CAPITAL AREA UNITED WAY

INNOVATION GRANT CYCLE

Request for Proposals

for July 1, 2022 - June 30, 2025
OVERVIEW

Capital Area United Way (CAUW) envisions a community where everyone is empowered to reach their full potential. Our mission is to solve our community’s toughest challenges by leveraging partnerships to advance the common good in education, income stability, and healthy living. In pursuit of this mission, we seek to partner with the most efficient and effective service providers in the Louisiana Capital Area.

Underlying the role and mission of CAUW is a firm belief in the dignity of all people. We reaffirm this belief in our policies which guide and direct employment practices, agency and program funding, volunteer recruitment, and service delivery. CAUW values diversity and prioritize the dignity of all people without regard to race, creed, color, religion, marital status, sexual orientation, disability, gender, age, or national origin. United Way promotes the full realization of this policy through the positive recognition of the value of diversity.

CAUW’s work prioritizes the ALICE population. ALICE stands for Asset Limited, Income Constrained, Employed. The ALICE population is comprised of working residents that are struggling to make ends meet, have little or no savings, and are one emergency away from falling into poverty. The ALICE population includes every race, age, gender, and ethnicity and work in a variety of professions across our community.

CAUW’s open, competitive funding process allows an organization to choose the funding path that will address the issues most in need of solutions in their community. All grants will be awarded for a 3-year period of July 1, 2022 – June 30, 2025; pending quarterly and annual review of metrics and success. CAUW intends to fund both existing programs and new, innovative solutions for ALICE in the 10-parish Capital Area. Applicants may submit their application for their individual organizations and/or collaborations. Applicants must include at least one tax exempt organization currently providing direct services.

CAUW will focus on Education, Health, and Income priorities through this Innovation Grant cycle.

Applicants addressing Basic Needs, such as Access to Emergency Shelter and Access to Food, will no longer be included in the 3-year funding process, due to the frequently changing needs of organizations addressing our community’s most vulnerable citizens. Basic Needs grants will now be available on an annual basis. Basic Needs organizations may expect an RFP to be released in Spring 2022 for 1-year funding that will begin on July 1, 2022 and end on June 30, 2023.
2022-2025 Community Impact Priority Areas

Innovation Grant Priorities

CAUW will only provide funding support to organizations that have demonstrated the ability to directly address one or more priorities through the lens of Education, Income, and Health.

All priorities were developed with information gathered from the most recent ALICE report, community conversations, 211 data, and stakeholder engagement. These priority areas reflect the investments CAUW will make through grants in the 2022-2025 funding cycle that runs from July 1, 2022 – June 30, 2025.

Applicants may include existing programs, or applicants may address new and existing challenges for the ALICE population in 10-Parish service area. Collaborative, seed, and pilot funding is allowable. All applicants must demonstrate a plan to collect data aligned with the priority areas below. If current performance data is not available, applicants must present evidence-based models and success in other regions, or a clear organizational track record of successful implementation of programming.

All applicants must be able to describe their alignment to CAUW’s focus areas of Education, Income, or Health. Applications addressing one or more of the Priorities below, will be prioritized for funding over more broad applications. All applicants must demonstrate alignment to ALICE target populations. Please review the latest ALICE report at https://www.cauw.org/alice prior to applying.

- **Safe, Reliable Transportation**
  Solutions may address new and/or improved transportation options for individuals and families, with a focus on rural parishes without public transportation systems. Transportation grants should address the barriers and challenges posed by transportation that keeps ALICE from accessing everyday necessities such as jobs, school, medical care, food, and childcare.

- **Safe, Affordable, and Quality Housing**
  Solutions should focus on increased access to permanent housing and benefits to defray the cost of housing. New housing solutions and development are encouraged and allowable, especially in rural areas with high ALICE populations. The goal is to reduce the financial burden and monthly cost percentage of rent out of total income for ALICE families.

- **Increased Employment Opportunities**
  Solutions should address the employment needs of the ALICE population by providing educational opportunities, job skills training (both hard and soft skills), job placement services, and career counseling to unemployed or underemployed individuals seeking sustainable career opportunities. As indicated in the ALICE report, many ALICE individuals are working hourly jobs with no benefits and little to no opportunity for advancement. Moving ALICE into higher wage jobs with career paths and benefits will create long term financial sustainability.
Innovation Grant Priorities continued

- **Place-Based Solutions**
  Solutions with a primary focus of driving upward mobility in a specific neighborhood, zip code, city/town, or parish with a high ALICE population will be considered for funding. Solutions should engage existing community assets to further enhance these neighborhoods and address place-specific needs. Activities may include but are not limited to coalitions and collaborations working in a particular place, grassroots resident engagement, neighborhood assessments, and developing place-specific priorities. Place-based solutions should include partnership, local ownership, and are results-driven. Often, place-based solutions will be focused on multiple goals and objectives in one particular geographic area. Examples include but are not limited to: community schools, neighborhood resiliency, and cradle to career solutions.

- **Quality Early Childcare and Afterschool/Enrichment**
  Solutions should prioritize the early childhood experiences of ALICE children starting at birth and the continued academic and social-emotional support of these children throughout K-12 schooling. Solutions may include developmentally appropriate services for children aged 0-5 years, programs focusing on the whole child, including physical and emotional health and school readiness, programs preparing K-12 students for life after high school, programs focusing on elementary, middle, and high school students, in addition to those teens and young adults who have not completed a high school diploma, and out-of-school time programs addressing social emotional and academic learning. Examples of solutions for children ages 0-5 include: reduced cost of early childcare tuition and enrollment, increased professional development and training for high quality daycare teachers, developmental services to strengthen academic success (may be considered under behavioral health and physical wellness priority as well), and maternal health programs to ensure healthy births and prenatal support. Examples of solutions for afterschool/enrichment include providing safe spaces and services for ALICE children needing wraparound support inside or outside of the school day, career development for students, character building and social-emotional learning, and professional development and training for teachers and afterschool staff.

- **Behavioral Health and Physical Wellness**
  Solutions can be provided by organizations utilizing assessment and screening for behavioral health issues (including trauma, stress, and mental illness), substance use disorders (including detox and recovery), preventative wellness for physical health, and medical interventions for the ALICE population. In addition to providing treatment and ongoing management of mental health and physical health, these applicants provide education, awareness, and outreach to specific populations about health issues. With limited access to benefits and the medical/health costs to ALICE, these services should focus on providing low-cost or no cost services to ALICE (may be through a sliding fee structure) allowing ALICE to access emotional-support, mental health services, and appropriate medical care as needed.
2022-2025 Community Impact Priority Areas

Innovation Grant Priorities continued

• **Diversity, Equity and Inclusion (DEI) Efforts**
  Solutions should focus on community efforts aimed at reducing racial disparities and increasing the understanding for diversity, equity and inclusion. These efforts may be accomplished through community training programs aimed at creating more community advocates around DEI, programming aimed at reducing the achievement gaps in education or decreasing specific disparities between populations or neighborhoods, and grassroots efforts creating champions for change throughout the 10-Parish region.

Due to the increasingly competitive nature of the funding process, we encourage prospective applicants to consider the above priority areas together with the following guidelines regarding the types of funding opportunities that will receive special consideration. These include:

• Solutions that provide a continuum of care, connecting clients to needed services and resources outside of initial program scope.

• Solutions that provide services for the ALICE population and/or have a physical location in the parishes where ALICE makes up more than 20% of the population. See ALICE Report here: https://www.launitedway.org/ALICE

• Solutions that have built-in supports to eliminate barriers for parents and caregivers of children (examples include: tangible resources such as childcare, hours of operation that accommodate school and work schedules, activities that promote healthy parent-child interactions, support parent involvement, and meals).

• Solutions addressing long-term, systemic and equitable change to community conditions contributing to specific disparities. Solutions that address systemic, historical, and institutional barriers based on race, gender, sexual orientation, and other identities. Investments should deliver equitable change at a broader scale and complement investments in direct services and supports.

• Solutions that have established a formalized working partnership with another entity through approved MOUs and contracts or contracts.
Applicants seeking funding must demonstrate their ability to track common standard metrics demonstrating their alignment on CAUW’s mission, focus, and priority areas. Applicants will have the opportunity to select new grant-specific and applicant-specific metrics annually.

### Standard REQUIRED Metrics for all Grantees

<table>
<thead>
<tr>
<th>Metric</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td># of individuals served</td>
<td>Total # of individuals who are directly benefiting from the program YTD. This is an unduplicated count for a full 12 months reported each quarter.</td>
</tr>
<tr>
<td># of individuals served (new)</td>
<td>New = unduplicated, first encounter.</td>
</tr>
<tr>
<td># of volunteers participating in the program</td>
<td>Total # of unduplicated volunteers during the reporting period. Describe in narrative how many of these volunteers were parents/caregivers.</td>
</tr>
</tbody>
</table>

*Once funded, all grantees must be able to track the ages, gender, race/ethnicity, household income level, and parishes of residents for all clients. Breakdowns for each demographic category will be provided during grantee training in Spring 2022.*

### Grant-Specific Metrics

Select a minimum of 3 but no more than 5

<table>
<thead>
<tr>
<th>Metric</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td># of individuals provided with transportation to: medical appointments</td>
<td>Total # of unduplicated individuals provided with transportation to a medical or mental health appointment during the reporting period. Describe in narrative.</td>
</tr>
<tr>
<td># of individuals provided with transportation to: employment</td>
<td>Total # of unduplicated individuals provided with transportation to a job or job training during the reporting period. Describe in narrative.</td>
</tr>
<tr>
<td># of individuals provided with transportation to: education</td>
<td>Total # of unduplicated individuals provided with transportation to school or other educational opportunities for themselves or their children during the reporting period. Describe in narrative.</td>
</tr>
<tr>
<td># of individuals provided with case management</td>
<td>Total # of unduplicated individuals provided with case management during the reporting period.</td>
</tr>
<tr>
<td># of new public transportation routes created</td>
<td></td>
</tr>
<tr>
<td>Metric</td>
<td>Description</td>
</tr>
<tr>
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</tr>
<tr>
<td># of individuals enrolled in a homeownership program</td>
<td>Total # of individuals who enrolled in and began the homeownership program. Not current enrollment.</td>
</tr>
<tr>
<td># and % of enrolled individuals who completed a homeownership program</td>
<td>Total # of individuals who complete the program. Describe in narrative.</td>
</tr>
<tr>
<td># and % of individuals eligible for permanent housing who have secured permanent housing at no more than 30% of their income.</td>
<td>Describe in narrative.</td>
</tr>
<tr>
<td># and % of individuals assessed for education level who increased their education level</td>
<td>Based on pre- and post- assessment. Formal education attainment: GED, Hi-Set, etc.</td>
</tr>
<tr>
<td># and % of individuals assessed for soft skills who gained knowledge of soft skills</td>
<td>Based on pre-and post-assessment. Soft skills include: resume writing, interviewing skills, work ethic, etc. Describe in narrative.</td>
</tr>
<tr>
<td># and % of individuals participating in program who earn job-relevant licenses, certificates, or credentials.</td>
<td>Total number of individuals who earned licenses, certificates, or credentials.</td>
</tr>
<tr>
<td># and % of served unemployed individuals who gained employment</td>
<td>Total # of individuals who obtain a job that has the potential for personal advancement and/or other benefits.</td>
</tr>
<tr>
<td># and % of underemployed individuals who improved their employment status.</td>
<td>Total # of individuals served with increased wages, a high demand job, job with benefits, etc.</td>
</tr>
<tr>
<td># and % of individuals served who started a small business/expanded a small business, or who are otherwise self-employed.</td>
<td>Total number of individuals who are self-employed/small business owners.</td>
</tr>
<tr>
<td># and % of assessed children who maintained and/or increased language/literacy skills at appropriate level.</td>
<td>According to pre-and post-assessments (research based system). Total # of children aged 0-5 who have been assessed and have maintained or improved language/literacy skills. Examples include: TS Gold scores, Developing Skills Checklist, DIBELS, English Language Proficiency Test.</td>
</tr>
<tr>
<td># and % of children who maintained and/or improved social-emotional skills.</td>
<td>According to pre-and post-assessments (research based system). Total # of children aged 0-5 who have been assessed and have maintained social/emotional skills.</td>
</tr>
<tr>
<td># and % of children who achieve developmental milestones.</td>
<td>Based on developmental screenings. Total # of children aged 0-5 who have been assessed and have demonstrated achievement of agreed upon threshold of developmental milestone.</td>
</tr>
<tr>
<td># and % of assessed youth served who show improvements in reading and language skills.</td>
<td>Total number of youth with improved scores based on a pre- and post-assessment.</td>
</tr>
<tr>
<td># and % of youth served who show improvements in math skills.</td>
<td>Total number of youth with improved scores based on a pre- and post-assessment.</td>
</tr>
<tr>
<td># and % of youth served who were promoted to the next grade level on time.</td>
<td>The total # of students who moved on to the next grade level at the conclusion of the school year.</td>
</tr>
</tbody>
</table>
# and % of youth served who graduated high school on time.

The total # of students who graduated high school at the conclusion of the school year.

# and % of individuals who gained knowledge about social skills.

Based on a pre- and post- assessment. Describe in narrative. (Including IEPs).

# and % of youth with improved ACT or SAT scores.

Based on actual scores.

# and % of youth who reported knowledge gained about career and post-secondary opportunities. Or this could be about exposure to career and post secondary curriculum or engaged in rather than assessed.

Based on a pre- and post- assessment. Describe in narrative.

# and % of youth served who gain employment skills or post-secondary credentials.

The total # of youth aged 15-24 served by your program who are participating in youth employment, internships, dual training, vocational training, etc. Describe in narrative.

# of health sector staff trained to deliver quality programs, services.

# of individuals screened and/or who received a health assessment.

Mental health, substance use, healthy eating, physical activity, healthy weight, healthy birth outcomes, risky behaviors (alcohol, drug).

# of individuals who were assessed for mental health status.

Total # of individuals who were assessed for mental health status during the reporting period.

# and % of individuals who maintained or improved their mental health status.

Based on pre- and post-assessment. Describe in narrative.

# of individuals who obtained sobriety.

Total # of individuals who obtained sobriety during the reporting period.

# of individuals screened and/or who received a health assessment.

Mental health, substance use, healthy eating, physical activity, healthy weight, healthy birth outcomes, risky behaviors (alcohol, drug).

# of individuals served connected to a medical, dental, or mental health provider.

Use narrative to describe how many in each category. Specify in narrative whether linkage to care was external or internal.

# of public community meetings/events hosted.

Open forum meetings only.

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**Applicant-Specific Metrics:** Write-in a minimum of 3, but no more than 5 metrics that highlight the unique approach your organization is taking to accomplish goals aligning to CAUW’s focus areas of Education, Income Stability, and Healthy Living and the Innovation Grant Priorities.
The specific number of grants awarded will depend on the number of outstanding programs and the total dollar amount requested from each. CAUW may fully fund or partially fund program requests based on funds available, appropriate use of funds, and alignment.

Organizations may apply for no less than $25,000 and no more than $150,000 per year across all applications, (unless otherwise approved by CAUW staff). This limit applies to both lead applicants and subgrantees of collaborative applications. The typical award for grant recipients will range from $25,000-$75,000 per grant, per year.

Lead applicants may submit no more than TWO applications for this grant cycle.

CAUW expects all grant recipients to include plans for diverse, sustainable ongoing funding for all programming. CAUW will not be the sole funder of any one program. If CAUW becomes the sole funder of a grantee at any point during the 2022-2025 award period, we reserve the right to terminate funding as outlined in the Grantee Agreement that will be issued to all funded programs.

What We Will Not Fund

CAUW funding may not be used for the following activities:

- Contributions to endowments or capital expenses
- Core programming at public, private, parochial, or charter schools
- Fiscal agents: CAUW will only fund direct service organizations that are providing the proposed services directly to individual clients, not to those passing programming responsibility to other organizations. Lead applicants of collaborative applications MUST be part of service delivery.
- Lobbying efforts designed to influence legislation
- For-profit organizations as lead applicants.
- Advertising other than that designed to make the public aware of available services.

Funding for time-limited projects, camps, sponsorships, volunteer opportunities, capital improvements, technology upgrades, professional development, natural disasters, COVID-19, Basic Needs, and capacity building will NOT be addressed through this grant opportunity. Please check back to www.cauw.org/funding-opportunities in spring 2022 for one-time grant opportunities.
Application Details

Timeline and Important Dates

- **November 15, 2021** - RFP Released
- **November 18, 2021** - Applications open in e-CImpact
- **November, December 2021** - Public Application Workshops **MANDATORY (must attend at least ONE):**
  - November 18th at 10am: https://us06web.zoom.us/j/9601172545
  - December 1st at 12pm: https://us06web.zoom.us/j/9601172545
  - December 9th at 2pm: https://us06web.zoom.us/j/9601172545
- **November, December, January** - Open Technical Assistance Sessions:
  - November 22nd at 2pm: https://us06web.zoom.us/j/85240317732
  - December 6th at 2pm: https://us06web.zoom.us/j/82381445755
  - January 5th at 10am: https://us06web.zoom.us/j/82701687692
- **January 20, 2022** at 5pm - Applications close in e-CImpact
- **January February, March 2022** - Review of applications
- **March 2022** - CAUW Approval of Grantees
- **April 4-8, 2022** - Grant Award Notifications Issued via email
- **May 2022** - Grantee Orientation (Mandatory for Grant Recipients):
  - May 12th at 10am Time & Place TBD
  - May 19th at Noon Time & Place TBD

Application Process

1) After attending a mandatory Application Workshop, all applicants must set up an e-CImpact log-in and complete a Pre-Qualification Checklist to determine applicant eligibility. Current and/or recent past CAUW grant recipients may use their existing account. If unable to attend a workshop, please request a recording of the training by contacting programinvestment@cauw.org.

2) Eligible applicants who pass the Pre-Qualification Checklist will be able to request a grant application in e-CImpact immediately upon submission.

3) Applicants should be ready and available to answer questions regarding their application(s) and host a site visit, if deemed necessary, from the time the application is submitted through March 2022.

Eligibility

Eligibility is determined using a Pre-Qualification Checklist as well as proper alignment to the guidelines and priorities listed through this document.

Applicants must have received a tax exemption prior to July 1, 2019 to apply. Applicants may include but are not limited to 501c3 organizations, public school districts, and faith-based groups providing health and human services. Please contact a CAUW staff member regarding eligibility if in question. Organizations must be in good standing with IRS standards and up to date on all 990 reporting requirements as outlined in their IRS tax exempt status letter.

Applicants that are current CAUW Grantees MUST be up to date with all reporting requirements for current dollars allocated.
Pre-Qualification Checklist

The Pre-Qualification Checklist must be completed through CAUW's online system, e-Climpact, at https://agency.e-climpact.com/login.aspx?org=20020U beginning November 15th, 2021. Each organization must complete a Pre-Qualification checklist to be deemed eligible to apply. Applicants need only complete ONE pre-qualification checklist per lead organization.

In order to be eligible for funding from Capital Area United Way:

☐ Applicant serves clients in the following Parish(es):
  Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, West Baton Rouge and/or West Feliciana

☐ The organization must be registered and in Good Standing as a Non-Profit in the State of Louisiana. Check status here: https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx.
  **School districts please check “yes”.**

☐ Applicant has been tax-exempt for at least three years prior to July 1, 2022. (Since July, 1 2019)

☐ As required by the Internal Revenue Service (IRS) regulations, the Agency/Organization has filed a Form 990, 990-EZ, or 990-N (e-Postcard) with the IRS for the most recent fiscal year and can provide a copy or proof of filing (990-N only).

☐ The Applicant has readily available all required financial statements listed below by the 1/20/22 deadline:

  Agency/Organization Revenue of $500,000 and above must submit:
  — Board-approved Audited Financial Statements with corresponding management letter- SAS 115 (regardless of whether or not any material weaknesses are found) for the most recently completed fiscal year.
  — Board-approved current year operating budget

  Agency/Organization Revenue of $250,000 up to $499,999 must submit:
  — Board-approved Reviewed Financial Statements may be submitted in lieu of Audited Financial Statements for the most recently completed fiscal year.
  — Board-approved current year operating budget.

  Agency/Organization Revenue $75,000 up to $249,999 must submit:
  — A Financial Compilation with full disclosures may be submitted in lieu of an independent Financial Audit or a Financial Review for the most recently completed fiscal year.
  — Board-approved current year operating budget

  Agency/Organization Revenue Less than $75,000 must submit:
  — Board-approved year-end balance sheet and statement of profit and loss for the most recently completed fiscal year.
  — Board-approved current year operating budget

☐ The applicant has equal opportunity and affirmative action policy or a policy on diversity for its staff, governing body, committees, and services delivered.

☐ The applicant has appropriate insurance coverage (Provide Certificate of Insurance and list of Board Members covered).
The applicant has a clearly stated mission.

The applicant has written personnel policies approved by its governing body/board of directors and available to the entire staff.

The applicant's facilities meet minimum health, fire, and safety codes and present no architectural barriers to potential clients (seeks to comply with the Americans with Disabilities Act of 1990 (ADA), as amended.)

The organization's Board of Directors meets at least 4 times a year.

Applicant has read and fully understands the Request for Proposals.

Applicant has attended a Mandatory RFP Info Session.

Application Questions

Once your Pre-Qualification Checklist has been submitted and approved, applications can be submitted through CAUW’s online system, e-Cimpact, at https://agency.e-cimpact.com/login.aspx?org=20020U beginning on November 18, 2021. Applicants should complete a separate application for each Innovation Grant request (max 2 applications). Applications are due no later than January 20, 2022 at 5pm (CST). Late submissions will not be accepted. No changes or additions will be accepted after the deadline. Applications will ONLY be accepted via e-Cimpact.

You can begin an application and then save it to finish later. You will need to re-enter e-Cimpact to do this. Log in with the email address and password you used to create your application. You will see a list of your organization's applications. Click on the one you need to finish. Please note that the system may time out if you are away from your computer for an extended period of time. Disable any pop-up blockers so that you are able to re-access your application easily. You must click submit in order for your application to be processed. Once you click submit you will be unable to make changes to your application. To avoid delays or complications, we strongly recommend that you do not wait until the last day to submit your completed application. Applications will not be accepted by email, postal service or fax.

**Application deadlines are firm and CAUW will not take responsibility for technical difficulties.**
Application Questions, Continued

Agency Level Questions (answer once per applicant):

1. Organization Overview- 1500 characters
Briefly describe the history of your organization and current mission statement.

2. Successes and Challenges- 2000 characters
Describe one or two recent successes of your organization. What are you doing exceptionally well? Describe any internal or external challenges (if any) that your agency is facing. Explain how your organization will meet those challenges. Describe any significant changes to your organization’s mission or strategic direction in the last 12 months, including staff and/or Board of Directors changes.

3. Grants and Funding- 2000 characters
Describe your organization’s ability to manage grants and funding. What is the staffing structure related to grants management? What policies and procedures do you have in place? If applying as the fiscal agent for a collaborative, describe how your organization will manage the collaborative’s finances.

4. Diversity, Equity, and Inclusion- 1500 characters
Describe how your organization actively working to advance racial equity within your organization and/or our community?

5. Agency-Level Attachments
   • Documentation of 501(c)3 status
   • Names and affiliations of current Board of Directors/Trustees
   • Most recent Audit or Financial Review or Financial Compilation or Balance Sheet and statement of profit and loss (as applicable)
   • Current Year Operating Budget
   • Prior Fiscal Year Operating Budget
   • Certificate of Insurance
   • Most recent 990, 990-EZ, or 990-N (e-Postcard)
   • Proof of Status of Good Standing with Louisiana Secretary of State
   • Strategic Plan (optional)
   • Certification or Accreditation (when applicable)

Program Level (answer separately for each grant request):

1. Select the Primary Focus of your application (Education, Income, Health)

2. Type of Applicant (New Program/Not Yet Operational, Currently Operating Program, Pilot, Existing Collaborative, New Collaborative, Other). *If selecting other, please contact CAUW prior to applying*

3. Innovation Grant Abstract
Provide a brief summary of your grant request. Explain what makes your request stand out from all of the other applications we will review. Highlight how your solution is creative, innovative, and/or employs documented evidence-based practices or model practices.
4. $ Amount Requested For Year 1 (July 1, 2022 - June 30, 2023)

5. Use of Funds- 2500 characters
Specify how you would spend CAUW funds for this program. How much more would you be able to do, how much better would you be able to do it? Provide a well-designed plan with clear and compelling justification for awarding the requested funds over a three year period. Include a line item breakdown of proposed allocation.

6. Statement of Need- 2000 characters
Describe the specific need in your community that the program addresses. Explain how you know the need exists. Include relevant demographic and community data to support your case. Cite your data source. Describe the overall program design, how the program operates, what services and activities grant funding will make possible, and any other key components and activities.

7. Program Activities- 2500 characters
Describe in detail the activities that CAUW funding will make possible. Explain how these activities address your Statement of Need.

8. Target Population- 2500 characters
Describe your intended target client population(s) and alignment to ALICE. Include intended: age group, gender identity, race/ethnicity, parish/zip code of residence within CAUW's 10-parish service area, and income level as applicable. Include any restrictions or requirements to the populations your program will serve.

9. Program Goals- 3000 characters
What are the top three goals of this program? Describe the impact the program will have on the community if those goals are achieved. In the past 12 months, what outcomes have you achieved towards those goals?

10. Outreach and Recruitment- 2000 characters
Describe the outreach and recruitment methods that you use to reach the target population within the CAUW 10-Parish Service Area.

11. Reduction of Barriers- 2500 characters
Describe any program activities that are specifically designed to reduce barriers that might keep individuals from accessing and completing the program.

12. Client Capacity- 1500 characters
What is the maximum number of individuals your program is able to serve in a 12 month period? Describe any limitations (space, staffing, wait lists, etc.).

13. Staffing Plan- 2000 characters
Provide a brief description of your proposed staffing plan and the qualifications of your staff members to deliver this program. Include a description of training and/or education for staff members. If applying as a joint collaborative, describe how your organizations will work together.
Describe any collaborations you have with other agencies and list partners. Please attach any applicable MOUs or contracts relevant to understanding your partnerships with outside organizations. Proposed program expansions should include MOUs or contracts in support of expansions. **If your organization is submitting a request as the lead applicant of a collaborative, describe how the organizations will work together. Which organizations are responsible for which activities? How will your organization manage the collaborative and ensure success of the awarded funds.

15. Sustainability- 2000 characters
Explain your plan for sustaining the impact of your program beyond the CAUW funding period. Please include proposed or secured funding from sources other than CAUW. Examples may include strategic plans, social enterprise, grants applied for/received, continual foundation funding, etc. Describe how your agency leverages resources to improve the quality/quantity of services.

16. Diversity, Equity, and Inclusion (Priority Points)- 2000 characters
Describe how this program will address diversity, equity and inclusion and reduce disparities. If your program does not address these issues, please note that.

17. Client Success Story- 3000 characters
Share a client success story highlighting how a client is better off after completing your program.

18. Data Collection- 2500 characters
Describe the type of data you collect about clients and the processes you use to collect, store, and utilize the collected data.

19. Evaluation Plan- 2500 characters
Specify the research based methods you will use to measure progress toward the goals, outcomes and metrics selected. How do you define baseline measurements for your clients? Describe your use of data including specific measurement tools.

20. Program Metrics
Complete the Program Metrics Form based on projected metrics for Year 1 of Funding (July 1, 2022-June 30, 2023). Use the narrative sections to explain metric selections.

21. Demographic Data
Complete the Client Demographic Form for your program based on projected demographics for Year 1 of Funding (July 1, 2022-June 30, 2023). If applying for a new program or collaborative, please provide projections for the first year of funding.

22. Program Budget/Finances
Complete the budget worksheet for your program based on a projected program budget for Year 1 of Funding (July 1, 2022-June 30, 2023).

23. Program-Level Attachments (optional)
- MOUs outlining roles of collaborative applicants or key partners to your program’s success
- Letters of support from partners key to program administration
**Reporting Requirements**

All funded programs are required to track and report results using Standard Required Metrics, Grant-Specific Metrics, and Applicant-Specific Metrics quarterly for the duration of the grant period (October, January, April, July from July 1, 2022 through June 30, 2025). Reports must be submitted through e-Cimpact.

The Mid-Year and Year-End Report each year will consist of: a) narrative, b) demographics, c) budgets, and d) metrics, e) annual required documentation.

Additional reports may be requested throughout the year, such as general demographic and geographic data on clients served in order to provide donors with information on how and where their donations are used in the community.

All programs selected for CAUW funding will receive a funding agreement with their award letter that will outline all expectations for funded partners, including reporting requirements.

If funded, programs will have the opportunity to revise Year 1 Metric Projections prior to receiving first allocation payment.

**Allocations**

All funded grants will receive their first allocation payment (3 months of funding) in early July 2022. The remaining allocations will be distributed after CAUW staff have reviewed quarterly reports and approved continued funding in October, January, and April. Exact payment dates and expectations will be included in the Partner Agreement available in May 2022.

**Right to Reject**

CAUW reserves the right to:

- Reject an application;
- Adjust funding guidelines, including application submission deadlines;
- Contact an applicant to discuss the application and/or request additional information; and
- Schedule mutually agreed upon site visits during the application review period.

*Submitting either a Pre-Qualification Checklist, Application, and/or hosting a site visit does not guarantee funding by CAUW.*

**Grant Evaluation Process**

All Capital Area United Way Grants are overseen and directed by the Community Impact Cabinet and Board of Directors, both comprised of diverse community volunteers, and carried out by CAUW Staff. Applications will be evaluated using weighted scorecards corresponding to the application questions. Applications will be evaluated according to eligibility, alignment, and quality, with final funding decisions affirmed by the Community Impact Cabinet and Board of Directors.
Expectations of Innovation Grantees (subject to change)

If selected to receive Capital Area United Way Funding, Innovation Grantee agrees to:
- Ensure quarterly payments are credited to the correct programs in the correct program amounts as indicated in the 2022-2025 Innovation Grant funding letter.
- Report narrative and metric updates to CAUW on a quarterly schedule.
- Provide services within CAUW’s 10 Parish service area and/or any specific service area identified in request for funding.
- Ensure the organization is listed in the United Way 211/CAUW Community Database and the listing is updated annually.
- Advise CAUW of any fiscal or programmatic issues that are, or have the potential of, negatively impacting the delivery of the contracted services.
- Notify CAUW if there are any major changes to United Way funded programs including but not limited to personnel changes, legal changes, financial changes, mission or goal changes, dissolution of program, or program mergers.
  - Written notification within 15 days of separation or new hire of Executive Director, Program Director, or CAUW Designated Contact.
  - Written notification prior to effective date of change or as agency Board approves regarding significant organizational changes including mission, programs, target population, use of funds, or strategic planning.
  - Agency, or program level mergers and consolidations provided in writing 30 days before document is finalized or as Board approved.
- Demonstrate commitment to compliance with the Americans with Disabilities Act (ADA) and also agree to indemnify Capital Area United Way if an individual or class claiming discrimination brings any action and CAUW is joined as a party.
- Submit to CAUW an anti-discrimination policy that demonstrates that the Grantee does not discriminate in its staff, board, volunteers, volunteer committees, or recipients of services on the basis of a person’s race, religion, sex, sexual orientation, age, national origin, ancestry, marital status, veteran status, or mental or physical disability, or any other status protected by applicable law.
- Comply with the United Way policy regarding the USA Patriot Act.
- Attend a United Way orientation designed to create a mutually beneficial relationship between Grantee and CAUW.
- Co-brand as a Capital Area United Way Innovation Grantee as outlined in the co-branding guidelines provided by CAUW within 60 days of signing annual agreement.
  - Co-branded items include, but are not limited to: websites, stationary, fundraising collateral, annual reports, apparel, promotional items, program flyers, brochures, newsletters, etc. as pertains to agency or CAUW funded programs.
  - Follow CAUW approval policy for co-branded apparel and promotional items.
  - Grantee window cling (provided by CAUW) posted at each CAUW funded program facility in a prominent location.
  - Inform CAUW staff of agency annual meetings, social media tags, and all media opportunities relevant to CAUW funded programs.

*Failure to comply with grantee agreement could result in loss of funding or reduction in allocation.*
For all application-related questions and to set-up individual technical assistance, email programinvestment@cauw.org

To reach a CAUW team member:
Edy Addison, Senior Director, Community Impact at edya@cauw.org or 225-382-3503
Kristi Kron, Community Impact Manager at kristik@cauw.org or 225-338-3382