



**United Way
of Central New York**

2023 Support Grants Request for Proposals Guidance Document

United Way of Central New York, Inc., is an innovative and collaborative local not-for-profit organization that drives solutions to the most pressing human service community needs of Central New York. We fund organizations, programs, and initiatives that help create a thriving community. We are guided by our values of compassion, empowerment, collaboration, leadership, diversity, equity, and inclusion.

United Way of Central New York seeks to connect with and provide funding to, smaller community-based organizations that address our prioritized community outcomes. We are committed to Equity and Inclusion in everything we do, and we recognize that smaller and newer community-based human service organizations may be unable to meet the rigorous fiscal and management standards of our three-year grant cycle. Through the Support Grants, United Way of Central New York will provide funding to a wider range of human service organizations.

Qualifying organizations are invited to submit proposals that seek to strengthen the organization's impact. Priority will be given to organizations and proposals that focus on underserved and underrepresented communities and/or unmet needs.

Grant Making Process

Applicants will have approximately three weeks to submit a proposal. A group of United Way Board, Staff, and Community members will review each application. This group will submit funding recommendations to the United Way Board of Directors. All decisions made by the United Way Board of Directors are final.

Please read these RFP Guidelines in their entirety before beginning the application. If you have questions or comments, please contact CI Staff at (315) 428-2211 or rfp@unitedway-cny.org.

COMMUNITY IMPACT VISION

Central New York: A community where *everyone can live, grow, learn, play, work and thrive.*

WE BELIEVE EVERYONE SHOULD HAVE...

The opportunity to live a full, healthy life and have their basic needs met	Access to high quality, cradle-to-career education opportunities	The opportunity for economic mobility
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COMMUNITY OUTCOMES

- Children are born healthy and have the social, emotional, and developmental supports to thrive
- Children enter school ready and are reading at grade level by third grade
- Youth ages 13-18 develop the academic, social, and emotional skills for success in high school and beyond
- Adults can gain employment, maintain their jobs, and advance in their careers
- Individuals with trauma, mental illness, and substance abuse diseases receive support, treatment, and prevention
- Older adults are safe, healthy, and able to maintain the highest possible quality of life
- Families and individuals become self-sufficient; securing and maintaining education and income to support their basic needs and build wealth



BASIC COMMUNITY NEEDS

Access to Healthy Food
Safe, Affordable Housing
Physical & Mental Health Care

Timeline

May 1, 2023	Webinar on Grant Opportunity: Process & Context
May 1, 2023	Request for Proposals Released
May 1 – May 19 th (as needed)	Technical Assistance Sessions
May 1 – May 19 th (ongoing)	FAQ Answers posted to Agency Resources on UWCNY Website
May 19, 2023 (at midnight)	Deadline for Applications
May 22 nd to June 16 th	Volunteer Review Process
June 23 rd , 2023	United Way Board of Directors makes final funding decisions Agencies informed of funding decisions
July 1 – July 30, 2023	UW Collects Required Financial Information to Disburse Grant
August 1, 2023	Grant Cycle begins

Eligibility

1. Applicant or Applicant's Fiscal Agent must be a 501(c)3 non-profit human service organization providing services to residents of Onondaga County, and be able to provide required financial documents.
2. Applicant and Applicant's Fiscal Agent (if applicable) must have been in operation for at least three years.
3. The applicant's proposal must align with at least one of the eight prioritized community outcomes within the [Community Impact Roadmap](#).
4. Applicant must have at least one part-time employee (minimum of .05 FTEs).

Preference Given To Organizations/Applicants

1. Are led or primarily staffed by member(s) that reflect the community or group(s) being focused on.
2. Focus on or seek to empower Black, Indigenous, or Populations of Color (BIPOC); LGBTQ+ Communities; New American or Refugee groups; or Women.
3. Serve individuals or families that are Asset Limited, Income Constrained, and Employed (ALICE) or currently living in poverty.
4. Identify and propose a solution to address a gap in the ecosystem of currently available local services.
5. Utilize strategies that have been developed and implemented with input from and involvement by the community or groups the proposal seeks to serve.

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6. Have an annual operating budget ranging between \$50,000 and \$1,000,000. Larger organizations/applicants are not precluded from applying, especially if they align with the other preferences outlined above.
7. Allow for direct community engagement and volunteer opportunities with the populations being served.

Application Guidelines & Expectations After Award

Guidelines

- United Way of Central New York expects to award approximately \$100,000 in 2023.
- There is no minimum or maximum amount of funding that can be requested for the Partnership Funding, though last year the average grant amount was \$25,000.
- Applicants may submit only one proposal and must meet the eligibility requirements listed above.
- The scope or intent of proposals is flexible and can include requests for operating support. Applicants are encouraged to submit proposals that identify needs and how funds would meet the needs of the organization and the community.

Types of Projects we will NOT consider funding:

- Capital projects
- Direct lobbying
- Endowments

How to Apply

The application can be accessed and completed using our eC-Impact database. To get started, complete our [Agency Alignment Check](#). That will begin the process of ensuring you are eligible for funding and creating an account within our database.

Webinar

To learn more, please feel free to register for our learning webinar where we review the grant opportunity and the questions in full: [Meeting Registration - Zoom](#)

Technical Assistance Sessions

Because this is a relatively new opportunity, we are hosting **OPTIONAL** weekly sessions to answer questions and provide support to applicants.

Dates: May 9, 16, and 23. [Zoom registration link](#)

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Application Questions

Section I: Financials

1. Required Documents
 - a. Please Attach:
 - i. IRS Form 990 or IRS Form 990 EZ
 - ii. Organizational Budget (Previous and Current Fiscal Year)
 - b. Depending on your annual revenue, be able to submit:
 - i. Organization size above \$1,000,000
 1. Financial Audit
 2. Auditor's Report (*commonly referred to as the Opinion Letter*)
 3. Auditor's Management Letter
 - ii. Size: \$200,000 to \$999,999
 1. Financial review
 - iii. Size: \$199,000 or below
 1. Most recent Board-approved Fiscal Year-end statement of Financial Position and Statement of Activity compared to the previous year

Section II: Proposal

1. Alignment
 - a. Tell us your organization's story and tell us how the work you do connects to one (or more) of our prioritized community outcomes.
 - b. State your organization's mission and vision statement.
 - c. Tell us about the primary stakeholders your organization is engaged and/or working with (particularly as it relates to the clients being served) and whether these partnerships are formal or informal.
2. Population
 - a. Describe the population being served by the organization and whether the organization focuses on a particular geographic unit of the community.
 - b. Explain how the organization includes the communities it serves in the development and implementation of activities, strategies, or services that meet their needs.
 - c. State how the organization's staffing and/or leadership reflects the community or group(s) being served by the organization.
3. Impact

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- a. Explain the core challenge/need the organization is trying to make an impact on and the theory behind your approach to meeting the challenge/need.
- b. Share a success story about the organization's work or an individual whose circumstances changed because of the support or services they received.
- c. Provide 1-2 ways in which volunteer engagement can benefit your organization throughout the grant period. If applicable, please provide details such as specific events, tentative dates, and the number of volunteers needed. If your organization's programming does not lend itself to volunteer engagement, you may simply enter "N/A."

Section III: Grant Request and Budget Narrative

1. State how much funding the organization is requesting.
2. Describe and break down how the organization plans to use this grant award.
3. Describe how receiving the requested award through a Support Grant would impact your organization and the impact you are working toward?