



**United Way
of Central New York**

2024 Support Grants Request for Proposals Guidance Document

Overview

United Way of Central New York, Inc. is a local nonprofit dedicated to addressing community needs in Central New York through innovative and collaborative solutions. Guided by values of compassion, empowerment, collaboration, leadership, diversity, equity, and inclusion, we fund organizations and initiatives that foster a thriving community.

Support Grants aim to fund organizations that actively engage and uplift underserved and marginalized communities, including BIPOC, LGBTQ+, New Americans, refugees, people with disabilities, women, and individuals facing economic challenges. Preference is given to organizations that reflect the diversity of the community they serve, operate with modest budgets, and have not previously received funding from the United Way of Central New York, although past recipients may still be considered if they align with the outlined preferences. Overall, the grant seeks to empower grassroots initiatives and emerging organizations that work towards addressing gaps in local services and engage the community in crafting solutions.

Grant Making Process

Applicants will have four weeks to submit their proposals. Each application will undergo review by a panel consisting of United Way Board members and staff. The panel will then present funding recommendations to the United Way Board of Directors, whose decisions will be considered final.

Key Guidelines:

- Applicants may submit only one proposal and must meet the eligibility requirements.
- United Way of Central New York expects to award approximately \$100,000 in 2024.
- There is no minimum or maximum amount of funding that can be requested for a Support Grant, though last year the average award amount was about \$14,000.
- Proposals can include requests for operational support. Applicants are encouraged to clearly outline the organization's needs and how funding would benefit both the organization and the community it serves.
- We do not fund capital projects, direct lobbying efforts, or endowments.


Please read these RFP Guidelines in their entirety before beginning the application. If you have questions or comments, please contact Community Impact 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

April 2, 2024	Request for Proposals Released
April 11, 2024 9am-10am (optional)	Virtual Technical Assistance Session
April 15, 2024 3:30pm-4:30pm (optional)	Virtual Technical Assistance Session
April 24, 2024 11am-12pm (optional)	Virtual Technical Assistance Session
April 26, 2024 (at 4:30pm)	Deadline for Applications
April 29 - June 13	Panel Review Process
June 28, 2024	UWCNY Board of Directors vote
June 30, 2024	2024 Support Grant recipients notified

Eligibility

1. Applicant or Applicant's Fiscal Sponsor must be
 - a. a 501(c)(3) nonprofit human service organization
 - b. provide services to residents of Onondaga County
 - c. able to provide required financial documents (see page 4)
 - d. in operation for at least two years
2. The applicant's proposal must align with at least one of the eight prioritized community outcomes within the [Community Impact Roadmap](#).
3. Applicant must have at least one part-time employee (minimum of .05 FTEs).

Preference Given To Applicants Who:

- Reflect the community they serve.
- Empower BIPOC, LGBTQ+ communities, New Americans, Refugees, People with Disabilities or Women.
- Serve Asset Limited, Income Constrained, and Employed (ALICE) individuals or individuals living in poverty.
- Address gaps in local services.
- Involves the communities it serves in developing programs or services
- Offer opportunities for community engagement and volunteering.
- Operate with an annual budget of \$50,000 to \$1,000,000. Larger, established organizations are not precluded from applying, especially if they align with the other preferences outlined.
- Have not previously received a United Way of Central New York grant. Past recipients may still be considered if they align with the outlined preferences.

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

How to Apply

1. All interested organizations must complete a [Support Grant Eligibility Screen](#) form.
2. Eligible organizations will be invited to complete a grant application in our eC-Impact database.
3. Applications must be completed and submitted via eC-Impact by **4:30pm Friday, April 26th**.

Application Technical Assistance

UWCNY Community Impact staff are available to provide technical assistance throughout the application process.

- Frequently Asked Questions & Answers will be posted on our [website](#)
- Virtual Technical Assistance Office Hours are available. Attendance is optional.
 - April 11, 2024 9am-10am join via [Zoom](#)
 - April 15, 2024 3:30pm-4:30pm via [Zoom](#)
 - April 24, 2024 11am-12pm join via [Zoom](#)
- Contact us Monday-Friday 8:30am-4:30pm at 315-428-2211 or rfp@unitedway-cny.org

Preview of 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: \$50,000 to \$199,000
 1. Balance Sheet/Statement of Financial Position (most recent year end and board approved)
 2. Statement of Activities/Income Statement (a financial report that shows your organization's revenue and expenses over time compared to the previous year)

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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. How long has your organization been in operation?
 - d. Does your organization operate with an annual budget between \$50,000-\$1,000,000?
 - e. Has your organization been a recipient of a United Way of Central New York grant before?
2. Population
 - a. Describe the population being served by the organization and whether the organization focuses on a particular geographic area of the community.
 - b. Explain how the organization involves the communities it serves in developing and implementing activities, strategies, or services to meet their needs.
 - c. State how the organization's staff and/or leadership reflect the community or groups being served.
3. Impact
 - a. What is the primary challenge or need the organization aims to address, particularly in addressing gaps within local services?
 - b. Provide a success story illustrating the impact of the organization's work or an individual whose situation improved due to the support or services they received.
 - c. Provide one or two 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. Provide a detailed breakdown outlining how the organization intends to utilize the grant award.
3. How would receiving the requested support grant positively influence your organization, and what significant impact do you anticipate it contributing towards your organizational goals and mission?