

United Way of Volusia-Flagler Counties

2017-19 Letter of Intent

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I. General

In accordance with the Community Impact model, the United Way of Volusia-Flagler Counties (UWVFC) is releasing a request for letters of intent (LOI) from interested 501 (c)3 organizations with an applicable program that addresses community priorities in Education, Financial Stability, and Health. The LOI will demonstrate general organization viability, good financial standing, and alignment with UWVFC priority areas. All applications will be reviewed by the Community Impact Cabinet and qualifying organizations will be invited to submit a full proposal in February 2017.

UWVFC's Community Impact grant cycle will operate as multi-year funding for 2017-2019. United Way will accept program proposal requests between \$10,000 and \$100,000 annually. An organization may propose no more than TWO programs.

II. Timeline

Request for LOI Released	December 13, 2016
LOI Due	January 9, 2017
Notification of LOI Decision	February 3, 2017
Request for Proposals (RFP) Released	February 13, 2017
Proposals Due	April 3, 2017
Notification of Funding Decision	May 31, 2017
Signed Contract Due to UWVFC	June 30, 2017
Contract Year Begins	July 1, 2017

III. Eligibility Requirements

The Organization must demonstrate competency in four main areas:

1. Addressing community needs
2. Organization alignment with UWVFC priority areas
3. Good financial standing
4. Sound governance by a Board of Directors

A. Organization Requirements

At a minimum, **organizations** must certify or provide the following in order to apply for and receive funding through the Community Impact Grants process:

- Be recognized as an organization exempt from federal income tax under I.R.S. Section 501(c)(3) of the Internal Revenue Code 1986.
- Most recent I.R.S. Form 990.
- Be primarily involved in providing program(s) and services that are health, education or human-service related and directly serve the Volusia/Flagler-county service area residents. The agency must maintain a local office with regular office hours and telephone availability.
- Maintain a current registration with the Florida Secretary of State office.

- Have an independent governing body consisting of at least nine voting members. This governing body has the authority to decide policy and strategic direction with respect to the agency's programs, administration and finances, in accordance with the organization's By-Laws, and who shall meet at least four times per year. Paid staff must not be a voting member of the Board.
- Maintain a non-discrimination policy or plan that does not discriminate on the basis of race, cultural heritage, religion, gender, national origin, age, marital status, sexual orientation, veteran status or status as a qualified disabled or handicapped individual.
- Organization must have a minimum revenue of at least \$100,000
- Provide an annual financial report:
 - Organizations with operating revenue of \$200,000 or more provide their most recent fiscal year end CERTIFIED AUDIT
 - Organizations with operating revenue of \$199,999 or less provide their most recent fiscal year end FINANCIAL REVIEW by an independent financial auditor
- Complete Summary Organizational Budget Form for current fiscal year
- The agency has been providing Focus Area services locally (Volusia/Flagler counties) since January 1, 2015.

B. Programs

In addition to the organization meeting the above criteria, the **program** for which funding is sought shall meet the following criteria:

- Provide services in either Volusia or Flagler counties or both.
- United Way funding shall be no more than 70% of total proposed program budget.
- Program shall have at least one other funding source outside of United Way.
- The program shall align with the 2017-19 Priority Areas.

IV. 2017-19 Focus and Priority Areas

A. Focus Area: Education

Empower our youth for success in school and career

Priority Areas

- Children enter kindergarten ready to succeed.
- Youth make a successful transition into, thru, and out of the K-12 system.

B. Focus Area: Financial Stability

Assist families and individuals to move toward economic self-sufficiency

Priority Areas

- Families and individuals have access to sustaining income.
- Families and individuals have access to safe and affordable housing.
- Families and individuals can capably manage income and expenses.

C. Focus Area: Health

Support individuals and families to improve their health

Priority Areas

- Individuals have access to affordable and quality health and wellness services.
- Individuals have access to affordable and quality behavioral health services.
- Communities and neighborhoods are healthy, safe, and free from crime.

V. How to Apply

All interested organizations may apply through the online grant management system, CommunityForce. The website is accessible to all interested organizations. Visit: uwvfc.communityforce.com to view the bank of applications. Select the 'login' button in the top right hand corner to create an account. Follow the prompts on the screen; once the account is created, the agency may select the appropriate grant application available titled "United Way of Volusia-Flagler Community Impact Letter of Intent". ALL APPLICATIONS MUST BE SUBMITTED ONLINE. No applications will be accepted if not submitted via this online system.

VI. Letter of Intent

The Letter of Intent can be found on the CommunityForce website at uwvfc.communityforce.com. An outline of the letter of intent requirements is found below.

A. Basic Organizational Information

- i. Organizational contact information
- ii. Organizational leadership
- iii. Organizational description (max 200 words)

B. Proposed Program(s)

- i. Program Name
- ii. Which of the United Way's focus areas does the program align with: Education, Financial Stability, or Health?
- iii. Which of UWVFC's identified priority areas will this program address?
- iv. Brief program description (200 words)

- v. Are you a currently funded UW program?
- vi. If yes, are you applying for Transitional funding?
 - i. If yes, list programs

C. Certification Requirements

- i. 501(c)3 IRS determination letter
- ii. Most recent I.R.S. Form 990 or 990 EZ
- iii. Board of Directors Bylaws
- iv. Most recent financial audit or financial review
- v. Active registration with the Division of Corporations
- vi. Solicitation license from the Department of Agriculture
- vii. Drug-free Workplace Policy
- viii. ADA Compliance Policy

D. Attachments

- ix. Board of Directors Roster
- x. Current summary agency budget using provided worksheet