FY 2024-2025 Request for Applications (RFA)
Frequently Asked Questions

General Application Questions

- **Who is eligible to apply for this competitive funding opportunity?**

  Only agencies who are currently receiving a grant through the Community Care Fund are eligible to apply for this competitive funding opportunity. Please see Appendix A in the Request for Applications (RFA) document to verify that your agency is eligible to apply.

- **How have UWPBC's investment strategies changed?**

  United Way of Palm Beach County had to make some very painful but necessary revisions to our investment plan. As a result, we have reduced the number of impact areas and investment strategies for the upcoming fiscal year. These changes align with United Way's updated strategic plan.

- **Is there a minimum amount of funding that an agency can apply for?**

  Yes. The minimum funding award for FY 2024-2025 is $50,000. There is no maximum. It is important to apply for the amount of funding that your specific program needs.

- **Could an agency receive less funding than requested?**

  Yes. Volunteer application reviewers can decide to award less than the amount requested, or only fund a portion of the program request. In that case, the agency would have the opportunity to revise the program budget and key performance indicators to reflect the new funding amount, or they can choose to decline the award.

- **Is there an anticipated award amount or a specific number of grants that will be made?**

  No. This is a highly competitive grant opportunity, and funding awards will be based on the quality of applications, program alignment with the goal and strategies identified in the RFA, and the availability of funding.

- **Is there a minimum number of years that an agency or program needs to be in existence in order to apply for funding?**

  No; however, it is unlikely that a new program without other confirmed revenue sources in place will receive funding.

- **Can applicants see which agencies are currently funded by United Way of Palm Beach County?**

  Yes. Visit https://unitedwaypbc.org/get-help and click on "Program Directory".

CyberGrants

- **Does the CyberGrants application allow you to save and go back at a later time?**

  Yes, as long as you click the "Save and Proceed" button before logging out.

- **Will CyberGrants help with technical issues?**

  Yes. At the bottom of every page of the application, there is a "Need Support" link. Click on it to fill out a support request. Allow plenty of time to receive and respond to support as CyberGrants can take at least two business days to get back to you.

- **Can more than one person from an agency be logged into CyberGrants at the same time?**

  No. Only one person can be logged into a single account at any given time.

- **If an agency has received United Way funding before, can they access previous grant applications?**

  Yes, previous applications are available for viewing in CyberGrants.

- **If an agency has received United Way funding before, would all of the application attachments need to be uploaded again?**

  Yes. All documents requested in the application must be uploaded again.

Impact Areas, Strategies, and Target Population

- **RFAs have been released for three separate impact areas: Graduate and Thrive, Housing and Homelessness, and Financial Stability. Can an agency apply for more than one impact area?**

  Yes. Each impact area has a separate CyberGrants application. Agencies must complete a CyberGrants application for each strategy.

  - To apply for the Graduate & Thrive impact area Request for Applications (RFA), click
    https://www.cybergrants.com/uwpbc/application/graduate_and_thrive
  - To apply for the Housing & Homelessness impact area Request for Applications (RFA), click
    https://www.cybergrants.com/uwpbc/application/housing_and_homelessness
  - To apply for the Financial Stability impact area Request for Applications (RFA), click
    https://www.cybergrants.com/uwpbc/application/financial_stability

  Visit United Way's Fiscal Year 2024-2025 Request for Applications webpage for links to these CyberGrants applications and more helpful information and resources: https://unitedwaypbc.org/2024-request-for-applications

- **Each impact area has separate strategies. Can an agency submit one application if they want funding under multiple impact areas and/or multiple strategies?**

  No. The CyberGrants application will only allow you to select one strategy per application. You can complete separate applications if you have other programs that align with different strategies/impact areas.

- **An agency's services align with more than one strategy listed in the RFA. Can they apply for funding to support the entire agency instead of applying for a specific program?**

  No. United Way funds specific programs, not an agency's entire scope of work.

- **An agency's programs align with more than one strategy listed in the RFA. Can they submit more than one application for funding?**

  Yes, but only if you are applying for different programs. Applicants must select one strategy per program, and you must clearly explain how your program aligns with the strategy that you've chosen.

  For example, if your agency operates a program that aligns with the Housing Stabilization strategy under the Housing and Homelessness impact area (Program A) and has a *separate* program that aligns with the Permanent Supportive Housing strategy (Program B), you can submit an application for Program A and a separate application for Program B.

  Program activities must be different, and there should not be duplication of services. Program budgets will be closely reviewed to ensure there is no duplication of funding allocations. Be sure that you can report on the key performance indicators listed for each strategy.

- **Are currently funded agencies free to submit an application for a new/different program under a different strategy?**
  Yes.

- **Will submitting more than one application negatively impact the chances of receiving funding?**

  No. The quality of each application and alignment with the identified strategy will be evaluated on an individual basis.

- **What if a program clearly aligns with one of the strategies, but also offers a related service that is represented under another strategy. Should the related service be included as part of the application?**

  While your program may offer a variety of services, it is important to focus on the services that are closely related to your selected strategy. United Way is not looking for everything and the kitchen sink, or general information about your agency – we want to know specific details about how your program aligns with the goal and the strategy you have chosen.

- **If an agency cannot provide all the required activities and services included in a strategy, can it collaborate with other agencies to do so? Should the related service be included as part of the application?**

  Yes. Include an explanation of your partnerships when you are completing the Program Approach and Design section of the application. The application will also ask you to list your Program Partners and provide a letter of support or Memorandum of Understanding from each of your partners.

  Note: The funded agency is still responsible for fulfilling all reporting requirements.

- **Can an agency submit an application if they do not exclusively serve the target population identified in the RFA?**

  Yes; however, programs that focus on the target population identified for each strategy will be given funding priority.

Key Performance Indicators and Reporting

- **What happened to the paper Evaluation Plan/Logic Model that was previously uploaded with CyberGrants applications?**

To simplify reporting requirements, United Way has bid farewell to paper logic models. The information that was previously found in the Evaluation Plan/Logic Model is now incorporated into other sections of the grant application. For example, the projected activities are now included in your Scope of Work, projected and actual Outcomes/Indicators are now included under Key Performance Indicators, timeline and data sources are incorporated into Program Evaluation Approach, and the comments will be included in the biannual impact reports.

- **Why are all of the Key Performance Indicators required?**

Having common indicators means that all funded programs are measuring the same results, allowing United Way to communicate the impact of our investments across all funded programs. Key Performance Indicators can include activities (program services) and outcomes (how the program services change lives).

- **What if a program cannot collect the Key Performance Indicators?**

All Key Performance Indicators are required. Funded programs must be able to collect and report indicator data. Additionally, the program activities you describe in your Scope of Work should clearly and logically lead to achievement of the Key Performance Indicators.

- **Does United Way have ideal targets and percentages for the given indicators?**

No. Targets are completely up to you, just be sure to choose targets and outcome percentages that are realistic for your program based on your scope of work (taking into consideration details such as how many clients you plan to serve, how often services will be provided, and what you can realistically accomplish given the duration and intensity of program services). You will also want to consider your past experience in serving the target population (thinking about some of the successes and challenges you have observed and what is considered "industry accepted"), and the unique needs of the target population. If your program is funded, United Way staff may suggest some final tweaks to your targets and percentages.

- **Do all denominators and outcome percentages have to be the same?**

No. Based on how each Key Performance Indicator is defined, denominators will not always be the same, and outcome targets may be vastly different as well.

- **Will the size of the proposed number of clients to be served be a factor in scoring and considering proposals??**

United Way seeks to invest in programs that change lives. Your application should provide clear details about why your program's approach (including services provided, geographic area targeted, and number of clients served) is the most effective way to meet the identified needs of the target population. Strong applications that provide evidence to support the program approach and scope of work will receive more favorable scores.

- **Does the scoring criteria consider the target percentages for Key Performance Indicators? Will an applicant who identifies a lower target percentage for a Key Performance Indicator be compared unfavorably in that section with an applicant who identifies a larger target percentage?**

  No , as long as your grant application explains how the targets were chosen. Your grant application should include details about any challenges you anticipate/barriers that will make it difficult for program clients to achieve the Key Performance Indicators. In addition, you can provide a brief explanation about why targets may appear low in the Outcome Explanation question.

- **What if a funded program falls short on the number served, or the percentage of clients who were expected to achieve a key performance indicator?**

  United Way hopes that each funded program will achieve its target indicators. If a program does not meet the target percentages identified in the grant application, United Way staff would have a conversation about the reasons why and determine if modifications to the targets are warranted.

- **If a measurement tool requires a pre/post survey, should pre-surveys be administered to everyone currently enrolled, or only to those who are new to the program?**

  If the required indicator requires a pre/post-survey, the pre-survey should be administered to everyone enrolled in the program when grant funding begins, including those who have already been participating in the program. While we understand this may not be a true baseline, it is important for us to have a way to establish a consistent baseline across all programs.

Agency Financials

- **Should the agency's "Year to Date" financials reflect the agency's fiscal year or United Way's fiscal year (October 1 – September 30)?**

  Use your agency's fiscal year and cover the period from the beginning of that fiscal year through the last full month available prior to the application submission date.

- **What is the difference between audited and reviewed financial statements?**

  In a review engagement, the auditor conducts analytical procedures and makes inquiries to ascertain whether the information contained within the financial statements is correct. The result is a limited level of assurance that the financial statements being presented do not require any material modifications. In an audit engagement, the auditor must corroborate the ending balances in the client's accounts and disclosures. This calls for the examination of source documents, third party confirmations, physical inspections, tests of internal controls, and other procedures as needed.

- **Are audited or reviewed financial statements required for my agency?**

  Per Florida Statute 496.407, the following applies to nonprofit organizations in Florida:

Annual Contributions	Requirement
<$500,000	A compilation, audit, or review of the financial statement is optional
≥$500,000 and <$1,000,000	Financial statement must be reviewed or audited
≥$1,000,000	Financial statement must be audited

- **If an agency does not have audited or reviewed financial statements, what should be submitted in lieu of these documents?**

  If your agency does not have audited financial statements or reviewed financial statements because your annual contributions in Fiscal Year 2023 were less than $500,000, type this explanation in a word document and upload the document in the Organization Financial Information section of the CyberGrants application (follow the upload instructions listed with the *Audit or Reviewed Financial Statements* question).

Program Budget

- **Should the budget form that is submitted in CyberGrants reflect the requested program or the entire agency?**

  The budget for your requested program should be uploaded in the Request Information section using the Program Budget template provided.

  Note: The budget for your entire agency should uploaded in the Organization Financial Information section. No specific file format is required for your agency budget.

- **Can funding from United Way of Palm Beach County be used as match dollars for another grant?**

  Yes.

- **The agency operating budget for FY 23-24 does not match the FY 24-25 operating budget estimate on the cover page of the Program Budget workbook. Is it concerning that there will essentially be two different operating budget numbers at various places in the application?**

  No. In the Organization Financial Information section of the grant application, you are asked to input and upload your agency's operating budget for the current fiscal year; therefore, you should use your approved agency budget for FY 23-24 to complete the questions in this section. With the program budget, you are projecting revenue and expenses for FY 24-25. As such, the FY 24-25 agency operating budget listed on this form may differ from the FY 23-24 budget information included in the Organization Financial Information section of the grant application.

  Some variance between the program budget workbook (projections for FY 24-25) and the Organization Financial Information section (approved budget for the current year, FY 23-24) is expected.

- **Which funding sources should be included in the program budget?**

  Your program budget should show only funding sources that support the program for which you are applying. Funding sources that support other programs or the agency as a whole should not be included.

- **What is the difference between a funding source that is pending and one that is confirmed?**

  Funding should only be considered confirmed when you have proof of that funding (i.e., a signed contract).

- **Are the line items in the program budget fixed?**

  The categories in bold are fixed, but specific line items listed under each category are not. For example, the category Personnel is fixed, but each agency will enter funded staff positions under that category heading.

- **If a funding source other than United Way covers indirect/administrative costs not related to the program for which you are applying, should those costs be shown in the program budget?**

  Your program budget should show the portion of agency indirect/administrative costs being carried by the program for which you are applying. The program budget should also show how this amount is covered across various funding sources. You can enter a different indirect/administrative percentage for each funding source. Remember that no more than 15% of the total expenses charged to United Way can be allocated to indirect/administrative expenses.

Nonprofits First Accreditation

- **Does every agency need to be Nonprofits First accredited?**

  Nonprofits First accreditation is required for all funded agencies. Agencies who are not already accredited by Nonprofits First must achieve accreditation within 18 months of receiving funding. If you are already accredited, you must maintain your accreditation during the funding period.

- **If an agency is accredited by one or more industry-specific organizations, can United Way's Nonprofits First accreditation requirement be waived for us?**

  The accreditation requirement cannot be waived.

- **What are the annual fees for Nonprofits First accreditation?**

  Visit https://www.nonprofitsfirst.org/page/accreditation for more information about the accreditation process, standards, and annual fees.

- **How should Nonprofits First accreditation fees be included in the program budget?**

  Agencies are responsible for paying the annual fee for accreditation directly to Nonprofits First. The agency must show the accreditation fee allocation – the fee should be included as a line item in the "Other" category on the Expenses page of the program budget workbook. The agency can charge all or a portion of the fee to United Way, and can split up any remaining costs across other funding sources. If the fee will be charged to a funding source that is not included in the program budget, the fee should be listed as $0 in the Nonprofits First line item, and an explanation should be provided in the narrative (e.g., fee will be paid by Smith Foundation, a funding source not applicable to this program budget).

- **If an agency submits two applications, how should they budget for the Nonprofits First accreditation fee? What if only one of the applications is funded?**

  If submitting multiple applications, agencies can charge the accreditation fee to just one of the programs or split it across multiple programs. If a program is not funded, you will be able to change the budget of other funded program(s) to include the accreditation fee.