



## Board of County Commissioners and City of Punta Gorda

### 2018-2019 PROGRAM GRANTS | GUIDELINES

#### OVERVIEW

United Way of Charlotte County’s (UWCC) mission is to lead the united effort to eliminate poverty by investing in our community. Pass through grant funds from the Board of County Commissioners and City of Punta Gorda are available to support nonprofit organizations providing program services that help to alleviate poverty among Charlotte County residents. For more information about how poverty affects our community, see the 2013 Charlotte County Community Needs Assessment at [www.unitedwayccfl.org](http://www.unitedwayccfl.org).

#### IDENTIFIED NEED

UWCC seeks grant requests in support of programs that meet one of the needs identified by the 2013 Charlotte County Community Needs Assessment:

**Education      Health      Employment      Transportation      Family Services**

Agencies applying for this funding opportunity must explain in the grant application how the need they are addressing helps to alleviate poverty among Charlotte County residents.

#### USE OF FUNDS

Funds may be requested to support new or existing programs, and may only be allocated to nonprofit organizations.

Funds may be used only to provide program services to Charlotte County residents.

Funds may be used to cover direct program expenses incurred during the Board of County Commissioners / City of Punta Gorda funding cycle which runs from October 1, 2018 – September 30, 2019.

There is no minimum or maximum limit imposed on grant requests. Agencies are encouraged to request an amount of funding that is reasonable and necessary to ensure efficient program operation.

UWCC expects to distribute approximately \$650,000 in pass through grant funding from the Board of County Commissioners, and approximately \$27,500 in pass through grant funding from the City of Punta Gorda. Funding awarded from the City of Punta Gorda must be used only for direct program services provided within Punta Gorda city limits.

UWCC intends to be a long-term partner in supporting nonprofit programs. As such, at the end of this funding cycle, agencies will have the opportunity to apply for renewed program funding.

## ELIGIBILITY

Requests for pass through grant funding from the Board of County Commissioners / City of Punta Gorda must meet the following requirements:

- Program services must help to alleviate poverty among residents of Charlotte County.
- Programs must provide a health, welfare, or social service.
- Agencies may request funding for multiple programs.
- Agencies must be willing to negotiate revised program outcomes and budget expenditures with UWCC staff as a condition of accepting funding.
- Applicants are invited to request funding from Board of County Commissioners / City of Punta Gorda for collaborative programs, but they are not required to do so.
- If awarded funding, agencies agree to provide a thorough accounting through quarterly reporting, to include details regarding financial expenditures, programmatic oversight, and outcomes evaluation.
- Grants will not be awarded to primarily religious organizations; educational institutions (schools/universities); or fraternal, governmental, political, cultural, or animal organizations. Grants will not be awarded for endowment campaigns, land purchase, construction of new facilities or major renovating of existing facilities, or capital campaigns.
- The agency must be an incorporated, not-for-profit organization, possessing tax-exempt status under section 501(c)3 of the Internal Revenue Service code.
- The agency must have an annual audit of its financial affairs, prepared by an independent CPA. Copies of the audit and the IRS Form 990 must be made available to the United Way of Charlotte County's Board of Directors as soon as they become available.
- The agency must have administrative expenses of less than 25%, as determined by IRS Form 990.
- The agency/grant program must be governed by active, volunteer, policy-making Boards that include residents from the Charlotte County community. Governing Boards must meet at least quarterly and members must have rotating terms of service. Minutes of agency Board meetings must be made available to the United Way upon request.
- The agency/grant program must not discriminate on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity/expression, age, or national origin in their staffing policies, use of volunteers, or provision of services.
- The agency/grant program must demonstrate the clear ability to manage programs and finances in accordance with generally accepted procedures.
- The agency must agree to abide by the terms set forth in the Partner Agreement.

## SUBMITTING THE APPLICATION

Submission of the Grant Application and all required attachments is a two-part process. Both parts must be completed by 4:00pm on Monday December 18, 2017. No late submissions will be accepted.

### Part One

Agencies must submit paper copies of each of the following documents to the UWCC office:

- 15 paper copies of the Grant Application
- 15 paper copies of the Program Budget (The Program Budget Template provided by UWCC must be used to complete this requirement.)
- 15 paper copies of the most recent quarterly reports for all programs that received funding in the last grant cycle
- 1 paper copy of the most recent Audited Financial Statements
- 1 paper copy of the most recent IRS Form 990

### Part Two

Agencies must submit an electronic copy of each of the following documents to Dropbox:

- Grant Application
- Program Budget (The Program Budget Template provided by UWCC must be used to complete this requirement.)
- Most recent Audited Financial Statements
- Most recent IRS Form 990
- Most recent 501(c) 3 Nonprofit Letter of Determination
- Organization Chart
- Organization Budget
- Board of Directors List

## SCORING

All Grant Applications and supporting materials will be evaluated by UWCC's Community Impact Panel. Community Impact Panel members will use a Scoring Worksheet to rate Grant Applications and determine recommendations for funding. The Scoring Worksheet is available on the UWCC website for review.

## CONDITIONS

Agencies that are awarded funding must agree to participate in reporting by providing details regarding financial expenditures, programmatic oversight, and outcomes evaluation. Reports will be required quarterly during the grant funding period.

If funding is awarded and an agency is no longer able to provide the program as stipulated in the Partner Agreement Contract, UWCC Staff and Board of Directors must be notified immediately. Upon notification, UWCC Staff and Board of Directors will determine a corrective course of action.

## NEXT STEPS

To apply for pass through funding from Board of County Commissioners / City of Punta Gorda, agencies must complete the Intent to Participate Form. UWCC staff will provide each applicant with access to a Dropbox account where all grant application materials may be submitted.

Nonprofit organizations interested in applying for pass through grant funding from Board of County Commissioners / City of Punta Gorda are invited to schedule a technical assistance session with Aimee Coley, UWCC's Director of Collective Impact. Agencies may request assistance to develop grant applications or to discuss other needs and concerns as they arise. Sessions may be scheduled between November 1 – December 15, 2017. You may contact Aimee to schedule sessions via telephone at 941-627-3539 or via email at [aimee.coley@unitedwayccfl.org](mailto:aimee.coley@unitedwayccfl.org).

## TIMELINE

October 10, 2017	2018-2019 Grant Guidelines and Grant Applications released
October 24, 2017	<b><u>Mandatory All Agency Grant Workshop</u></b> 1:00pm at CDBIA conference room 17984 Toledo Blade Blvd., Port Charlotte, FL 33948 (Applicants are required to attend this mandatory training and information session to be eligible to apply for United Way, Board of County Commissioners, or City of Punta Gorda funding. <b><u>No exceptions will be made to this requirement.</u></b> )
Nov. 1 – Dec. 15, 2017	Optional Technical Assistance Sessions
November 7, 2017	BOCC/COPG Program Grant Intent to Participate Forms Due by 5:00pm
December 18, 2017	All grant applications (including electronic and hard copy documents) for United Way, Board of County Commissioners, or City of Punta Gorda funding due by 4:00pm.
February 2018	Community Impact Panel review; nonprofit organization tours and presentations to Community Impact Panel volunteers
April 2018	Program Grant Awards Announced