



**United Way  
of Grayson County**

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# **LIVE UNITED™**

**Request for Proposal  
Spring 2019**

## **GUIDELINES**

**Issue Date: March 1, 2019  
Financials Due Date: March 22, 2019  
Program Due Date: April 5, 2019**

**713 East Brockett  
Sherman, TX 75090  
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[www.unitedwaygrayson.org](http://www.unitedwaygrayson.org)**



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# Core Funding Guidelines Spring 2019

## BACKGROUND

United Way of Grayson County, Inc. hereafter referred to as UWGC. Like other local United Ways across the country, our organization emphasizes targeted funding toward community priorities. Rather than funding agencies, UWGC seeks to fund programs that best meet the stated goals of our Areas of Focus. In addition, the criteria for evaluating grant applications have shifted toward a greater emphasis on outcome measures and results.

**It should be noted that past funding of any agency or program is not a basis for consideration of current funding.**

## PURPOSE

UWGC is committed to carrying out our mission and vision which requires a continued alignment of our total organization in order to deliver meaningful impact on priority problems identified by the community. Our success will open new opportunities for us and for those who provide critical services throughout Grayson County. We believe that our enhanced capability to document and communicate tangible evidence of impact will be welcomed by our stakeholders – donors, community leaders, and the general public – as we become a more viable force for creating and sustaining measurable change in our communities.

## MISSION

The Mission of UWGC is to improve lives by mobilizing the caring power of our community to advance the common good.

We all have a stake in what befalls our fellow man. We all benefit when a child succeeds in school, when someone finds a job that will help them provide for their family, or when more people are able to access quality, affordable health care.

The solutions we create for communities around the world go beyond short-term charity for a few. We rise or fall together. With your support, we are reaching for great new heights.

## OUR FOCUS

We are the problem solvers, the hand-raisers, the game changers. We fight for the health, education, and financial stability of every person in every community.

## CREDO

United Way of Grayson County surrounds a community's most critical problems- and we fight.

## OBJECTIVE

The Grant Applicant will complete the designated proposal *for each program* that funding is sought.

There are three Areas of Focus (Education, Financial Stability and Health) from which the applicant can choose to apply.

The applicant may apply with as many as two (2) programs grants within any Area of Focus Area they choose.

No part of the application should be left blank.

## THREE FOCUS AREAS

The Areas of Focus are listed below with their goal statements. Proposed strategies may include, but are not limited to, those listed. The proposal must address one of the following Areas of Focus and align with at least one of the goals of that impact area.

### 1. Education

Success in life begins with a quality education. And yet, millions of children and youth lack the support they need to strengthen their literacy, stay on track in school, graduate high school and find a career.

UNITED WAY GOAL: We're fighting to shift the odds, so tomorrow's leaders can build a better foundation today. With an approach to education that spans from cradle to career, we're ensuring every child gets a strong start in life, teenagers have the tools to learn and grow, and young adults thrive in the market place.

Strategies for education programs *may* include, but are not limited to:

- Provide accessible programs that promote positive values and teach life skills.
- Provide skills and support services for parents and all other caregivers to help ensure the cognitive, physical, social and emotional development of children

### 2. Financial Stability

Chronic unemployment. Financial illiteracy. Homelessness. In communities around the world, individuals and families are facing financial obstacles that prevent a good quality of life.

UNITED WAY GOAL: We're fighting to put every person, in every community, on a path toward financial empowerment. That starts with access to services, job training, credit counseling and money management programs.

Strategies for successful financial stability programs *may* include, but are not limited to:

- Promote collaboration and communication among organizations to prevent people from experiencing crisis.
- Increase the self-sufficiency of families and individuals.

### 3. Health

When it comes to accessing health services, a person's zip code should never be a deterrent to success, nor should it be a barrier to improved health. Yet for many, that's a daily reality.

UNITED WAY GOAL: By making it easier for individuals to access substance abuse programs, receive quality health care and access nutritious foods, we're fighting to help everyone get- and stay-healthy.

Strategies for successful health programs *may* include, but are not limited to:

- Provide substance abuse treatment programs
- Provide a counseling program addressing issues facing families today
- Provide program to reduce the barrier of transportation and access to services
- Provide a program and access to basic healthcare services
- Provide a program and access to basic mental health services.

## ISSUING ENTITY

UWGC is a private, nonprofit corporation with a tax designation as a 501(C) 3.

## APPLICANT ELIGIBILITY

In order to apply for a Core Funding Grant, an organization must meet the following criteria:

- 1) Service area is located within Grayson County and funding must benefit Grayson County.
- 2) Funding is limited to health or human service organizations
- 3) Applicant must be qualified as a tax exempt 501(C)3
- 4) Applicant must have a local Board of Directors or local Advisory Committee who holds regularly scheduled meetings and provides oversight.
- 5) Applicant's financial records, books and documents are open to monitoring and audit by the Fiscal Review Team or the Community Investment Oversight Committee during normal working hours.
- 6) The applicant must be current on federal tax filings (IRS Form 990).
- 7) The applicant must be current on filing and paying payroll taxes.
- 8) Proposed Agencies must have three (3) months of reserves. Reserves include liquid assets, buildings, land, ect.
- 9) The total administrative costs as a percent of total revenues should not exceed 25% as measured on the IRS Form 990. If total for administrative and fundraising expenses is greater than 25% of total revenue, then an explanation of the agency's management, general and fundraising expenses is required with a plan to reduce expenses to 25% or less.

## APPLICATION SUBMISSION INSTRUCTIONS

### Response Deadline

**The application and all attachments must be prepared and submitted online in accordance with all instructions. Grant applications, must be completed by specified date. All forms must be complete. Late applications will not be accepted. Applications received after this date and time will not be reviewed. Incomplete applications may not be considered.**

Website Address: [www.unitedwaygrayson.org](http://www.unitedwaygrayson.org)

### Proposal Format

#### Fiscal Review:

Each agency will complete and submit the financial portion of the application by March 22, 2019.  
Contents are:

#### Agency Intake

- F1- Fiscal Management
- F2- Annual Audit Upload (for period ending not more than 18mths prior)
- F3- IRS Form 990 Upload (for period ending not more than 18mths prior)
- F4- Management Letter Upload (for period ending not more than 18mths prior)
- F5- Agency Budget Upload (most current board approved budget)

#### Program Review- If Fiscal Portion is approved Applicant will be allowed to proceed to with RFP

- P1- Program Funding Application Agency Information
- P2- Optional Narrative
- P3- Goals and Measurements
- P4- Clients Served
- P5- Partnership Collaborations
- P6- Program Budget

## AUDIT REQUIREMENTS OF FISCAL AGENT

- Applicants applying for less than \$25,000 of UWGC funds must submit a **compilation of a complete set of financial statements** by an independent Certified Public Accountant.
- Applicants applying for \$25,000 up to \$49,999 of UWGC funds must submit a **review or an audit of a complete set of financial statements** by an independent Certified Public Accountant.
- Applicants applying for \$50,000 and over of UWGC funds must submit an **audited set of financial statements** by an independent Certified Public Accountant.

### Criteria applicable to all audits:

- A management letter is required with every audit.
- The most recent, completed audit will be accepted, not to be older than eighteen (18) months.
- You may not use the same audit two (2) consecutive years
- If funded, you will be required to submit an annual audit or financial statement, based on the above criteria, due each year.

## TIMELINE

UWGC Fiscal Review and Community Investment Teams will review proposals. After a review of written proposals, the Committee *may* request a personal interview with the agency. Team recommendations will be presented to the UWGC Oversight Committee for preliminary approval and then to the UWGC Board of Directors for final approval. The committee anticipates the following timeline:

<b>2019</b>	
March 15	Meeting to discuss outline of 2019-2020 funding cycle
March 18	Fiscal Portion of Application Opens
March 22	Fiscal Portion of Application Due (See Audit Requirements)
March 28	Program Portion of Application Opens (If Fiscal Portion Approved)
April 5	Program Portion of Application Due
May 1	Presentations to Volunteers
May 18	Investment Funding Released
July	Investment Funding Begins

**Note:** UWGC reserves the option to revise this schedule if necessary.

## ALLOCATION SCHEDULE

Funding will be for a period of one (1) year, and is contingent upon UWGC's ability to raise sufficient funds to maintain allocations at initially awarded levels. Funding is also subject to satisfactory service delivery, based on proven outcomes as well as continued availability of UWGC funds represented as a percentage of allocable dollars.

**It should be noted that past funding of any agency or program is not a basis for consideration of current funding.**

## SCORING OF PROPOSALS

All proposals meeting stated criteria will be reviewed and scored by the UWGC Community Investment Team using the evaluative criteria and point system described in the attached Evaluation Attributes Forms. (See pages 8-10)

## PROPRIETARY INFORMATION

All proposals and supporting documents submitted shall become the property of UWGC. All information submitted by the Applicant will be considered public information unless the Applicant specifically demonstrates, in writing, which information it considers to be proprietary along with a statement regarding the basis of the assertion.

## CONDITIONS OF BID

### Agreement

- The Applicant agrees to provide UWGC with additional documentation or information as requested.
- Funding recipients agree to submit status updates and financial information as requested by UWGC.
- Funding recipients will notify UWGC of any significant changes that might significantly affect capacity to achieve proposed outcomes.
- Funding recipients agree to notify UWGC in the event of inquiry by any regulatory agency.
- Applicants may be required to prepare and submit additional information and/or participate in an interview process prior to final execution of a written agreement in order to reach terms for the provision of services, which are agreeable to both parties.
- Upon request, funding recipients will provide UWGC with photographs, testimonials and other materials for marketing purposes.
- Funded partner agencies will be expected to participate in and support UWGC campaign activities as requested.

### Requirements

- Any grant resulting from the issuance of this RFP is subject to the terms and conditions as provided.
- Allocations are contingent upon the availability of funds.
- Public disparagement of UWGC may jeopardize funding.
- All aspects of the contract apply equally to services performed by any and all subcontractors.
- UWGC reserves the right to vary the provisions set forth herein at any time prior to the execution of a written agreement or contract, where UWGC deems such variance to be in the best interest of the residents of Grayson County.
- UWGC reserves the right to accept or reject any or all responses.
- UWGC is under no legal obligation to issue a written agreement on the basis of making this Request for Proposal and intends for the material provided herein to serve only as a means of identifying the various alternatives and estimates of costs for the services requested.
- Applicant certifies that said this application is for a program that is in compliance with the USA Patriot Act, and confirms that they do not knowingly provide support of any kind to terrorist persons or terrorist organizations. (See [www.treas.gov](http://www.treas.gov))

## **COMMUNICATIONS**

From the issuance date of this RFP until an actual grant is awarded, there may be limited communications concerning the RFP between any Applicant and UWGC involved in the issuing of the RFP or consideration of funding requests.

## **WRITTEN QUESTIONS**

If the Applicant finds any question regarding perceived conflict, error, omission or discrepancy between grant documents, then he/she should submit a written request via email for clarification. All questions must be submitted in writing. UWGC will send an email response to all questions regarding perceived conflict, error, omission or discrepancy between grant documents to all Applicants. Requests for interpretation or clarification must be received by May 1, 2019. All responses will be uploaded to United Way of Grayson County's website link.

Send written questions via email to: [schandler@unitedwaygrayson.org](mailto:schandler@unitedwaygrayson.org)

## **GRIEVANCES**

There is no provision for grievances. The recommendations of each Community Investment Team will be approved by UWGC's Oversight Committee and submitted to the UWGC Board of Directors for a vote. No Applicant is required to accept the grant amount awarded. Refusal to accept the allocation will result in no further consideration until the next RFP process begins. UWGC reserves the right to not select any Applicant.

**Thank you for your interest in fighting to move our community forward in partnership with United Way of Grayson County.**

**United Way of Grayson County  
713 East Brockett  
Sherman, Texas 75090  
PO Box 1112  
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Tel: 903-893-1920  
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<b>EVALUATION ATTRIBUTES</b>
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Your application should address the following attributes. See the criteria for evaluation that will be used by the Community Investment Teams below.

ATTRIBUTES	Total 100 Points
<b>1. Demonstrated Performance</b>	<b>20 Points</b>
<b>2. Results/Outcomes</b>	<b>35 Points</b>
<b>3. Sustainability</b>	<b>20 Points</b>
<b>4. Community Partnerships</b>	<b>20 Points</b>
<b>5. Matching Funds</b>	<b>5 Points</b>

- 1. Demonstrated Performance:** refers to the provider’s prior experience in related programs with the target population and in providing services similar to those requested in this Request for Proposals.

  - Did the Applicant demonstrate prior successful experience?
  - Did the Applicant provide references?
  - Were past outcomes reasonable?
  - Were past outcomes measurable?
  - Is data available to show outcome?
  
- 2. Results/Outcomes:** application should describe the projected results/outcomes of this program

  - Did the Applicant adequately describe the outcomes of the program?
  - Are the outcomes measurable?
  - Are the outcomes meaningful according to the goals & objectives of the Focus Area?
  - Are the outcomes attainable during the grant period?
  - Does the Applicant describe how the outcomes will be tracked?
  
- 3. Sustainability:** Respondents should describe plans to meet the resource needs of this program.

  - Did the Applicant demonstrate the ability to sustain the project?
  - Did the Applicant describe a strategic plan for the future fundraising for the project?
  
- 4. Community Partnerships:** Considers the collaborative efforts involved in this program, including the roles of each entity.

  - Has the Applicant developed partnerships/collaborations with other agencies?
  - Are the roles of each partner significant?
  - Did the Applicant adequately describe the role of each partner?
  - Do the partnerships contribute financially to the goals & objectives of the program?
  
- 5. Matching Funds:**

  - Does the Applicant show the ability to provide matching funds?
  - Has Applicant obtained matching funds?
  - Are the matching funds documented?
  - Does the Applicant have plans to receive funds from sources other than donors?

**FISCAL MANAGEMENT REVIEW AND EVALUATION**  
*(To be completed by CIT Volunteer)*

**Agency Name:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

QUESTIONS	YES	NO	COMMENTS
1. Are there complete financial statements-compilations, review, or audit, as determined by their level of United Way funding or prepared by an independent CPA?			
2. Has IRS Form 990 (Tax Return) been filed for the most current year-end? If not, is it explained?			
3. Does agency have 3-6 months of reserves or more. If excess, is part of the excess designated by the Board &/or is it explained?			
4. Is the agency's use of funds such that a minimum of 75% of annual expenses are applied to the program? If not, is it explained?			
5. Does the report of the certified public accountant note any material weakness?			

This evaluation has been completed on \_\_\_\_\_ (date) by the Fiscal Review Team.

In our opinion, fiscal management of the agency is \_\_\_\_\_ acceptable or \_\_\_\_\_ unacceptable.

Comment

## GLOSSARY

<b>Activities:</b>	Verbs of program. What the program does to achieve its purpose or mission.
<b>Agency Budget:</b>	Total agency financial budget report
<b>Applicant:</b>	A grant applicant or proposer for program UWGC Core funding. Must be a Health & Human Service Non- Profit 501(C) organization that provides services to Grayson County.
<b>CIT</b>	<b>Community Investment Team.</b> A group of UWGC volunteers aligned with an area of need. Responsibilities include research related to their focus area, review of programs and allocation recommendations to UWGC Oversight Committee.
<b>Core Funding:</b>	Basic program funding linked to one of three focus areas and intended to produce measurable results for target population.
<b>Data Source:</b>	Who provides the data? Examples include clients, family members, volunteer observers, existing project records, project staff observers. Must be unbiased and reliable.
<b>Data Collection Method:</b>	How you will collect the data. Identifies how the outcome will be measured. Examples are review of project records, questionnaire or survey, interviews, rating by trained observer
<b>Fiscal Review Team</b>	Volunteers with financial backgrounds from the community that will review the financial status of each agency.
<b>Initiative Funding:</b>	Addresses unmet identified needs in the community on a short –term basis, not to exceed four years.
<b>Inputs:</b>	A resource dedicated to or consumed by the program. Examples are money, staff and staff time, volunteers and volunteer time, facilities, equipment & supplies.
<b>Outcomes:</b>	Benefits or changes for individuals or populations during or after participating in program activities. Examples include new knowledge, increased skills, changed attitudes, modified behavior or improved conditions.
<b>Oversight Committee:</b>	The governing committee for the CITs. Members include CIT Chairs, UWGC board members, CEO UWGC and staff liaison as non-voting participants. Determine percentage of allocable dollars each CIT receives, approves CIT plans, reports of UWGC Board of Directors. This team also allocates Initiative funding.
<b>Program Budget:</b>	Each program’s financial budget report specific to Grayson County. (Prepare one for each program submitted.)
<b>Request for Proposal (RFP):</b>	Funding opportunities advertised by UWGC with a defined purpose, statement of conditions and priorities for funding, eligibility requirements, audit requirements, distribution of funds schedule, and a grant application

# **NOTES**