

United Way of Volusia-Flagler Counties

2023-25 Letter of Intent

Contents

I. General.....	2
II. Timeline	2
III. Eligibility Requirements	2
A. Organization Requirements.....	2
B. Programs	3
IV. Focus and Priority Areas.....	3
A. Focus Area: Education.....	3
B. Focus Area: Financial Stability.....	4
C. Focus Area: Health	4
V. How to Apply.....	4
VI. Letter of Intent	4
A. Basic Organizational Information	4
B. Proposed Program(s).....	4
C. Certification Requirements & Attachments	5

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 focus areas of Education, Financial Stability, and Health. The LOI will demonstrate general organization viability, good financial standing, and alignment with UWVFC priority areas within the areas of focus. The Community Impact Cabinet will review all applications and qualifying organizations will be invited to submit a full proposal in January 2023.

UWVFC's Community Impact grant cycle will operate as multi-year funding for 2023-2025. UWVFC will accept program proposal requests between \$10,000 and \$100,000 annually. An organization may propose no more than TWO programs. Programs may be awarded less than the full requested amount.

II. Timeline

Request for LOI Released	October 11, 2022
LOI Due	November 14, 2022 at 5 PM
Notification of LOI Decision	December 16, 2022
Request for Proposals (RFP) Released	January 2, 2023
Proposals Due	February 27, 2023 at 5PM
Notification of Funding Decision	May 31, 2023
Signed Contract Due to UWVFC	June 30, 2023
Contract Year Begins	July 1, 2023

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:

- All required information is due upon submission. If any information is missing or incomplete, the applicant organization will not be asked to submit a proposal.
- Be recognized as an organization exempt from federal income tax under I.R.S Section 501(c)3 of the Internal Revenue Code 1986.
- Be primarily involved in providing program(s) and services that are education, financial stability, or health 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 (9) voting members. This governing body has the authority to decide policy and strategic direction with respect to the organization'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 diversity, equity, inclusion and non-discrimination policy or plan that does not discriminate based on age, gender, gender expression, race, ethnicity, disability, language, religion, or sexual orientation.
- Organization must have a minimum revenue of at least \$100,000, excluding in-kind contributions, reported in the most recently completed tax return.
- Provide an annual financial report:
 - Organizations with operating revenue of \$750,000 or more provide their most recent fiscal year end CERTIFIED AUDIT
 - Organizations with operating revenue of \$749,999 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. Organizations with regional or statewide offices must submit an organizational budget for the entire organization.
- The organization has been providing Focus Area services locally (Volusia/Flagler counties) since January 1, 2021.
- See also the list of attachments on page 5.

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.
- Proposed program budget shall consist of at least 30% funding from one or more sources other than UWVFC.
- The program shall align with the Priority Areas.

IV. 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.
- Individuals and Families have access to resources and services to support healthier communities.

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 funding opportunities. 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 must select the appropriate grant application titled "2023-25 Community Impact Letter of Intent." ALL APPLICATIONS MUST BE SUBMITTED ONLINE. Applications will NOT be accepted any other way.

VI. Letter of Intent

The Letter of Intent is on the CommunityForce website at uwvfc.communityforce.com. An outline of the letter of intent requirements is 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 UWVFC program?

- vi. Has your organization or any of its program had a funded contract terminated, been sanctioned or placed on a plan of corrective action in the past five (5) years by UWVFC or another funding organization? If yes, please explain.

C. Certification Requirements & Attachments

All Certification Requirements are required for submission. All attachments **MUST** be uploaded in PDF format, and submitted as directed in the CommunityForce application.

- i. 501(c)3 IRS determination letter
- ii. Evidence of organizational operation for at least two (2) years as of January, 1 2021
- iii. Most recent I.R.S. Form 990 or 990 EZ
- iv. Board of Directors Roster
- v. Board of Directors Bylaws
- vi. Most recent financial audit or financial review
- vii. Active registration with the Division of Corporations
- viii. Solicitation license from the Department of Agriculture
- ix. Drug-free Workplace Policy
- x. ADA Compliance Policy
- xi. Current summary agency budget
- xii. Diversity, equity, inclusion and non-discrimination policy