United Way of Dubuque Area Tri-States Grant Guideline
2020-2022 Investment Process

This document provides prospective applicants with information to determine whether they wish to apply for United Way of Dubuque Area Tri-States (UWDATS) funding as part of the 2020-2022 Investment Process. The document includes:

- **Frequently Asked Questions (FAQ);**
- **Key Dates and Deadlines;**
- **Brief Overviews of:**
  - **Community Impact, Evaluation Process and Performance/Outcome Measures.**

UWDATS is not able to fund all worthwhile grant applications. Each year, the UWDATS Board of Directors determines the amount of grant money available, based on financial conditions and annual fundraising campaign results. Any specific amount of funding for the second year of this renewal extension cycle is also contingent upon your demonstrated progress relative to your targeted program outcomes.

It is the goal of UWDATS to fund the strongest proposals based on established evaluation criteria with heavy emphasis on documented program performance. All grant applications are scored based on the following:
- Fit with the United Way focus area(s);
- Strong connection between community need for the program, client population and non-duplication of services with existing programs*;
- Measurable outcomes; and
- Program budget that is reasonable and appropriate for the activities required to achieve proposed outcomes.

*While UWDATS strives to not fund duplicate programs, it may fund similar programs if the level of community need warrants it. UWDATS does not fund capital campaigns, overall organizational operating expenses or direct payments to individuals such as scholarships.

Funding FAQ

Our agency has received United Way funding in the past. Can I apply in the 2020-2022 Investment Process?

Yes, you can apply for funding if you meet the grant guidelines.

The 2020-2022 UWDATS Investment Process (effective June 1, 2020), provides one funding source:

1. **Community Impact:** This funding is focused on programs that address targeted community-wide issues with research-based strategies to make significant and sustainable progress and within the 10-county

UWDATS service area. Collaboration and partnerships among community organizations are encouraged to address root cause issues. If the proposed program is jointly sponsored by multiple organizations, one 501(c)3 must serve as the primary designee or anchor organization in order to serve as the contact to United Way and funding administrator for the grant award.

What are the minimum requirements to apply for Community Impact funding?

- Be recognized as an organization exempt from federal income tax under I.R.S. Section 501(c)(3) of the Internal Revenue Code.
- Programs must align with one of the pillars and be primarily involved in providing program(s) and services that are health, education or human-service related and directly serve the UWDATS 10-county service area residents.
- Have an independent, volunteer governing body.
- Have an annual audit and a recent Form 990.

If I am headquartered in an organization in another county outside the 10-county region that UWDATS serves but do programming within the 10-county region, can I apply for funding?

Yes. However, your organization must be able to break down the data and report on the service area within our 10-county region. If unable to break down the data and report by our service counties, you will not be eligible.

How do I know if I am eligible for Community Impact funding?

Eligibility is determined through the Eligibility Questionnaire on E-CImpact site. If you complete the form and are eligible for funding, you will have access to a grant application.

Can my organization submit multiple grant applications in the 2020-2022 Investment Process?

Qualifying organizations can submit multiple program requests. Agencies will be asked to prioritize funding requests and not all grant applications are guaranteed funding.

Are there funding guidelines for Community Impact requests?

Funding requests can be no less than $5,000 and are capped at 20% of organization's annual operating budget.   However, United Way best practices encourage all funded programs to have diversified funding streams.

Who decides how grant applications are funded?

The grant applications are evaluated by a volunteer Investment Review Panel, made up of a wide range of local academics, retired professionals proficient in health and human services, community leaders and local investors. As UWDATS is a community-based fundraising organization, local investors have a significant role in evaluating grant applications. These individuals receive training on community needs and the process of reviewing grant applications. The panel's recommendations are submitted to the Community Impact Committee of the UWDATS Board of Directors for review and vetting. Final review and approval is the responsibility of the UWDATS Board of Directors. All board-approved funding decisions are final.

Am I guaranteed grant funding in the 2ⁿᵈ year?

Due to being a renewal extension funding cycle, funding is not guaranteed for the 2ⁿᵈ year of the cycle. Funding renewal extension will be based upon outcomes and UWDATS Board approved allocation. Organizations will **not** be expected to write a new RFP for the renewal extension but **will** provide outcome information for consideration of renewal with the renewal request report.

Key Dates

Community Impact
December 1, 2019: Grant Guideline available. Previous grant applications will be saved on the e-CImpact site.
December 3ʳᵈ and 6ᵗʰ – Community Grant Sessions: 10am-12pm- Overview of grant process with Q&A. Highly recommended for all applicants.
January 2, 2020: Grant is open on e-CImpact. UWDATS will accept any grant questions in writing. Such questions will be answered in writing via a Funding/Process FAQ, which will be updated and sent out to the master distribution list so that all have access to the information. Names of organizations asking questions will not be disclosed.
February 14, 2020- All grant applications submitted by 5pm, no late submissions accepted.
February 17-March 31- Volunteers will be reviewing grants and applicants may provide clarification to any questions during the review process.
*April 24, 2020: Grant Awards announced (*dependent upon UWDATS Board approval).
June 1, 2020: Funding begins for Community Impact Funding

United Way Funding Program Criteria
Community Impact Funding

All UWDATS-funded initiatives are built on the three United Way pillars: health, education and income/financial stability. UWDATS recognizes the importance of collecting data to help in storytelling efforts and in articulating how the work you do translates into a valuable return on investment and impact in our communities. The following is a list of program outcomes for each of our 2020-2022 investment priorities. All applicants are required to report on a minimum of measures in the program area that you are requesting funds. The reporting requirements are as follows below:

1. Inputs- Each applicant will enter their individualized inputs for each program requesting funds.

2. Outputs- Each applicant will choose 2 community outputs for each program requesting funds.

3. Outcomes- Each applicant will choose 2 community outcomes for each requesting program. With these community outcomes, 1-3 indicators must be chosen to report on for each requesting program. Each applicant must provide 2 individualized outcomes for each requesting program. Please note that your individualized outcome must align with the pillar.

Please see the attached document in appendix A for information on Inputs, Outputs, and Outcomes.

<u>Evaluation Process</u>

The UWDATS evaluation process is led by staff, with technical assistance provided by a wide range of local academics, retired professionals proficient in health and human services, community leaders and local investors. As UWDATS is a community-based fundraising organization, local investors also have a role in evaluating grant applications. These individuals receive training on community needs and the process of reviewing grant applications.

An important part of the evaluation process is providing feedback to applicants. After the 2020-2022 Investment Process is completed, UWDATS will provide organizations with a debriefing upon request that will note strengths, recommendations and overall feedback. Specific scores will not be released.

UWDATS makes its evaluation point values for the grant applications available through a rubric. Both the rubric and point values are part of the online grant application package.

The following information provides highlights of the online grant applications, including maximum character counts for each question. Because space is limited, providing listed information is acceptable. Please note that the software does not allow the use of bullets (please use dashes) or spell check. It is recommended that your grant application responses are written in a word document and then pasted into the grant software.

Grant Application Website: https://agency.e-cimpact.com/login.aspx?org=17175U

<u>For More Information</u>

Contact the UWDATS Director of Community Building & Impact by email at jessica.bleile@dbqunitedway.org or call 563-588-1415 ext. 206.

Appendix A:

Shared Outcomes

1. Each applicant will choose the pillar their program aligns with (Health, Education, or Income/Financial Stability).
2. Each applicant will choose one goal their program aligns with.
3. After the goal is chosen, each applicant will choose 2 outputs and 2 community outcomes associated with that goal. They will also choose 1-3 indicators with each community outcome.
4. Each applicant will provide one individualized goal for their program.
5. Input- Each applicant will list at least one input for their program.

Health Pillar:

1. **Goal**- Access to physical and mental health care and live a healthy lifestyle to support their mental and behavioral health.
   a. **Community Outputs** Associated with goal-
      i. # of people able to access health care.
      ii. # of people able to access mental health care.
      iii. # of people attending physical health care appointments.
      iv. # of people participating in mental health services.
      v. # of people who develop healthy behaviors and lifestyles.
      vi. # of people who develop coping mechanisms.
   b. **Community Outcomes & Indicators** Associated with goal-
      i. Participants have achieved/learned coping skills.
         1. #/% of participants in these program services, that are better able to cope when things go wrong.
      ii. Program participants demonstrate proper management of health or mental health issue.
         1. #/% of participants who regularly attend mental/physical health appointments.
         2. #/% of participants who learn skills to improve their health and daily well-being.
      iii. At risk participants stabilized.
         1. #/% If participant had not participated in these program services, they would have been at risk for hospitalization.
         2. #/% If participant had not participated in these program services, they would have been at risk for homelessness.
         3. #/% If participant had not participated in these program services, they would have been at risk of involvement with law enforcement.
         4. #/% If participant had not participated in these program services, they would have been at risk of not being able to function at school or work.
         5. #/% If participant had not participated in these program services, they would have been at risk of isolating themselves from family and/or friends.
         6. #/% If participant had not participated in these program services, they would have been at risk of self-harm, harming others or being harmed by others.
2. **Goal**- Individuals engage in healthy eating and physical activity.
   a. **Community Outputs** associated with goal-
      i. # of people able to access healthy food.
      ii. # of people following through with physical activity.
      iii. # of nutritious meals and snacks served.
      iv. # of people taught nutritional skills.

   b. **Community Outcomes and Indicators** associated with goal-
     i. People had a change in lifestyle that increased physical activity.
      1. #/% of individuals who regularly participate in program.
      2. #/% of individuals who engage in physical activity 3 times per week.
     ii. People had a change in lifestyle that increased healthy eating.
      1. #/% of individuals who increased consumption of nutritious foods.
     iii. People had an increased knowledge of healthy eating and behaviors.
      1. #/% of individuals who learned healthy eating habits and/or the importance of physical activity.

3. **Goal**- Individuals are educated and have access to services for domestic violence.
   a. **Community Outputs** associated with goal-
     i. # of people provided with domestic violence services.
     ii. # of nights provided with safe shelter.
     iii. # of people provided with education on domestic violence.
   b. **Community Outcomes and Indicators** associated with goal-
     i. People have increased knowledge regarding domestic violence.
      1. #/% of individuals are educated about physical, emotional and/or sexual abuse.
      2. #/% of individuals who become aware of safe choices and demonstrate decreased negative behaviors.
      3. #/% of victims of physical and/or sexual violence who receive counseling.
      4. #/% of domestic violence victims who learn ways to cope and build healthy relationships.
     ii. People are living in a safe and stable environment.
      1. #/% of individuals who experience violence in the home and obtained safe shelter.

Education

1. **Goal**- Youth have access to wide range of mentoring options and are prepared to succeed in later grades.
   a. **Community Outputs** associated with goal.
     i. # of children enrolled in partner agency services.
     ii. # of children receiving academic and social emotional supports.
     iii. # of families/children receiving in home visitation.
     iv. # of parents increase education engagement activities.
     v. # of parents demonstrating increase in knowledge of how and why to support child academically.
   b. **Community Outcomes & Indicators** associated with goal.
     i. Children 0-5 served who achieve developmental milestones.
      1. #/% of program participants demonstrate kindergarten readiness.
      2. #/% of children demonstrating passing grades by end of 3rd grade.
     ii. Children at or increased reading grade level.
      1. #/% of children demonstrating reading proficiency by the end of 3rd grade.
     iii. Improvement of academic performance and school attendance.
      1. #/% of children/youth served who are chronically truant will decrease.
      2. #/% of children who indicate the presence of more than one caring adult in their lives.
     iv. Elementary and middle school students are prepared to succeed in later grades.
      1. #/% of youth enrolled who learn and demonstrate leadership skills.
      2. #/% of youth who learn and demonstrate respect for themselves and others.
2. **Goal**- Young adults' transition to post-secondary education, workforce or public service.

      a. **Community Outputs** associated with goal.
- i. # of children receiving academic supports in grades 6-12.
- ii. # of youth participate in school and/or community based out of school time programs.
- iii. # of youth receiving individualized supports.
- iv. # of program participants developing interview skills.
- v. # of program participants receiving job training skills.

      b. **Community Outcome & Indicators** associated with goal.
- i. Program participants gain post-secondary employment, further education or credentials.
  1. #/% of program participants served who graduate HS/Secondary school on time.
  2. #/% of participants who gain post-secondary employment, further education or credentials.
  3. #/% of participants who enter public services, employment or educational opportunity.
  4. #/% of students who learn post-secondary career and education options.

3. **Goal**- Adults of all ages with disabilities are enabled to achieve their highest quality of life.

      a. **Community Outputs** associated with goal.
- i. # of individuals provided with service.
- ii. # of individuals receiving job training programming.
- iii. # of individuals receiving health and wellness support.

      b. **Community Outcomes & Indicators** associated with goal.
- i. Program participants make progress on individualized outcomes.
  1. #/% of individuals who achieve all outcomes in their Person-Centered Plan.
- ii. Program participants maintain/improved their ability to live independently.
  1. #/% of individuals who successfully live in the community or support services setting.
- iii. Program participants have improved physical, mental, and/or social well-being.

Income/Financial Stability

1. **Goal**- Individuals have their basic needs met.

    a. **Community Outputs** associated with goal.

      i. # of people provided with disaster services.

      ii. # of individuals who receive food.

      iii. # of individuals who receive other forms of financial assistance.

    b**. Community Outcomes & Indicators** associated with goal.

      i. Individuals and families will have full access to basic needs.

        1. #/% of individuals requesting monthly food.

        2. #/% of individuals achieving food security.

      ii. People have an increased knowledge of disaster services.

        1. #/% of households assisted during times of disaster who were helped by providing temporary housing.

        2. #/% of household assisted during times of disaster who were helped with basic needs such as food, clothing, transportation or other household necessities.

2- **Goal**- Individuals have access to stable housing options.

      a. **Community Outputs** associated with goal.

            i. # of bed nights provided.

            ii. # of participants served.

      b. **Community Outcomes & Indicators** associated with goal.

            i. Individuals have access to emergency shelter and services.

                  1. #/% of individuals who enter emergency shelter.

                  2. #/% of individuals who enter transitional housing.

                  3. #/% of individuals who access permanent housing.

                  4. #/% of individuals who find permanent housing within 30 days of entering program.

                  5. #/% of individuals who stay in emergency shelter for 30 days.

                  6. #/% of individuals who stay in emergency shelter for 2 weeks or less.

3 **Goal**- Individuals have access to services and learn skills to achieve financial stability and independence.

      a. **Community Outputs** associated with goal.

            i. # of program participants that utilized a spending plan or budget.

            ii. # of program participants who know how to check their credit score.

            iii. # of individuals that are screened and accessed benefits for which they are eligible.

      b. **Community Outcomes & Indicators** associated with goal.

            i. Program participants who increase savings, reduce costs or reduce debt.

                  1. #/% of program participants who established a bank account.

                  2. #/% of individuals who increased financial literacy skills.

                  3. #/% of individuals who develop a household budget.

                  4. #/% of individuals who reduce debt.

             ii. Program participants obtain employment.

                  1. #/% of program participants that maintain or increase wages.

            iii. Individuals served who increase income by accessing benefits.

                  1. #/% of individuals who increase household income through enrollment in public benefits program.