



# UNITED WAY OF LEBANON COUNTY

**GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED**

## **Breaking Barriers Building Community** 2019-2021 Community Strengthening Investments

### **Letter of Intent**

United Way of Lebanon County is launching a new investment framework to address systemic issues through a collaborative community approach. This change presents an important way to work towards a common vision for Lebanon County. In 2019, qualified 501c3 organizations addressing Community Strengthening priorities that demonstrate tangible and measurable results, and collaborate with partners across sectors, will be eligible to apply for program funding – a significant milestone in the carefully and timely planned transition to community impact.

This type of change involves innovative thinking and organizations willing to lead bold efforts. We need creative thinking and outside the box ideas to foster collaborative, cross-sector work that will achieve success through data-based measurement.

United Way of Lebanon County invites you to partner in this work. We are pleased to announce two-year funding opportunities, beginning July 1, 2019, within the Community Strengthening Programs portfolio of the investment framework. Grants will be awarded to organizations and/or partnerships committed to working toward one of the identified community goals:

**100% of youth are connected to work or school by 2025 (2 year investment)**

**Move 7,000 adults to self-sufficiency by 2025 (2 year investment)**

**Provide safety-net services (1 year investment)**

Qualified organizations interested in partnering with United Way on these bold goals must submit a Letter of Intent (LOI). The LOI is your opportunity to share an innovative, impactful program that aligns with the community's vision for a prosperous county. LOI's are brief – one to two pages – informational letters summarizing your proposal, and to include:

### **Program:**

- Identify the community goal that aligns with your proposal
- Name of project/partnership
- Target population and rationale
- Primary activities and objectives directly related to your targeted community goal
- How will you define project success and ensure sustainability
- How will you collect data and measure your outcomes
- The systemic changes you anticipate will result from this project

**Financial Info:**

- How will funding be used to solve the problem
- Discuss other additional funding/resources that will support this program and at what level
- What % of the project budget will UW funding support
- What will UW funds support within the budget

**Collaboration:**

- If your proposal is not collective in nature – why not
- Identify all partners in the project and explain the role of each partner
- How do you anticipate applying as a partnership will impact the results of this program

\*the letter of intent should be submitted by the lead agency if applying as a partnership

**Eligibility**

Organizations should review the full eligibility requirements to ensure compliance prior to completing and submitting LOI. Grants are made only to nonprofit organizations that have federal tax-exempt status as a section 501(c)(3) public charity. Organizations must comply with all regulations of the state, county and federal government pertaining to proper licensing, health and safety requirements and operation within the State of Pennsylvania and certify they compliance with the USA Patriot Act and other counterterrorism laws. Organizations receiving a grant must also abide by a memorandum of understanding, which outlines responsibilities and reporting requirements related to grant funds.

Organizations eligible to apply for funding can submit an LOI as an independent program or as a collaborative/partnership effort. Priority will be given to collaborative/partnership proposals. Collaborative/partnership efforts must identify a lead partner. A lead partner typically serves as the fiscal agent for the partnership and as the backbone for the collaboration – convening meetings; ensuring an authentic, collaborative approach to establishing and maintaining a shared agenda; coordinating activities; communications; the gathering and reporting of data (including budgetary reports); and other supports that contribute to the partnership's work.

**Confidentiality:**

Although the deliberations and discussions of the committee are strictly confidential, United Way staff will share information with other individuals and agencies as needed. To assist the grant seeker, United Way staff may discuss general concerns and questions with the grant seeker.

**Conflict of Interest Policy:**

United Way of Lebanon County maintains a strict conflict of interest policy for its Board, staff and volunteers to ensure independence and integrity in its recommendations. Staff and volunteers may not accept any form of compensation, gifts or favors from any organization or representative that anticipates submitting a grant proposal to United Way.

**Decision-Making and Grant Review Process:**

A competitive, volunteer-led review process will be conducted following the November 16, 2018 LOI submission deadline. The United Way Volunteer Impact Panel will review letters of intent, evaluate, score and make recommendations for future funding consideration. The evaluation process may include requests for additional information. The organization or partnerships with the strongest proposals will be invited to complete a full application for funding. Final decisions on all grant requests rest with the United Way of Lebanon County Board of Directors.

**Timeline:**

- October 1, 2018 Letter of intent opens on Communityforce online application system
- November 16, 2018 Letter of intent must be uploaded within Communityforce
- December 2018 Volunteer impact panel will review and score proposals
- January 2019 Applicants will be notified if they are invited to complete full application
- January 7, 2019 Full application will open
- February 22, 2019 Application closes at midnight
- March 2019 Impact panels review and score applications, hearings, site visits
- April 22-26, 2019 Panel decisions will be shared with applicants

Funding information, eligibility requirements, letter or intent information, investment framework and more resources can be accessed online for your convenience at [www.unitedwaylebco.org/funding-opportunities](http://www.unitedwaylebco.org/funding-opportunities)

**Please contact Kenny Montijo for additional information:**

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