

Requests for Proposal (RFP) Process for Annual Funding

Under the Initiatives for Community Essentials and Community Building

Please read all policies and guidelines to determine the following:

- Does your agency/organization meet the **criteria** for United Way funding?
- Will your agency/organization be able to fulfill **all** requirements for United Way funding?

If the answers to the above questions are **yes**, please submit the following to

United Way of the Bradford Area, Inc. **by 4:00 PM on Friday, September 29, 2017**

- **Six (6)** complete copies of the *RFP and Agreement for Participation (pages 5, 6, 7, 8, 9 and 11 of this document only)*
- **The UWBA Board of Directors reserves the right to not consider late or incomplete RFPs. Should the Board choose to accept such submissions, an automatic 10% reduction will be applied to annual funding.**

If your organization received annual funding from United Way of the Bradford Area in the past year, it will be necessary that your agency is compliant with submitting an allocation expense report for each program which was approved for funding in 2016 (and allocated during the 2017 calendar year). This report will be distributed to your organization in December, and must be returned to Mandi Wilton Davis on or before January 19, 2018. Late or incomplete reporting will result in monthly allocation payments being withheld until all documentation is submitted to and approved by the UWBA Board of Directors.

If additional information, clarification, or an agency visit is required, a representative from United Way will contact your organization.

Please feel free to contact Mandi Wilton Davis at admin@uwbanews.org, or by calling (814) 368-6181 with questions or concerns. Thank you for your interest in partnering with United Way.

Admissions and Allocations Policies and Procedures

POLICY

United Way of the Bradford Area, Inc. abides by three (3) fundamental principles for allocating funds:

- Decisions about funding will be made by the entire Board of Directors of United Way of the Bradford Area, Inc.
- Agencies which receive support will be held fiscally and ethically accountable
- Funds will be awarded with fairness and impartiality

STRUCTURE

The Board of Directors of United Way of the Bradford Area, Inc., will review applications, present recommendations and vote on requests for proposals that meet and support the funding initiatives of United Way of the Bradford Area, Inc.

PROCEDURES

Agencies meeting the criteria contained in this policy will submit an application for funding to United Way of the Bradford Area, Inc., by the date established for funding to begin January 1st of the following year. Requests for funding will be accepted on an annual basis, with programs funded for a one (1) year period. Once applications have been received, United Way of the Bradford Area Board adheres to the following:

- **APPLICATION REVIEW:** Board members meet to review all agency application materials, making note of any information that needs further explanation; or recommending an agency representative meet with the board to discuss specific information relative to their proposal.
- **FACILITY VISITATION:** If the agency applying for United Way support has not been a funded agency in the past, if significant program modifications have taken place in an agency currently funded by UWBA or if the Board deems it necessary, an on-site visit of the facilities will be scheduled.
- **UWBA BOARD RECOMMENDATIONS/FINAL APPROVAL:** The Board will vote on their final recommendations at the November board meeting.
- **ANNOUNCEMENT OF AWARDS:** United Way of the Bradford Area Inc. will announce the base allocation awards on or around December 1st of each year. These awards will be adjusted, if necessary, based on the totals of the United Way campaign. Once allocation awards have been determined all awards are considered final.

CRITERIA

In order to receive consideration for **Community Essentials** and **Community Building** funding from United Way of the Bradford Area Inc., an agency must:

- Be a health and human service agency providing programs to the community that meet and support the funding initiatives of the United Way of the Bradford Area, Inc.
- Be a non-profit agency as defined by the Internal Revenue Service in Title 501 (c)(3) of its code.
- Be run by a volunteer Board of Directors, none of whom receives any remuneration from the agency.
- Execute agency agreement with United Way of the Bradford Area, Inc.
- Provide a complete listing of all fundraising activities scheduled annually to United Way of the Bradford Area, Inc. (**See Policy on Agency Fundraising**)
- Agree to not conduct **any fundraising activity** during the time period from September 1 – November 1 of each year. (**See Policy on Agency Fundraising**). This includes, but is not limited to, third-party fundraising.
- Maintain organizational profile and updated, accurate information in NWP 2-1-1 database.
- Agree to lend strength, support and active participation by naming a designated representative to participate in the annual United Way campaign.
- Agree to submit a final expense report detailing how United Way allocated funds were spent for each program approved for funding under this RFP application.

Policy on Agency Fundraising

AGENCY FUNDING

United Way of the Bradford Area, Inc. recognizes agencies must obtain funding from sources other than the allocation amount provided from the annual campaign. While it is acknowledged that a fundraising partnership will generate greater total support for health and human service programs, United Way, in stating this policy makes no attempt to limit the agency's ability to secure additional funding outside the campaign timeline. If however, an agency has the ability and resources to generate more revenue through year-round fundraising, then application with United Way of the Bradford Area, Inc. should be reconsidered.

CAMPAIGN BLACK OUT

No independent fundraising of any nature shall be scheduled, sponsored or conducted by or on behalf of United Way funded agencies during the period of September 1st through November 1st. United Way of the Bradford Area, Inc. will adhere to a strict enforcement of this requirement. **Please refer to Conditions of Default in the Agreement of Participation.**

COMMUNICATION OF AGENCY FUNDRAISING

At the time of application for funding, a summary of all fundraising activities planned by the agency (for the entire calendar year) will be required for submission as Attachment #10. Within thirty (30) days of completion of each activity, a special event follow-up report form is required summarizing the results of the activity. United Way reserves the right to recommend that fundraising activities not be undertaken if such occurrences do not fall under the general guidelines provided in this policy.

GENERAL REQUIREMENTS REGARDING AGENCY FUNDRAISING

1. Agencies must follow all applicable local, state and federal laws that govern fundraising activities.
2. Agencies must offer United Way an opportunity to indicate whether United Way affiliation should be identified during the fundraising project and if so, indicate that such supplemental fundraising is for additional support.
3. Fundraising efforts conducted by auxiliaries, alumni, booster groups and general members of funded agencies are governed by the same policies as those governing the agency itself.
4. The results of all fundraising activities must be submitted to United Way, via a special event form, within thirty (30) days of the completion of the event.

EXEMPTIONS

Approved **Community Innovations and Community Impact** applicants are exempt from the following:

- Campaign black out restrictions

COMPLIANCE

Non-compliance with this policy will result in the following sanctions by United Way of the Bradford Area, Inc.:

- Holding of monthly allocation check until compliance is achieved
- Reduction or discontinuation of annual United Way allocation

(Please refer to Conditions of Default in the Agreement of Participation)



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2017-2018 Request for Proposal

Organization Name:	Organization EIN#:
Organization Address:	
Organization Phone No.:	
Executive Director: _____	
Signature: _____	
Board President: _____	
Signature: _____	
Total Agency Operating Budget This Fiscal Year:	
	\$
<i>Please provide a copy of your organization's most recent 990</i>	
Program For Which You Are Requesting Funding:	
Program Name:	
Program Contact's Name and Title:	Phone:
	Email:
Requested Funding: \$	
Total Program Budget: \$	
Is this a new or existing program? <input type="checkbox"/> New <input type="checkbox"/> Existing If it is an existing program, how long has it been underway? _____	
Has this project previously received UWBA funding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when was it funded, and how much? _____	
What other sources of funding (e.g. grants, endowment earnings, fees, etc.) do you have to support this program? Please include the type of activity and the net dollar result.	

Will this allocation serve as matching funds for a grant? If so, please specify what grant, and provide a copy of the documentation detailing the required matching funds.

Program Overview: What specific services or activities will be delivered by this program? Please include a description of your plans for outreach to the target population, as well as a detail of how your program collaborates with other agencies to address this specific need.



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Targeted Outcomes: What are the expected individual outcomes for participants in this program? These are the outcomes that you will track and report. Additionally, briefly describe your plan to measure individual participants' progress on the outcome(s). Will you use a standardized assessment, a survey, case notes, observation, etc.? When and how often will assessments take place and who will collect the data and evaluate progress? Identify if and how program participants and members of the community will be supported to participate in the outcome evaluation activities.

[Empty response box for Targeted Outcomes]



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Organization:	Program Name:		
Budget Summary	Program Funding		
	Total Requested From UWBA	Total Program Budget	Total Organization Budget
REVENUE	1	2	3
Contributions/Fundraising Income			
Grants From Federal Government Agencies			
Grants From State Agencies			
Grants From Local Government Agencies			
Foundation Grants			
Program Service Fees			
Other Revenue			
TOTAL REVENUE			
EXPENSES			
Salaries			
Payroll Taxes and Employee Benefits			
Professional Fees and Contracted Services			
Operations (i.e. rent of space, equipment, etc.)			
Materials and Supplies (see also below)			
Travel			
Other Expenses			
TOTAL EXPENSES			
Balance			
Total Program Budget			
Amount Requested From UWBA			

List of Documentation Which May Be Required for Submission

For better efficiency, all documents do not need to be submitted along with the RFP.
At any time, however, the UWBA may request that you provide the following:

Copy of IRS letter of determination of tax-exempt status

Copy of most recently completed audit/CPA review

Copy of non-discrimination policy

List of current members of the board of directors

Copy of letter from Department of State/Bureau of Charitable Organizations

Annual report

Proof of directors/officers liability insurance

Proof of professional malpractice insurance

Complete listing of annual fundraising activities for the year



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AGREEMENT FOR PARTICIPATION

Introduction

United Way of the Bradford Area, Inc. was established by contributors to provide an effective means for channeling donated funds for financing health and human services of participating agencies. It is expected that United Way leaders make it their responsibility to provide a unified, community-based fundraising system as the most efficient manner to provide for the financial needs of voluntary, health and human service agencies.

Since the most fragile asset of United Way is good will of all potential contributors, its leadership maintains stewardship over contributed funds to assure they will be utilized for needed services in the most efficient and effective way. In doing this, United Way recognized the autonomy of participating agencies administered by responsible volunteer representatives of the community.

I certify that by submitting this request for proposal for funding from the United Way of the Bradford Area, Inc. during the 2018 calendar year, _____ (agency name) will adhere to all terms detailed in the "Agreement for Participation". This request has the full support of _____ (agency name)'s Board of Directors.

RECITALS

This agreement is entered into as of this _____ day of _____, by

Agency Name

AND

United Way of the Bradford Area, Inc.

WITNESSES THAT

The above agency has made application for financial participation to United Way of the Bradford Area, Inc., has reviewed this agreement and has authorized its executive by proper official action; and United Way of the Bradford Area, Inc., after examination of the representations contained in said application and supporting documents, has determined participant's eligibility for acceptance and hereby accepts agency as a participating agency in United Way of the Bradford Area Inc., on all of the following items listed.

BOTH UNITED WAY OF THE BRADFORD AREA, INC. and AGENCY AGREE:

1. At the discretion of the Board of Directors of United Way of the Bradford Area, Inc., the administration and fundraising costs shall be the first charge against the unified appeal of United Way of the Bradford Area, Inc.
2. That all receipts shall be held in reserve by United Way of the Bradford Area Inc., and made available and awarded by said board, as it shall determine.
3. Contributions to United Way of the Bradford Area Inc. will be allocated to approved agencies in the amounts recommended to and agreed upon by the Board of Directors of United Way of the Bradford Area, Inc.
4. To maintain responsible management through a representative governing board which serves without pay and which meets at least six (6) times a year to assure financial, service and administrative control in accordance with general standards set for all participating agencies of United Way of the Bradford Area, Inc.
5. To cooperate with each other in eliminating duplication of effort, improving efficiency of administration, promoting the annual United Way campaign and to promote the partnership of both the agency and United Way in meeting and funding health and human service needs of the community.
6. To keep one another informed on all matters of common concern.
7. To observe and abide by the relevant provisions of United Way of the Bradford Area's by-laws, policies, regulations and budget procedures of Standards of Accounting or approved accounting systems.

UNITED WAY OF THE BRADFORD AREA, INC. WILL:

1. Set a campaign goal with due regard for the area's giving potential.
2. Conduct an annual community-wide financial campaign for the support of the agencies with the funds distributed to the agencies according to a method as approved by the Board of Directors of United Way of the Bradford Area, Inc.
3. Notify agencies of their base allocations by December 1st. All Allocations and grants are subject to campaign production. In the event an annual campaign does not meet its goal, all components of United Way funding will be reduced by an equal percentage. Necessary adjustments will be made accordingly within the first quarter of the distribution year.
4. Distribute funds raised on behalf of the agencies in twelve (12) monthly installments.
5. Provide support services to and as requested by the agency in an effort to maintain operational cost efficiency and to enhance the agency's programs.
6. Promote the agency's mission and objectives through its year-round communications and marketing efforts to the community.
7. Insure accountability of all funds raised and distributed by United Way of the Bradford Area, Inc. to the agency through periodic program evaluation and financial assessment of the agency's efforts supported by United Way of the Bradford Area, Inc.
8. Recognize the agency is autonomous and has the right, within the limitations it has voluntarily accepted in this agreement, to determine its own policies and programs and to administer its own budget.
9. Not discriminate on the basis of nationality, race, sex, age, creed, religion, disability or any other characteristic protected by law in its general services, employment and personnel practices, nor in membership on its governing board.

THE AGENCY WILL:

1. Maintain its non-profit, charitable organization status under section 501(c)(3) of the Internal Revenue Code, unless exempted by federal guidelines.
2. Maintain an active volunteer board of directors and provide to United Way of the Bradford Area, Inc., an updated list with regular meeting times to keep on file with financial and/or other reports provided to United Way of the Bradford Area, Inc., on a regular, timely basis, as may be required.
3. Adhere to EOE and Non-Discrimination policies avoiding discrimination on the basis of nationality, race, sex, age, creed, religion, disability or any other characteristic protected by law. If an agency is exempt from one of more of these policies, the agency must provide written proof of exemption.
4. Provide adequate liability insurance coverage (directors/officers and malpractice) of board, staff and volunteers, with employees covered by bonding insurance, in order to protect public interest.
5. Maintain proper management standards according to acceptable business practices that include timely payment of obligations.
6. Support fully and actively the annual United Way campaign by active participation of the agencies governing board, staff, service recipients and volunteers. This includes, but is not limited to, active participation on the UWBA Speakers Bureau.
7. Participate and cooperate with other agencies and organizations in joint fundraising projects and activities that will generate support and revenue for United Way.
8. Display on letterhead and other literature the United Way brand mark showing that support comes through United Way of the Bradford Area, Inc., in publicity whenever possible.
9. Abide by all guidelines as detailed in United Way of the Bradford Area, Inc.'s Policy on Agency Fundraising, specifically by soliciting no funds from the community or in any other manner during the United Way blackout period of September 1st – November 1st of each year.
10. The agency shall furnish financial reports when requested to United Way of the Bradford Area, Inc. and upon reasonable notice provide financial and other information relative to programs and services offered by said agency.
11. The must submit at the time of application a complete listing of all fundraising activities scheduled for the following calendar year.
12. The results of all fundraising activities must be submitted to United Way via a special event report form, within thirty (30) days of the completion of the event.
13. Any additional fundraising activity not submitted at the time of application must be communicated to United Way of the Bradford Area thirty (30) days prior to the scheduled event. In addition, a special event follow-up report must be submitted within thirty (30) days following the completion of the event.

14. Refrain from establishing new programs or discontinuing or making major changes in current programs, within the area covered by United Way of the Bradford Area, Inc., until it has had adequate opportunity to consider and to discuss with the agency how such change will affect the total needs and services of the area and the current and future funding of the agency.
15. To keep United Way of the Bradford Area, Inc., informed of all policies regarding eligibility for service and any changes thereof, any changes in relationship to a national organization, whenever the United Way/agency relationship may be affected.
16. Provide such additional information as may be of assistance to United Way of the Bradford Area, Inc., for program analysis, service needs and projections.

DEFAULT:

Agency understands United Way of the Bradford Area, Inc., through its designated agent(s) may conduct such investigation, as it may deem necessary to determine agency's compliance with the agreement of the level/quality of services.

Any concern regarding services provided or alleged failure of agency to comply with the conditions of this agreement will be investigated and reviewed by United Way Executive Committee or its designee with appropriate agency personnel to determine whether mutually satisfactory corrective action will be taken.

In the event of default under the terms of this agreement between the agency and United Way of the Bradford Area, Inc., the following shall apply:

1. If the agency is suspected of being in violation of this agreement, United Way of the Bradford Area, Inc. *may* give the agency five (5) working days to correct the default.
2. Upon such investigation and review that agency continues to remain in default of the agreement or services do not justify continued support, United Way of the Bradford Area, Inc., would enact the immediate suspension and withholding of all moneys thereafter due to said agency. Within twenty-four (24) hours after any such suspension, the Executive Committee shall notify agency of suspension status via certified letter containing the date, time and place mutually agreeable to both parties of a hearing before the Executive Committee together with a specification of the reasons for the agency's suspension. Said hearing shall be held within ten (10) calendar days of the mailing of said notice of suspension, at which time the agency may appear and present evidence as it may have and make argument on its own behalf.
3. Thereafter, a regular special meeting of United Way's Board of Directors shall be held to consider the recommended solution. If a quorum of United Way of the Bradford Area Inc.'s Board of Directors determines that a default has occurred, United Way of the Bradford Area, Inc. may terminate this agreement for participation.
4. If United Way of the Bradford Area, Inc. terminates this agreement, all rights and duties of the parties to each other shall immediately terminate including the duty of United Way of the Bradford Area, Inc. to provide financial support to the participant.
5. This agreement is non-renewable, as a new application must be submitted annually by said agency.