REQUEST FOR PROPOSALS

2020 Community Impact Grant

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Summary

Proposals for Community Impact funding are being accepted until March 4, 2020. 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 $30,000 per funding year. An agency may submit an application for funding for one program each funding cycle (three-year cycle), per each 501(c)(3) organization.

The online application forms will be available beginning January 28, 2020. Funding proposals are due March 4, 2020. Notifications of grant awards will be made on or about June 3, 2020. The grant period will begin July 1, 2020.

Background Information

Maui United Way (MUW) has supported the Maui community for more than 70 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.

In 2017, MUW began reviewing how we address community needs. This included feedback from many community stakeholders – nonprofit partner agencies, labor, government, business and other strategic community partners. From that process, we learned that in order to address those needs and become more responsive to the greatest needs within our community, we need to open up the Community Impact Grant Application to all 501(c)(3) organizations within Maui County beginning with our next process in January 2020 with a three-year funding cycle.

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 children and youth 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 application online by March 4, 2020:

1. **Agency Logo:** Agency logo will be displayed on Maui United Way's website and promotional materials. (Logo Requirements: 4 color, 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 exemption letter showing IRS Employer Identification Number (EIN).

4. **IRS Form 990 & All Schedules:** Agency's past three years completed Form 990, including the signature of an officer and all applicable schedules. (Starting with the most current year going back. i.e., 2018, 2017, & 2016)

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

Application opens:	Tuesday, January 28, 2020 at 9:00 AM
Information session (optional):	Thursday, February 13 at 2:30 PM
	JW Cameron Center- Auditorium
	95 Mahalani St., Wailuku, HI 96793
	RSVP to Makana Nunes at
	makana@mauiunitedway.org
Proposal due date:	Wednesday, March 4, 2020 at 4:00PM (HST)
Site Visit/Interview:	April 20, 2020 to May 1, 2020 (1-hour duration)
Award notification:	June 3, 2020
Grant period:	July 1, 2020 to June 30, 2021

Application Instructions

The online application forms will be available beginning **Tuesday, January 28, 2020**. An agency may submit an application for funding (maximum request $30,000) for one program each funding cycle (three-year cycle), per each 501(c)(3) organization.

Access to the online application tool, e-CImpact, 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 **Wednesday, March 4, 2020, 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. Compliance with the Attorney General (AG)
6. 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 check the document, and copy/paste it into the appropriate online section. Please note that the e-CImpact

system only accepts text and numeric responses and is unable to accept graphics and/or special formatting, such as bold, underline, etc.

Maui United Way, through the community panel 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 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
Funding Category	Select the appropriate funding category: Education, Income Sustainability, Health	Required but not scored
Executive Summary (1200 characters)	Summarize the key elements of your program. Consider completing this section last. This summary may be used by Maui United Way as a program description for external communications, including on the MUW website.	Required but not scored
Description of Need and Target Population (2400 characters)	Programs must target a population in Maui County. ● 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.	10 points
Program Description (2400 characters)	● 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. ● Describe any preliminary evidence of the program's effectiveness or any evidence-based models on which the program is designed. ● 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.	20 points

Application Section	Instructions	Possible Points
Organization's Experience and Capability (2400 characters)	● Describe your agency's capability to implement the program. Include relevant experience and accomplishments in the area for which you are seeking funding, oversight of this program, management structure, governance, and agency's mission.	15 points
Program Objectives & Performance Measurement (3000 characters)	● Discuss how you evaluate your program's effectiveness and include any generally accepted performance measures for your field. ● Describe your program objectives and how the activities of your program will achieve them. ● Describe how you are positioned to conduct data collection, how you would use data to make program decisions, and how you share information so that others can benefit. ● Include information that demonstrates your understanding of the importance of measuring data and your commitment to evaluation.	20 points
Outputs and Outcomes (subcategory of Program Objectives & Performance Measurement)	OUTPUTS measure the direct product of the program and are typically represented by a number, e.g., number of clients who enter the program, number who graduate from the program, number of meals served, etc. But outputs may also be expressed as a percentage when the measure is still a count vs a change in knowledge, attitude or behavior (e.g., % of clients developing a safety plan upon admission). OUTCOMES measure changes in knowledge, attitude, skills, or behavior of the target population, e.g., percent of clients remaining drug-free for 3 months after completing the program, percent of families sustaining permanent housing for 90 days, etc. ● For each activity included in the Program Description section, create at least one corresponding output and, if applicable, outcome measure. One activity may have multiple outputs or outcomes associated with it. ● A minimum of one output measure is required. ● For every output and outcome, include an <u>annual</u> target you hope to achieve. For example,	Included as part of score above. If selected as a grant awardee, Outputs and Outcomes must be reported electronically via e-CImpact twice annually during the grant period.

Application Section	Instructions	Possible Points
	"# of meals served (Target 2,000)" or "% of clients who graduate from the treatment program remain substance-free for 3 months following discharge (Target 85%)." ● Outputs and outcomes should be SMART: specific, measurable, achievable, realistic, and time-framed. The time frame for most metrics associated with this application will be one year. ● Include data source and collection method for each output and outcome created. ● When counting individuals, the number should be unduplicated. The number of outputs and outcomes to include in your application should be commensurate with the complexity of the proposed project.	
Program Beneficiary Statistics Characteristics (subcategory of Program Objectives & Performance Measurement)	Provide client beneficiary characteristics data for the total number of unduplicated individuals that were served by your program. If this is a new program and 2019 data is not applicable, please leave blank and fill out 2020-2023 projections.	Included as part of score above.
Client Outcome Stories (subcategory of Program Objectives & Performance Measurement)	Two testimonial stories are required per funded program. You may keep client's name anonymous, if preferred. You must have authority to release this information for informational purposes. If the information is not applicable because this is a brand-new program, please enter "N/A" for all responses. The information provided will help MUW get the word out about the results being achieved through your funded programs. With that in mind, please share the most compelling stories of how your programs are improving people's lives. (800 characters or less)	Included as part of score above.

Cost Effectiveness, Budget Reasonableness, Scalability	The intent of this section is to show the budget for the program, including funding amount requested, to fulfill its objectives and deliver the results stated in the previous section. ● Provide the projected 2020 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.	15 points
Budget Narrative (subcategory of Cost Effectiveness, Budget Reasonableness, Scalability) (1500 characters)	Based on the budget you provided, please further explain how you will use the requested funds. In addition, please explain how you would adjust the program if you do not receive the full amount requested from MUW.	Included as part of score above
Financial Summary	Agency's most recent IRS Form 990 will be used to complete all required financial information in this section. For affiliates of a national agency, only include financials of your LOCAL operation. Please use your organization's financial statements to complete this section if: - your organization's 990 is not available for the most recent fiscal year; - your agency is not required to submit an IRS Form 990; - you are an affiliate of a national agency.	Required but not scored
Board Chair and Executive Signature	These signatures indicate that the Board Chair and Executive Director certifies: 1. that they have read and agree to comply with MUW's Criteria & Policy For Agencies Receiving Funding Through Community Impact Grant Process 2020-2023 (document located on mauiunitedway.org). 2. that all information provided in this application is true and correct to the best of your knowledge.	Required but not scored

In-Person Section		

Site Visit/Interview
1 hour
(April 20 - May 1)
	What will MUW Committee be looking for during the Site Visit?
	1. Safety, Quality and Accessibility of Facility & Equipment
	2. Overall Agency Appeal
	3. Observe Program Delivery (this is optional, and not required)
	
	***If a site visit at your location is not feasible, please use technology to your advantage and provide visual aids to assist in painting a clear picture of your site.
	
	Site Visit / Interview Agenda:
	
	5 mins: Introductions (Introduction of MUW Team/Introduction of Agency Representative)
	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?
	15 mins: Tour of Facilities and Program Service Area (If applicable)
	25 minutes: 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 or site visit.
	We strongly recommend that you have a representative(s) capable of answering questions from the following perspectives and expertise:
	   1. Finance
	   2. Executive Director/Management
	   3. Program Director
	   4. Client Testimonial
	   5. Board Member/Volunteer
	
	***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.
		20 points

Terms and Conditions for Grantees

Once selected, grantees will be required to meet the following terms for funding:
1. Submit semi-annual reports to MUW. Reports are due January 31 and July 31, respectively.

2. Agency agrees to use MUW identification (logo and signage) on agency promotional materials such as letterhead, newsletters, websites, 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.

3. Agency agrees to participate in the LIVE UNITED fundraising campaign, with timely dissemination and return of MUW campaign packets.

4. Agency agrees to provide information to use in MUW campaign collateral and respond to MUW communications in a timely manner.

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.

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, 2020**. 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 **Thursday, February 13, 2020** at 2:30 PM (HST) at 95 Mahalani St., Wailuku, HI 96793 in the Auditorium. To participate, interested applicants should RSVP by Tuesday, February 11 to Makana Nunes at makana@mauiunitedway.org. Applicants are 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.