

United Way of Buffalo & Erie County  
2019-2021 RFP  
Applicant Tutorial

April 2018

# Overview

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  - 2) Key Dates
  - 3) Community Needs
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# Eligibility and Requirements

- ❖ All non-profit 501(c)(3) health and human services agencies (which serve Erie County residents) may apply for program funding, subject to meeting general United Way requirements.

By submitting an application, you certify that your organization can provide (if asked) the following documentation at any time during the course of the selection process:

- ❖ Proof of 501(c)(3) status
- ❖ Independent Accountant's Report according to the requirements of the New York State Attorney General Charities Bureau.
- ❖ Current Board of Directors with officers listed and contact information that includes the name of employer, home and/or business address, phone number, and email address.
- ❖ UWBECE seeks established programs that have been operating for at least two years and have program performance data available.
- ❖ **Programs must have operated since April 1<sup>st</sup>, 2016 to be considered eligible for funds.**
- ❖ Applicants may submit more than one program application.
- ❖ Currently funded programs must re-apply in order to be considered for continued funding. If you have used a different name for the program in past UWBECE investment processes, please include this information.
- ❖ **New program applications will only be accepted for the priority areas identified by UWBECE.**
- ❖ The **minimum request considered is \$30,000** and there is no upper limit. Most applicants apply for 15-25% of their program budgets.
- ❖ If selected for funding, you will be required to sign the Program Funding Agreement. As well, you acknowledge that in rare instances we may discontinue your funding, as noted in Appendix B.
- ❖ Applicants will be asked to demonstrate how they currently/or will promote the funding relationship with UWBECE. Please refer to the UWBECE Funded Program Recognition and Participation Requirements.

## UWBECE DOES NOT INTEND TO FUND:



- Capital expenditures
- Direct payments to individuals such as scholarships
- Pilot, demonstration, or start-up programs

# Key Dates

**May 18, 2018:** Last date that applicants may ask questions of UWBECE staff related to their application. Applicants must submit their questions in writing (via email) to United Way at [programfunding@uwbec.org](mailto:programfunding@uwbec.org)

**May 25, 2018:** Final posting of Frequently Asked Questions will be made available.

**June 6, 2018:** Application due date and beginning of review period. No applications or revisions will be accepted after 5:00pm on this date.

**August 29, 2018:** Applicants must submit their responses to the written questions via email to United Way ([programfunding@uwbec.org](mailto:programfunding@uwbec.org)) for dissemination to reviewers. You will receive a response email indicating your materials have been received within three (3) days of your submission. Applicants need to use the form provided to respond to each question and **should not** include any additional attachments or supplements.

**By January 2019:** Applicants will receive written notification on whether or not they have been selected to receive UWBECE funds and provided information about *preliminary* funding determinations. All funding decisions are contingent on final approval from the UWBECE Board in May 2019.

**February-March 2019:** UWBECE Staff will be available to meet with applicants for a debriefing session to review your application/score results (upon request from your organization).

**By May 31, 2019:** UWBECE will inform applicants of final approval of funding allocation, in writing.

**June 30, 2019:** If your program is currently receiving funding and is not successful in the 2019-2021 investment process, your UWBECE program funding will end on June 30, 2019.

**July 1, 2019:** Program funding will begin in accordance with written correspondence provided to your organization.

# Community Needs

Across all platforms, applicants will need to provide information related to special populations and special service needs.

## **Special Populations:**

- o Persons Living In Areas of Concentrated Poverty (defined as census tracts where 40% or more of residents have incomes below the federal poverty threshold)
- o ALICE (Asset Limited, Income Constrained, Employed) households
- o Refugees and Immigrants
- o Persons with Disabilities
- o Veterans & Military Families
- o Unemployed Individuals

## **Special Service Needs:**

- o Service Navigation and Coordination
- o Geographic Accessibility
- o Cultural and Language Accessibility
- o Importance of Community-based, Non-Psychiatric Mental Health Services

# Evaluation Process

**Applications are scored out of 150 total points.**

- Population Served (39 points)
- Program Design (45 points)
- Program Staffing (required but will not be scored)
- Performance Measurement (42 points)
- Budget (24 points)

If programs apply and clearly do not fit the UW identified priority areas and performance outcomes desired, UW staff and the leadership team reserve the right to declare the application not in alignment and will not forward for scoring. Scored applications will be compared with similar programs within a particular platform focus area. Reviewers will be instructed to assign a score of zero to any question for which there is no response. Questions are weighted based on their relative importance to overall scoring.

# How to Apply

Interested parties must complete the UWBECE online application for each program for which they are requesting funding for by **Wednesday, June 6, 2018 at 5:00pm**.

Applications or revisions received after this date and time **will not** be considered for review.

**All applications must be submitted through United Way's online system:** <https://uwbec.force.com/ci>

If you have previously submitted an application, please go to > <https://uwbec.force.com/ci> and enter the email address you used last cycle and click "forgot your password?". You will then receive login instructions via email on **Monday, April 30, 2018**.

New applicants should go to > <https://uwbec.force.com/ci> and click "sign up" on **Monday, April 30, 2018** to enter your contact information. You will then receive login instructions via email. New applicants need to sign up by **May 7<sup>th</sup>, 2018**.

The Request for Proposal (RFP) and the recorded presentation will be posted as links on the United Way website.

To view, please go to:

- [www.uwbec.org](http://www.uwbec.org)
- Click on "For Nonprofits" tab across the top of the page
- Click on this link <https://www.uwbec.org/funding>

# How to Apply

<https://uwbec.force.com/>

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United Way  
United Way  
of Buffalo & Erie County

Username  
|

Password

Log In

Remember me

[Forgot Your Password?](#) [Sign Up](#)

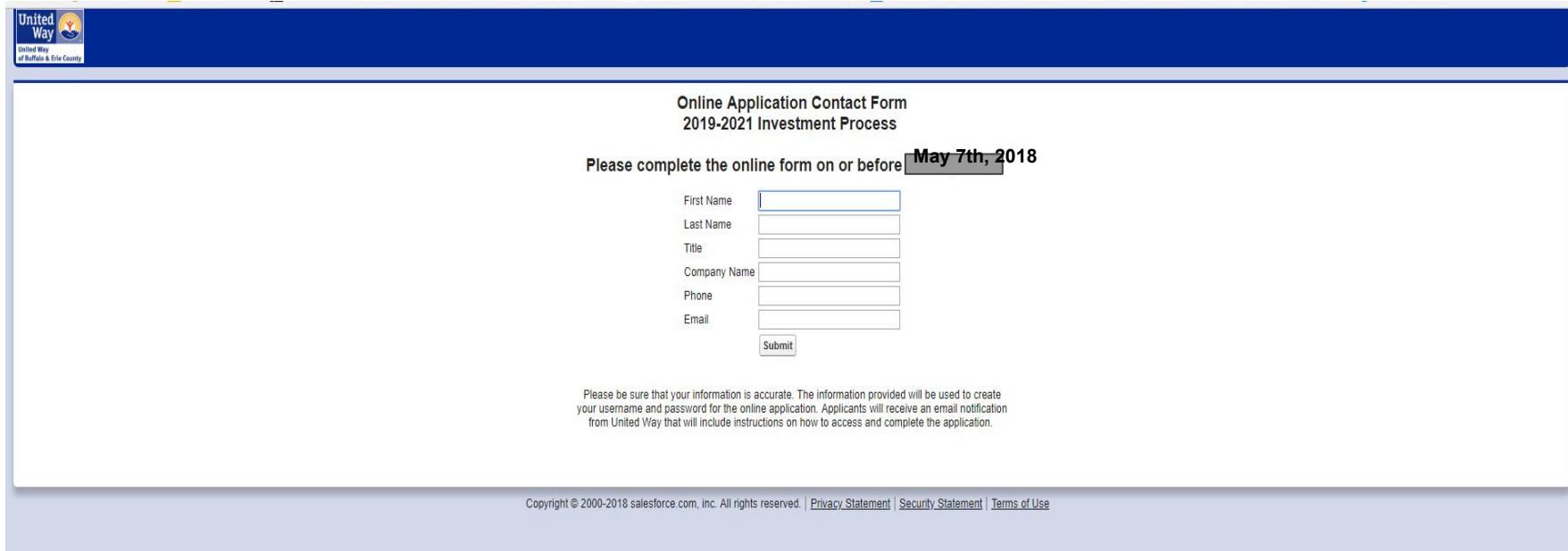
United Way of Buffalo & Erie County employee? [Log In](#)

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**United Way**  
United Way  
of Buffalo & Erie County

**Online Application Contact Form**  
**2019-2021 Investment Process**

Please complete the online form on or before **May 7<sup>th</sup>, 2018**

First Name

Last Name

Title

Company Name

Phone

Email

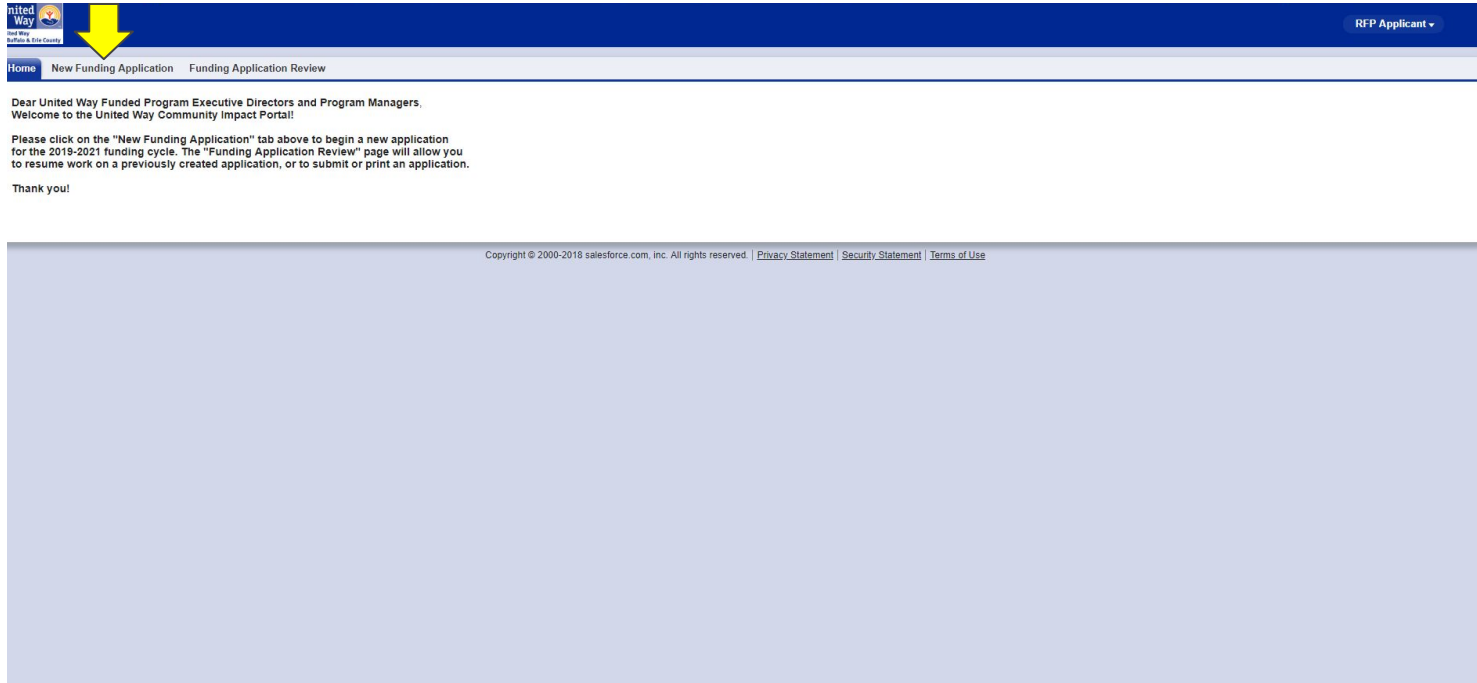
Please be sure that your information is accurate. The information provided will be used to create your username and password for the online application. Applicants will receive an email notification from United Way that will include instructions on how to access and complete the application.

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# How to Apply

Once you have logged into the system:

Click on the **“New Funding Application”** tab to begin a new application.



The screenshot displays the United Way Community Impact Portal interface. At the top left is the United Way logo with the text 'United Way' and 'Helping People Help Themselves'. A yellow arrow points to the 'New Funding Application' tab in the navigation bar. The navigation bar also includes 'Home', 'Funding Application Review', and a user profile 'RFP Applicant'. The main content area contains a welcome message and instructions for starting a new application for the 2019-2021 funding cycle. The footer includes copyright information and links for Privacy Statement, Security Statement, and Terms of Use.

United Way  
Helping People Help Themselves

RFP Applicant ▾

Home New Funding Application Funding Application Review

Dear United Way Funded Program Executive Directors and Program Managers,  
Welcome to the United Way Community Impact Portal!

Please click on the "New Funding Application" tab above to begin a new application for the 2019-2021 funding cycle. The "Funding Application Review" page will allow you to resume work on a previously created application, or to submit or print an application.

Thank you!

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# How to Apply

Please make sure to **enter** the required information on each tab (section) of the application and **save your work** as you go. The tabs (sections) are located on the top of the page. These are all of the sections or pages you will need to go to in order to complete your application.

United Way  
United Way  
of Buffalo & Erie County

RFP Applicant

Home New Funding Application Funding Application Review

Program Funding Application 2019-2021

Preliminary Program Info Org Info Applicant Contact Info Program Summary Program Type Population Design Staffing Perf Measure 1 Perf Measure 2 Budget Participation Reqs

Check the following box if the program began operations on or before April 1, 2016:

Amount of Annual Funding Request (minimum request considered is \$30,000):

Does United Way currently fund this program?

New program (new applications will only be accepted in the UWBECE identified priority areas highlighted with \*)

Save

# How to Apply

When you are ready to **submit** your application, click on the “**Funding Application Review**” tab and finalize (submit) your application. Once you have finalized your application, you will not be able to make any changes.

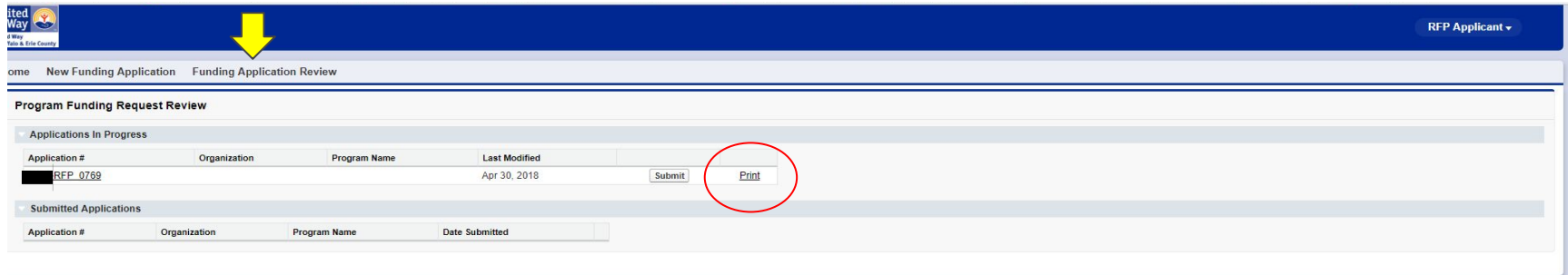
The screenshot shows a web application interface for 'Program Funding Request Review'. At the top, there is a navigation bar with the 'United Way' logo and a user profile 'RFP Applicant'. Below the navigation bar, there are two tabs: 'New Funding Application' and 'Funding Application Review'. A yellow arrow points to the 'Funding Application Review' tab. The main content area is titled 'Program Funding Request Review' and contains two sections: 'Applications In Progress' and 'Submitted Applications'. The 'Submitted Applications' section is circled in red. Below it, there is a table with columns for 'Application #', 'Organization', 'Program Name', and 'Date Submitted'. The 'Submit' button in the 'Applications In Progress' section is also circled in red.

Application #	Organization	Program Name	Last Modified		
[REDACTED]-RFP_0769			Apr 30, 2018	Submit	Print

Application #	Organization	Program Name	Date Submitted
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# How to Apply

**Print and/or Save a PDF copy of your completed application for your records.**



The screenshot shows a web application interface for 'Program Funding Request Review'. At the top left, there is a logo for 'United Way' with the text '#1000' and 'Wash. & Sno. County'. A yellow arrow points to the 'Print' button in a table row. The table has columns for 'Application #', 'Organization', 'Program Name', and 'Last Modified'. The row contains the application number 'RFP\_0769', the date 'Apr 30, 2018', and two buttons: 'Submit' and 'Print'. The 'Print' button is circled in red. Below the table, there is a section for 'Submitted Applications' with columns for 'Application #', 'Organization', 'Program Name', and 'Date Submitted'. At the bottom of the page, there is a copyright notice: 'Copyright © 2000-2018 salesforce.com, Inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#)'.

# Questions?

United Way of Buffalo & Erie County:

Website: <https://www.uwbec.org/funding>

Email: [programfunding@uwbec.org](mailto:programfunding@uwbec.org)

UWBEC Online Application:

Email: [nicole.juzdowski@uwbec.org](mailto:nicole.juzdowski@uwbec.org)

or

Email: [richard.porter@uwbec.org](mailto:richard.porter@uwbec.org)

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