ANNOUNCING UNITED WAY CRITICAL HOURS ONE TIME GRANT CALL FOR PROPOSALS

The United Way/Centraides of Prescott-Russell, Ottawa, Lanark and Renfrew Counties are accepting applications for funding as of February 17th 2017.

Applications for this Call for Proposals must be focused on Critical Hours for children aged 6-18 years (see full goal description).

FUNDING PRIORITIES:

☐ Applications **that focus on under-served rural areas; and/or**

☐ Applications that demonstrate how youth are engaged in the development of the program and or **program leadership .**

Applications that do not meet at least one of the two funding priorities will not be considered.

The deadline for applications is Wednesday, April 5th, 2017 at 1pm.

All applications must be submitted online through the Agency Portal at:

https://uwco.smartsimple.ca

Contact CFP_Questions@unitedwayottawa.ca with any questions.

Please note *that the grant application process is being administered by United Way Ottawa on behalf of the United Way/Centraides of Prescott-Russell, Ottawa, Lanark and Renfrew Counties.*

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AMALGAMATION OF FOUR LOCAL UNITED WAYS:

Board volunteers and Executive Directors from United Way *Lanark County, United Way Ottawa, Centraide United Way Prescott-Russell and United Way Renfrew County* began discussing ways of sharing services back in 2011. In April 2014, our United Way Centraides (UWCs) *decided that they would move ahead with implementation of a regional UWC.* Our UWCs have always strongly supported collaboration, and the most important outcome of our collaboration to date is the trust we have built and the relationships we have formed as we move toward – one regional UWC organization. Our UWCs have maintained focus on the benefits and the longer term – a national footprint of UWCs won't exist in just the major Canadian cities, all communities deserve to have a UWC presence.

Our regional UWC will seek to maximize the value of <u>local UWC presence</u> by managing the relationships with donors and community partners to:

- *Deliver greater impact to those who need us most in local communities across the region;*
- *Engage more donors, advocates, and volunteers to address the critical issues facing our local communities (focus areas for UWCs across the region);*
- *Become an even more efficient organization by consolidating four individual back and middle-office operations into one.*

Our regional UWC will develop regional impact strategies, and maintain relationships with other regional bodies. Our process is guided by a set of core principles – maintaining strong support for respective communities, being transparent, and collaborating closely with all stakeholders who could be affected so as to ensure that there are well-considered plans in place to support any of the internal changes.

Our regional UWC with local presence will share resources and expertise provided by staff and volunteers at the four UWCs.

Key points to note:

- Funds raised by each UWC will be invested to support people in their respective communities.
- Local staff and volunteers will maintain control over investment decisions to support their community's most vulnerable people.
- As well, each UWC will maintain their recognized brands and identities in their regions.

The goal of this pilot Critical Hours call for proposals is to test the process of the four UWCs working together on a united Call for Proposals, while maintaining the autonomy of funds and decision making. We will take lessons learned from this call and make any needed adaptations in the future, when more and more granting processes are aligned. The group of volunteer assessors, who make funding recommendations, will have representation from all four regions.

INVESTMENT PRINCIPLES:

- **Invest resources where they needed the most and where they will have the greatest impact.**
- Invest to make a measurable difference in the community.
- Invest in a range of strategies to advance the focus areas including front line programs and services, convening, research and speaking up.
- Invest in accordance with the evolution of the focus areas that reflect the needs of the community.
- Invest to promote collaborative efforts to advance the focus areas.

TYPES OF APPLICATIONS CONSIDERED:

Applications must align with the investment goal shown below. Additionally, applications are encourage that align with one or both of the funding priorities.

Engaged and Active Children and Youth

Goal Statement	Children and youth (6-18 years of age) have the opportunity to be positively engaged outside of school hours
Key Issues	- It costs our community approximately $100,000 to keep a youth in a detention centre for a year; - Access to programming or youth employment in rural areas can be problematic due to barriers (e.g. transportation) or a lack of services/ activities - In Lanark 41.6 % of lone-parent families spend 30% or more of their income on housing costs - In Renfrew County the unemployment rate for those aged 15 years and older is 7.8% - In Prescott-Russell, 14.1% of adults (25-64) have less than a high school education - In rural Ottawa (Osgoode ward) 14.4% of people 15 years and over do not have a certificate, diploma or degree
Addressing Systemic Change	The links between school success and healthy participation in activities outside of school hours are clear. Research has demonstrated that the more access a child or youth has to positive activities during these "critical hours" outside of school hours, the higher their chance of success in school and life.
Funding Categories	Focus investment on evidence informed programs and services that demonstrate impact, including: - Social recreation, - Mentorship, - Leadership development, - Extended learning opportunities to build life skills and competencies And that meet the following criteria: - Safe and supportive environment - Opportunity to develop relationships - Skill development

Target Populations	First Priority: Children and youth living in under-served rural areas; and/or Second Priority: Projects or programs that demonstrate how youth are engaged in the development of the program and or project/program leadership Population Priorities: populations include low-income, multicultural, Francophone, Aboriginal, those with disabilities and the LGBTQ communities.
Note	Applications that do not meet at least one of the first two priorities will not be considered

TIMELINE

Date	Step
February 6-17th, 2017	Information Sessions
February 17th, 2017	Launch of Call for Proposals
April 5th, 2017	Call for Proposals Deadline
April – May 2017	Assessment of proposals
May 2017	Notification to Applicants
July 1, 2017 – June 30, 2018	Funding year

ELIGIBILITY CRITERIA

General Eligibility Criteria

All applicants **must** meet the all of following criteria:

- Applicant must be a registered charity (with its own RR number).
- Applicant must maintain a volunteer board that meets regularly.
- Applicant must host an Annual General Meeting.
- Applicant must have financial statements that have been audited by a licensed public accountant. See note on top of page 7 regarding agencies with revenues under $250K.

If _any_ of the above criteria are not met, applicants must enter into a formal partner flow-through agreement with a registered charity (with its own RR Number) that meets _all_ of the above criteria.

Other Criteria

- The activities proposed by the applicant must benefit residents in the boundaries in at least one of the United Way/Centraides of Prescott-Russell, Ottawa, Lanark and Renfrew counties catchment areas. See map and postal code look up to check if you are eligible. Clicking on the magnifying glass opens a postal code look up field, which can help you to find your location on the map.

- The applicant's primary focus and mandate must be within the social services sector.

- The request submitted by the applicant must clearly support stated goal.

- The applicant (or partnering sponsor organization, in the case of sponsored applicants) must be financially solvent.

- The applicant must carry sufficient liability insurance (at least $2 million) to cover the program/project seeking United Way funding.

- *Late or incomplete submissions will not be accepted.*

Applicants Ineligible for Funding

- Registered charitable organizations sponsoring for-profit organizations or for-profit ventures, with the exception of social enterprise or non-profit community economic development activities.

- Hospitals or medical treatment programs.

- Educational institutions and organizations, including school boards, schools, universities, colleges and parent-teacher associations.

- Faith-based organizations that require an adherence to or promotion of a religious faith as a condition of receiving supports or services.

- Political parties.

- Fundraising events or organizations, service clubs and foundations that act primarily to raise funds for distribution to other organizations, with the exception of foundations that are raising funds for a directly related organization.

- Organizations whose policies or practices contravene the Ontario Human Rights Code.

Costs Ineligible for Funding

- Retirement of debts or budget deficits.

- Costs for capital equipment or expenses related to construction, or the development of facilities.

- Wage subsidies for program participants.

DETERMINING APPLICANT ELIGIBILITY

Applicants submit information about their organization (including any required documentation) and their application for funding simultaneously. Proposals of applicants who satisfy all eligibility criteria are assessed. Organizations who do not meet eligibility are informed that their proposals are not moving forward.

DOCUMENTS REQUIRED TO PROVIDE EVIDENCE OF ELIGIBILITY

If your agency or your flow-through partner agency (if applicable) is currently funded by the Community Fund of one of the four eligible United Way's, you are not required to upload the documents.

- **Most recent audited financial statements** – They must be final and approved i.e. signed off by required signatories. Audited financial statements must be no older than year end March 2016.   If financial statements more recent than this date are not available an explanation must be provided. A lack of recent audited financial statements may affect the eligibility of your proposal or result in funding conditions if funded. However, if your agency's annual revenues are less than $250,000, statements reviewed by an independent accountant may be permitted in lieu of audited statements.

- **Current list of Board members** - please download and complete the <u>form</u> provided in the document checklist. Also complete the governance checklist section of the form by bolding your response of Yes or No.

- **Approved Annual General Meeting minutes** (or sponsor organization's Annual General Meeting minutes, if applicable). The Annual General Meeting minutes must be from the same fiscal year as your audited financial statements. *Normally these minutes would be from late 2015 or early 2016 (Jan-March), since they would be approved at your last AGM meeting.*

- **Current organizational budget (unaudited)** – This should be the budget for your current fiscal year (unaudited).

- **Proof of sufficient liability insurance** - Liability Insurance must be for at least $2 million**, clearly dated** and **current.** Do not submit expired insurance documents. The Liability Insurance must be valid at the time this application is being submitted.

SPONSOR PARTNERSHIP INSTRUCTIONS

If <u>any</u> of the general criteria are not met, applicants must establish a formal partner sponsor agreement with a registered charity (with its own RR Number) that meets <u>all</u> of the general criteria.

The steps of establishing a sponsor partnership are as follows:

1) Establish an agreement with your sponsor partner (using a template of either partner's design). This does not have to be submitted with your application;

2) Both parties read and complete the Sponsor Authorization form;

3) The applicant uploads the fully signed Sponsorship form into the document checklist in the *Update Organization Details* Section of the portal.

4) The sponsoring agency completes its own Organization Details page in the Agency Portal including address, contact for Executive Director and response to the eligibility questions and a document checklist with all the required documents.

5) Follow the rest of the application steps outlined in the instructions section of this guidebook on page 10.

Once a partner has been identified, the applicant must contact United Way Ottawa at CFP_Questions@unitedwayottawa.ca to communicate the intent to submit with a charitable sponsor partnership. **This should be done at least 72 hours prior to the submission deadline.**

The process of establishing a partnership may take some time, so it is important to start this process as early as possible.

The Sponsorship Authorization form, which identifies the charitable partner agency, and outlines both partners' obligations, can be downloaded here.

ASSESSMENT

Applications will be assessed by a committee of volunteers who will make funding recommendations to United Way governance bodies. The board of directors ultimately approves all funding decisions. Assessment volunteers have an in-depth understanding of the community and of the investment focus area. Should there be a recent history of receipt of funds from United Way, progress of previous funded programs will be taken into consideration in the assessment process (e.g. in the form of recent program reports). The assessment committee will be comprised of representation from the four United Way catchment areas and several assessors will be fluently bilingual.

FUNDING INFORMATION

United Way has a commitment that all funds raised locally will be invested locally. A total of **$35,000** is available for investment in this call for proposals. The distribution is as follows:

Lanark County: $5000

Ottawa: $10,000

Prescott-Russell: $5000

Renfrew County: $5000.

$10,000 is also available and may be distributed by the discretion of the assessors in any one or multiple of the United Way Catchment areas.

This is one time funding for a period of up to one year. The amount of funds distributed is at the discretion of the assessment committee. Assessors may chose the amount of funds to give based on the merit of the application and the validity of the budget.

GENERAL INFORMATION

- **Answers to FAQ received by March 3, 2017 will be compiled and posted at https://www.unitedwayottawa.ca/agencies/ by March 9, 2017.**

- Applications may be submitted in English or French. Assessment will be undertaken by assessors who speak the language of the written assessment.

- This is a one phase application process.

- Assessment Committee members or United Way staff are unable to review or provide feedback on applications.

- No additional documentation or information beyond what is requested is accepted.

- Emailed documents or applications will not be accepted. Hard copies of supporting documentation are not accepted.
- Applicants may submit more than one application.
- If you are submitting under a sponsor organization please refer to the instructions specific to sponsor partnerships.
- Please note that certain text fields in the Proposal form have character limits. If this limit is surpassed you will receive an error message. This will not prevent you from saving your proposal, using the 'save draft' button but it will prevent you from submitting the request or using the 'save' button.

ACCESSING AND EDITING YOUR PROPOSAL

Once you have created a proposal in the Agency Portal and have saved it, you or other people in your organization may access and edit the proposal. Each person wishing to access the proposal should have their own login in Smart Simple. Similar to working with documents on a shared drive, only one person may edit a proposal at any given time, but as soon as one person is done their work and closed the proposal, another person may access the proposal.

- Applications must be submitted using the Agency Portal

- Agency Portal link: https://uwco.smartsimple.ca/

- In order to avoid any internet browser issues, it is recommended that you use Google Chrome to access the Portal.

- Applicants that have previously submitted a proposal to United Way Ottawa in the past four years can access their account using the same login (email address) and password. If you have forgotten your password, you can easily reset it from the Agency Portal login page.

- Applicants that have not previously used the Agency Portal will have to first register through the portal in order to obtain a username and password. To do so, navigate to the bottom of the screen and next to New Applicant? click on "Click Here to Register." Once you have filled out and submitted the online form, you will receive an email with your login information. New applicants have to be activated by staff, so please allow 24 hours, for new agency activation.

INSTRUCTIONS

1. Read through this document to determine that your request is eligible and is in line with types of applications considered. If you do not meet general eligibility criteria, you must organize a sponsor partnership with a charitable organization that does meet the criteria.
2. Request a login to the portal or login with your existing login
3. Scroll to the section of the portal where it says **United Way Critical Hours grant**
Click on *Create a new proposal for United Way Critical Hours one- time grant.*
4. Review the entire application form including any requests for documents or forms/tables to be completed.
5. Click on *Update Organization Details* and fill in requested information and answer any questions.
6. Click on *Update Organization Details,* scroll to the bottom and click on *Document Checklist.* Create a new checklist to upload your supporting documents including your audited financial statements. **This must be done before the deadline in order for your application to be considered.**
7. Click on *Create New Contact* and add all the contact information for your agency's Executive Director and Board Chair. Other staff, who may wish to access the application, may be added as well.
8. Draft your application, upload your forms and requested documents. Save draft frequently.
9. When you are satisfied you have answered all questions and provided all supporting documentation/forms, hit the submit button (prior to the April 5th 1pm deadline).
10. Be sure to save a PDF copy of your proposal(s), using the print function in the Agency Portal (for your own record keeping purposes).

CONTACT INFORMATION

Email: CFP_Questions@unitedwayottawa.ca

Voicemail: 613-683-3861

Voicemail and email are checked daily and questions are referred to the appropriate staff.

APPENDIX

ASSESSMENT CRITERIA

Application Question	Criteria	CRITERIA	Considerations in Scoring	RANKING WEIGHT	SCORING RANGE	MAXIMUM POINTS POSSIBLE
A1	1	Track record in successfully delivering programs/services supported by specific results	• How successfully is the agency delivering other programs/projects that it runs? • Does the agency have a history of successful/unsuccessful programs? • Are the programs similar (e.g. scope, scale, method, issue being addressed) to what is being proposed? • Are the results provided specific and demonstrative of real/significant impact? Examples of specificity would include: providing the actual percentage change in program outcomes, citing the number and extent that people were impacted, citing specific policy or systemic changes that are attributable to the program etc...	2	4	8
A2	2	Ability/capacity to deliver proposed program/project	• Does the agency, including management and staff, have the ability and capacity (i.e. experience implementing/managing similar program/projects, etc) to deliver the proposed program?	2	4	8
A3	3	Program/project aligns with core mission of the applicant agency	• Is the program/project consistent with the core mission of the applicant agency •Is there evidence of mission-drift?	Flag	Aligned / Not Aligned	Flag

				Flag	Clear/ Unclear	Flag
A4	4	Coalition membership and individual roles and structure are clear	• Does Agency provide names of coalition members, indicate lead agency and describe roles of the respective agencies? • Does the description provide clarity regarding what members bring to the coalition?	Flag	Clear/ Unclear	Flag
						16
B1 & 2, C5a	5	Strength of alignment against the Critical Hours goal of this Call for Proposals	• Please refer to the definition for the Critical Hours goal. • Evaluate the evidence provided to clearly show that the program/project supports and will help to achieve the goal.	3	4	12
B2	6	Strength of alignment with identified funding priorities	• Is there a clear focus on under-served rural areas? • Has the proposal clearly demonstrated youth engagement in development or leadership of the program (or both)?	1.5	4	6
						18
C3	7	Greatest Need, Greatest Impact	• Does the description go beyond the priority goal description to explain the **specific need** being addressed? • Is there a clear description of who the specific target population is and how they would be **impacted** by the program? • Is there a causal link between the described impact and the need? • Is the impact realistic considering the scope of the project?	2.50	4	10
C3 & C7	8	Vulnerable populations (includes considerations for geographic, priority neighbourhoods, etc)	• Does the program/project serve vulnerable populations? • Is the program/ project targeting a geographic area/neighbourhood that has significant populations of individuals from vulnerable populations? • Are vulnerable populations a primary focus of the program/project?	2.50	4	10

C4 & C5, C5a	9	Program/project and Activities Description	• Is the goal of the program/project clearly stated? • Is there a clear link between the stated activities and the ultimate goal? • Is the 'what, who, when, where and how' explained? • Will the activities presented result in the achievement of the stated results? • Are the activities reasonable? Are there unrealistic expectations?	1.5	4	6
C6	10	Program/project is in partnership (formal or informal) with other partners	• Partnerships can be either informal (i.e. in-kind support, sharing of information, assistance with the evaluation process, etc) or formal (i.e. signed partnership agreements, formal collaboration, etc). • Is the applicant agency working in partnership with other organizations to implement this program? • Have partner names been provided and roles defined? • Has the nature of the partnership been defined? • Has the funding or in-kind contribution been described?	1.5	4	6
C7	11	Geographic duplication	• Are there other programs/projects in the same geographic area offering the same, or highly similar services? • If duplication exists, is that duplication necessary to fill a gap in service? • The answer will allow UW to ensure that resources are invested efficiently and effectively.	Flag	Duplication / No Duplication	Flag
						32
D1	12	Beneficiaries	• Does the number of beneficiaries make sense given the size of program, scope, type of client and budget?	1.5	4	6

D2	13	Indicators	• Will the indicators provided tell you whether the program has achieved its ultimate goal as stated in C4? • Will at least one indicator tell you if someone is better off as a result of this program? • Has the table been completed completely (e.g. a numeric target, clearly defined method etc...) • Do the indicators measure closely the relevant result, are they precise and unambiguous about what is being measured and how, is there any doubt on how to measure or interpret the indicator and do the indicators sufficiently capture all of the result? Is quality data needed to inform the indicator available in the given time-frame?	4.5	4	18
						24
E	14	Program/project has diverse funding sources (financial and in-kind)	• What proportion of the program/project budget is being requested from United Way? • Is there a heavy reliance on United Way (or any other single funder) to run the program?	1	4	4
E	15	Expenses are comprehensive and realistic	• Does the proposal include all expenses related to the program/project? • Are there any major expenditures that *should* be listed, but are not? • Are the expenses realistic? i.e. Are they true reflections of the cost associated with each line item? • Are budget notes present and sufficiently detailed? • Are in-kind costs included?	1	4	4
E	16	Cost Efficiency	• Are the costs reasonable given the individuals being assisted? • Are costs reasonable given the depth and resources needed for the intervention? • Are the costs reasonable given the numbers of clients being assisted? • Please keep in mind that geographic area, types of clients, types of services provided can all have an impact on cost efficiency (i.e. similar programs offered in different geographic areas can have widely different costs depending on volunteer engagement, availability of other neighbourhood supports, etc)	0.5	4	2
						10
						100