



# 2021-2022 GRANT FUNDING

**Application Instructions**

**DUE DATE:  
July 23, 2021  
4 pm**

## Introduction

Kings United Way is pleased to announce the opening of the 2021/2022 application period to become a recognized affiliate 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 affiliate status, your organization has access to many benefits including:**

### Funding

During workplace campaigns, donors know that Kings United Way affiliates have been vetted and that funds donated to those organizations will serve an important purpose in our community.

### 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 to bridge the agencies that need help with the community volunteers willing to provide help.

### Community Resource Linkage through 211

❖Call ❖Click ❖Download❖Text❖Live Chat

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), on the 211 Mobile App Intelliful™, by texting your zip code to 898211 and through live chat on the 211 website.

### Kings County Referral Exchange (The Referral Exchange)

The Referral Exchange is a vital tool comprised of multidisciplinary network partners that use a shared language, a resource database, and an integrated technology platform to deliver enhanced community care planning. Care planning tools enable partners to integrate data from multiple sources and make bi-directional referrals to create a shared longitudinal record. By focusing on these core components, the Referral Exchange enables communities to shift away from a reactive approach to providing care toward proactive, holistic, person-centered care.

### Publicity and Awareness

Kings United Way is pleased to use various social media platforms to promote our affiliates and 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.**
- 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 and promote the arts.

### 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, 2021 through June 30, 2022.

### Application Timeline

Release of Funding Application	June 24, 2021
Technical Assistance Period*	June 24, 2021- July 15, 2021
<b><u>Application Submission Deadline</u></b>	<b><u>July 23, 2021 (4:00pm)</u></b>
Application Review and Scoring	July/August 2021
Board Meeting-Allocations	August 17, 2021
Notices to Organizations	August 2021

\*For technical assistance, please email Nanette Villarreal at [nanettev@kingsunitedway.org](mailto:nanettev@kingsunitedway.org)

### **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 affiliate. All undesignated funds allocated to the organization will be redistributed.

**If you received a sanction in the 2020/2021 funding cycle, your organization will be ineligible to apply for funding in 2021/2022.**

Reporting Period	Due Date
First Quarter 7/01/2021-9/30/2021	October 15, 2021 (due to the funding timeline, we understand that activities may be limited for the first quarter)
Second Quarter 10/01/2021-12/31/2021	January 14, 2022
Third Quarter 1/01/2022-3/31/2022	April 15, 2022
Fourth Quarter 4/01/2022-6/30/2022	July 15, 2022

## Application Process

Only complete applications, submitted to Kings United Way at 125 West 7<sup>th</sup> 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 Nanette Villarreal at [nanettev@kingsunitedway.org](mailto:nanettev@kingsunitedway.org).

# 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 2021/2022:

## 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 (Attachment A-1)
4. Please attach a copy of your most recent Board meeting Minutes (Attachment A-2)
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 (Attachment A-3)

## Agency Profile

1. How many years has your organization been in business?
2. Please state why your program is needed in the community? If there is another program that offers the same or similar services, how do you coordinate services?
3. Who will be served by this program? Please include a description of the demographics of your client/consumer population and the projected number of persons or households to be served.
4. How do you notify Kings County residents on the availability of your services?

## Organization Overview

1. Organization's Website
2. Is your organization listed in the 211 Kings County database?
3. Does organization participate in the United Way *Get Connected* volunteer portal?
4. If no, do you use a comparable database to manage volunteers?
  
5. How does the organization maximize the use of volunteers to support organizational activities?
  
  
  
  
  
  
  
  
  
  
6. Does the organization have a business office open in Kings County?
7. 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 the reason for the loss and plans to prevent future losses:

## 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 B

IRS 990 Form or Profit and Loss Statements for Prior Fiscal Year (include 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

## Attachment E

### Agency Media Release Agreement

\_\_\_\_\_ hereby agrees to authorize  
(Organization's Name)  
Kings United Way to copy, use, publish and broadcast, for advertising or any other lawful purpose, photographic pictures (including still photos, motion pictures, video tapes, television broadcasts) and the registered legal name of said agency in any newspaper, social media platforms, online, radio or television broadcast and any other such media in which agency may be included in whole or part for the period July 1, 2021 through June 30, 2022.

We waive any right to inspect or approve the finished product or the use to which it may be applied.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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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Printed Name

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Title

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Date

## Appendix A Scoring Rubric

Kings United Way  
Reviewer Scoring Rubric for  
2020-21 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. (Attachment D & Agency Profile-Page 2)	Yes= Continue with Review No= STOP! Applicant is not eligible	N/A
<b>2. Program Impact</b>		
a. Program demonstrates that it is needed in the community and will make a measurable impact with United Way funds. (Agency Profile-Page 2)	Agency activities are well thought out, measurable, and the organization has a strong history of providing these services. Agency explains duplication of services, if one exists, and coordination of efforts= 10 points Agency is proposing needed services for the community and the services are measurable= 8 points Agency does not thoroughly explain duplication of services/coordination with other agencies=6 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	/10
b. Services are available to those in need regardless of ability to pay. (Fiscal Summary-Page 4)	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. If agency does not have a website, are they listed in 211 Kings County? (Organization Overview-Page 3)	Yes (information current)= 5 points Yes (information outdated)= 3 points No= 0 points	/5

<p>b. Organization utilizes the Get Connected website, a comparable database, or has another appropriate mechanism in place to facilitate volunteer recruitment. (Organization Overview-Page 3)</p>	<p>Yes (organization utilizes Get Connected website)= 5 points  Yes (organization uses comparable database)=4 points  Yes (Organization does not use Get Connected or a comparable database but seems to have a good strategy for recruiting volunteers)=3 points  No (organization has no volunteer recruitment strategy)= 0 points</p>	<p>/5</p>
<p>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. (Organization Overview-Page 3)</p>	<p>The agency has an office located in Kings County and the office is located where services are being proposed=5 points.  The agency does not have an office in Kings County but has an appropriate plan to reach Kings County residents= 3 points  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>	<p>/5</p>
<p>d. The organization’s staff turnover rate in 2020 was lower than 20%. If not, does the applicant provide an acceptable reason for the high turnover rate? (Leadership-Page 3)</p>	<p>Turnover was less than 10% and no turnover in leadership= 5 points  Turnover was less than 10% but turnover in leadership=4 points  Turnover was between 10% and 20% and no turnover in leadership= 3 points  Turnover was between 10% and 20% and turnover in leadership= 2 points  Turnover was greater than 20% but no turnover in leadership=1 point  Turnover was greater than 20% and turnover in leadership=0 points</p>	<p>/5</p>
<p><b>4. Required Attachments</b></p>		
<p>a. List of Board of Directors and Officers (Attachment A-3)</p>	<p>The Board reflects diverse representation and board members live or work in Kings County=10 points  The Board roster includes a majority of board members who live or work in Kings County=8 points  The Board roster includes at least 25% representation from individuals who live or work in Kings County=5 points  The Board roster does not include at least 25% representation of individuals who live or work in Kings County=3 points</p>	<p>/10</p>

<p>b. Attachment B: IRS Form 990/Profit and Loss Statements (Fiscal Summary-Page 4)</p>	<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>	<p>/5</p>
<p>c. Attachment C: Project Budget</p>	<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>	<p>/5</p>
<p><b>4. Quarterly Reports Submitted on Time (no deductions for new applicants)</b></p>	<p>All quarterly reports were submitted on time= <b>0 (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>	
<p><b>TOTAL SCORE</b></p>		

\_\_\_\_\_  
Reviewer Printed Name

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

\_\_\_\_\_  
Date

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_