

United Community Relief Fund - Request for Proposals

GiveWell Community Foundation and United Way of Central Florida are pleased to offer a *Request for Proposals* from the **United Community Relief Fund (UCRF)**. This Fund is created to aid community organizations working on the frontlines, engaging and supporting individuals impacted by COVID-19 and facing an unprecedented demand on resources. This RFP is open only to nonprofit organizations in Polk, Highlands, and Hardee Counties addressing priorities as listed below:

Priorities

Initial priority for this RFP will be to help fund human services organizations working with vulnerable populations. This may include the following:

- Food Distribution
- Shelter Assistance
- Health/Medical Protective Equipment/Personal Items
- Childcare for Essential Workers

Applications should address gaps in services and increase capacity of organizations to meet basic needs of vulnerable clients relating to the COVID-19 Crisis.

GiveWell Community Foundation and United Way of Central Florida will continually evaluate the needs of our communities. Due to the changing nature of this outbreak, the types of projects and available funding from this Fund may also shift over time.

Eligibility

Grants from the **UCRF** will be available only to non-profit organizations qualified as 501(c)(3) a public charity by the IRS as tax exempt. Grants will be administered through the United Way of Central Florida to qualified nonprofit organizations.

- A. Grants will be awarded to applicants with the proven capacity to:
 1. Show organization sustainability
 2. Carry out requested project to completion
 3. **Show a connection with providers to obtain necessary resources** (e.g. if you are seeking funds to provide food for hunger relief please demonstrate that you have access to a food provider).
 4. Provide signed Grant Agreement
- B. In addition to information under *Application Requirements* on Page 2, applicants who do not already receive funding from United Way of Central Florida or GiveWell Community Foundation must provide:
 1. Fiscal Year Budget
 2. List of Board Members
 3. Brief history of the program including services provided and numbers of families served.

How to Apply

To move resources quickly, we have developed a simple application process.

- Applications are **due by midnight on Monday April 13, 2020 by e-mail** to: christy.apisa@uwcf.org and cc: jmartinez@givecf.org. Include in the email Subject Line: **UCRF Application**.
- Funds may be requested for up to \$10,000.00. Note that the **UCRF** Committee reserves the right to award partial funding.
- The **UCRF** Committee will notify organizations of awards as funding decisions are made.
- Grant awards will be sent by ACH (electronic payment). Awardees will be required to send information to receive an ACH deposit. In the interest in expediting this grant, no checks will be made.

Application Requirements

The proposal must be a maximum of three (3) typed pages (not including required attachments), with a 10-point or greater font and no cover page. Responses must be numbered and must correspond to the requirements listed below:

I. General Organizational Information*

1. Name and address of organization
2. Contact person, title, e-mail address and telephone number
3. Organization's Mission Statement
4. Years of operation with brief background of organization's operations
5. Describe organization's current work in 25 words or less
6. For new organizations to GiveWell and United Way, attach a copy of your Board of Directors; Board must include representation from Polk, Highlands, or Hardee County.

**Additional information may be requested, if needed, prior to awarding funds.*

II. Request Proposal

1. Describe the project you are seeking to address through this grant?
2. Amount Requested (up to \$10,000)
3. Describe how your organization would utilize resources from the United Community Relief Fund to minimize the unanticipated impact of COVID-19 on your organization OR provide increased services to the community.
4. Provide a project budget and narrative.
5. Does your organization currently have active partnerships to fulfill project needs, if funded (i.e. food or medical/basic supplies that may be scarce at this time)? Explain.
6. What is your anticipated timeline of utilization of the funds?
7. What other funding sources will be used to support this project?
Include any low-cost, no-cost resources (i.e. grants, SBA Loans, gifts- in-kind, volunteers).

8. How has your organization been impacted by the COVID-19 Crisis? (mark all that apply)
- Cancellation of programs or services due to revenue loss
 - Disruption of services to clients and community
 - Increased demand for services from clients and community
 - Other

Explain:

9. Describe the population your organization serves in response to COVID-19? (mark all that apply)
- Childcare
 - Education Support
 - Eldercare
 - Healthcare
 - Food Insecurity
 - Mental Health
 - Human Services
 - Other

Explain:

10. Has your organization, or will your organization apply for a Small Business loan through a preferred SBA lender during this crisis?

Explain:

UWCF and GWCF will not place prioritization on already existing partnerships.

Reporting Requirements

- A. If funded, a final report must be submitted by email to rod.crowley@uwcf.org and cc: jmartinez@givecf.org as outlined in your award letter and Grant Agreement. Reporting requirements include:
- How were grant funds utilized?
 - Population served?
 - Number served?
 - Community Impact?
- B. Projects funded must display acknowledgement (provided in award letter) on materials supporting the funded project.
- C. Grantees are encouraged to collaborate with each other throughout this crisis to expand services for a greater community impact and reflect this collaboration in final report.

Questions may be sent to: rod.crowley@uwcf.org or jmartinez@givecf.org