



Instructions for Preparing a  
**Letter of Intent**  
to submit a 2019 Proposal  
for United Way Community Impact Funding

November 26, 2018

To All Prospective United Way Funding Applicants

United Way of Volusia-Flagler Counties invites applications from non-profit community based organizations in alignment with our Community Impact Focus Areas: Education, Financial Stability, and Health for fiscal year 2019-2021 contracts.

Funding will be awarded to those organizations that can demonstrate Community Impact. Community Impact is defined as “improving lives by mobilizing communities to create lasting changes in community conditions.”

UWVFC has engaged a group of community volunteers to help make decisions on the Community Impact model. The 16 member Community Impact Cabinet vision is that the Cabinet “is a change agent for improving the community’s quality of life by identifying, supporting, and achieving positive impacts in the community’s Education, Financial Stability, and Health.” The Chair of the Community Impact Cabinet is Chet Bell. Additional members of the Community Impact Cabinet include:

Mary Jo Allen	Patricia Boswell	Dan Davis
Edward Dimayuga	Janet Hamer	Jennifer Kelly
Robin King	Dean Kurtz	Ashley Peters
John Polizzi	Lynette Shott	Robert Snyder
Cathy Twyman	Michael Ugarte	Maralee Walsh

UWVFC surveyed more than 800 Flagler and Volusia residents in 2016 in order to establish priorities with our Community Impact Focus Areas. Utilizing this data and additional community assessments such as the Community Health Needs Assessment and the Community Agenda, the Cabinet developed, and UWVFC’s Board of Directors has approved, the following priorities in Education, Financial Stability, and Health focus areas:

#### Education Priorities

- Children enter kindergarten ready to succeed.
- Youth make successful transitions into, through, and out of K-12 systems.

#### Financial Stability Priorities

- 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.

#### Health Priorities

- 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.

Applicants for UWFVC funding must clearly describe how the program for which they seek funding is linked to one or more of these priorities.

The following document provides direction to prospective applicants regarding the initial step they must take in the 2019 application process. The first step is submission of a Letter of Intent in which the prospective applicant provides evidence of their eligibility for funding and brief and general information regarding the program or programs they will propose for funding. Applicants will explain their program's Community Impact focus area and priorities that will be addressed. This will be followed by a request for proposals which will be issued in January 2019.

Community Impact is designed to ensure that United Way funded programs make measurable improvement in the areas of Education, Financial Stability, and Health. UWFVC looks forward to partnering with non-profits whose programs meet the definition of Community Impact and target our focus areas and priorities. If you need additional information or clarification, please contact the Vice President of Community Impact, Courtney Edgcomb, at (386) 275-1944 or [cedgcomb@uwvfc.org](mailto:cedgcomb@uwvfc.org) or Taylor Duguay, Community Impact Specialist, at (386) 944-9591 or [tduguay@uwvfc.org](mailto:tduguay@uwvfc.org).

Sincerely,

Chet Bell  
Chair, Community Impact Cabinet

Dennis Burns  
President/CEO, United Way of Volusia-Flagler  
Counties

# United Way of Volusia-Flagler Counties 2019-21 Letter of Intent

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## 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 2019.

**UWVFC's Community Impact grant cycle will operate as multi-year funding for 2019-2021. United Way will accept program proposal requests between \$10,000 and \$100,000 annually. An organization may propose no more than TWO programs. Programs may not be awarded full amount requested.**

## Timeline

Request for LOI Released	November 26, 2018
LOI Due	December 21, 2018 at 5 PM
Notification of LOI Decision	January 11, 2019
Request for Proposals (RFP) Released	January 14, 2019
Proposals Due	February 22, 2019
Notification of Funding Decision	May 31, 2019 at 5 PM
Signed Contract Due to UWVFC	June 30, 2019
Contract Year Begins	July 1, 2019

## 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

### 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 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, excluding in-kind contributions, reported in the most recently completed tax return.
- 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. Agencies with regional or statewide offices must submit an organizational budget for the entire organization.
- The agency has been providing Focus Area services locally (Volusia/Flagler counties) since January 1, 2017.
- See also the list of attachments on page 5.

### 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 Priority Areas.

## Focus and Priority Areas

### 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.

### 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.

### 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.

## 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](http://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.

## Letter of Intent

The Letter of Intent can be found on the CommunityForce website at [uwvfc.communityforce.com](http://uwvfc.communityforce.com). An outline of the letter of intent requirements is found below.

### Basic Organizational Information

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

### **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?

### **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, 2019
- 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