



**United Way
of Broome County**

CAPACITY BUILDING GRANT PROGRAM REQUEST FOR PROPOSALS (RFP)

FUNDING YEAR JULY 1, 2024 - JUNE 30, 2025

RFP Release Schedule

RFP Announcement:

Friday, February 2nd, 2024

Letter of Intent Due Date:

Friday, February 16th, 2024 at 3:00 PM

Proposals Due:

Friday, March 15th, 2024 at 3:00 PM

Timothy Hafner, Community Initiatives and Fund Development Associate
United Way of Broome County
thafner@uwbroome.org

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INTRODUCTION

United Way of Broome County is committed to strengthening the capacity of local nonprofits to address the ever-evolving challenges and opportunities facing our community. To this end, United Way of Broome County has established the Capacity Building Grant Program as a means to provide financial resources, either individually or in concert with other funders, to strengthen the ability of community partners to effectively and efficiently respond to these challenges and opportunities. The Capacity Building Grant Program provides funding to support and strengthen local not-for-profit agencies through capacity building and capital projects.

Eligible organizations must align with one or more of the following:

Strategic Priorities:

1. Health
2. Education
3. Financial Stability

A Foundation for a Quality Life: Basic Needs

Collective Impact Initiative: Healthy Lifestyles Coalition (HLC)

This grant opportunity will support two main activities:

- **Capacity Building Projects** must improve the governance, management, or program service capacity of the organization in one or more of the following ways:
 - Strategy and business planning with a focus on contingency planning for adversity;
 - Financial planning and management with a focus on sustainability, innovation and social enterprise (fiscal policy development, internal control review, software conversion);
 - Developing collaborative and collective efforts to optimize resources and work efficiently to address increased and emerging needs;
 - Organizational assessment, including personnel and program evaluation;
 - Employee Team-Building;
 - Board Development and Training.
- **Capital Projects** must involve one or more of the following:
 - Matters affecting life, safety, and code compliance;
 - Preventive maintenance such as energy efficiency and/or facility or program upgrading;
 - Development and implementation of five year capital improvement plans. (An eligible expense must have a useful life of at least three years. Applicants may include personnel costs when they are directly related to providing labor for the completion of the project);
 - Vehicle replacement;
 - Information Technology (An eligible expense must have a useful life of 18 months).

APPLICATION REQUIREMENTS

ELIGIBILITY

All applicants must meet and provide evidence of the following requirements:

- 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 to applicants shall be used beginning July 1, 2024 and ending June 30, 2025. All work on the project must take place during this timeframe and must not begin before a signed contract is in place.

FUNDING REQUEST

The total amount requested from the United Way of Broome County for all work related to the project must not exceed \$15,000. Exceptions may be considered in consultation with the Director of Community Initiatives and Planning.

SUBMITTING A PROPOSAL

Interested applicants should follow the instructions at www.uwbroome.org/capacity-building-grant/. **Proposals must be submitted via the Community Partner Portal no later than Friday, March 15th, 2024 at 3:00 PM.** All required attachments must be uploaded in PDF file format. Late applications will not be reviewed.

If you wish to submit a hardcopy application, please contact Timothy Hafner at thaftner@uwbroome.org for instructions.

APPLICATION QUESTIONS

PART ONE: LETTER OF INTENT (*Submit by February 16, 2024*)

To be eligible for funding, organizations must complete a multi-step process that begins with a Letter of Intent (LOI). The LOI provides a very broad but concise description of the project requesting funding and the anticipated project outcomes.

If your organization is interested in applying for multiple projects for 2024-2025 funding, a LOI will need to be completed for **each** project to be considered.

The LOI is located at www.uwbroome.org/capacity-loi/.

All LOIs must be submitted by **3:00 PM on February 16, 2024**. Once submitted, United Way of Broome County staff will be in contact via email to provide access to the funding application.

Each section must be fully filled out. All required information is due upon submission. If any information is missing or incomplete, the prospective applicant will not be given access to the funding application.

PART TWO: NARRATIVE

1. Organizational History

- a. Provide a brief history of your organization.
- b. What is your organization's mission and how will the proposed project help you to achieve your mission?

2. Project Description

- a. Provide a summary of the proposed project. Include a breakdown of items to be purchased, relevant trainings, consultant services, etc.
- b. **[For Capacity Building Projects]** Please describe how these services will improve the board governance, leadership development, and/or sound management of your organization.
- c. **[For Capital Projects]** Does your organization have a capital improvement plan? If so, when was it developed?
- d. Describe the need for the project and how your clients/service recipients will be impacted by this project.
- e. What is/are the long-term goal(s) of the project?
- f. If you received less funding from United Way of Broome County than your full ask, would the project still be able to move forward? If yes, what changes would be made? How much funding (please provide a specific dollar amount) must the project receive from United Way of Broome County to move forward?

3. Evaluation Plan

- a. How is success defined for the project?
- b. Describe how success will be measured, including the resources and tools to be utilized (surveys, pre- and post-tests, client feedback, etc.).
- c. Please describe how this project will contribute to the efficiency, sustainability, and resiliency of your organization.

Request for Proposals
Capacity Building Grant Program
Project Year: July 1, 2024 - June 30, 2025

PART THREE: ATTACHMENTS

- 1. Project Budget**
 - a. Provide an accurate and detailed project budget using the template available at www.uwbroome.org/capacity-building-grant/. Please ensure that the template is fully filled out before submitting. Detail other planned funders, secured or otherwise.
 - b. **[For Capital Projects]** In addition to the budget, you must provide at least three bids for your request.
- 2. Agency Budget:** Provide an agency budget (please follow the example provided):
 - i. Prior year budgeted & actual
 - ii. Current year budgeted & year-to-date
 - 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

	<u>Budget</u> <u>Jul 19-Sept 19</u>	<u>Actual</u> <u>Jul 19-Sept 19</u>
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	<u>225,000.00</u>	<u>222,000.00</u>
 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	<u>222,000.00</u>	<u>214,400.00</u>
Net Ordinary Income	<u>3,000.00</u>	<u>7,600.00</u>

- 3. Financial Statements:** Provide one of the following reports based on your 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 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 www.uwbroome.org/capacity-building-grant/.

FUNDING PROCESS

EVALUATION & SELECTION PROCESS

United Way of Broome County will award funding through a competitive process led by community volunteers. The Capacity Building Committee is responsible for reviewing and ranking applications (based on the criteria below), and developing a clear plan of investments based on the requirements of the Capacity Building Grant Program. This, together with community information from United Way of Broome County staff, will form the basis for recommendations to the United Way of Broome County Board of Directors for final determination and approval of all grants.

SECTION	MAXIMUM POINTS
Organizational History	10
Project Description	40
Evaluation Plan	25
Budget and Attachments	25
Total Possible Points	100

INVESTMENT TIMELINE

February 2, 2024:	RFP Released
February 16, 2024:	Letter of Intent Due
March 15, 2024:	Funding applications due
Late May 2024:	United Way of Broome County notifies applicants of funding decisions and provides funding contracts to be signed
June 30, 2024:	Signed, completed funding contracts due
July 1, 2024:	2024-2025 funding cycle begins

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
- 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

Funded organizations are required to complete quarterly reporting for each funded project.