

**Education, Income and Health Community Impact Grants**

**FY18 Request for Proposal**

**July 1, 2019 – June 30, 2020**

**About United Way of Wapello County**

**Our Mission**

United Way of Wapello County fights for the education, financial stability and health of every person, in every community.

**Vision**

United Way envisions thriving communities where residents are educated, have income stability, and lead healthy lives.

**Advancing the Common Good**

For a building to be stable for the long term, it needs a solid foundation. The same is true in life, and the building blocks for a solid life are a strong education, financial stability and good health.

For a building to be stable for the long term, it needs a solid foundation. The same is true in a community, and the building blocks for a solid community are a strong public education system, economic prosperity and quality health care.

The measure of United Way is not in the fundraising campaign, but in the ways we are impacting the community — in connecting people across the region, and in improving the foundation of our community.

Things have really changed at United Way; United Way is more focused and driven for outcome results than ever before. United Way has one mission that drives everything we do, and that is to advance the common good through sustainable, measurable improvements to our communities’ education, income stability and health - because we recognize that we are all united.

Education is a corner stone for success in school, work and life. And it benefits the whole community: high school graduates earn more and contribute more to their local economies, are more engaged in their communities, and are more likely to raise kids who also graduate. United Way is about more than short-term charity for a few; we are about lasting solutions that build opportunity for all. We look at the big picture: what resources are lacking or need strengthening, and how can we address those gaps to keep kids on track to graduation.

The whole community benefits when more working individuals and families are able to stop walking a financial tightrope and get on solid ground. That’s why we focus on lasting solutions that go beyond charity, because financially stable people are more likely to have access to quality healthcare, provide a good education for their children, and contribute to their local economy.

Good health is an essential ingredient for individual success and a thriving community. Healthy kids are more likely to succeed in school. The whole community will flourish when all of our residents have access to public parks, playgrounds, healthy foods and quality healthcare. We are committed to more than short-term charity for a few; we are committed to lasting solutions that build opportunity for all.

We are focusing all of our energies on the three building blocks for a good quality of life — education, income and health. Specifically, we have set goals for 2032 that are focused on prevention and with the intention of aligning resources to focus on children and youth to give them a good start and shape their futures.

Priority # 1 Education: Raise the High School Graduation Rate to 87%

Priority # 2 Income: Increase by 20% the number of households in Wapello County that are

financially stable

Priority # 3 Health: Demonstrate improvement on the County Health Rankings by one quartile (move from the bottom quartile to the second quartile)

The board adopted the following baseline data and target goals in April 2014:

**Education**

Baseline

* 60% 4th Grade Reading Proficiency in Wapello County
* 61% 8th Grade Math Proficiency in Wapello County
* 55% 8th Grade Reading Proficiency in Wapello County
* 86% High School Graduation rate for Wapello County
* 81% High School Graduation rate for Ottumwa Community Schools
* New Metric needed for Kindergarten Readiness
* New Metric needed for Post-Secondary Preparation target

Target

* 80% 4th Grade Reading Proficiency in Wapello County
* 80% 8th Grade Math Proficiency in Wapello County
* 80% 8th Grade Reading Proficiency in Wapello County
* 90% High School Graduation rate for Wapello County
* 87% High School Graduation rate for Ottumwa Community Schools
* Target will be developed for Kindergarten Readiness
* Target will be developed for Post-Secondary Preparation Community Strategies

**Income**

Baseline

* 48% of households in Wapello County are below 250% of the poverty line or below.
* 14.3% of Wapello County is food insecure.
* 26% of children in Wapello County live below the poverty line.
* Family Supporting wage for
  + Single Parent, one child is $ 17.91/hour
  + Single Parent, two children is $24.06/hour
  + Two Parents(one not working), one child $16.77/hour
  + Two Parents(one not working), two children $18.99/hour

Target

* 28% of households in Wapello County are below 250% of poverty line or below.
* 10% of Wapello County Food Insecure

**Health**

Baseline

* 29% of adults in Wapello County report a BMI of >= 30
* 68 teenage pregnancy is Wapello County per year – 9th highest in Iowa in number and 10th highest in rate 134.9 per 1000 births
* 30% - 39% of Wapello County population with Ace score of 2 or more
* 27% of 11th graders report alcohol use in the last 30 days
* 21% of 11th graders report tobacco use in the last 30 days
* 10% of 11th graders report Marijuana use in the last 30 days

Target

* Cut in half the teenage pregnancy rate to 68 per 1000
* 20% - 29% of Wapello County population with ACE score of 2 or more
* 22% of 11th graders report alcohol use in the last 30 days
* 16% of 11th graders report tobacco use in the last 30 days
* 5% of 11th graders report Marijuana use in the last 30 days

The strategic investments are just a part of what United Way is all about. United Way has evolved from our roots as a fundraising organization to a critical community convener that mobilizes local partners, including businesses, community leaders, public officials and community residents, to expand opportunities for people to succeed. Of course, United Way can’t do it alone. We must work with our community partners. Together, we must tap into people’s aspirations, focus on issues and underlying conditions for change, and bring people and organizations together to create collective impact. By working together as a community, we can change the condition of our community and create opportunities for everyone. That’s what it means to Live United.

**Funding**

UWWC Community Impact Grants are for one year only. Grant contracts for funding will begin July 1, 2017 and end June 30, 2018. Projects and programs funded for this grant period are not guaranteed continued funding in future years. To this end, proposals should build in plans for project/program sustainability.

What is a Community Impact Grant?

United Way of Wapello County Community Impact Grants are how we invest local dollars in our community to address specific community centered issues. Funding decisions are made through an annual competitive application process. Our Community Impact Grants are invested in high performing nonprofit organizations that provide programs and services aligned with our three strategy priority areas of Education, Financial Stability and Health. Awardees help to improve community conditions in Wapello County.

**Eligibility Requirements:**

**NOTE: Do not submit an RFP unless all of the following conditions apply.**

* + The organization is an incorporated nonprofit organization under the laws of the state of Iowa and has tax-exempt status under section 501(c)(3) of the Internal Revenue Service code.
  + The organization has a Board of Directors that is an active, representative voluntary governing body, with regular meetings and is responsible for developing its mission, determining its strategic direction and providing oversight.
  + The organization has bylaws that state the purpose of the organization, make provisions for the size of the Board of Directors and provide rules for selection, tenure, number of officers and committees, financial and legal procedures, conflicts of interest and quorum requirements.
  + The Board of Directors is responsible for ensuring that sufficient funds are available for the organization to meet its objectives.
  + The organization has proof of adequate liability insurance coverage for the agency and will indemnify UWWC, its volunteers and staff from any and all liability for any damage or injury caused to any employee, client, patron, agency, visitor or guest of the agency.
  + The organization can submit, when requested, an audit (financial review if budget is less than $100,000) prepared by an independent certified public accountant in compliance with generally accepted auditing standards as applied to nonprofit organizations.
  + The Board of Directors has inspected and approved the annual audit, or review, as well as IRS Form 990.
  + The organization has and maintains a balanced budget, or has an agreed upon plan for meeting all deficits.
  + The organization provides funded services **in** Wapello County, Iowa and its services are culturally sensitive and barrier free.
  + The organization has identified projects or programs that fall within the scope of one or more of UWWC’s Impact Goals.
  + The organization has the mechanisms and capacity for regularly reporting measurable, qualitative and quantitative outcomes.
  + The organization can adhere to the UWWC funding agreement including all documentation and reports by established deadlines.
  + The organization demonstrates reasonable efficiency in program management and adequacy of resources, both in materials and in personnel (voluntary and paid) to sustain a quality level of service.
  + The funding request to UWWC does not extend to individuals, civic, religious or political institutions, school fundraisers, capital campaigns or endowments, sponsorships, marketing opportunities or event fundraisers or sports events.

**Review Process**

The Community Impact Investment Team(s) (CIIT), a group of community volunteers, oversees the grant application process as follows:

1. UWWC staff proofs all submissions for timeliness and completeness. LATE OR INCOMPLETE SUBMISSIONS WILL BE REMOVED FROM THE RFP/GRANT APPLICATION PROCESS.
2. CIIT volunteers review and score the RFPs and develop a funding recommendation for the UWWC Board of Directors
3. UWWC Board of Directors will vote on the final list of Community Investment Grants.

**Timeline**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| April 10, 2019 | RFP issued |
| May 10, 2019 | RFP is due at UWWC offices by 5:00 PM via email submission  LATE SUBMISSIONS NOT ACCEPTED. |
| May 13-May 24, 2019 | UWWC Community Impact Investment Team volunteers to review RFPs  CI Review Panel volunteers review all Grant Applications |
| May 27- 31, 2019 | CI Review Panel volunteers meet to discuss, rate and rank Grant Applications, make final decisions and prepare recommendations to the UWWC Endowment committee. |
| June 11, 2019 | UWWC Board of Directors vote on final approval of CIIT recommendations. |
| June 25, 2019 | Agencies notified. |
| July 1, 2019 | New fiscal year funding/contract begins |
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**Program Eligibility Guidelines**

**Minimum Requirements for a program to be considered for UWWC Community Impact Grant Funding:**

* Program addresses identified indicators in UWWC’s Community Impact Funding Priorities.
* Program is research or evidence based.
* Program is provided in Wapello County.
* Program serves the residents of Wapello County.
* Program demonstrates effectiveness through measurable outcomes.
* Organization demonstrates experience, expertise and ability to provide the scope of services and measurable results.
* Organization demonstrates sound accounting and fiscal management.
* Submit one proposal per program.
  + If an agency is applying for more than one program, it may submit one financial audit, one IRS 990, one agency operating budget, one Anti-Terrorism Compliance Form, one non-discrimination policy form, one financial management survey, and one board roster.
* Do not submit information or attachments that have not been requested.

**Request For Proposal Outline Instructions**

You must use the RFP Outline provided in the following pages.

The RFP Outline should be concise yet provide a thorough overview.

The RFP Outline should give a clear idea of the program/project projected outcomes and how it will clearly meet a need in Wapello County.

Additional instructions:

* Section I Narrative - No more than twenty (20) pages (this includes the cover page and a maximum of 19 pages of the outline provided).
* One (1) inch margins on all sides.
* Please use Arial font with the font size no less than 10pt and no more than 13pt.
* Italics & bold are allowed.
* Signed & dated by the ED/CEO on the last page of the outline.

**RFP Outline and Application Packet**

Use this checklist to compile all documentation required for your United Way of Wapello County Community Impact Request for Proposal.

**Proposals must be sent electronically to** a.wilson@wapellocouw.org **on or before 5:00 PM, May 10, 2018. No late applications will be reviewed.**

|  |  |  |
| --- | --- | --- |
| **Required Components** | Electronic Copies  Submitted | UWWC office use only |
| **Required Program/Project Information** |  |  |
| Cover Page (Provided) |  |  |
| Program Demographic Form (Provided) |  |  |
| Section I Narrative (Provided) |  |  |
| Section II Program Budget – Excel Spreadsheet (Provided) |  |  |
| **Attach the Following Organization Information** |  |  |
| Attach a copy of the organization’s IRS 501(c)(3) Letter of Tax Exempt Status. |  |  |
| Most recent independent Financial Audit or Financial Review performed by a Certified Public Accountant |  |  |
| Most recent IRS Form 990 |  |  |
| Board Approved Agency Operating Budget |  |  |
| Board of Directors Roster (Form Included) |  |  |
| Anti-Terrorism Compliance and Charitable Status (Form Included) |  |  |
| Non-Discrimination Policy Form (Form Included) |  |  |
|  |  |  |

**UWWC COMMUNITY IMPACT FUNDING PROPOSAL**

**Cover Page**

|  |  |
| --- | --- |
| Agency Name |  |
| Agency Website |  |
| Agency EIN |  |
| Agency DUNS Number: |  |
| Agency Mailing Address (City, State, Zip) |  |
| Agency Street Address (City, State, Zip) |  |
| Agency Phone |  |
|  |  |
| Agency Director ED/CEO |  |
| Agency Director Phone |  |
| Agency Director Email |  |
|  |  |
| Agency’s Primary Contact for Application |  |
| Title of Primary Contact |  |
| Primary Contact Mailing Address (City, State, Zip) |  |
| Primary Contact Street Address (City, State, Zip) |  |
| Primary Contact Phone |  |
| Primary Contact Email |  |
|  |  |
| Agency Board Chair |  |
| Agency Board Chair Phone |  |
| Agency Board Chair Email |  |

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| --- | --- |
| Project/program name: |  |
| Amount of funding requested: | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| United Way of Wapello County Impact goals your project/program will help achieve. *(You may only choose one.* | ❑ Education: *Helping children and youth achieve their potential through education.*  ❑ Income/Financial Stability: *Helping families become financially stable and independent.*  ❑ Health: *Improving people’s health.* |

**United Way of Wapello County Community Impact Priority Area & Community Impact Indicator:**

In your chosen Community Impact Priority Area, review the shared outcomes. Select your primary and secondary outcome. Note: for Education, early learning shared outcomes 1 – 4 are mandatory for all programs.

**Education: Raise the Graduation Rate to 87%**

**Education Shared Outcomes**

**Early Learning – 1 -4 Mandatory shared outcomes for all early learning programs**

1. Children attend early education regularly.

Indicator

* # and % of children attending 85% of available early education days. (Children attend 85% of preschool classes within the school year)

1. Parents are engaged in their child’s education and development.

Indicators

* # of opportunities offered for parent involvement annually (may include in parent teacher conferences, parent/child activities, parent workshops, parent policy council, on-site parent volunteers or other opportunities.

* # and % of parents who participate in at least \_\_\_ (target # to be set by individual programs) of activities offered each year.

1. Children will achieve developmental advancement as outlined in Creative Curriculum and will be ready to benefit from academic, social and emotional activities provided at the next level of education.

Indicators

* # and % of children who achieve age appropriate cognitive milestones in math, science, social studies, literacy and creative expression.
* # and % of children who display an understanding of literacy through the four modalities for communication: listening, speaking, reading, and writing.
* # and % of children who achieve age- appropriate milestones in physical development.( Note: children 2 years and younger in day care use this indicator)

1. Early Education programs participate in recognized quality improvement systems.

Indicators

* The accreditation status and/or current QRS rating of program.

**Third Grade Reading**

Participants gain the literacy skills needed to succeed in school.

Indicator

* # and % of children proficient in 3rd grade reading.

**Out of school time programs and youth development programs**

Participants have a safe and nurturing environment to go to when out of school.

Indicators

* # and % of participants who remain enrolled and active in the program for \_\_\_\_(time frame to be determined by individual programs)
* # and % of participants attending 85% or more of available activities

Participants gain life skills

Indicators

* # and % of youth and/or parents who report participants increased life skills. (Note: programs are strongly encouraged to report indicators measuring attainment of specific skills whenever possible.)
* # and % of youth and/or adults reporting improved behavior.

Participants maintain or increase positive academic performance.

Indicators

* # and % of participants who increase academic knowledge/skills
* # and % of participants reporting higher aspirations regarding finishing school and beyond secondary education

Baseline

* 60% 4th Grade Reading Proficiency in Wapello County
* 61% 8th Grade Math Proficiency in Wapello County
* 55% 8th Grade Reading Proficiency in Wapello County
* 86% High School Graduation rate for Wapello County
* 81% High School Graduation rate for Ottumwa Community Schools
* New Metric needed for Kindergarten Readiness
* New Metric needed for Post-Secondary Preparation target

Target

* 80% 4th Grade Reading Proficiency in Wapello County
* 80% 8th Grade Math Proficiency in Wapello County
* 80% 8th Grade Reading Proficiency in Wapello County
* 90% High School Graduation rate for Wapello County
* 87% High School Graduation rate for Ottumwa Community Schools
* Target will be developed for Kindergarten Readiness
* Target will be developed for Post-Secondary Preparation Community Strategies

**Income – Increase by 20% the number of households in Wapello County that are financially stability.**

**Income Shared Outcomes**

**Income Stability**

Participants make progress toward financial stability goals.

Indicator

* # and % of clients who apply for or pursue claims for \_\_\_\_\_\_\_ (name of benefit(s)/income supports to be inserted by individual programs) for which they are eligible.
* # and % of participants who address credit problems by obtaining a credit report, repairing credit, reducing short-term debt or establishing/obtaining credit.
* # and % of participants who create a budget.
* # and % of participants increasing their knowledge and improving skills in financial literacy, money management and consumer safety.

**Housing Stability**

Participants achieve housing stability.

Indicator

* # and % of clients who achieve or maintain stable housing for a minimum of six months
* # and % of clients who achieve or maintain stable housing for a minimum of twelve months.

**Food Security**

Participants build knowledge and skills related to cost-effective food choices, food preparation, and safe food storage.

* # and % of participants with Increased access to food resources
* # and % of participants with increased availability of whole foods/basic foods.
* # and % of participants with increased knowledge and/or skills related to cost-effective food choices
* # of individuals and households who participate in skill building efforts is sustained or increased.
* # of people/households provided with information and referrals is sustained or increased.

Baseline

* 48% of households in Wapello County are below 250% of the poverty line or below.
* 14.3% of Wapello County is food insecure.
* 26% of children in Wapello County live below the poverty line.
* Family Supporting wage for
  + Single Parent, one child is $ 17.91/hour
  + Single Parent, two children is $24.06/hour
  + Two Parents(one not working), one child $16.77/hour
  + Two Parents(one not working), two children $18.99/hour

Target

* 28% of households in Wapello County are below 250% of poverty line or below.
* 10% of Wapello County Food Insecure

**Health - Move Wapello County’s ranking on the County Health Rankings map from the 4th quadrant to the 3rd quadrant. (Minimum county ranking of 75 of 99)**

**Health Shared Outcomes**

**Access to healthcare and wellness.**

Patients/participants have improved access to healthcare.

Indicator

* # and % of patients with limited English proficiency or are English language learners
* # and % of patients who are low income
* # and % of patients who are uninsured or underinsured
* # of patient visits per year

Patients/participants access and utilize healthcare services, including those for preventive care and mental care.

Indicator

* # or % of patients accessing healthcare services
* # or % of patients accessing mental health
* # or % of youth who have reduced risky behaviors, including alcohol use, drug abuse, and tobacco use.

Patients/participants and/or families are active partners in their healthcare

Indicator

* # or % of patients that attend scheduled appointments

Participants are better prepared for wellness.

Indicators

* # and % of participants who report intent to maintain or increase healthy behavior.
* # and % of participants who report intent to change risk-related behavior.
* # and % of participants who change their behavior

Baseline

* 29% of adults in Wapello County report a BMI of >= 30
* 68 teenage pregnancy is Wapello County per year – 9th highest in Iowa in number and 10th highest in rate 134.9 per 1000 births
* 30% - 39% of Wapello County population with Ace score of 2 or more
* 27% of 11th graders report alcohol use in the last 30 days
* 21% of 11th graders report tobacco use in the last 30 days
* 10% of 11th graders report Marijuana use in the last 30 days

Target

* Cut in half the teenage pregnancy rate to 68 per 1000
* 20% - 29% of Wapello County population with Ace score of 2 or more
* 22% of 11th graders report alcohol use in the last 30 days
* 16% of 11th graders report tobacco use in the last 30 days
* 5% of 11th graders report Marijuana use in the last 30 days

**SECTION I NARRATIVE** *(19 page maximum)*

1. **Brief description of the organization with mission statement.**

*Include all of your current programs and provide statistical and demographic information on those being served by these programs (be sure these statistics indicate those being served in Wapello County). Limit to two paragraphs and/or approximately 250 words.*

1. **Description of need in Wapello County as it relates to your project/program request.**

*Limit to two or three paragraphs. Be sure to include statistical information supporting the need specific to Wapello County and site references used. Also be sure to include information on how your organization is working to meet this need and how many you currently, or will, serve.*

1. **Description of project/program.**

*This section should include, but is not limited to, targeted population, project/program methods of implementation, staff and/or volunteer resources, project/program location(s), project/program length.*

1. **Describe the project/program goals and expected outcomes.**

*Please be sure that the goals listed here are S.M.A.R.T. goals (specific, measurable, attainable, realistic, and time-sensitive.) Short-term and long-term community impacts of the project/program should also be included. Please include how the project/program outcomes will be measured and evaluated, as well as the methods or tools used in this process.*

1. **How will the project/program contribute to one of the UWWC Impact Goals listed in Section B of the Application Instructions?**
2. **Estimated numbers to be served/impacted by the project/program in Wapello County.**

*Please be specific as to how many and in what parts of the County (cities/regions/areas) this program will reach/serve.*

1. **A brief budget outline indicating cost for services (a full one-page project/program budget should be attached separately).**

*Specifically include the per person cost of service for this project/program.*

1. **Describe the organization’s strengths and ability to deliver the project/program.**
2. **Will this program/project be part of a collaborative effort within the community?**

*Please include a listing of all agencies, businesses, schools, government entities and others, as well as a description of how these collaborations work together to assist in the success of this project/program.*

1. **Description of the continuation plan for this project/program.**
2. **Project/program timeline.**
3. **Signatures:**

By signing below, I attest that the information submitted is true and correct and that it has been duly authorized by the INSERT AGENCY NAME Board of Directors.

Signature, ED/CEO Signature, Board Chair/CVO

Printed Name Printed Name

Date Date

**Program Demographic Sheet**

Please select the demographics served by your program. Select all that apply

Age Groups

* 0-4
* k – 5th grade ages 5 - 10
* 6th grade – 8th grade ages 11 - 13
* 9th grade – 12th grade – ages 14 - 17
* young adult – ages 18 – 25
* adult ages 26 – 30
* adult ages 31 - 55
* senior ages 56 and over

Ethnicity/Race

* White alone
* Hispanic alone
* Black or African American alone
* American Indian and Alaska Native alone
* Asian alone
* Native Hawaiian and other Pacific Islander alone
* Some other race alone
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender

* Male
* Female

Household Income:

* Unemployed
* Less than $10,890
* $10,890 - $22, 350
* $22,351 - $37,630
* $37,631 - $50,000
* Greater than $50,001

Education Level of Clients served:

* preschool
* K-5 grade
* 6-8 grade
* 9-12 grade
* GED
* High School Diploma
* Tradesman
* Associates Degree
* Bachelor’s Degree
* Master’s Degree
* PHD

**Anti-Terrorism Compliance and Charitable Status (Required)**

In compliance with the USA Patriot Act and other counterterrorism laws, the United Way of Wapello County requires that each agency annually certify the following:

“I hereby certify on behalf of: that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.”

Additionally, I hereby certify that the above named organization is eligible to receive charitable contributions as defined under section 170(c) of the Internal Revenue Code.

Print Name: Title:

Signature: Date:

**Non-Discrimination Policy Form (Required)**

We hereby certify and have included documentation with this Community Impact request that we are an official 501 (c) (3) under the US Internal Revenue code. We also cerify that our organization fulfills the requirements of the ***non-discrimination policy*** as follows below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has adopted a stated policy of non-discrimination in regard to all persons, irrespective of their race, color, creed, religion, national origin, sex, sexual preference, age, disability or veteran’s status, and compliance with all requirements of law and regulations with respect to employment, volunteer participation and the provision of services.

Print Board President/Chairperson name

Signature Board President/Chairperson Date

Print Executive Director name

Signature Executive Director Date

**Board of Directors Roster (Required)**

Organization Name:

Number of Board meetings per year:

Annual Meeting date:

What is the length of the board member term?

Please list Board members, Officer, Company Affiliation, Current Term and Term Expires in the chart below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Board**  **Member** | **Officer** | **Company**  **Affiliation** | **Current**  **Term** | **Term**  **Expires** |
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| **Budget Categories** |  |
| A. Personnel Expenses | Include the portion of principal staff time attributed directly to the operation of the community collaborative project. List each staff position. Personnel costs will be paid based on actual time spent on the grant, not budgeted amounts |
| B. Personnel Fringe Benefits | Include costs of benefit(s) for staff listed in Personnel Expenses section. You can identify and calculate each benefit or show cost as a percentage of all salaries. You must include FICA, Worker's compensation, and unemployment insurance for all applicable staff. Note: if a fringe benefit amount is over 30%, please list covered items separately and justify the higher cost. Holidays, leave, and similar vacation benefits are not included in the fringe. |
| C. Staff Travel | Describe the purposes for staff travel. Costs allowable are transportation (limit-organizational reimbursement rate or IRS mileage rate), lodging, subsistence, and other related expenses for local and outside the project area travel. Calculations must be included. (Example 1 staff person x 2 nights $200.00 x 6 meals $ 60.00 x 300 miles or $ 165.00 = $425.00) |
| D. Equipment | Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of $ 1,000.00 or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in the Supplies line item. Purchases of equipment are limited to X% of the total grant amount, i.e., the federal share of all budget line items. If applicable, show the unit cost and number of units you are requesting. |
| E. Supplies | Include the funds for the purchase of consumable supplies and materials. You must individually list any single item costing $ 1,000.00 or more. Example" office supplies (pens, paper, binders , folder, flash drive) x 2 staff x $ 200.00 per year = $ 400.00 |
| F. Contractual & Consultant Services | You may include costs for consultants related to project's operations. Payments to individuals for consultant services under this grant may not exceed $ 400.00 per day (exclusive of any indirect expenses, travel, supplies, etc. Where applicable, indicate the daily rate for consultants. |
| G. Training | Include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. |
| H. Other Program Operating Costs | Allowable costs in this category may include office space rental, internet, utilities and telephone. |
| Section II: Administrative/Indirect Costs | Definitions: Administrative costs are indirect or centralized expenses of the overall administration of the organization that receives UWWC Funds and do not include particular project costs. These costs may include administrative staff positions. UWWC's share of administrative cost is limited to 5% of the overall budget. |

**Appendix A – Glossary of Terms**

**Collaboration –** a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve common goals. Collaboration includes a commitment to: mutual relationships and goals; a jointly-developed structure and shared responsibility; mutual authority and accountability for success; and, sharing outcomes, resources and rewards.

**Evidence-Based Practices –** approaches to prevention or treatment that are based in theory and have undergone scientific evaluation as opposed to approaches that are based on tradition, convention, belief, or anecdotal evidence.

**Inputs –** the resources a program uses to support its activities and achieves its outcomes, including staff, volunteers, participants, facilities, supplies, resources, funding, etc.

**Outcomes –** benefits or changes for individuals or populations during or after participation in program activities reflecting a change in knowledge, attitudes, skills, behavioral changes, or changes in condition or status.

**Outputs –** direct products of program activities and usually measured in terms of the volume of work accomplished; e.g., number of classes taught, counseling sessions conducted, educational materials distributed, and number of participants receiving the service.

**Performance Measures –** specific observable, measurable characteristics or changes that represent achievement of a program outcome. Performance measures are what have been observed, measured, assessed, or monitored in clients or systems to learn if the outcome has been achieved.

**Priority Outcomes –** those outcomes which must be achieved to meet one of the ultimate goals (outcomes). Attaining these will be a strategic focus of United Way’s work for the next 5-10 years. They are:

**Education** - Raise the Graduation Rate to 87%

**Income** – Increase by 20% the number of households in Wapello County that are financially stable.

**Health** - Move Wapello County’s ranking on the County Health Rankings map from the 4th quadrant to the 3rd quadrant. (Minimum county ranking of 75 of 99)

**Request for Proposal (RFP) –** a written announcement to agencies or organizations that explains the purpose, outlines the scope of work and solicits proposals for the implementation of the strategies.

**Target Population –** a defined set of people that a deliberate action is intended to benefit. A target population may be defined by relationship to a particular program or service (e.g., clients of community shelters for homeless families), by geographic locations (e.g., residents of a neighborhood), by demographic characteristics (e.g., Hispanic children), by relationship to an issue of concern (e.g., people who are unemployed, or in other ways.

**Unit of Service -** the level at which service is delivered. Example: person, day, minutes, hour, pound, etc.