

**United Way of Susquehanna County  
2018-19 Letter of Intent  
Guide**

**Contact Information**

Organization Name:  
Program Name:  
Executive Director Name:  
Primary Contact Name:  
Primary Contact Email Address:  
Address:  
City/Town:  
State:  
Zip:

UWSC's Community Impact Goal is: *Helping Children Do Well.*

Keeping this in mind, does the proposal provide services to children and their families that foster the improvement of:

- Academic Readiness \_\_\_\_\_
- Mentorship \_\_\_\_\_
- Child Wellness \_\_\_\_\_
- Family Development and/or Stability \_\_\_\_\_

**Funding Requirements - Does the Applicant propose to:**

1. Supplement funding for direct service programs that show significant measurable results:  
\_\_\_\_\_
2. Expand services for programs that show significant measurable results in order to serve more program participants through community partnerships (i.e. service providers, financial institutions, churches, school districts): \_\_\_\_\_
3. Create new and innovative solutions to achieve community outcomes:  
\_\_\_\_\_
4. Identify all collaborating agencies. Are their roles indicated? \_\_\_\_\_

## Eligibility Requirements

1. Is the lead applicant a 501(c) (3)? \_\_\_\_\_
2. Does the applicant file form 990? \_\_\_\_\_
3. Is the lead applicant's financial statements audited annually? \_\_\_\_\_
4. Does the lead applicant have sound governance, financial and program management?  
\_\_\_\_\_
5. Does the lead applicant have a record keeping system in place to support all reports required by this grant? \_\_\_\_\_
6. Does the lead applicant have the ability to properly utilize and account for program funds? \_\_\_\_\_
7. Will the proposal have the capacity to track and measure outcomes? \_\_\_\_\_

## Selection Criteria – Does the applicant and the proposal:

1. Demonstrate best practices framework with measurable, lasting positive impact through evidence-based or performance-based programs and services. \_\_\_\_\_
2. Articulate implementation of a clearly-stated funding plan. \_\_\_\_\_
3. Show collaboration with other community partners. \_\_\_\_\_
4. Seek matching/grants – Funding will be considered if used to leverage other funding sources to advance the intent of the proposal \_\_\_\_\_

Proposals will be rated against United Way of Susquehanna County's 9 Funding Criteria (listed below).

All funding criteria will be utilized in the rating process. The review committee will place an emphasis on multi-organization collaborations, especially proposals involving a centralized infrastructure, and a structured process that leads to a common goal, continuous communication, and mutually reinforcing activities among all participants.

- Address "Helping Children Do Well"- Proposal must address impact area as set forth by United Way of Susquehanna County and be well positioned to meet those needs.
- Help children and their families most in need - Funding will go first to proposals serving people most in need of service and without resources.
- Achieve Meaningful Change - Proposed outcomes are intended to achieve a significant or meaningful change in the status or behavior of the target population by addressing root cause of issue.

- Affect a Significant Number of People - The proposal affects a significant number of participants, relative to the size of the target population, budget, and type of service.
- Demonstrate Vital Need for Program - There are no reasonable alternatives for the target population to achieve the same outcomes if this program or collaborative effort did not exist.
- Emphasize Comprehensive Services - Priority will be given to proposals that are linked with other programs and/or organizations to comprehensively serve children and families.
- Practice Sound Fiscal Management - Lead applicant provides requested financial information with clear explanations of significant items.
- Provide Responsive and Accessible Services - Funded proposals will be responsive and accessible to the diversity of individuals included within the applicants' program.
- Deliver Services Efficiently - There is leveraging of resources with other funders, service providers, community groups, and volunteers to avoid unnecessary duplication of services.

**Funding and Reporting**

1. What is your total estimated 2018-19 budget for this program? \_\_\_\_\_
2. Requested amount from UWSC:\_\_\_\_\_

**Program Description (2,000 words maximum)**

Please provide information to have reviewers understand what the program will do and how the program activities, strategies, outcomes and long term benefits align with your community impact goal(s).

If you are applying for funding for an existing program currently receiving funding from UWSC and are tracking outcomes for longer than a one year period, include your previous outcomes and your projected outcomes

## Important Dates

*Dates are subject to change*

**November 2017**- Agencies and public notified that process will begin (via press release, Facebook, website, and e-mail)

**November 30, 2017** - Allocation Committee Training

**December 7, 2017** -Agency Training meeting

**December, 2017** -Community Impact Letter of Intent (LOI) made available

**December-January**- Mid- year agency review site visits for 2017-18 funded agencies

**December-January**-Agencies can schedule one-on-one sessions to address questions and pre-review draft Community Impact LOI

**Jan. 3, 2018**- Safety Net Applications made available

**Jan. 17, 2018** Community Impact LOI Due

**Jan. 18-19, 2018** LOI Distributed to Allocation Committee

**Feb. 1 & 2, 2018**- Agency and Allocation meetings- with each agency if necessary

**Feb. 8, 2018** - Allocation Committee Meeting- Allocation Committee must bring recommendations for LOI to meeting as final determination must be made at meeting

**Feb. 13-15, 2018**- Agencies are notified of recommendation

**Feb. 21, 2018**- Community Impact RFP made available based on allocation committee recommendations

**March 5, 2018**- Safety Net Applications are due

**March, 2018**- Agencies may schedule one-on-one meetings to address questions and pre-review RFP

**March 14, 2018**- Safety Net Applications distributed to Allocation Committee

**April 2, 2018**- Cursory Review

**April 12, 2018**- Allocation Committee Meeting- review Safety Net Applications and recommendations

**April 23, 2018**- Community Impact RFP Due

**April 24-27, 2018**- RFP's distributed to Allocation Committee

**May 10, 2018**- Allocation Meeting- Final Recommendations

**May, 2018**- Final Recommendations sent UWWV

**May, 2018-** UWWV Board Meeting

**June, 2018-** Agencies are notified of final recommendations

**July 2018-** 1<sup>st</sup> Quarter Begins