollars
- An agency may apply for only one (1) program

- Grant funding can be used for stated operational, administrative, staffing, and supply expenses required to support the program
- Grant funding cannot be used for:
  - Individuals
  - Capital improvements (plans, building, renovation, etc.)
  - Lobbying efforts designed to influence legislation
  - Athletic associations or teams
  - Fundraising events, testimonial events, etc.
  - Advertising other than what is designed to make the public aware of available services
  - Organizations with religious or membership affiliations unless the program or project is open to the entire community, without regard to religious beliefs or membership status. Additionally, faith-based organizations must separate explicitly religious activities (religious worship, instruction, proselytization, etc.) from a funded program.

### Required Documents

Incomplete applications, or ones without all required documents, will be automatically denied consideration for funding.

- A copy of your organization's IRS determination letter
- Agency must be able to provide IRS 990 or 990EZ
  - For organizations not required to file a 990 or 990EZ per IRS requirements, audited financials may be accepted
- A copy of your organization's most recent CPA Management Letter
- Audited financial statements (review or compilation accepted if filed, per state statute)
- Current FY Agency Budget
- Organization balance sheet as of December 31, 2021
- A copy of your organization's most recent Annual Report for the Florida Department of State Division of Corporations (sunbiz.org)
- A copy of your organization's State Solicitation of Contributions registration (DOACS)
- A full Board of Directors roster including each member's contact information
- A copy of your organization's non-discrimination policy that outlines how the organization does not discriminate in hiring, service delivery or volunteer services based on race, religion, gender, sexual orientation, national origin, age, or disability

### Scoring Process

Volunteers will review applications and submit questions to UWCK staff to be addressed with individual agencies regarding their applications. Agencies will have 3 business days to respond to questions proposed by volunteer reviewers. Additional information may be requested at a later date by UWCK staff with an expedited turnaround expected to avoid jeopardizing application status.

Community volunteers including the Monroe Local Advisory Board and Collier Agency Relations Committee will review applications and evaluate programs for FY 2022-23 funding. Funding recommendations are made by these two committees in their respective county and presented to the United Way of Collier and the Keys Board of Directors for final approval.

This is a competitive and transparent grant allocation process wherein submissions are not judged solely on their merit, but against all applications. Awards are the result of a thorough review process that seeks to maximize community impact with limited funds.

## Reporting Requirements

The total community impact of UWCK and our funded partner agencies is much greater than any single organization alone. Stakeholders are increasingly interested in seeing how local organizations are working together to change lives in our community, and the collective impact that results. To accomplish this, UWCK and our partners must work together to effectively measure and consistently communicate our shared value to the community. This is not an exhaustive list, but applicants should be prepared to report on the following data:

### Clients Served:

- Total number of unduplicated individuals served by the agency and program
- Total number of program volunteers and hours
- Demographics of clients served by the program
  - Income level, age, sex, race/ethnicity, and targeted geographic location
- Client/program impact stories and relevant photos

### Outcomes:

Outcome and output measurements are an important tool that strengthen programs and effectively communicate results. UWCK requires all applicants to submit outcome indicators as part of the application. Chosen outcome indicators then assist with initial and ongoing program evaluation.

Applicants selected for an ongoing award will be required to report on a minimum of two (2) outcome indicator measures throughout the grant cycle. Outcome indicators should come from the list of pre-determined measures that correspond to your selected Impact Area. See Exhibit A.

## Obligations as a UWCK Funded Agency

- The Agency is committing to using the funds from UWCK for the program and related objectives and activities as described in the application. Any considered changes must be formally submitted to UWCK for review and approval in advance.
- The Agency will provide Interim and Final progress reports in October 2022, and April 2023. UWCK may request funds be refunded if not used toward the program, objectives, and activities stated in the application.
- The contact person for the grant, as well as individuals signing the application (if different) will respond to communications from UWCK in a timely manner and make themselves available to discuss the progress of the program being funded.
- The Agency will work with the UWCK Communications & Marketing team to help develop and release content related to the organization's operations, the funds allocated, and the partnership with UWCK. This content will be released across multiple channels, including but not limited to print, web, social media, and streaming/televised broadcast.

- The Agency agrees to participate in photo and/or videography sessions at Agency’s office or place of business and agree to make available key staff for interviews. When applicable, Agency will coordinate interviews with clients or affected populations served by organization. UWCK reserves the right to request in invitation to an agency staff or Board meeting during the funding year to share about our work.
- The agency will refrain from conducting: (a) donor solicitation by mail or e-mail during United Way’s fall mail campaign from September 1 through October 31; and (b) fundraising events during the period September 1 through September 30.

<b>Key Dates</b>
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**Funded agencies are expected to keep track of all submission dates; failure to meet a deadline may affect current or future funding.**

**The FY 2022-23 grant cycle will begin April 1, 2022 and end March 31, 2023.**

January 3, 2022	FY 2022-23 Grant Application Opens at 9:00am EST
January 19, 2022	FY 2022-23 Grant Application Closes at 11:59pm EST
February 4, 2022	Answers Due from Applicants, if Applicable
Week of February 7, 2022	Site Visits
March 17, 2022	Announce Funding Decisions to Applicants
March 21, 2022	Send MOUs to Funded Agencies
March 25, 2022	MOUs Completed and Returned to UWCK
April 1, 2022	FY 2022-23 Grant Cycle Begins
October 14, 2022	Interim Report due by 11:59pm EST
March 31, 2023	FY 2022-23 Grant Cycle Ends
April 14, 2023	Final Report due by 11:59pm EST

**January 3, 2022 – Application Opens at 9:00am EST**

Current funded agencies (FY 2021-22) can apply with existing login credentials to the [online grant portal](#).

New and previously funded agencies interested in applying must request login credentials through the [online grant portal](#) by creating a new e-Clmpact account. UWCK staff must approve new account requests in e-Clmpact before an agency can gain access to the application, so please plan accordingly.

**January 19, 2022 – Application Closes at 11:59pm EST**

Late or incomplete submissions will not be considered for funding.

**February 4, 2022 – Applicant Answers Due for Reviewer Questions, if Applicable**

Review committees will evaluate applications and submit questions to staff which will be shared with individual agencies regarding their program, financials, etc. Applicants are expected to respond promptly and thoroughly to inquiries by this deadline to avoid jeopardizing application status.

**Week of February 7, 2022 – Site Visits**

New agencies, defined as any agency which has not received funding in the last three years (FY 2021-22, FY 2020-21, or FY 2019-20), are required to complete an in-person site visit. New agencies will receive a scheduled date and time for their respective site visit. Application status is contingent upon completion of a site visit and alternate dates and times will not be available. Site visits will be held at the United Way office in Collier County and pre-determined locations in Upper, Middle, and Key West locations in Monroe County.

Current and returning agencies are not required to participate in a site-visit but can request one pending availability. Agencies which have experienced a significant change in leadership or structure may be required to complete a site visit. Site visits will be scheduled per UWCK availability.

**March 17, 2022 – Funding Decisions**

Final decisions are made by the UWCK Board of Directors with recommendations from the Monroe Local Advisory Board and Collier Agency Relations Committee. Applicants with completed applications will receive notification of award status.

**March 21, 2022 – MOUs Provided**

Funded agencies receive FY 2022-23 MOUs.

**March 25, 2022 – Deadline for Completing & Returning MOUs**

Funded agencies must complete their respective MOUs and provide banking information.

**April 1, 2022 – FY 2022-23 Grant Cycle Begins**

Funded agencies are paid in installments beginning April 2022. Allocations are typically deposited around the 15<sup>th</sup> of each month.

**October 14, 2022 – Interim Report Due by 11:59pm EST**

Funded agencies will report quantitative and qualitative results achieved with UWCK funding and progress made toward program goals specified in their applications. This report will cover the time period of April 1, 2022 through September 30, 2022.

**March 31, 2023 – FY 2022-23 Grant Cycle Ends**

All UWCK grant funds must be expended by this date.

**April 14, 2022 – Interim Report Due by 11:59pm EST**

Funded agencies will report quantitative and qualitative results achieved with UWCK funding and progress made toward program goals specified in their applications. This report will cover the time period of April 1, 2022 through March 31, 2023.

**Contact Information**

Please contact us if you have questions about applying for FY 2022-23 funding:

- Technical Questions about the e-CImpact grant portal:
  - Rebecca Zehr: [RZehr@KeysUnitedWay.org](mailto:RZehr@KeysUnitedWay.org) or 305-735-1929
- Programmatic Questions:
  - Lauren Branson, [Lauren.Branson@UWCollier.org](mailto:Lauren.Branson@UWCollier.org) or 239-261-7112 ext. 211

**Exhibit A**  
**Outcome Indicators List**

**EDUCATION:**

- # of early childhood children served
- # of school-aged children served
- # of hours of support provided to early childhood children
- # of hours of support provided to school-aged children (in school or after school)
- # of families/caregivers provided with tools, information, resources, trainings, and/or teaching skills
- # of children receiving literacy supports
- # of children (k-3) reading at grade level
- # of children (k-3) assessed for their reading level
- # of children (ages 0-5) who achieved developmental milestones
- # of children (ages 0-5) assessed for developmental milestones
- # of youth or adults who received their GED
- # of youth or adults who gained employment
- # of adults who gained employment or secured better employment (part time to full time, benefits, salary increase, etc.)
- # of youth or adults with increased skills in reading and writing in English
- # of youth or adults assessed for increased skills in reading and writing in English
- # of individuals served who receive job skills training or experience
- # of individuals who earned job-relevant licenses, certificates, and/or credentials
- % of parents/caregivers who can continue working
- % of youth who transition from middle to high school on time
- % of youth who earn passing grades in core subject areas
- % of youth who maintain satisfactory or improve attendance in school or at place of employment

**HEALTH / FOOD:**

- # of clients directed to resources for healthy food or provided nutrition education
- # of clients provided with nutrition related supplements or supplies
- # of clients receiving grocery bags
- # of grocery bags provided
- # of clients receiving meals
- # of meals provided
- # of clients served participating in physical activity and/or healthy food access/nutrition programs
- # of clients served without insurance
- # of clients served on a sliding scale fee
- # clients who avoided or reduced risky behaviors (e.g. alcohol, drug abuse)
- # of clients assessed for avoiding or reducing risky behaviors (e.g. alcohol, drug abuse)
- # of clients served who acquired immediate safety for themselves and if applicable, their children

- # of clients transported to healthcare appointments
- # of clients enrolled in a food assistance program (SNAP, WIC, etc.)
- # of clients enrolled in medical insurance (CHIP, Medicaid, Medicare, etc.)
- # of clients assessed for an increase in their understanding of health and wellbeing
- # of clients assessed for improvement in their quality of life
- # of clients who developed health and wellness-related knowledge, beliefs, and behaviors
- # served who gained knowledge of how to access/produce/preserve healthy foods
- % of clients empowered to develop their strengths, acquire skills/knowledge needed to progress their personal recovery
- % of clients with increased understanding of health and wellbeing
- % of clients receiving treatment based on provided screenings or tests
- % of clients with improved quality of life
- % of clients who are food insecure

**FINANCIAL STABILITY / SAFETY NET:**

- # of clients that received case management and support services
- # of clients that received food and household related assistance
- # of clients that received medical/healthcare related assistance
- # of clients that received childcare assistance
- # of clients that received rent/mortgage or utilities assistance
- # of hours of case management
- # of instances of case management support or safety net services provided
- # of clients that received other safety net related services
- # of clients served who increased their disposable income by accessing benefits or financial services/products allowing them to reduce costs
- # of clients who gained employment
- # of clients served who maintained their job or wages
- # of clients served who increased their wages or benefits
- # of clients who have access to opportunities to improve financial stability and achieve self-sufficiency
- # of families that maintained housing
- # of families no longer experiencing homelessness
- # of families who accessed more affordable housing
- # of households that received emergency support services (rent/mortgage, utility, food, etc. assistance – please specify)
- # of clients transported to workplace or social service provider
- # of clients who stopped or reduced debt collection activity or received assistance with bankruptcy proceedings
- # of clients who maintained or secured custody of children
- # of clients who maintained or increased child support
- # of parents/caregivers who can continue working
- % of clients with homeowner/tenant satisfaction
- % of individuals served who earned job-relevant licenses, certificates, and/or credentials