



Community Investment Process Application and Instructions

I. HISTORY AND BACKGROUND:

About Us: Greenwich United Way (GUW) has been a trusted partner of the Greenwich community, government and local organizations since 1933. We have focused on community solutions in the areas of education, financial stability and health for 85 years. United Way is an international organization in nearly 1,800 communities across more than 40 countries and territories worldwide.

Greenwich United Way's Vision: The Greenwich United Way is dedicated to every member of our local community having the opportunity to be healthy, educated and self-sufficient.

Greenwich United Way's Mission: The Greenwich United Way identifies unmet local health, educational and self-sufficiency needs, raises awareness and support, and works collaboratively with community partners to initiate solutions and implement programs that have a lasting and positive impact.

Dual Philanthropic Model: GUW's dual philanthropic model includes two ways we help the community.

- 1) Direct Impact Programming (Early Childhood Achievement Gap Solutions, Youth Impact Programming and Human Services Technology Solutions).
- 2) Community Investment Process

Community Investment Process: The GUW raises funds to address needs identified in the Needs Assessment. Volunteers serving on the Community Investment Committee determine funding levels for programs. The process involves months of reviewing proposals from local agencies and visiting program sites. The volunteers use their knowledge and expertise to determine effective uses for Greenwich United Way funds. They are guided by documentation of local needs as published in the previous United Way Needs Assessment. While recognizing that there will never be enough dollars to fully satisfy every pressing need, we strive to serve the greatest number of people coping with the most significant issues as identified through the most recent GUW Assessment of Human Services Needs and State of Greenwich Statistical Portrait (Needs Assessment).

Increasing the Impact of Donors and Nonprofits



Grant Recipients/Eligibility: GUW will make grants to not-for-profit organizations, must have a 501(c)(3) status, with volunteer board and up-to-date audited financials.

- GUW will not fund individuals.
- GUW will not consider requests to support religious or political causes, or to organizations organized for religious or political purposes.
- GUW will not consider requests for capital campaigns or capital projects.
- GUW will not consider requests for any of the following:
 - deficit financing
 - organization funds
 - annual appeal
 - fundraising event
 - open space purchase
 - for-profit, parochial, charter, private, or individual public schools
 - or nonprofit endowment

II. CIP PROPOSAL GUIDELINES

A. General Guidelines

Proposals must meet the following criteria:

- Fulfills the mission of the GUW
- Addresses an identified need in the Greenwich Community
- Has individual(s) firmly committed to implement the program, as well as support from community leaders necessary for program success
- Is well-planned, with thorough consideration of goals, means, and budget
- Provides plans for a specific process for recruiting participants who will most benefit from the program
- Involves collaboration with appropriate community resources/organizations
- Will have a measurable impact with target population
- Includes thorough plans for evaluation of program outcomes and for reporting of those outcomes to the GUW
- Has strong promise for sustainability and/or replication after the grant period
- Will provide a friendly and safe environment for CIP volunteer site visits

B. Recommended Guidelines

A strong proposal will meet several or all of the following criteria, as applicable to the specific proposal:

- Uses research or evidence-based models to support its work
- Empowers Greenwich residents to develop their own solutions
- Has clear and quantifiable outcomes and measures
- Incorporates an evaluative framework to support their work
- Collaborates with other agencies and creates a greater sense of “community”

NOTE: should an applicant find it helpful to receive early feedback on their grant idea please email a *brief* description for consideration. The GUW will offer initial feedback on the proposal, and if appropriate,

redirect applicants whose proposals may be outside of what the G UW seeks. Please email the brief description to rmoore@greenwichunitedway.org.

III. HOW DOES THE CIP PROCESS WORK?

Application Process: Prospective applicants will receive an email from the G UW Director of Community Impact about the upcoming grant cycle. Applicants will receive a username and password to access the G UW CIP Portal. Applications will have to complete all fields to successfully submit. All applications must be submitted before the due date. Late applications will not be considered for funding.

Volunteer Site Visits: The CIP depends on volunteers who review agency grant applications, make site visits, fill out a rubric and summary, and then make recommendations to the G UW Board for funding to those agencies based on the information assessed. After the application has been submitted, volunteers will reach out to the applicant contact to schedule a site visit.

Final Reports: The CIP Final Report is an important tool for us to measure the impact of the work you are performing. The final report is a way for us to collect program information, so we can report back out to our donors. In addition, we will take your Final Report into consideration if you apply in the future.

Proposal Evaluation: The G UW uses the application, volunteer site visit information, and the Final Report when making a grant decision.

Application Scoring Rubric:

Below is an overview of the scoring rubric the Grants Committee will use to evaluate your application.

Rubric Sections	Points
A. Organization information and eligibility checklist	5
B. Program Approach	25
C. Community and participant need	5
D. Project description and expected outcomes	25
E. Program evaluation, quality assurance and data collection	20
F. Budget	10
G. Program administration, capacity and sustainability	10
Total	100

The Grants Committee will review each section with an example provided here:

Program Evaluation:	Shows clear and specific plans for evaluating project success	Shows some plans for evaluation, but needs more specifics	Little attention to evaluation plans
---------------------	---------------------------------------------------------------	-----------------------------------------------------------	--------------------------------------

Decision-Making: The G UW Grants Committee reviews all of the information and makes a recommendation to the Board. The Board votes on the recommendations and award letters are mailed out.

IV. TIMELINE

Second grant cycle:

- Applications due in mid-May (exact date TBD)
- Decisions reached in early June (exact date TBD)
- Grant term: TBD (1 Year)
- CIP Final Reports due: TBD

If I have questions who should I contact? Contact Robert Moore, Director of Community Impact at rmoore@greenwichunitedway.org, 203-612-9587

CIP APPLICATION PROCESS

ORGANIZATION HISTORY AND MISSION:

CORE PROGRAMS AND SERVICES:

POPULATION ORGANIZATION SERVES:

NUMBER OF FULL TIME STAFF:

NUMBER OF PART TIME STAFF:

NUMBER OF VOLUNTEERS:

RELATIONSHIPS WITH OTHER ORGANIZATIONS:

HIGHLIGHTS OF ACCOMPLISHMENTS:

BOARD GOVERNANCE-

BOARD CHAIR/PRESIDENT:

NUMBER OF BOARD MEMBERS:

FREQUENCY OF BOARD MEETINGS:

CIP GRANT PROPOSAL-

PROGRAM NAME:

AMOUNT REQUESTED:

PROGRAM DESCRIPTION/DESIGN:

POPULATION GROUPS TO BE SERVED:

UNIQUE NUMBER OF PARTICIPANTS TO BE SERVED:

AGES OF PARTICIPANTS:

PROGRAM START AND END DATES:

TOTAL ORGANIZATIONAL BUDGET:

TOTAL DETAILED PROGRAM BUDGET: See below

PROGRAM PARTICIPATION AND DURATION:

Instructions/Example: *X number of Greenwich residents are participants, ages x to y, will be served (if expanding program: an increase of x number of participants). The average daily attendance is x. It is expected that x number of participants will remain in the program during the year (i.e. retention). Participants will attend the program x number of days, x number of hours per day, x number of weeks per year. If there is more than one program, for example after school and summer, please breakdown the number of participants in each component.*

PROGRAM LOCATION:

NUMBER OF UNIQUE GREENWICH RESIDENTS SERVED IN THE PROGRAM:

ZIP CODE WHERE PROGRAM TAKES PLACE:

DOES YOUR PROGRAM SERVE MORE THAN ONE ZIPCODE?

ADDITIONAL ZIP CODES WHERE PROGRAM TAKES PLACE:

PROGRAMMATIC GOALS AND OUTCOMES:

Instructions: Please list the **goals** that you have for your requested program, the **strategy(ies)** of how the goal(s) will be accomplished, and the **milestones**, the steps needed for you to implement your strategy and reach your goal. The number of goals that you list depends on your program(s). If you receive funding, your report should be based on whether or not your stated milestones were achieved and whether or not they were successful in reaching your goal(s); i.e. these are your **outcomes**.

THE FOLLOWING IS AN EXAMPLE:

Goal (What you want to accomplish): Improve Kindergarten and first grade children's reading skills for those who are struggling readers at public elementary schools. Seventy-five percent of the students will improve over half a grade reading level, and 55% will improve a full grade level or more. Over 85% of the volunteers will be retained from one year to the next.

Strategy (How you will accomplish your goal): Provide one-on-one tutoring for the children by training retired adults.

Milestones (Achievements that need to be accomplished in order to reach your goal):

1. Recruit 15 new volunteers and retain 125 volunteers from previous year.
2. Train new tutors and refresh returning tutors in the specified read curriculum, successful tutoring tips and classroom management.
3. Identify schools that cooperate and give space so that tutoring can occur with least amount of distraction.
4. Develop a rapport with the principal and teachers to recruit those children who will most benefit from the program.

5. Match each child with an older adult for a minimum of seven hours each week for at least three months to read using the specified reading curriculum.

PROGRAM SUSTAINABILITY: (In addition, how will you support the program if you are not awarded)

FRAMEWORK FOR PROGRAM EVALUATION:

ORGANIZATIONAL DOCUMENTS TO UPLOAD:

- **Audited Financials (Most Recent, must be no older than two prior years)**
- **Organizational Budget (Most Recent, must be no older than two prior years)**
- **IRS Form 990 (Most Recent, must be no older than two prior years)**
- **501c3 letter**
- **Current Board List**
- **GUW Publicity Agreement (Signed)**
- **GUW Funding Agreement (Signed)**

BUDGET DOCS TO UPLOAD

- **Program Budget**
- **Program Funding Sources**

PROGRAM BUDGET

EXAMPLE

Reading Support Program

Personnel	Salary	FTE	Total
John Doe, Director	\$50,000	0.05	\$2,500
Jane Doe, Activity Specialist	\$40,000	0.10	\$4,000
	\$NA	NA	NA
	\$NA	NA	NA
<i>Subtotal Personnel</i>			\$6,500
Fringe		10%	\$650
<i>Total Personnel</i>			\$7,150
OTPS			
Occupancy/Rent (pro rata estimate based on FTEs, may change)			\$3,000
Supplies			\$500
Staff Training			\$200
Participant Incentives			\$300
Technology			\$1,000
<i>OTPS Total</i>			\$5,000
Indirect			500
Total			\$12,650

FINAL REPORT GUIDELINES

Guidance for Completing the 2019-2020 CIP Final Report

Reporting Period: CIP funding period, one-year grant

This guidance document is designed to help program staff complete the 2019-2020 CIP Final Report.

The guidance document will help staff summarize the activities and accomplishments attained in the CIP grant period. The purpose of this document is to: 1) help staff develop a useful and informative report; and 2) effectively communicate the program activities and outcomes during the grant period.

This guidance document has 10 sections and includes instructions that will help inform responses. The sections are:

- Organization Name
- Organization Contact
- CIP Program Approval Date
- Grant Amount
- Program Name
- Program Overview
- Program Results/Outcomes
- Program Challenges
- Fiscal Summary
- Client Success Story

Organization Name

Organization Contact

Please use this section to indicate who is responsible for completing this report and who we should contact if we have any questions.

CIP Program Approval Date

Please indicate when your organization was awarded G UW CIP funds. This date is on your award letter.

Grant Amount

Use this section to indicate the amount your organization was awarded.

Program Name

Use this section to indicate which program was funded.

Program Overview

Use this section to describe the program that was funded.

Program Results

Use this section to outline activities and measurable results completed during the funding period in the preparation and roll-out of providing services, such as setting up facilities, staff trainings and preparing for data collection/evaluation. Your responses must correspond to the goals/objectives and program components of your project outlined in the application you submitted in the spring of 2019.

Program Challenges

Use this section to describe any program challenges, if any.

Fiscal Summary

Use this section to summarize how you used GUW CIP funds. Please paste your program budget versus actuals here.

Client Success Story

Use this section to describe a client success story.

Thank you!

Questions?

Contact Robert Moore, Director of Community Impact, rmoore@greenwichunitedway.org 203-612-9587

