School Year 2019-2020 Small Nonprofit Out of School Time Grant Competition: Grant Information Session

April 17, 2019

Capitol View Neighborhood Library

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Partnership Roles

The funding for the SY 2019-2020 Small Nonprofit Out of School Time RFP will be made available through the Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education (DME), and grant awards are contingent upon the availability of funds. United Way of the National Capital Area (United Way NCA) is the grant making partner that will award the funds on behalf of the DME's OST Office.

About United Way of the National Capital Area

At United Way of the National Capital Area (United Way NCA), we work to help all members of our community to have a better life. We focus on the building blocks of a good life — a quality education, financial stability for individuals and families, and good health.

United Way NCA fights for the education, health and financial stability of every person in the community. We convene the people and organizations necessary to create solutions to our region's most pressing challenges. We collaborate with effective partners. We serve as the catalyst for community change.

We bring together the voices, expertise and resources needed to define, articulate and create community impact in the national capital area.

Learn24

- Learn24 is the umbrella name for the network that supports equitable access to high-quality, OST programs for the District's children and youth through coordination among non-profit organizations and District government agencies, targeted grant-making, data collection and evaluation, and through the provision of training, capacity building, and technical assistance to OST providers.

- The OST Office stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, United Way NCA, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and the hundreds of non-profits and schools that offer programs to children and youth outside the school day.

Scope (pgs. 3-5 of RFP)

Organizations **do not** need to be a member of United Way NCA to apply for this grant competition.

The School Year 2019-20 Small Nonprofit OST Grant Competition Request for Proposals (RFP) invites high-performing, fiscally responsible, DC based, non-profits that focus on youth development and serve children and youth between the ages of 5 – 21 years with OST program(s) to apply. Organizations applying must serve youth with a positive youth development approach.

Organizations may serve children and youth who reside outside of the District; however, these funds may only be applied to children and youth who reside in the District.

OST program is defined as a structured, supervised learning youth development program offered to a distinct group of District children or youth before school, after school, on weekends, or during seasonal school breaks.

Scope (pgs. 3-5 of RFP)

Organizations applying must embody a general philosophy of positive youth development in their program design. Applicants may utilize the youth development outcomes as a framework.

The OST office seeks to fund youth serving organizations that that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in the community.

The grant period is **August 1, 2019 through July 31, 2020**.

Organizations must serve a **minimum of 15 unduplicated** District children and/or youth by the end of the grant period.

Scope (pgs. 3-5 of RFP)

Grant awards are contingent on the availability of funds approved by the Council of the District of Columbia.

The OST Office, in partnership with United Way NCA, anticipates awarding up to $200,000 in total awards.

Applicants may request up to $25,000.

The OST Office maintains the right to adjust the grant award amount.

Youth Development Outcomes (pgs. 4 & 20-21 of RFP)

The intent of this RFP is to support small non-profits that offer high quality programs that improve the educational, social, emotional, and physical health outcomes of youth. The OST Office seeks to fund youth serving organizations that provide intentional opportunities that help youth reach developmental outcomes and have meaningful roles in their community. Applicants' may utilize the youth development outcomes as a framework.

Youth Developmental Outcomes: the results of programs and supports that are designed to engage youth to meet their developmental needs. These outcomes are the feelings, perceptions, behaviors and abilities that youth develop in an environment that uses an asset-based approach and positive youth development.

Outcomes: measurable, meaningful, and expected ***changes*** in the population served that result from a program's activities.

Target Population (pg. 4 of RFP)

- Grants will be awarded to youth development organizations serving children and youth between the **ages of 5 – 21 years**.

- Preference will be given to applicants that serve children and youth who are most in need or at-risk and require access to high-quality, low- or no-cost OST opportunities.
  - Considerations for need include family income, specific populations, neighborhood conditions, ages served and number of programs offered in the community.
  - Organizations must be able to describe the specific need that the program addresses in the narrative.

Program Dosage (pg. 4 of RFP)

Organizations must offer consistent and on-going programming, designed to enroll the same group of children and youth at the proposed site(s), which operates:

- year round and continuously for a minimum of once a week for at least one (1) hour per week for a minimum of 24 weeks during the grant period, **OR**
- an intensive program across six (6) continuous weeks, that meets at least four (4) hours per week, during the grant period, **OR**
- specifically when schools are closed for seasonal breaks, intersessions, holidays, or single day closures throughout the grant period. Program schedule must cover a minimum of three (3) school breaks for a minimum of six (6) hours per day for a total of fifteen (15) days over the grant period.

Programming may occur at any time during the grant period to meet the minimum dosage.

Location Requirements (pgs. 4-5 of RFP)

Organizations may apply to serve children and youth at multiple sites. **Only one (1) application is required per organization.** Children and youth program(s) may be offered at any qualified location, including but not limited to the following sites:

- Community-based Sites
- Cultural Institutions
- District of Columbia Public Schools (DCPS) Sites
- District of Columbia Public Charter School (DCPCS) Sites
- Department of Parks and Recreation (DPR) Sites
- District of Columbia Public Library (DCPL) Sites
- District of Columbia Housing Authority (DCHA) Sites
- DC Short-term Family Housing Sites **OR**
- OST programming may occur outside of the District

ELIGIBILITY AND REQUIREMENTS

Organizational Structure & Status Requirements (pg. 5 of RFP)

- Organizations must have a 501(c)(3) non-profit status as determined by the Internal Revenue Service (IRS) and have been operating for a minimum of two (2) years at the time of submission. Applicants must submit 501(c)(3) designation letters from the IRS. (Appendix 8)

- Organizations must be incorporated and registered to operate in the District of Columbia. Organizations are required to submit a District of Columbia, Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation. (Appendix 9)

- All applicants must be in good standing with the:
  a. IRS as evidenced by two (2) years of Form 990 filings.
  b. District as evidenced by:
     i. DCRA Charitable Solicitation Basic Business License. (Appendix 10)
     ii. DCRA Certificate of Good Standing, (Appendix 11)
     iii. Office of Tax and Revenue (OTR) Clean Hands Certificate, (Appendix 12)

- If the applicant is a prior grantee, good standing with the:
  a) OST Office includes, but is not limited to, entry of required information into the OST Office database (Cityspan) by the dates requested and completing program self-assessments and youth surveys (if required).
  b) United Way NCA includes, but is not limited to, meeting current and past grant expectations including timely submission of required reports, submitting required or requested programmatic and/or financial documentation, and securing appropriate background checks.

Programmatic Experience (pg. 5 of RFP)

- Organization's primary vision and program focus must be on serving District youth.
- Organization must have offered the program for at least one (1) year and be able to demonstrate success in measuring and achieving youth outcomes as described in the program's logic model.
- Strong partnerships and relationships with community members, other organizations, and families support positive outcomes for youth. Applicants must have two (2) to five (5) programmatic partners complete a short reference form . Each reference will respond to nine (9) questions about the partnership. Responses from references will be provided to reviewers and will become part of the application. Responses from references will not be provided to the applicants and will be kept confidential.
- Board members, central administrators, paid staff, paid partners or contractors, family members of staff, or other individuals who would directly benefit from this grant are not eligible to be a reference.
- Eligible references include program partners that provide free and sustained programs for participants, volunteers and mentors, principals or school staff, family members of youth, youth, ANC Commissioners, or others that can attest to the program's quality, success, and connection to the community.
- United Way NCA reserves the right to contact references during the grant review process.

Reference Survey Continued

(pgs. 5 & 19 of RFP)

Each reference will respond to 9 questions about the partnership

* 1. Please provide the information below:

Your Name

Your Company, if applicable

Contact Email

Contact Number

* 2. Which organization are you providing a reference for?

* 3. I certify that I am not a Board member, central administrator, paid staff, partner or contractor, family member of staff or an individual who would directly benefit from this grant and I am eligible to be a reference for this organization.

☐ Agree ☐ Disagree

Reference Survey Continued

(pgs. 5 & 19 of RFP)

* 4. How do you know this organization? Please select an option below.

- ◯ Program Partner (that provides free and sustained programs for youth)
- ◯ Volunteer or Mentor
- ◯ Principal or School Staff
- ◯ Other (please specify)
- ◯ Family Member of Youth
- ◯ Youth
- ◯ ANC Commissioner

* 5. How long have you known this organization? Please select a choice below.

- ◯ Less Than 1 Year
- ◯ 1 - 3 Years
- ◯ 3 - 5 Years
- ◯ More Than 5 Years

* 6. On a scale of 1-5 (1 being the least and 5 being the most), how would you rate this program's connection to the neighborhood.

1 - Least Connected	2	3 - Neutral	4	5 - Most Connected
◯	◯	◯	◯	◯

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Reference Survey Continued

(pgs. 5 & 19 of RFP)

* 7. Would you recommend this program to someone you know?

- ◯ Yes
- ◯ No
- ◯ Unable to answer

* 8. Please explain why you would recommend this program.

9. Is there anything else you would like to provide to help us better understand the impact of this program?

Operations & Finance (pgs. 5-6 of RFP)

- Organizations shall establish and maintain books, records and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which sufficiently and properly reflect all revenues and expenditures of grant funds awarded.

- In order to qualify for this grant competition the applicant must have an organizational budget of $250,000 or less.

- Organizations may not receive more than $50,000 in any fiscal year from United Way NCA without providing an audit or financial review.

- As a part of the District's efforts to support fiscally responsible organizations, annual overhead expenses, or indirect costs, should not exceed 25% of the organization's total budget.

Operations & Finance (pgs. 5-6 of RFP)

As part of the proposal, the applicant must include copies of:

- Fiscal Year 17 (FY17) and Fiscal Year 18 (FY18) Statement of Activities and Statement of Financial Position
- Pages 1-6 of 2017 and 2018 signed IRS Form 990 or Form 990 EZ
- IRS Determination Letter of 501(c)(3) status
- DCRA Certificate of Incorporation
- DC Office of Tax and Revenue Clean Hands Certificate
- DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing
- DCRA Basic Business License Charitable Solicitation

Grant Fund Limitations (pg. 6 of RFP)

- Grant funds may only be used to support youth with a primary residence within the District of Columbia.

- Grant funds may be used across multiple programs and across multiple locations. A minimum of 80% of grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, curricula, program evaluation, or educational/learning field trip expenses. No more than 20% of grant funds may be used for indirect or general operating costs such as audit, organizational rent, management salary, and grant-writing.

Grant Fund Limitations (pg. 6 of RFP)

Grant funds may not be used for any of the following activities:

Serving the same youth in the same program with other District funds (for example 21st Century or DC Commission on the Arts); serving youth from other jurisdictions; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses and/or staff or board incentives; youth cash incentives or gift cards (other than for nominal amounts); tuition, awards, and scholarships; re-granting (also known as sub-granting); and payment or fees to other government agencies except as may be needed to comply with the District of Columbia's Criminal Background Checks policy.

APPLICATION PROCESS

SCORING RUBRIC

Scoring Rubric (pgs. 9 and 28-31 of RFP)

40 point scale as follows:

- Organization History and Staff Experience (8 points)
- Program Description and Success (20 points)
- Budget (12 points)

About the Scoring Rubric (pgs. 28-31 of RFP)

- The Rubric consists of four sections
- Each row will be scored from 1 - 4 points
- Checkboxes are listed under each description
- Applicant will receive completed score sheets

Name of Applicant:

Section 1: Organization History and Staff Experience (8 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)	Revie Sco
☐ Does not describe history, mission, and leadership of organization ☐ Does not describe a history or relationship with the community or neighborhood to be served	☐ Describes history, mission, and leadership of organization ☐ Describes a history or relationship with the community or neighborhood to be served	☐ Clearly describes history, mission, and leadership of organization ☐ Describes a long (over five years) history and relationship with the community or neighborhood to be served	☐ Details a long (over five years) history, youth focused mission, and strong and committed leadership of the organization ☐ Details specific history, commitment and relationship with the community to be served, including why the organization chose to provide services in the proposed community and explains specific ways that the organization is supported by the community	
☐ Does not describe the key staff that will deliver the program ☐ Does not describe the key staff who will manage the grant ☐ Does not describe the key staff who will submit grant reports	☐ Describes the key staff that will deliver the program ☐ Describes the key staff that will manage the grant ☐ Describes the key staff who will submit grant reports	☐ Clearly describes the key staff that will deliver the program, and program staff have at least 2 years of youth development or program experience ☐ Clearly describes the key staff that will manage the grant compliance, and personnel have experience managing grants ☐ Clearly describes the key staff who will submit grant reports	☐ Details the key staff that will deliver the program, program staff have more than 2 years of youth development and program experience, and explains how the program personnel are best suited to implement youth development programs and serve the target population ☐ Details the key staff that will manage the grant compliance and personnel have experience managing grants ☐ Details the key staff who will submit grant reports ☐ Details experience and understanding of the needs of the youth and community	
			Section 1 Total	0

Reviewer Notes

Section 2: Program Description and Success (20 points)

Organization History and Staff Experience 8 Points (pgs. 7 & 28 of RFP)

- Describe the organization's history, mission, and leadership.

- Describe the organization's history and relationship with the community to be served.

- Name the key personnel that will deliver the program, manage the grant funds, and submit reports. Describe the staff experience or expertise in working with DC youth, ability to manage the grant, and submit reports on time. Explain how program personnel are best suited to serve the target population.

Program Description and Success 20 Points (pgs. 7-8 & 29-30 of RFP)

One page logic models are required and will be used in scoring this section of the proposal. If the organization offers more than one program (e.g., elementary academic program, high school leadership program, etc.), provide clear and adequate information on all programs that would be funded by the grant:

- Describe the program(s) and activities to be funded through this grant, if awarded.
- Describe the target population served. Describes if the population served is "at-risk" as defined in the RFP and how "at-risk" determination is made.
- Describe why the program is designed to serve the population described. Describe how the program design will support the needs of the youth.
- Describe goals and how the program defines success for participants.
- Describe the successes and challenges of the program. Describe the impact the program has had with participants. Provide supporting stories, data, or numbers.
- Describe youth involvement in the development or implementation of the program(s). Include the leadership role(s) youth have in contributing to the design and content of the program, opportunities, or organization. If youth are not involved, please explain why.
- Describe how the organization measures program quality or commits to continuous improvement.

Logic Model (pgs. 7-8 and 18 of RFP)

- As Logic Models are now mandatory, please note that Fair Chance will be offering a two (2) day workshop that will provide support for creating the required logic model.
- Please note registration is required to attend these workshops and the links to register are on page 8 of the RFP.
- The workshop dates are:
  - April 18, 2019 from 10:00 a.m.-2:00 p.m. (Part 1)
  - April 23, 2019 from 10:00 a.m.-2:00 p.m. (Part 1 repeated)
  - April 30, 2019 from 10:00 a.m.-2:00 p.m. (Part 2, optional)

Logic Model Sample

Appendix 5 (pgs. 7-8 and 18 of RFP)

Program and Mission statement (note the target population, audience served and what you hope to impact)

Type the mission statement here.

Challenge to be Addressed

What is the problem that your organization is trying to address through your programs?

Assumptions

Assumptions are the beliefs you have about your program, the people involved and how you think change will occur. They might also include the theory behind the program, underlying beliefs about how and why it will work, or the conditions for success.

Inputs/Resources
(Needed to operate program)

Inputs or resources that go into a program including human, financial, organizational, and community resources available for carrying out a program's activities.
Examples include: Funding, Program staff, curricula, Volunteers, and Research.

Activities
(Program Opportunities for Kids)

Activities (program activities) are the actions or events provided to generate desired outcomes. You should also include the **dosage**—amount of time or number of activities. For example: Workshops (4 @ 2 hours), Guest Speakers (6 per year), or Training Programs (2 hours/week for 10 weeks). The dosage is an important determining factor for whether your program can achieve its outcomes. A program that does one hour of tutoring per semester should not claim to improve grades. However, a program that does one hour of tutoring per week for a semester could make that claim.

Outputs
(Result of Program Activities)

Outputs are the direct products of a program's activities and may include types, levels and targets of services to be delivered by the program. Examples include # of individuals who will complete trainings, # of individuals who expressed satisfaction with the program, or # of individuals receiving referrals.

External Factors
(Realities)

Those factors that are outside of your control that might influence your ability to do the planned work or achieve the desired change. Examples include funding, political changes, or participants relocating.

Short Term Outcomes
(Awareness, Knowledge, Attitude)

Outcomes are the measurable, meaningful, and expected ***changes*** in the population served that result from a program's activities.

Short-term outcomes generally focus on changes in attitude, awareness, or knowledge. These are the outcomes you desire by the program mid-point.

Intermediate Outcomes
(Skills, Action, Behavior)

Intermediate or mid-term outcomes generally focus on changes in skills, behaviors, and actions. These are the outcomes you desire by the program end. Think about 0-3 months after your program ends when identifying these outcomes.

Long Term Outcomes
(Status or Condition)

Long-term outcomes generally focus on changes in status or condition. These are the outcomes you desire for participants to achieve or exhibit 6 months or longer after the end of your program. The time period for achieving this outcome should take into consideration how long you track participants beyond the actual program.

Budget and Narrative
12 Points (pgs. 8 & 30-31 of RFP)

Use the budget narrative to clarify information within the budget form. (Appendix 4)

- Describe and justify how the grant funds will be used to support the program activities described in the proposal.
- Describe the number of youth that will be served by the grant funds and justify the cost per participant to achieve the stated goals.
- Describe how the organization will track grant expenditures and the systems that are in place to manage and comply with grant requirements.
- Describe additional sources of funding and whether the funding is secured or pending.

Required Documents (pg. 13 of RFP)

Please submit the proposal in the following order:

- ☐ Proposal Cover Page (Appendix 2)
- ☐ List of proposed program(s), location(s), address(s), ward(s), age range(s) to be served, estimated number of youth served per site and programming hours, including days and weeks program will be closed, if any: (i.e. Tuesdays 4 – 6 pm from September 15 – May 15 and closed December 23 – January 3)
- ☐ Proposal narrative that includes budget narrative, not to exceed eight (8) pages
- ☐ Logic Model (Appendix 5)
- ☐ Program budget (Appendix 4)
- ☐ Organization annual budget (any format, Appendix 4)
- ☐ Reference Form completed by two (2) to five (5) references, click here to access the form (Appendix 6)
- ☐ Certifications and Assurances (Appendix 3)
- ☐ Internal Revenue Service Determination Letter of 501(c)(3) status, dated August 1, 2017 or earlier (Appendix 8)
- ☐ DCRA Certificate of Incorporation (Appendix 9) or District of Columbia Registration as Foreign Entity dated no later than August 1, 2017
- ☐ DCRA Basic Business License Charitable Solicitation dated August 1, 2017 or later (Appendix 10)
- ☐ DCRA Certificate of Good Standing valid through July 31, 2020 (Appendix 11)
- ☐ DC OTR Clean Hands Certificate dated April 5, 2019 or later (Appendix 12)
- ☐ Statement of Activities for Fiscal Year 2017 (FY17) and Fiscal Year 2018 (FY18) (Section A.3.3)
- ☐ Statement of Financial Position for Fiscal Year 2017 (FY17) and Fiscal Year 2018 (FY18) (Section A.3.3)
- ☐ Pages 1-6 of signed IRS Form-990 or Form 990 EZ for past two (2) fiscal years (Section A.3.3)

Proposal Process and Scoring (pgs. 8-9 of RFP)

Submit all applications via email to proposals@uwnca.org

Applications MUST be in by 5p.m. on Wednesday, May 22, 2019.

Proposals received after the deadline will not be reviewed.

As a reminder:

- Incomplete proposals will NOT be accepted.
- Proposals will NOT be accepted by fax.
- Proposals will NOT be accepted by in person.
- No extensions will be granted.
- Absolutely no applications will be accepted after 5:00 p.m. on Wednesday, May 22, 2019.
- Applications without a confirmation email, late or incomplete will not be reviewed.

*Successfully submitted applications will receive a confirmation email within one (1) business day.

Review Process (pg. 9 of RFP)

- Each proposal will be reviewed by a three (3) reviewers using a scoring rubric. The role of a panelist is to review and score an application's content according to the established review criteria using the attached rubric.

- Applicants may receive up to a total of 40 points as follows:
  - Organization History and Staff Experience (8 points)
  - Program Description and Success (20 points)
  - Budget (12 points)

- The reviewers will then discuss and provide one consensus score that is then used to rank applicants. The scores and ranks are used by the District to make final award determination.

- The District may provide additional points for priorities to ensure equity across the District. Additional points will be awarded consistently and objectively based on information supplied in the proposal.

Review Process (pg. 9 of RFP)

- United Way NCA will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school time programming.
- All reviewers will be screened for conflicts of interest and must be impartial.
- The role of the reviewer is to serve as review panelist for the grants process.
- All reviewers are trained in the use of the rubric for consistency.
- All funding decisions are final and are not subject to review, appeal or protest.

Notification of Awards (pg. 9 of RFP)

- By early July, if not sooner, applicants will be notified via email about the status of awards after approval of the Fiscal Year 2020 (FY20) budget by the DC Council and pending the availability of funds.

- Applicants will receive reviewer scores sheets in August 2019.

Proposal Tips

- Make sure proposal exactly follows order in RFP
- Do not submit documents/materials that are not requested in the RFP (e.g. curriculum, photos, etc.)
- Budget narrative should be detailed (show all math) and based on *each* line item in budget
- Avoid general language, be detailed and specific especially regarding:
  - Program activities and schedule
  - Roles of partners
  - How you have used evaluation to improve your program
  - How you have incorporated youth voice in program design and evaluation
  - How you are tapping other revenue streams for your program

- Have someone not familiar with your program read and score the proposal using the scoring rubric

Successful Grant Applicant Requirements (pgs. 9-13 of RFP)

If Awarded, the grantee may be required to:

- Complete grant agreements and submit all required documents by July
- Attend grantee meetings and activities- a minimum of 1 mandatory meeting
- Quality Improvement- participate in Quality Improvement Process Led by The Institute by completing Program Quality Self- Assessment by December 2019
- Participate in training and certification opportunities
  - Mandated Reporter
  - Bullying Prevention Policy
  - CPR
- Operations
  - Add United Way NCA and the District to its general liability and automobile coverage (if needed)
  - Maintain grant documentation for 5 years after submission of final grant payment
  - Accept and enroll youth experiencing housing uncertainty

Successful Grant Applicant Requirements (pgs. 9-13 of RPF)

- Data and Evaluation
  - Collect consent forms and participate in research and evaluation activities commissioned by the District
  - Administer the SAYO-Y, to participants in 4th grade and above
- Participate in administrative and programmatic site visits
- Ensure that ALL staff acquire the required clearances
- Utilize the District's database – Cityspan database
- Adult to Youth Ratio of at least 1:15

Successful Grant Applicant Requirements (pgs. 9-13 of RFP)

- Program Reporting

PRIOR TO PROGRAM START*	QUARTERLY* (Due November, February, March and August)	6 MONTHS & YEAR END (Due February and August)
- Confirmed list of all program details and program sites - Hours and duration of programming - Anticipated number of youth to be served per site - General program schedule - Description of specific services provided to youth	- Student ID/Unique Identifier (if available) - Full name and DOB of participants - Home address and zip code - School name and grade - Daily attendance - Number of youth enrolled	- Written report, including relevant data, on achievement and progress toward outputs and outcomes as described in the logic model

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Successful Grant Applicant Requirements (pgs. 9-13 of RFP)

Financial Reporting

- Grantees are required to submit **quarterly** expenditure certifications along with a detailed General Ledger report. The quarterly expenditure report must include the following information:
  - Balance Sheet or Statement of Financial Position
  - Current period expenditures
  - Explanation of how the grant was used
- Each expenditure report must be signed and certified by the Grantee's Executive Director/Chief Executive Officer, the Chief Financial Officer (or closest applicable title), and by a Board Member of the organization.

Successful Grant Applicant Requirements (pgs. 9-13 of RFP)

Financial Reporting

- The Grantee shall provide the grantmaking partner the following records for funded expenditures through the expenditure reports and program reports, and during monitoring and site visits, as applicable:
  - Documentation of staff time;
  - Documentation of all equipment, materials, supplies and travel expenses;
  - Inventory records and supporting documentation for allowable equipment purchased to carry out the program;
  - Rationale supporting allocation of space charges;
  - Any other records that support charges to the budget, and;
  - A listing of all expenditures incurred during the current period.

- Upon request, accounting records shall be supported by source documentation, including but not limited to, canceled checks, invoices, vouchers, paid bills, financial statements, approved time and attendance reports, bank statements, and payroll records. All of which shall be clearly identified, legible, and readily accessible.

Successful Grant Applicant Requirements (pgs. 9-13 of RFP)

Disbursements of Funds

Pending the availability of funds, the initial funding advance (Payment 1) will occur after the grant agreement is fully executed and all required documents have been received. Subsequent payments will be based on meeting quarterly reporting deadlines and maintaining good standing with grant requirements. Payment schedules will be fully determined in the grant agreements but may be made in the following way:

- Up to 10% of total grant award – Payment 1 (~September 30, 2019)
- 70% of total grant award – Payment 2 (~January 15, 2020)
- 15% of total grant award – Payment 3 (~April 15, 2020 after quarterly and mid-year report is received and accepted)
- 5% of total grant award – Payment 4 (~September 15, 2020, after receipt and acceptance of all reports)

Important Dates (pg. 8 of RFP)

- **April 11, 2019**: RFP released
- **April 17, 2019**: Grant Information Session
- **April 18, 2019**: Logic Model workshop (Part 1)
- **April 23, 2019:** Logic Model workshop (Part 1 repeated)
- **April 30, 2019:** Logic Model review clinic (morning and afternoon sessions)(Part 2)
- **April 30, 2019:** Deadline to submit questions
- **May 7, 2019:** Questions and answers available
- **May 22, 2019:** Proposals due
- **June:** If needed, questions to applicants to clarify proposals.
- **July:** Awards announced

United Way NCA Point of Contact

United Way NCA Grants Team

Office: (202) 488-2008

proposals@uwnca.org

For updates grant competition updates go to

www.uwnca.org