



Steuben County United Way 2018 Funding Cycle Grant Application Overview

PURPOSE

This funding opportunity was established to invest in projects and programs that address the three United Way focus areas: Education, Income and Health.

GRANT DURATION

Grants are awarded annually and will be disbursed quarterly in June, September, December, and March.

ELIGIBILITY

All public or private, tax-exempt, health and human service organizations serving Steuben County residents are eligible to submit proposals.

The agency responding to the grant application as the Fiscal Agent on behalf of a collaborative is required to provide with the application proof of tax-exempt status.

Organizations may apply and compete for funds; however those programs in alignment with the United Way's focus areas: Education, Income and Health will be given priority.

COLLABORATION

The Steuben County United Way values the ability and willingness of our community partners to work with each other to achieve positive results for participants. United Way defines collaboration as a structured, mutually beneficial relationship between two or more organizations that work toward a common goal by sharing resources, responsibility, authority and accountability for achieving results. It is more than agencies cooperating, responding to requests or referring clients. Collaboration demonstrates a jointly-developed structure and process for shared decision-making, problem-solving, communication, planning, allocation of resources, monitoring and evaluating the outcomes and deliverables of the project.

The organization assuming the role of fiscal agent or any of the collaboration partners may take the lead in different areas of responsibility. Each collaborative will define these roles differently as appropriate to the work and the organizations involved. Effective collaborations will agree among the partners on the various roles, responsibilities and distribution of resources that will be necessary for the success of their joint effort.

If a collaborative is proposed, a Memorandum of Agreement (MOA) must be completed and signed by all collaborative partners and included with each proposal. In the MOA, outline the Collaborative partners' agreed-upon roles and responsibilities, distribution of the project budget and the resources that each collaborative partner will bring to the project.



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For granting purposes, one organization must apply for funding as the “Fiscal agent” on behalf of the project collaboration. This organization will hold the contract with United

Way and take the responsibility for managing funds on behalf of the collaborative, distributing funds as agreed to in the MOA, budgeting and maintaining records suitable for an audit. The Fiscal agent will also be responsible for submitting required reports and documents to United Way on behalf of the collaboration.

FUNDING REQUIREMENTS

Requirements of the funding agreement with Steuben County United Way are outlined in the Memorandum of Agreement. If you are allocated funds, you will be required to sign the MOA, acknowledging that you have read the funding requirements and that your **proposal is submitted with full commitment.**

PROPOSAL REVIEW PROCESS

United Way grants are competitive. Therefore, proposals will be reviewed and scored with priority given to those most closely aligned with funding focus areas. Recommendations will also be based on application completeness including responses to all questions in the funding application, required forms, and all eligibility requirements. Submitting an application does **not guarantee** funding.

United Way Board Members and other community volunteers (Allocations Committee) will review applications and interview the Executive Director and at least one Board Member from the agency. Results will be evaluated using an assessment tool. The Allocations Committee will make funding recommendations to the United Way Board of Directors for a final decision.

TIMELINES

February 1, 2018:	Grant Application available at www.unitedwaysteuben.org
March 16, 2018:	DEADLINE! Applications due by 12pm.
March 21, 2018:	Volunteers receive grant applications
April 2- 6, 2018:	Agency Interviews scheduled
April 9, 2018:	CIT committee meets to finalize funding
May 1, 2018:	Applicants notified of final Award funding decisions

SUBMISSION INFORMATION

Proposals are submitted as follows no later than **Noon on March 16th, 2018.**

- (1) **ELECTRONIC** submission to jessica@unitedwaysteuben.org. Each document required should be sent as an individual document, not individual pages (ex. Application, Agency budget, Program budget, financial statement, Board of Directors, etc.)
- (2) Four hard copies of required documents delivered to the UW office.
- (3) Proposals submitted after the due date, incomplete, or otherwise, non-compliant, **will not** be considered.



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