



**United Way
of Palm Beach County**

Fiscal Year 2024-2025

Request for Applications

Applicant Orientation

Presentation Overview

- Timeline
- Overview of Impact Areas
- Completing the Grant Application
- Key Performance Indicators
- Program Budget
- Application Review Criteria
- Grant Reporting Requirements
- Q & A

Timeline



- All agencies must apply via CyberGrants, UWPBC's grants website
- Applications are due **before 12pm (noon)** on Tuesday, June 18th
 - **Late applications will not be accepted**
- Deadline to submit questions is Wednesday, June 5th by 5pm. Questions must be submitted in writing to impact@unitedwaypbc.org
- Responses to questions will be posted on UWPBC's website by June 7th
- Agencies will be notified of award/decline between September 19-20, 2024
- Contracts will be negotiated between September 23-30, 2024
- Funding begins October 1, 2024

Changes to Community Care Fund Grants

- Reduction in number of Impact Areas/Investment Strategies
- Only currently funded agencies are eligible to apply
- Indirect rate has increased from 13% to 15%
- Minimum grant award is \$50,000
- By submitting an application you are applying for funding for one year (October 1, 2024 – September 30, 2025)

Impact Area: Graduate and Thrive

- Goal: Youth gain the education, skills, and supports to succeed in life
- Strategies we will invest in to achieve the goal:
 - Academic Achievement
 - Preparing Youth for Success Beyond High School
- Target Population
 - PBC youth in middle and high school living within the ALICE Threshold [[United for ALICE Florida Interactive Dashboard](#)] and those living in poverty [[HHS Poverty Guidelines 2024](#)]

Impact Area: Housing and Homelessness

- Goal: Individuals and families achieve housing stability
- Strategies we will invest in to achieve the goal:
 - Housing Stabilization
 - Transitional Housing for Domestic Violence
 - Permanent Supportive Housing
- Target Population
 - PBC households living within the ALICE Threshold [[United for ALICE Florida Interactive Dashboard](#)] and those living in poverty [[HHS Poverty Guidelines 2024](#)]
 - Each strategy under this impact area has a specified target population

Impact Area: Financial Stability

- Goal: Individuals attain financial stability through employment
- Strategy we will invest in to achieve the goal:
 - Job Coaching
- Target Population
 - PBC adults living within the ALICE Threshold [[United for ALICE Florida Interactive Dashboard](#)] and those living in poverty [[HHS Poverty Guidelines 2024](#)] who are unemployed, underemployed, or living paycheck-to-paycheck

Impact Area FAQs

- Applicants must select ONE strategy for their program
- Applications must clearly show how your program aligns with the chosen strategy
- Applications must clearly explain how your program's activities and services will lead to the desired goal and achievement of key performance indicators
- You can apply for more than one program if you apply for each program under a different strategy.

Grant Applications and Helpful Resources

- 2024 Request for Applications:
<https://unitedwaypbc.org/2024-request-for-applications>
- Helpful Resources
 - RFA and RFA At-A-Glance (goals, strategies, target population, and KPIs)
 - Application Questions Preview (overview of CyberGrants application)
 - Application Guidance (details on what your grant application should tell United Way)
 - Application Checklist (list of documents to upload)

CyberGrants Support



- For technical support with the CyberGrants application, click the “Need Support?” hyperlink in CyberGrants
- The CyberGrants helpdesk typically responds within 48 hours
- Don’t forget to save your work so that you can pick up where you left off

Grant Application - Overview

- A preview of the grant application can be downloaded from our website: <https://unitedwaypbc.org/2024-request-for-applications>
- There are four sections of the application:
 - Contact Information
 - Organization Information
 - Organization Financial Information
 - Request Information
- DO NOT COMPLETE THE RENEWAL INFORMATION SECTION


Grant Application - Organization Financial Information

- Applies to the whole agency, not just the program
- This section includes:
 - Total Operating Budget
 - Top 5 Funding Sources
 - Year to Date Financial Statements
 - Audited or Reviewed Financial Statements
 - Management Letter and Response (if applicable)
 - Communications to Audit Committee
 - IRS Form 990
- Upload an explanation if you are missing any required documents

Grant Application - Request Information

- Identify the strategy you are applying for and explain how your program aligns with the chosen strategy

- This section includes:
 - Need for Program
 - Program Target Population
 - Program Approach and Design
 - Program Scope of Work
 - Program Evaluation Approach
 - Program Evidence of Effectiveness
 - Program Innovation
 - Program Sustainability
 - Program Anticipated Challenges
 - Organization and Partner Capacity
 - Key Staff Capacity



Use the
Application Guidance
to complete this section

Pro Tips

- Review all instructions and supplemental materials before answering questions
- Type responses in Word, then copy and paste into CyberGrants
- Write your application as if the reader has never heard of your program and convince them of why your program is best equipped to address the identified need/problem
- Ensure your reader clearly understands how your program aligns with your chosen strategy and how your program activities will lead to the key performance indicators
- Be sure to proofread your application

Key Performance Indicators



- Goodbye paper Evaluation Plan/Logic Models!

Fiscal Year 2022-2023 Evaluation Plan/Logic Model



Organization:	Program:
Goal:	
Strategy:	Date Submitted:

Projected Activities	Projected Measurable Outcomes/Indicators	Measurable Outcome/Indicator Timeline	Data Source	Actual Activities Provided	Actual Outcomes/Indicators	Comments
<p><u>Projected</u> activities you will undertake to achieve your outcomes/indicators.</p> <p>Identify the # of clients to be served or the # of units of service to be offered.</p>	<p><u>Projected</u> # and % of clients who will achieve each outcome/indicator.</p> <p>List up to 3 outcomes/ indicators that capture <u>changes</u> or <u>benefits</u> for clients served.</p> <p>If applicable, identify Required and Recommended Indicators.</p>	<p>Indicate when each measurable outcome/indicator will be reached.</p>	<p>Describe your measurement tool and data collection process (including data storage, frequency of data collection, and staff who will collect data).</p>	<p><u>Actual</u> activities (including actual # of clients served or # of units offered).</p>	<p><u>Actual</u> # and % of clients who achieve each measurable outcome/indicator.</p>	<p>Provide additional clarifying information regarding activities provided and outcomes/indicators achieved.</p> <p>An explanation is required if outcomes/indicators are not achieved and/or if the projected number of clients were not served.</p>

Key Performance Indicators (continued)

- Each strategy has unique Key Performance Indicators
 - See the At-A-Glance Handout and details in the RFA
- Key Performance Indicators can include Activities (which measure program services) and Outcomes (which measure how program activities and services have changed lives)
- All Key Performance Indicators are required
 - Funded programs must be able to collect and report indicator data
 - Activities listed in the Scope of Work should lead to the required indicators
- Indicators give us clear evidence that your program is changing lives

Key Performance Indicators (continued)

- Instead of using a paper logic model, you will enter your target numerators, denominators and outcomes directly into the CyberGrants application

* Key Performance Indicators

Please enter a number for the denominator, numerator, and percent achieving the outcome. To calculate the percentage, divide the numerator by the denominator and multiple by 100. **Do not include a percent sign.** If a program is unable to provide data for any outcome, enter zeros for the denominator, numerator and percent achieving the outcome.

Please enter a number for each activity. If a program is unable to provide data for any activity, enter zero.

Youth Grade Promotion

- Outcome: Percent of youth who are promoted to the next grade
- Denominator: Number of middle/high school youth served by the program
- Numerator: Number of middle/high school youth who were promoted to the next grade, including those who graduated high school

Description	Target Value
Youth Grade Promotion Outcome ?	<input type="text" value="75"/>
Youth Grade Promotion Denominator ?	<input type="text" value="100"/>
Youth Grade Promotion Numerator ?	<input type="text" value="75"/>

Key Performance Indicators (continued)

- Example from the Job Coaching Strategy

Increase Wages/Income

- Outcome: Percent of individuals who increase their wages/earned income
- Denominator: Number of individuals who participated in at least three job coaching sessions
- Numerator: Number of individuals who increased their wages/earned income

Description		Target Value
Increase Wages/Income Outcome	?	<input type="text" value="60"/>
Increase Wages/Income Denominator	?	<input type="text" value="50"/>
Increase Wages/Income Numerator	?	<input type="text" value="30"/>

- Click the blue question marks for more information

Key Performance Indicators (continued)

- United Way does not have ideal targets and percentages for the given indicators
- Chose targets that are attainable based on
 - Scope of Work (including number of clients you will serve, and what you think can be accomplished given the duration and intensity of program services)
 - Previous experience and expertise
 - What makes sense for the population you serve

Program Budget



- All sections of the workbook must be completed
- Include all funding streams necessary to support the program
- Show all program expenses & how various funders cover them
- Narrative is required and should clearly describe how UWPBC funds will be applied to the various line items

Appendices

- Appendix A: Eligible Nonprofit Organizations
- Appendix B: Standards of Accountability
 - 12 standards all UWPBC funded agencies must adhere to
 - Agencies must be accredited by Nonprofits First; visit <https://www.nonprofitsfirst.org/page/Accreditation> for more information about the accreditation process, standards, and costs
- Appendix C: Certificate of Compliance
 - Verifies that the agency is a 501(c)(3) in good standing
- Appendix B and Appendix C must be printed, signed, and uploaded to the CyberGrants application


Appendix D: Application Review Criteria

- Pro tip: Applications should thoroughly address the details included in the Application Review Criteria
- Each section of the application has a point value attached:
 - Need for Program (10 Points)
 - Program Target Population (10 points)
 - Program Approach and Design (15 Points)
 - Program Scope of Work (15 Points)
 - Program Evaluation Approach (10 Points)
 - Program Evidence of Effectiveness (5 Points)
 - Program Innovation (5 Points)
 - Program Sustainability (5 Points)
 - Program Anticipated Challenges (5 Points)
 - Organization and Partner Capacity (5 Points)
 - Key Staff Capacity (5 Points)
 - Program Budget (10 Points)
- Total Possible Points = 100

Application Submission

- You can save your application and return to it later:

Applications Requiring Action

Action	Project Title	Application Date	Proposal Type	Application Amount
Continue	Name of Program 	05/20/2024	UWPBC Application - Graduate & Thrive	\$50,000.00

- Once submitted, it can no longer be edited
- You will receive a confirmation email following a successful submission. UWPBC cannot view partially completed or unsubmitted applications
- **CyberGrants will not allow submissions past 12:00pm (noon) on Tuesday, June 18th**

Reporting Requirements

- UWPBC Impact Reports are completed twice a year in CyberGrants:
 - Mid-Year Report – Due April 15th
 - Year-End Report – Due October 15th

- Impact Report Components:
 - Number of Clients Served
 - Demographics
 - Summary Report
 - Financial Report Form
 - Key Performance Indicators
 - Client Story
 - Wish List



- UWPBC does not accept late grant applications
- By applying for this RFA, you are requesting funds to support your program for one year
- Chose one strategy that most closely aligns with your program
- Applications missing required components will not be reviewed
- Programs serving the target population identified in the RFA will be given priority
- Biannual reporting is required for all funded programs

Contact Information

- E-mail RFA questions to: impact@unitedwaypbc.org no later than 5pm on Wednesday, June 5th
- Phone calls are not allowed
- Questions and answers will be posted on the 2024 Request for Applications website (<https://unitedwaypbc.org/2024-request-for-applications>) by June 7th

Questions and Answers

