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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.
❖ UWBEC seeks established programs that have been operating for at least two years and have program performance data available.
❖ Programs must have operated since April 1st, 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 UWBEC investment processes, please include this information.
❖ New program applications will only be accepted for the priority areas identified by UWBEC.
❖ 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 UWBEC. Please refer to the UWBEC Funded Program Recognition and Participation Requirements.

UWBEC 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 UWBEC staff related to their application. Applicants must submit their questions in writing (via email) to United Way at 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) 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 UWBEC funds and provided information about preliminary funding determinations. All funding decisions are contingent on final approval from the UWBEC Board in May 2019.

February-March 2019: UWBEC 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: UWBEC 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 UWBEC 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:**
- Persons Living In Areas of Concentrated Poverty (defined as census tracts where 40% or more of residents have incomes below the federal poverty threshold)
- ALICE (Asset Limited, Income Constrained, Employed) households
- Refugees and Immigrants
- Persons with Disabilities
- Veterans & Military Families
- Unemployed Individuals

**Special Service Needs:**
- Service Navigation and Coordination
- Geographic Accessibility
- Cultural and Language Accessibility
- 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 UWBEC 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 7th, 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
- Click on “For Nonprofits” tab across the top of the page
- Click on this link https://www.uwbec.org/funding
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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.
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.
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.
How to Apply

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

United Way of Buffalo & Erie County:
Website: https://www.uwbec.org/funding
Email: programfunding@uwbec.org

UWBEC Online Application:
Email: nicole.juzdowski@uwbec.org
or
Email: richard.porter@uwbec.org