



United Way
of Broome County

STRATEGIC COMMUNITY GRANTS PROGRAM MULTI-YEAR UPDATE

PROGRAM YEAR JULY 1, 2021-JUNE 30, 2022

RFP Release Schedule

RFP Announcement:

Monday, November 2, 2020

Proposals Due:

Friday, January 15, 2021 at 3:00PM

Please note: This supplemental application is for programs that were approved for multi-year funding during the 2020-2021 RFP cycle. If you have questions about whether this applies to your program, please contact Lindsey Mott at lmott@uwbroome.org.

You can access the full 2021-2022 Request for Proposals (RFP) here:

www.uwbroome.org/nonprofit-funding

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UPDATE REQUIREMENTS

ELIGIBILITY

This supplemental application is only for programs that were approved for multi-year funding during the 2020-2021 RFP cycle.

All community partners must meet and provide evidence of the following requirements if there have been changes following last year's grant award:

- Be a not-for-profit, tax-exempt organization
- Be incorporated or chartered under appropriate federal, state, or local statutes
- Abide by federal and state laws regarding non-discrimination
- Have an active, locally based, volunteer Board of Directors that meets regularly, makes policy decisions, and holds election of officers
- Have an administrative structure with defined lines of responsibility, a mission statement, and bylaws
- Be financially stable and perform a regular budgeting process
- Have current license, certification, and permits if applicable

FUNDING PERIOD

Funding awarded shall be used for the fiscal year beginning July 1, 2021, and ending June 30, 2022. The funding awarded is contingent on the 2020-2021 United Way of Broome County Annual Community Campaign results.

MEASUREMENT FRAMEWORK

Multi-year funded programs will be asked to track the same indicators as the previous funding year. The complete Measurement Framework is included as part of the 2021-2022 RFP, which can be accessed here: www.uwbroome.org/nonprofit-funding

SUBMITTING THE MULTI-YEAR UPDATE

United Way of Broome County will automatically give organizations with programs approved for multi-year funding access to the supplemental application in ANDAR.

Multi-year updates are due Friday, January 15, 2021 at 3:00PM.

All required attachments must be uploaded in PDF file format. Funded Community Partners must answer all required questions in full. Hard copy paper applications will not be accepted.

SUPPLEMENTAL QUESTIONS

PART ONE: NARRATIVE UPDATES

The purpose of the narrative update is to provide organizations with an opportunity to indicate any changes to the program they anticipate will occur in the 2021-2022 funding year.

1. Need for the Program
 - a. Has the community need or demand for the program changed over the past year? If so, provide relevant data/local statistics that support the need for the program and service trends from the program, such as increased usage, inquiries, etc. that support a change in demand.
2. Program Description
 - a. What is/are the program's target population(s)? Please be specific (i.e. 25 women of color in the Village of Endicott). Will the program target groups that have been historically marginalized?
 - b. Please describe any changes made to the program's activities, short-term objectives, and long-term goal(s).
 - c. What is the minimum amount needed to run the proposed program?
 - d. What impact would a partial award have on the proposed program?
 - e. If the program will continue beyond the period funded by this grant, what are the plans to continue its funding?
3. Evaluation Plan
 - a. Describe how the evaluation plan established in the 2020-2021 application has been used to measure the program's success. Is the program on track to meet the goals set out in the 2020-2021 application? How has information gained through evaluation been used to increase the impact of the program?
 - b. Describe any changes to how success will be measured, such as the resources and tools utilized.
 - c. Describe how the program tracks its clients demographic information (such as age, race, ethnicity, gender, etc.).

PART TWO: ATTACHMENTS

All attachments are required.

1. Program budget
 - a. Provide an accurate, detailed program budget. Please include an explanation for any significant changes to the budget from Year 1 to Year 2.
 - b. Please submit the budget using the template available at uwbroome.org/nonprofit-funding. Please ensure that the template is completed in full before submission. Programs applying for funding must detail other planned funders, secured or otherwise.
2. Agency budget
 - a. Provide the following agency budgets (please follow the example provided):
 - i. Prior year budgeted & actual
 - ii. Current year budgeted & year-to-date

Request for Proposals
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- iii. Future year – preliminary or actual budget (If not yet complete, please provide a brief statement describing what significant budget changes the organization anticipates making in the next year)

Test Agency
 Current Year Agency Budget vs Actual YTD
 7.1.2019-9.30.2019

	Budget	Actual
	Jul 19-Sept 19	Jul 19-Sept 19
Income		
1000 - United Way of Broome County	25,000.00	25,000.00
1100 - Foundation/Corporate Grants	100,000.00	85,000.00
1200 - Fees-for-Services	50,000.00	42,000.00
1300 - Private Donations	40,000.00	55,000.00
1400 - Fundraising & Special Events	10,000.00	15,000.00
Total Income	225,000.00	222,000.00
Expense		
2000 - Payroll Expenses	150,000.00	135,000.00
2100 - Fringe Benefits	18,000.00	16,000.00
2200 - Supplies	18,000.00	20,000.00
2300 - Travel	5,000.00	4,200.00
2400 - Printing and Postage	8,500.00	8,800.00
2500 - Contractual Fees	10,000.00	15,000.00
2600 - Professional Development	10,000.00	13,000.00
2700 - Equipment	2,500.00	2,400.00
Total Expense	222,000.00	214,400.00
Net Ordinary Income	3,000.00	7,600.00

3. Financial Statements

- a. Provide one of the following reports based on the corresponding New York State annual financial reporting requirements: (a) an independent CPA’s audit report and financial statements with the corresponding management letter (over \$750,000), (b) an independent CPA’s review report and financial statements (between \$250,000 and \$750,000), or (c) internally reviewed financial statements signed by a Board representative (less than \$250,000).

4. Board List

- a. A complete list of the organization’s current Board of Directors with officers, affiliations, and term dates noted. Please submit the Board of Directors list using the template available at uwbroome.org/nonprofit-funding.

FUNDING PROCESS

EVALUATION & SELECTION PROCESS

United Way of Broome County will award funding through a competitive process led by community volunteers. These volunteers are responsible for reviewing and ranking applications and developing a clear plan of investments that best address the United Way of Broome County building blocks. *For multi-year funded programs, the 2020-2021 RFP application score will be used to rank the program in the 2021-2022 RFP cycle. Together with community information from United Way of Broome County staff and racial equity considerations, these scores will form the basis for recommendations to the United Way of Broome County Board of Directors for final determination and approval of all grant amounts.*

INVESTMENT TIMELINE

November 2, 2020:	RFP Released
January 15, 2021:	Funding applications due
May 2021:	United Way of Broome County notifies applicants of funding decisions and provides funding contracts to be signed
June 15, 2021:	Signed, completed funding contracts due
July 1, 2021:	2021-2022 funding cycle begins

VIRTUAL INFORMATION SESSION

United Way of Broome County will hold a virtual information session to offer organizations the opportunity to learn more about the Strategic Community Grants Program as well as the application and review process.

The session will take place on **November 17, 2020** from **2:00 PM to 3:00 PM**.

For more information and to register, visit uwbroome.org/twt/

VIRTUAL OFFICE HOURS

United Way of Broome County staff will hold virtual office hour opportunities during the week of December 7, 2020. This will give prospective applicants a chance to ask questions about the application process. Prospective applicants are required to register for an appointment. You will be provided with a link to access the meeting after registration.

To register, visit: uwbroome.appointlet.com/s/officehours/staff

Please note: United Way of Broome County staff will not provide feedback on your funding application during this time.

REQUIREMENTS OF FUNDED COMMUNITY PARTNERS

Please note, once funded, organizations must meet the following requirements:

- Ensure that funding will only be used to serve residents of Broome County, New York
- Update agency 211 database record prior to funds being disbursed
- Create and maintain an agency profile on Volunteer HQ
- Host a scheduled site-visit at least once per funding year
- Attend a “best practices” learning session, focused around each building block, at least once per funding year, for each funded program
- Submit a client success story at least once per funding year, for each funded program
- Provide speakers, displays, and/or tours in support of the United Way Annual Community Campaign or other donor education efforts
- Collaborate in media efforts and approaches
- Provide one of the following reports based on the corresponding New York State annual financial reporting requirements: (a) an independent audit with the corresponding management letter, (b) a financial review, or (c) financial statements signed by a Board of Directors representative in compliance with the Partner Accountability Committee policy within six months of the end of the organization’s fiscal year
- Demonstrate the effectiveness of programs/services through measurable outcomes using the measurement framework provided