



Maui United Way

REQUEST FOR PROPOSALS

2023 Community Impact Grant

Table of Contents

Summary	2
Background Information	2
Funding Categories	2
Eligibility	3
Timeline of Application Process	4
Application Process Instructions	4
Application Scoring Criteria	5
Terms and Conditions for Grantees	9
Points of Contact	9
Additional Information	10

Summary

Proposals for Community Impact funding are being accepted until March 3, 2023. Maui United Way's Community Impact Grant is intended to support programs providing vital services (Health, Education, Income) to individuals and families within Maui County.

All MUW grant awards will be capped at \$15,000 per funding year. An agency may submit only one application for a single program during this funding cycle.

The online application forms will be available beginning January 24, 2023. Funding proposals are due March 3, 2023. Notifications of grant awards will be made on or about June 2, 2023. The grant period will begin on July 1, 2023.

Background Information

Maui United Way (MUW) has supported the Maui community for more than 75 years. Through our fundraising and funding efforts, we help to make possible the programs that address the community's most vital needs in education, income sustainability, and health.

Because of pressing mental health crises, proposals that include addressing mental health issues may receive priority within each category of giving.

MUW is committed to ensuring diversity, equity, and inclusion in all aspects of our programs and services and seeks to fund programs that provide needed resources, opportunities, and support to communities and populations disproportionately impacted by societal problems.

The Community Impact Grant Application is open to all qualified 501(c)(3) organizations within Maui County.

Funding Categories

Maui United Way's work is focused on supporting vital non-profit organizations and programs that directly impact one's life. The three funding area categories are described below.

Education- Helping all Maui County residents from keiki to kupuna achieve their potential

Income Sustainability- Promoting financial stability and independence

Health- Improving people's health

Eligibility

Any nonprofit operating in Maui County is eligible if the organization meets the following requirements:

- Holds a 501(c)(3) determination
- Compliant with the Patriot Act
- In good standing with the Department of Commerce and Consumer Affairs
- Registered and compliant with the Hawaii Attorney General's Office
- Fiscally sound

Eligible nonprofits who wish to apply for this funding opportunity must submit the following documents with the completed online application by March 3, 2023:

1. **Agency Logo:** Funded agency logos will be displayed on Maui United Way's website and promotional materials. (Logo Requirements: 4 colors, 300 DPI, JPEG Format)
2. **Audit & Management Letter:** Agency's most recent audit and management letter (if revenue exceeds \$500,000) or most recent independent financial review (if revenues are \$500,000 or less).
3. **IRS 501(c)(3) Determination Letter:** Agency's IRS 501(c)(3) tax determination letter showing IRS Employer Identification Number (EIN).
4. **IRS Form 990 & All Schedules:** Agency's past three years with a minimum of one year (for newer agencies) completed Form 990, including the signature of an officer and all applicable schedules. (Starting with the most current year going back. i.e., 2021, 2020, & 2019)
5. **Compliance with the Attorney General (AG):** Agency's registration status with the AG's Office. If your agency is exempt from registering with the AG's Office, please upload a copy of the exemption letter. Listed below is the AG website where you can obtain a free PDF copy of the required documentation.
 - a. <http://ag.ehawaii.gov/charity/search.html>
6. **Compliance with the Department of Commerce and Consumer Affairs (DCCA):** Agency's registration and certification of good standing with the DCCA. Listed below is the DCCA website where you can obtain a free PDF copy of the required documentation.
 - a. <https://hbe.ehawaii.gov/documents/search.html>

Timeline of Application Process

RFP Launch:	Tuesday, December 20, 2022
Application opens:	Tuesday, January 24, 2023 at 9:00 AM
Virtual Information Session (optional):	Tuesday, January 31 at 2:30 PM via Zoom https://us06web.zoom.us/j/85432079229 RSVP to Makana Nunes at makana@mauiunitedway.org
Proposal due date:	Friday, March 3, 2023 at 4:00 PM (HST)
Site Visit/Interview:	April 17, 2023, to April 28, 2023 (1-hour duration)
Award notification:	On or about June 2, 2023
Grant period:	July 1, 2023, to June 30, 2025

Application Instructions

The online application forms will be available beginning **Tuesday, January 24, 2023**. An agency may submit only one application for funding (maximum request \$15,000) for a single program during this funding cycle.

Access to the online application tool, e-CImpact, is available via the following link:

<https://agency.e-cimpact.com/login.aspx?org=13010F>

Current Partner Agencies can use their existing login information to enter the site. New organizations seeking funding will be prompted to create a new account and password on the login page. For technical support using the system, please contact Makana Nunes, Community Impact Coordinator, at makana@mauiunitedway.org.

Applications are due **Friday, March 3, 2023, at 4:00 PM (HST)**. The documents below must be uploaded to e-CImpact along with the completed application:

1. Agency Logo
2. Audit & Management Letter
3. IRS 501(c) (3) Determination Letter
4. IRS Form 990 & All Schedules
5. Proof of compliance with the Attorney General (AG)
6. Proof of compliance with the Department of Commerce and Consumer Affairs (DCCA)

The e-CImpact application module will automatically close on the due date and time; therefore, no late submittals will be possible. All applicants are strongly encouraged to submit their proposals early to avoid technical problems that could delay proposal submission. Incomplete applications will not be considered.

Applicants are advised to offer clear, relevant, and concise responses to the section prompts. The length of the application is controlled by character limits embedded in the online application. Character limits will be identified in each section. Please note that e-CImpact does not have a spell-check feature. On narrative sections, you might consider writing the sections in Word, spell-checking the document, and copy/pasting it into the appropriate online section. Please note that the e-CImpact system only accepts text and numeric responses and cannot accept graphics and/or special formatting, such as bold,

underlining, bullets, etc.

Maui United Way, through the community evaluation process, will conduct due diligence during the review stage of submitted proposals. This may result in further inquiries about an agency’s proposal, eligibility, and/or financial soundness. Additional documents may be requested.

Application Scoring Criteria

Application Section	Instructions	Possible Points
Application Contact Information	Identify the individual completing the application. This person should be able to clarify the information provided on this application.	Required but not scored
Program Contact Information	Identify the point of contact for the program. This person should be able to answer questions about the program for which funds are being requested.	Required but not scored
Agency DE&I Statement	Do you have a Diversity, Equity, and Inclusion statement? If yes, please provide your agency’s DEI statement. Please share if you are in the process of developing a DEI statement.	Not scored
Program Impact Area	Select the appropriate impact area your agency and its programs are committed to impacting: Education, Income Sustainability, Health	Required but not scored
Executive Summary (1200 characters)	Summarize the key elements of your program. Consider completing this section last. MUW may use this summary as a program description for external communications, including on the MUW website.	Required but not scored
Description of Need and Target Population (750 characters)	Programs must target a population in Maui County. <ul style="list-style-type: none"> ● Describe the need that your program addresses, including data on the prevalence of the problem. ● Describe the target population for program activities, including geographic, cultural, gender and/or age-specific information, if appropriate. ● Explain how your program addresses inequities and/or disparities for the population(s) you serve. 	10 points

<p>Program Description (1000 characters)</p>	<ul style="list-style-type: none"> ● Describe your program and how it will support the proposed area of funding. Include staffing, services, and processes. ● Articulate why this program is important and how it will make a difference for your target population. ● Discuss collaboration efforts if applicable. What other opportunities has your organization identified to enhance program outcomes through collaboration? ● Describe the activities that will be involved, the intended results, and how and why this will occur. Be prepared to create outputs and outcomes for each activity listed. 	<p>20 points</p>
<p>Agency's Experience and Capacity (750 characters)</p>	<ul style="list-style-type: none"> ● Describe your agency's capacity to implement the program. Include relevant experience and accomplishments in the area for which you are seeking funding. ● Provide info on the oversight of this program, management structure, governance, and agency's mission. 	<p>15 points</p>
<p>Program Effectiveness (750 characters)</p>	<ul style="list-style-type: none"> ● Discuss how you evaluate your program's effectiveness and include any generally accepted performance measures for your field. ● Describe how your program will be positioned to conduct data collection. ● For new programs, describe any preliminary evidence of the program's effectiveness or any evidence-based models on which the program is designed. ● For existing programs, describe their successes and positive impact in the last year. 	<p>15 points</p>
<p>Program Outcomes & Performance Outputs</p>	<p>This section will capture your program's objectives (Outcomes), the key results that are needed to achieve your objectives (Targets), and what activities or actions need to be done to achieve those key results (Outputs).</p> <p>Outcomes measure changes in knowledge, attitude, skills, or behavior of the target population. Define an annual outcome(s). Outcomes should be SMART: Specific, Measurable, Achievable, Realistic, and Time-framed.</p> <p>Outputs are quantitative measurements of the success of your proposed outcome.</p> <p><i>For Example:</i> Program Outcomes: Participants will increase job readiness and/or develop skills for job advancement through attending job readiness skills training and receiving employment</p>	<p>10 points</p>

	<p><i>counseling.</i></p> <p>Output(s): Number of participants obtained employment, or advanced career, or had an improvement in work condition.</p> <p><i>Data Sources / Collection Methods: Job placement form/notice, case records.</i></p> <p>Output(s): Number of participants received Job Readiness Training.</p> <p><i>Data Sources / Collection Methods: Sign-in sheets, attendance record, case record.</i></p> <p>Be prepared to have a Target Number to serve for each funding year.</p>	
Budget Tables	<p>The intent of this section is to show the budget for the program, including the funding amount requested, to fulfill its objectives and deliver the results stated in the previous section.</p> <ul style="list-style-type: none"> • Provide the projected 2023 budget for the MUW funding requested in this application. • Enter the exact amount of funding being requested from MUW through this application. • Indicate other sources of funding requested for this program, both secured and pending. • Enter the total annual cost to run the program described in this application. 	10 points
Budget Narrative, Cost Effectiveness, Budget Reasonableness (750 characters)	<ul style="list-style-type: none"> • Describe how your agency assures cost-effectiveness. • Explain other fiscal resources, fiscal constraints, or unusual fiscal circumstances. • Provide detail on the proposed Program Budget 	Included as part of the score above
Board Chair and Executive Signature	This signature indicates that an executive with authority to legally commit the agency has approved the application and is submitting it on behalf of the agency.	Required but not scored
Virtual Section		
Site Visit & Interview 1 hour (April 20 - May 1)	<p>A Team of Volunteer Community-led Evaluators will be coming to each applying agency, even those located on Moloka'i and Lana'i, to take a quick tour of your site and sit with agency staff to ask questions that came up during the application review process. It is important to have a space to accommodate up to 4 reviewers and agency staff for this part of the visit.</p> <p>***If a site visit at your location is not feasible, please connect with us to make alternate accommodations.</p> <p>Site Visit & Interview Agenda:</p>	20 points

	<p>5 mins: Introductions (Introduction of MUW Team/Introduction of Agency Representative)</p> <p>10 mins: Agency and Program Overview -This should provide a quick overview of the agency and program you are applying for, why you need funding, and why you would like to partner with MUW</p> <p>15 mins: Visual Aid or Tour of Facilities and Program Service Area</p> <p>25 min: Questions & Answers -This part of the interview will provide an opportunity for the allocation team to ask additional questions that were not addressed in the application.</p> <p>We strongly recommend that you have a representative(s) capable of answering questions from the following perspectives and expertise:</p> <ol style="list-style-type: none"> 1. Finance 2. Executive Director/Management 3. Program Director 4. Client Testimonial 5. Board Member/Volunteer <p>***Please keep in mind, you may have one or two representatives that can speak to every point, which is completely adequate. You are not required to have 5 representatives, as this is just a suggestion.</p> <p>***For those agencies making it to the final round of interviews and site visits, our selection committee may inquire about how your organization is dealing with the mental health crisis and the work being done to support this area both for clients and staff.</p>	
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Terms and Conditions for Grantees

Once selected, grantees will be required to meet the following terms for funding:

1. Agency agrees to use MUW identification (logo and signage) on agency promotional materials such as letterhead, newsletters, website, brochures, advertisements, annual reports, etc.
 - a. Agencies with websites and any social media will use MUW identification on their home or title page.
 - b. Agencies with websites will identify which program MUW supports and share the specific program link with MUW.
2. Agency agrees to participate in the LIVE UNITED fundraising campaign, with timely dissemination and return of MUW campaign packets.
3. Agency agrees to provide information to use in MUW campaign collateral and respond to MUW communications in a timely manner
4. Agency agrees to report in writing, to MUW's President & CPO, any investigation by any police agency, any government treasury department investigation or any other regulatory agency investigation (particularly regarding allegations of financial or managerial misconduct or allegations of criminal misconduct by the agency or by any member of its board or staff). The Agency further agrees the MUW will be advised in a timely manner of an adverse accountant or auditor reports or remedial financial recommendations.
5. Agency agrees to provide representation at campaign or partnership-related events and/or meetings, as specified in MUW's Grant Agreement.
6. Agency agrees to provide a minimum of one (1) agency/program presentation annually in support of the MUW campaign as requested.
7. Agency agrees to integrate Diversity, Equity and Inclusion (DE&I) within their ethos and will create a DE&I statement for their organization.

Further information regarding these requirements will be made available at the time of funding.

Maui United Way intends to use information obtained from the application materials of awarded programs on our website and other public communications to describe the programs we help support.

Points of Contact

Questions regarding this funding opportunity can be sent to Nicholas Winfrey, President/CPO, via e-mail to nicholas@mauiunitedway.org or Makana Nunes, Community Impact Coordinator, via e-mail to makana@mauiunitedway.org through **March 1, 2023**. Questions submitted after this date may not receive a response in time to submit the application by the deadline.

Additional Information

An *Informational Briefing* will be offered on **January 31, 2023** at 2:30 PM (HST) via Zoom. To participate, interested applicants should RSVP by Monday, January 30th to Makana Nunes at makana@mauiunitedway.org. Applicants are highly encouraged to attend the briefing, but it is not a requirement.

Any misstatements that appear in this document are unintentional and Maui United Way will work to resolve any misinterpretations. However, all conclusions and determinations made by Maui United Way with regard to this request for proposal will be final.