

Mighty Change

Grant Application

Agency

Orientation

WORKFORCE DEVELOPMENT

Grant Program Overview

FY22-FY23 Grant Application

Grant Program Overview

- Valley of the Sun United Way brings together public, private and social sector partners to improve the quality of life for all Maricopa County residents.
- We focus on the issues of **education, health, housing and homelessness** and **workforce development** to ensure that those in need have a better life and future.

Grant Program Overview

We achieve impact through:

- Investment in Community-Based Solutions through Organizations
- Volunteer Deployment
- Policy and Systems Change
- Convening and Collective Impact
- Civic Engagement and Action
- Public Awareness and Education
- Results-Based Direct Programming

Key Aspects

FY22-FY23 Grant Application

Key Aspects of the Grant Process

- **Opening the grant application to all nonprofits and schools operating in Maricopa County, making the process competitive.**
- **Moving the funding year from a January 2022– June 2023 (18 month) timeframe; allowing greater alignment to the VSUW budget and other grant processes.**
- **Incorporating community members and subject matter experts as Grant Review Volunteers; broadening engagement from the Board, and other community leaders and experts.**

Grant Guidelines

FY22-FY23 Grant Application

Grant Guidelines

- **The RFP cycle will operate on an 18 month cycle, January 2022 – June 2023**
- **The funding area will be aligned with the MC2026 Five-Year Plan and area of focus for funding to support Workforce Development**
- **Organizations and schools may apply to more than one grant per plan area**
- **Once submitted, program staff at United Way may respond with questions or clarifications prior to the final decisions being made**
- **We currently do not provide funding for capital campaigns or endowments**
- **Maximum request is \$100,000 per grant application**

Program Funding Areas

FY22-FY23 Grant Application

Program Funding Area

- **Workforce Development**
 - **Access to Jobs**
 - **Increase Resources** to assist individuals to obtain job opportunities which will increase their income and create sustainable careers
 - **Workforce Pathways through Education**
 - **Support Business and Education Alignment** to increase education opportunities for students through hands-on work-based learning, apprenticeship and mentoring experiences

Timeline

FY22-FY23 Grant Application

Grant Application Timeline

- **September 1, 2021 – Grant Applications Released on e-Cimpact**

- Staff Available to provide Technical Assistance

Grant Application Orientations Webinars— will be recorded and placed on VSUW website

- September 1, 2021 9:30-11 a.m.
- September 8, 2021 2-3 p.m., “Deeper Dive”
- September 10, 2021 9:30-11 a.m.
- September 13, 2021 1-2:30 p.m.

- **September 27, 2021 - Grant Application Due, by 5 p.m.**

- **Sept/Oct 2021 – Volunteer and Staff Review of Grant Applications**

- **November 2021 – Funding Recommendations Determined**

- **November 2021 – Funding Recommendations Approved**

- **December 2021 – Award and Decline Letters sent to Agencies**

- **January 2022 – Grant Awards Begin, First Quarterly Payments Paid Out**

Grant Application

FY22-FY23 Grant Application

Grant Application Pre-Screening

Agency Level:

- **Are you a nonprofit 501(c)3 or school? Y/N**
 - If yes, applicant moves forward
 - If no, applicant does not move forward
- **Will this program be serving Maricopa County residents? Y/N**
 - If yes, applicant moves forward
 - If no, applicant does not move forward
- **Agency EIN#**

Grant Application Pre-Screening

Program Level:

- **Please select the funding streams to which your program aligns.**
 - Funding Streams: **Workforce Development**
 - Select the strategy to which your program aligns.
 - *Access to Jobs or*
 - *Pathways Through Education*
- **Can your agency report out on these outcome measures? Y/N**
 - List prescribed measures based on strategy chosen
 - Agency must choose at least one set of outcome measures

Agency Overview

- **Agency Name: (Pre-populated and Hard Coded)**
- **President/CEO/Executive Director; Phone; Email: (Drop Down Box)**
- **Primary Agency Contact; Phone; Email (Drop Down Box)**
- **Agency Primary Address: (Drop Down Box)**
- **Agency Description: (Text Box-750 Characters)**
 - Briefly describe the agency in a short statement. This description may be used in VSUW brochures, summary reports and general information provided to the public. This is limited to 750 characters.
- **Agency Mission Statement: (Text Box-500 Characters)**
 - Share the Agency Mission Statement. This is limited to 500 characters.

Agency Overview

- **Diversity, Equity, Access and Inclusion Statement: (Text Box- 500 Characters)**
- **Agency Leadership Makeup:**
 - Provide a breakdown, in whole numbers, of your agency's top leadership (example: CEO/ED, executive/leadership team and Board of Directors).

TOTAL Number of Individuals:

White (not of Hispanic origin)	
Black or African American	
Latino/Hispanic	
Asian/Pacific Islander	
Native American	
LGBTQ+	
Disabled	
Veteran	
Women	

- **Please explain how your agency is committed to diverse representation on their board of directors. (Text box- 750 characters)**

Program Overview

- **Program Name: (Hard Coded)**
- **Alignment: (Drop Down Box) Based on impact area chosen**
- **Strategy: (Drop Down Box) Based on strategy chosen**
- **Amount Requested: (Text Box)**
 - List the amount of funding being requested from VSUW for January 2022 – June 2023. This amount should be the same amount being listed in the Program Budget section, Line 1a. VSUW Funding Request.
- **Primary Program Location: (Drop Down Box)**
- **Primary Program Contact Name, Phone, Email: (Drop Down Box)**
- **Program Description: (Text Box-1000 Characters)**
 - Briefly describe the program in a short statement. This description may be used in VSUW brochures, summary reports and general information provided to the public. This is limited to 1000 characters.

Program Narratives

Target Population

- Describe the target population(s) you are proposing to serve with these funds, including the age group, the demographics (i.e. gender, race, disability, etc.), and unique characteristics of the target population (i.e. needs, risk factors, barriers, etc.).
- Also be sure to include the geographic location(s) (i.e. Maryvale, South Phoenix, etc.), the program targets and any gaps in services identified.
- The information provided should give a snapshot of where services are being delivered in Maricopa County and to whom.

Program Narratives

We welcome proposals that serve throughout Maricopa County and we are looking for specific targeted proposals that impact the following populations:

Workforce Development:

- Youth 16-24 years old
- Low-income adults
- **3000 character spaces.**

Program Narratives

Program Strategies

- Provide a brief but substantive synopsis of the program and its activities.
- A general scope of program services and activities should be conveyed - things done to, for or with the target population intended to lead to the desired change.
- Response **should highlight program's alignment to impact area/strategy.**
- Describe how your program design addresses the needs of the target population(s) served and allows for more equity across the community you are planning to serve.
- 3000 character spaces.

Program Narratives

Theory of Change/Program Design

- **Make the case for why your program's approach will work.**
- **Explain why you have chosen the program strategies in working with the target population being served.**
- **Include third party statistics and cite resources to strengthen the rationale for services, including those that will lead to a more equitable community. Please use local statistics as often as possible.**
- **3000 character spaces.**

Program Narratives

Program Inputs/Resources

- Provide a descriptive overview of the program inputs - resources, people, skills, knowledge and tools used to deliver services.
- This answer should correspond with the target population being served, the program narrative and the program budget.
- 2000 character spaces.

Program Narratives

Outcomes Measures

- Describe the program's expected outcome measures.
- Explain how participation and achievement in your program is defined and measured.
- Provide information on how you determined the FY22-FY23 Goals listed in the Outcome Measurements section.
- Explain how your work leads to equitable outcomes for communities in need.
- If this is an existing program, what will you accomplish that is different from the current year?
- 2000 character spaces.

- Please share if there are any additional metrics that you collect to demonstrate program success not included in the VSUW prescribed outcome measures.
- Optional– 2000 character spaces.

Program Narratives

Budget Narrative

- Provide additional information that will assist in understanding the program budget and/or the requested amount of funding.
- Provide specific information as to how VSUW's funding will be utilized. This narrative will tie directly into the program inputs and activities.
- Provide a narrative explanation for any amounts listed on budget line items "In-kind" and "other" for both income and expense budgets.
- Explain the nature of any amount entered as Expense Budget, e.g. Salaries (FTEs covered), Specific Assistance to Individuals, etc.
- 2000 character spaces.

Program Narratives

Budget Narrative

- If not fully funded, provide additional information on how you will operate your program.
- 2000 character spaces.
- If this is an existing program in your agency, what was the projected total program expense for FY22- FY23?
- What was the total projected agency budget, both Revenue and Expense, for FY22- FY23?

Outcome Measures

- Agencies will fill in FY22- FY23 Goals. These are measures based upon the strategy chosen by the agency. The indicator table includes both participation and achievement data. The % Achieving cells will auto-calculate when agency “Saves” the page

Output Measurement Table	FY22 - FY23 Goals
Output 1	
Output 2	
Output 3	
Output Etc.	

Indicator Measurement Table		FY22- FY23 Goals
Indicator 1	Total # Participating	
	Total # Achieving	
	Total % Achieving	Auto Calculate
Indicator 2	Total # Participating	
	Total # Achieving	
	Total % Achieving	Auto Calculate
Indicator Etc.		

Program Budget

Revenue	Program Budget FY22-FY23* Proposed	VSUW Portion of the FY22-FY23* Budget
1a. VSUW Funding Request		Auto Calculate
<u>*1b. VSUW Other Funding</u>		
2. Mesa United Way		
3. Other United Ways		
<u>*4. Gov. Funding – City</u>		
<u>*5. Gov. Funding – County</u>		
<u>*6. Gov. Funding – State</u>		
<u>*7. Gov. Funding – Federal</u>		
8. Contributions / Donations		
<u>*9. Special Events / Fundraising</u>		
10. Legacies / Bequests		
<u>*11. Foundation & Corporate Support</u>		
<u>*12. Program Service Fees & Reimbursements</u>		
13. Investment Income		
<u>*14. In-Kind Support</u>		
<u>*15. Other Income</u>		
Total	Auto-calculate Column revenue: lines 1a-15	Auto-calculate Column revenue: lines 1a-15

*FY22- FY23 (January 2022 – June 2023)

Program Budget

Expense	Program Budget FY22- FY23 Proposed	VSUW Portion of the FY FY22- FY23 Budget
16. Salaries		
17. Employee Benefits and Taxes		
18. Employee Education and Training		
19. Professional Fees and Contracts		
*20. Specific Assistance for Individuals		
21. Communications (phone, fax, modem, postage)		
22. Supplies/Equipment Rental and Maintenance		
23. Occupancy (rent, utilities, building & grounds)		
24. Advertising/Printing & Publications		
25. Travel / Meetings / Conferences		
26. Membership Dues/Support to Affiliate Org.		
27. Evaluation		
28. Non-Payroll Insurance		
29. In-Kind Expense		
*30. Other Expenses		
Total	Auto-calculate column expenses: lines 16-30	Auto-calculate column expenses: lines 16-30
31. Surplus / Deficit	Auto-calculate column: revenue total minus expense total	Auto-calculate column: revenue total minus expense total

Compliance Documentation

FY22-FY23 Grant Application

Compliance Documentation

- **Annual Agency Financial Statements: Audited Financial Statements for calendar year 2020 or fiscal year 2019/20 or most recent must be submitted for agencies with annual revenue of \$250,000 or more. Audit must be signed by the auditing agent or the auditing firm.**

Agencies with annual revenue less than \$250,000: Submit a calendar or fiscal year annual review of financial statements for calendar year 2020 or fiscal year 2019/20 or most recent. Annual Review must list the names and titles of those that completed the review.

- **Management Letter/Auditor Recommendations: Form SAS 115 or a letter from your auditor stating that no management letter was issued for calendar 2020 or fiscal year 2019/20 or most recent.**

Compliance Documentation

- **Formal Management Response Letter Only** need to upload if a Management Letter was issued. This will be the response letter from your management/board back to the auditor.
- **IRS Form 990 including Schedule A, Schedule B (if required), and all supplemental statements:** For calendar year 2020 or fiscal year 2019/20 or most recent. *IRS Form 990 must be signed and dated by the preparer and the chief professional officer or the agency's board chair.*

e-CImpact

Live e-CImpact Demonstration

Evaluation Criteria

FY22-FY23 Grant Application

Evaluation Criteria

Evaluation Criteria	Prompts	SCORE	Notes
<p><u>Program Design (Program Narratives):</u></p> <ul style="list-style-type: none"> The program narratives aligned to the selected VSUW Funding Impact Area/Strategy The narratives provide a comprehensive and clear overview of the program goal and activities, and paint a picture of a strong program design that would lead to client success 	<ul style="list-style-type: none"> ➤ Clear understanding of population served; <i>For Education, priority will be placed on those serving children/families 75% or higher free/reduced lunch or 200% above the poverty line</i> ➤ Clear understanding of the resources needed and activities for a success program ➤ Clear understanding of why this program is important ➤ Clear programmatic results that tie to the resources and activities 	<p>40 Points Total</p>	
<p><u>Program Performance (Outcome Measurements):</u></p> <ul style="list-style-type: none"> The measurements strongly align to Program Narrative The program has well articulated results achieved through funding 	<ul style="list-style-type: none"> ➤ Meaningful client-focused outcomes ➤ % achieving goals (with consideration of any noted environmental conditions) ➤ Explanation of participation ratios and assessment of number- is it meeting standard, why not 100%, etc. 	<p>40 Points Total</p>	
<p><u>Program Budget:</u></p> <ul style="list-style-type: none"> The budget demonstrates capacity to deliver the program. Resources are aligned to achieve stated program results. The program request is reasonable based on the size, scope and scale of the program. 	<ul style="list-style-type: none"> ➤ Diversified funding ➤ Weight of spending is on items that impact clients ➤ Request is reasonable and expenses are fully and clearly explained ➤ It is clearly explained how VSUW funding will be utilized 	<p>20 Points Total</p>	
Total Program Evaluation Score:		100	

Contacts for General Questions

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Thank you for joining us!