



# **2019-2020 Community Partner GRANT FUNDING**

**Application Instructions**

**DUE DATE:  
April 26, 2019  
5 pm**

## Introduction

Kings United Way is pleased to announce the opening of the 2019/2020 application period to become a recognized Community Partner of your local United Way office.

The *LIVE UNITED* logo represents our commitment to work in partnership with you, the non-profit community, to reach out and help those in need and to bring positive influence into communities where it is needed most. When we LIVE UNITED, we have a greater chance of achieving the common good.

**If selected for funding and/or community partner status, your organization has access to many benefits including:**

### Funding

During workplace campaigns, donors know that Kings United Way partners have been vetted and that funds donated to those organizations will serve an important purpose in our community. Last year, Kings United Way awarded funding to fifteen (15) local agencies.

### Capacity Building Workshops

Kings United Way provides workshops throughout the year on a variety of topics pertinent to non-profit leadership and operations.

### Volunteer Human Resources

*Get Connected* of Kings United Way is a virtual volunteer center where non-profit agencies can post volunteer needs. *Get Connected* is used for volunteer recruitment and placement for special events such as Day of Caring.

### Community Resource Linkage through 2-1-1

❖ Call ❖ Click ❖ Download

Access to community services is available 24 hours per day, every day of the year. Services are available by telephone in over 150 languages by dialing 2-1-1, on the web at [www.211kingscounty.org](http://www.211kingscounty.org) or on the Mobile App 211 Intelliful™. Stay tuned for exciting developments on the implementation of texting and chatting features for 2-1-1.

### Publicity and Awareness

Kings United Way is pleased to use various social media platforms to promote our community partners.

## Eligibility Requirements

Kings United Way welcomes all interested nonprofit agencies serving Kings County residents with 501(c)(3) status to apply. Please review Eligibility Requirements carefully for a thorough understanding of our process.

All applicants must meet the following criteria to be considered for funding:

- Be a non-profit organization as defined by the Internal Revenue Service 501(c)(3) code and **have been in operation for at least six months.**
- Provide health and/or human services in Kings County. ▪ Be an organization “in good standing” with Kings United Way with no sanctions from the previous year.
- Demonstrate local presence.
- Demonstrate sufficient organizational capacity to provide the proposed services to Kings County residents.
- Provide services without regard to race, religion, national origin, gender, sexual orientation, gender identity/expression, age, ancestry, marital status or disability.

## Funding Priorities

### Education

United Way makes sure children and youth can start school ready to succeed, become proficient readers at a young age, stay on track in middle school, earn their high school diploma and pursue a higher education.

Examples: Reduce child abuse and neglect. Increase youth participation in leadership development programs. Increase academic achievement. Increase access to parent education.

### Income

United Way empowers people to get on stable financial ground with proven methods like job training, financial wellness classes and more. The result is thriving communities where everyone has more opportunity to succeed.

Examples: Increase family financial stability by assisting in meetings life’s basic needs with food, shelter, clothing, and education services on financial literacy.

### Health

United Way is building healthier, more resilient communities by promoting healthy eating and physical activity, expanding access to quality health care and integrating health into early childhood development.

Examples: Promote independence of seniors and the disabled by supporting programs that address the mental and physical well-being of this target population. Reduce drug and alcohol dependency. Increase access to mental health resources.

## Key Dates

### Funding Period

The funding period is July 1, 2019 through June 30, 2020.

### Application Timeline

Release of Funding Application	March 15, 2019
Applicant Workshop (KUW Office)	March 22, 2019
Application Submission Deadline	April 26, 2019 (5:00pm)
Application Review and Scoring	May 2019
Board Meeting-Allocations	June 18, 2019
Notices to Organizations	June 30, 2019

### **PAPER APPLICATIONS ONLY. NO ONLINE APPLICATIONS THIS YEAR.**

Please submit to:

Kings United Way  
125 West 7<sup>th</sup> Street  
Hanford, California 93230

### **NO LATE APPLICATIONS WILL BE ACCEPTED.**

## Proposal Review Process

All proposals will be reviewed under the same review process.

### Initial Screening

All submitted applications will be screened by United Way staff for completeness and eligibility.

### Review and Scoring

Members of the United Way Board of Directors will review and score the applications. All proposals will be scored using the same scoring rubric (Appendix A).

### Recommendations

Kings United Way utilizes a competitive grant making process. All applications are comparatively reviewed and scored. **Funding is not guaranteed.** All funding decisions are made by the Kings United Way Board of Directors.

## Reporting Requirements

### PLEASE READ CAREFULLY

Quarterly reports are due no later than the 15<sup>th</sup> of the month following the end of the quarter. Failure to submit a timely quarterly report will result in sanctions and may be grounds for termination as a United Way partner agency. All undesignated funds allocated to the organization will be redistributed.

**If you received a sanction in the 2018/2019 funding cycle, your organization will be ineligible to apply for funding in 2019/2020.**

Reporting Period	Due Date
First Quarter 7/01/2019-9/30/2019	October 15, 2019
Second Quarter 10/01/2019-12/31/2019	January 15, 2020
Third Quarter 1/01/2020-3/31/2020	April 15, 2020
Fourth Quarter 4/01/2018-6/30/2018	July 15, 2020

## Application Process

Only complete applications, submitted to Kings United Way at 125 West 7th Street, Hanford by the required deadline and include all required attachments will be considered for funding. Kings United Way reserves the right to not fund any applications.

### Grant Award

Grant awards are paid to organizations on a quarterly basis provided quarterly reports are submitted in a timely manner. Failure to submit a quarterly report will result in sanctions and make the organization ineligible to apply for funding the following year.

### Technical Assistance

Questions regarding the application or requests for technical assistance may be submitted to:

[nanettev@kingsunitedway.org](mailto:nanettev@kingsunitedway.org) or be made by telephone at (559) 584-1536.

# Application Instructions

## Organizational Information

1. Name of Organization
2. Organization's Mailing Address
3. Organization's Main Address (if different)
4. EIN Tax ID Number
5. Website Address
6. Hours of Operation
7. Executive Director/CEO Information

Name

Title

Email Address

Telephone Number

8. Communities Served by Organization (please check all that apply)

Hanford

Kettleman City

Lemoore

Stratford

Corcoran

Armona

Avenal

Other: \_\_\_\_\_

## **Funding Request Amount**

1. Amount Requested for 2019/2020:

## **Organization's Governance and Oversight**

1. How many times did the Board of Directors meet in the last fiscal year?
2. How many times did the Board of Directors lack a quorum and were unable to meet?
3. Please attach a copy of your most recent Board meeting Agenda
4. Please attach a copy of your most recent Board meeting Minutes
5. Please attach a copy of your Board Roster showing the Board member's city of work and city of residence and the business sector they represent.

## **Agency Profile**

1. How many years has your organization been in business?
2. What social/human welfare issue does this program address?
3. Provide a brief program description and goals that United Way funding supports.

## Organization Overview

1. Organization's Website
2. Does organization participate in the United Way *Get Connected* volunteer portal?
3. If no, are you willing to utilize this tool if you become a funded community partner?
  
4. How does the organization maximize the use of volunteers to support organizational activities?
  
  
  
  
  
  
  
  
  
  
5. Does the organization have a business office located in Kings County?
6. If no, describe how services are provided to the residents of Kings County.

## Leadership

1. In the last fiscal year, has there been turnover in the Executive Director/CEO position?
2. If yes, was this departure planned or unexpected? Please explain.
  
  
  
  
  
  
  
  
  
  
3. In the last fiscal year, what is the percentage for staff turnover?



## Fiscal Summary

1. Are all services provided by your organization available regardless of ability to pay?
2. If fees are charged, do you offering a sliding scale or have a charity care policy?
3. Did agency sustain a loss over the last 12-month fiscal period?  
If yes, please explain:

## Additional Required Attachments

Attachment A-1

Most Recent Board Meeting Agenda

Attachment A-2

Most Recent Board Meeting Minutes

Attachment A-3

Board Roster Showing Board Members, City of Work, City of Residence, and Business Sector they Represent

Attachment A-4

Agency Bylaws

Attachment B

Profit and Loss Statements for Prior Fiscal Year (includes 12 months)

Attachment C

Project Budget for KUW Funding Only (Proposed Budget)

Attachment D

Copy of IRS Determination Letter

Attachment E

Agency Media Release Agreement

## Certification and Signature

I certify that the information contained in this grant application and its attachments are complete and accurate to the best of my knowledge.

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Authorized Signer

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Title

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Date

## Appendix A Scoring Rubric

Kings United Way  
Reviewer Scoring Rubric for  
2019-20 Grant Cycle Funding Application

Applicant Name: \_\_\_\_\_

Criteria	Scoring Criteria	Points
<b>1. Applicant Eligibility</b>		
a. Non-profit organization as defined by the IRS 501c3 code and has been in operation for at least 6 months.	Yes= Continue with Review No= STOP! Applicant is not eligible	N/A
b. Agency provides health and human services in Kings County.	Yes= Continue with Review No= STOP! Applicant is not eligible	N/A
c. Applicant has measurable goals.	Yes=Continue with Review No= STOP! Applicant is not eligible	N/A
<b>2. Program Impact</b>		
a. Program demonstrates that it will make a measurable impact with United Way funds (see page 5).	Agency activities are well thought out and the organization has a strong history of providing these services= 5 points Agency is proposing needed services for the community= 3 points Activities are a duplication of existing services in the community and/or the organization does not have a track record of providing these services= 1 point	/5
b. Services are available to those in need regardless of ability to pay (see page 8).	Yes= 5 points Sliding Scale- 3 points No= 0 points	/5
<b>3. Organizational Capacity</b>		
a. Organization has a website that contains current information (see page 6).	Yes (information current)= 5 points Yes (information outdated)= 3 points No= 0 points	/5
b. Organization utilizes the Get Connected website to recruit community volunteers or has another appropriate mechanism in place to facilitate volunteer recruitment (see page 6).	Yes (organization utilizes Get Connected website and participates in Day of Caring)= 5 points Yes (organization either uses Get Connected or participates in Day of Caring)=3 points	/5

	No= Organization does not use Get Connected and does not participate in Day of Caring= 0 points	
c. Organization has a business office or satellite center in Kings County to provide services. If no, the organization has an acceptable plan of action to reach Kings County residents (see page 6).	<p>The agency has a full time office located in Kings County and the office is located where services are being proposed=5 points</p> <p>The agency has a full time office in Kings County but services are being proposed in an outlying area=4 points</p> <p>The agency has an office in Kings County at least 16 hours per week= 3 points</p> <p>The agency does not have an office in Kings County but has an appropriate plan to reach Kings County residents= 2 points</p> <p>The agency does not have an office in Kings County and did not demonstrate an appropriate plan to reach Kings County residents= 1 point</p>	/5
d. The organization’s staff turnover rate in 2018 was lower than 20% and there was no turnover in leadership (Executive Director/CEO position). If not, does the applicant provide an acceptable reason for the high turnover rate (see page 7)?	<p>Turnover was less than 10% and no turnover in leadership= 5 points</p> <p>Turnover was less than 10% but turnover in leadership=4 points</p> <p>Turnover was between 10% and 20% and no turnover in leadership= 3 points</p> <p>Turnover was between 10% and 20% and turnover in leadership= 2 points</p> <p>Turnover was greater than 20% but no turnover in leadership=1 point</p> <p>Turnover was greater than 20% and turnover in leadership=0 points</p>	/5
<b>4. Required Attachments</b>		
<p>a. Attachments A-1, A-2 &amp; A-3:</p> <p>A-1: Most Recent Board Meeting Agenda</p> <p>A-2: Most Recent Board Meeting Minutes</p> <p>A-3: Board Roster with Board Members Name, City of Work, City of Residence, and Business Sector They Represent</p> <p>A-4: Copy of Agency Bylaws</p>	<p>The Board roster, including board member’s name, city of work, city of residence, and business sector was included and provides excellent representation of Kings County and diverse skills sets=10 points</p> <p>The Board roster is included and the Board composition reflects an effort at diverse skill sets and adequate representation of Kings County=8 points</p> <p>The Board roster is included and the Board composition does not reflect diverse skill sets and representation of Kings County. The Board includes at least 25% representation from</p>	/10

	<p>individuals who live or work in Kings County=5 points The Board roster is included and the Board composition does not reflect diverse skill sets and representation of Kings County. . The Board does not include at least 25% representation of individuals who live or work in Kings County=3 points The board roster does not include meeting dates, times or location (states TBD)= Subtract 2 points</p>	
b. Attachment B: Profit and Loss Statement for the Prior Fiscal Year (12 Months)	<p>Agency is profitable and fiscally stable= 5 points Agency is neutral showing no profits or losses year over year- 4 points Agency sustained losses and provides a reasonable explanation for the losses and has a turn-around plan= 3 points Agency sustained losses and provides a reasonable explanation for the losses but does not have a turn-around plan= 2 points Agency had significant losses but does not provide a reasonable explanation for losses nor has a turn-around plan= 0 points</p>	/5
c. Attachment C: Project Budget for <u>KUW Funding Only</u>	<p>The budget is reasonable and is consistent with the proposed activities= 5 points The budget needs to be negotiated with applicant but is consistent with proposed activities= 3 points The budget is not reasonable and does not reflect the activities proposed in the application= 0 points</p>	/5
d. Agency Media Release Form		N/A
<b>5. Quarterly Reports Submitted on Time</b>	<p>All quarterly reports were submitted on time= 0 <b>(score does not change)</b> One (1) quarterly reports submitted late= <b>-2 (deduct two points)</b> Two (2) quarterly reports submitted late= <b>-5 (deduct five points)</b> Three (3) quarterly reports submitted late= <b>-10 (deduct ten points)</b></p>	
<b>TOTAL SCORE</b>		

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Date