



*The Wabash Valley is made up of problem solvers, difference makers, and opportunity creators.*

**Together, we're on a mission to change lives forever in our community by investing in programs focused on our BOLD GOAL!**

**United Way  
of the Wabash Valley**



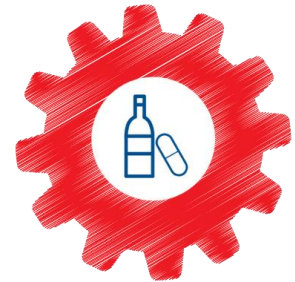
**Move 10,000 families  
out of financial  
struggles and into  
stability!**

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## **United Way of the Wabash Valley, Inc. Collective Impact Grant Opportunity Announcement *Request for Proposals***

### Issuing Impact Council: **Substance Use Disorders**

*Substance Use Disorders Impact Council is a multi-sector volunteer committee of nonprofit, government, education, and business leaders with expertise in and passion for supporting prevention, treatment, and recovery solutions in our community. Learn more of their work, strategies and membership at [www.uwv.org/substance-use-disorders-council](http://www.uwv.org/substance-use-disorders-council).*



**SUBSTANCE USE DISORDERS**

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<b>Grant Title:</b>	<b><i>Educating About Substance Use Disorders 2023</i></b>
<b>Announcement Date:</b>	<b>October 2023</b>
<b>Fiscal Year Funding:</b>	<b>2024-2025</b>

*Contained in this document is the grant overview, schedule, application requirements, and instructions to provide a proposal to United Way of the Wabash Valley, Inc.*

## Overview of Funding Opportunity

### Community Impact Goal

United Way of the Wabash Valley (UWWV) works with and for our community to create lasting solutions to our greatest challenges. We envision a thriving, inspired community focused on care and collaboration. We pursue this by convening the community to address key issues, collaborating to achieve a measurable impact, and connecting human and financial resources to improve lives.

In the United Way service area (Clay, Parke, Sullivan, Vermillion and Vigo Counties in Indiana and Clark County in Illinois), more than 33,000 households live below a bare bones financial income referred to as ALICE (see [www.uwwv.org/ALICE](http://www.uwwv.org/ALICE)). *UWWV is working toward a long-term bold goal for the community of moving 10,000 households out of financial struggles and into stability.* We invite applicants to propose initiatives that will help us reach that goal.

### Issue Background

According to the Centers for Disease Control, 1 in 7 Americans—or more than 20 million—report experiencing a Substance Use Disorder (SUD). More than 500,000 are Hoosiers. Moreover, the U.S. has experienced a devastating rise in drug overdose deaths in recent years. Between 1999 and 2020, more than 800,000 Americans died from drug overdoses, and escalating rates of drug addiction have contributed to recent decreases in U.S. life expectancy.

While SUDs are not rare, neither is recovery. With proper support, anyone with a substance use disorder can recover. However, a number of obstacles exist in our community that interfere with the care that people need and make recovery very difficult to achieve.

One major barrier to treatment and recovery in our community is a negative bias against people with substance use disorders. Such biases—sometimes referred to as “stigma”—can lead to behaviors, policies, and practices that discriminate against people with SUDs. A large body of research shows that rates of stigma are extremely high throughout both the general public and within professions whose members interact with people with addiction.

The impact of negative biases can be significant for people who are living with substance use disorders. It can lead to feelings of shame and isolation, which can make it harder for people to seek help, access treatment, and maintain recovery. Stigma can also make it harder for people to find and keep employment, housing, and social support. In fact, about 80 percent of people with a substance use disorder do not receive treatment. Negative attitudes also impact access to and quality of medical services for people who do seek treatment: insurance may not cover SUD-related healthcare, and fear of the legal system can make people hesitant to ask for help.

Recognizing the enormous challenge that stigma poses to recovery, United Way of the Wabash Valley is committed to investing in education and awareness initiatives that reduce negative biases toward addiction and overdose. Such investments will aim to dispel harmful myths or misconceptions about SUDs by providing accurate information on what they are and how they are treated.

## Grant Goals

UWWV Substance Use Disorder Impact Council is soliciting proposals to educate our communities about substance use disorders and reduce stigma and the associated negative attitudes and behavior around them. Qualified applicants may request funds to support creative, innovative initiatives that would increase awareness and knowledge about SUDs, not only among the general public but also within professions whose members interact with people with addiction, including but not limited to health care professionals, educators, and law enforcement.

## Grant Funding Available

The UWWV Substance Use Disorder Impact Council has made available up to \$45,000 to be provided over 18 months (from grant start date). Applicants will be allowed to apply for a minimum of \$5,000 up to a maximum of \$15,000 for investment in 2024-2025.

## Grant Required Outputs/Outcomes

United Way of the Wabash Valley is committed to bringing our community together to pursue a bold goal to move 10,000 households out of financial struggles and into stability. The organization will use the biennially produced ALICE Project report to measure progress toward this long-term outcome. For its part, the Substance Use Disorders Impact Council will measure contributing outcomes of Wabash Valley substance use-related arrests and Department of Child Services substance use-related child removal cases. To contribute to success in these outcomes, this grant requires the following output:

Increase the number of individuals who are provided anti-stigma/anti-bias education through the implementation of a new initiative and/or through expanded existing programming. The program must offer education and modeling of non-stigmatizing behavior to encourage nonjudgmental, empathic support from the community.

## Grant Timeline

There are no exceptions to any deadlines for the applicant; however, UWWV reserves the right to change the dates with proper communication to potential applicants. All times provided are in Eastern Time.

Milestone Activity	Date
Grant announcement	<b>October 16, 2023</b>
Important orientation meeting about online application process. Organizations interested in applying are <b>required</b> to attend. RSVP to Dorothy Chambers at 812.235.6287 or dchambers@uwwv.org.	<b>November 8, 2023 at 5:30 pm ET</b>
Grant application period	<b>November 8, 2023-January 15, 2024</b>
Full application electronic submission is due to the UWWV by 4:00 pm ET	<b>January 15, 2024</b>
Review of applications	<b>January 15, 2024-February 15, 2024</b>
Notification of awards	<b>March 15, 2024</b>
Funding period begins	<b>April 1, 2024</b>

## Eligibility

### Eligible Applicants

United Way of the Wabash Valley Substance Use Disorders Council (UWWV SUD) invites applications from:

1. nonprofit or for-profit entities; or
2. a unit of local government; or
3. faith-based and community-based organizations

The entity must be based in or operating a facility or programs in Clay, Parke, Sullivan, Vermillion or Vigo Counties in Indiana or in Clark County, Illinois.

## Application Content

### Stewardship Package Requirements

A Stewardship Documentation Checklist will be provided as part of the application process. Minimum criteria for organizations to apply for grant funding will be included on this checklist and include, but are not limited to the following:

- Current fiscal year budget for the applying organization
- Proof of financial oversight/organization's financial review
- Board of directors roster and recent board meeting minutes (as applicable)
- Stated policies of nondiscrimination and compliance with all the requirements of state and federal laws and regulation on nondiscrimination and equal opportunity
- Certified compliance with U.S. Patriot Act including recommended counterterrorism measures
- IRS Determination Letter

### Application Overview

UWWV uses Seabrook's e-CImpact™ Grant Management Community Impact Software system for submission and review of issued funding opportunities. The grant application will require the following content to be completed and submitted online by the applicant.

- a. Applicant Organization General Information
- b. Program/Initiative Proposal General Information
- c. Project Narrative (*see explanation below*)
- d. Project Workplan (*see explanation below*)
- e. Project Budget and Budget Narrative (*see explanation below*)
- f. Additional Documents (*at discretion of applicant*)

Items *a - c* will be a series of online forms and text boxes; items *d - f* will be PDF attachments to be uploaded to the online application. The following instructions provide details for the completion of each section of the proposal.

### Project Narrative

The Educating About SUDs Initiative seeks qualified applicants that will use innovative ways to educate our communities about substance use disorders and to reduce stigma and the associated negative attitudes

and behavior around them. The project narrative should provide a simple but detailed description of what the applicant is intending to do with this grant money. The narrative should also describe how the funds will help the program achieve the required outputs/outcomes referred to in this Request for Proposals.

### **Project Workplan**

The applicant shall develop a detailed work plan that will outline all activities described in the project narrative. The workplan should be laid out as a table and contain the following minimum elements:

- **Activities:** All activities should be included in the workplan as line items.
- **Responsible Party:** For each activity in the workplan, identify the organization and/or staff member responsible and/or involved in the activity.
- **Timeline:** Outline the specific time period, with start dates and end dates, during which each activity will occur.

The workplan should contain all required elements to fully implement the proposed program and achieve the required outputs/outcomes including key meetings, development time, identified milestones, reporting requirements, target outputs/outcomes achieved, etc.

### **Project Budget & Budget Narrative**

The Project Budget and Budget Narrative should be combined into a single document. The applicant may choose the format, making sure the financial content and associated narrative explanations are easy to review and understand.

The budget should provide the details for each budget line item for the proposal, listing the total cost of each with the associated narrative explaining how such items were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee that may be paid with grant funding. The budget should present—as completely as possible—an itemization of all proposed costs for the 18 months of the project.

If the applicant is requesting funding to support or expand an existing program, the budget narrative should include details on how the funds will be used, and the budget should represent the entire program as well as highlight the use of the grant funding.

Finally, the budget narrative should also provide details on how the budget will allow for sustainability of the program.

## **Selection Criteria**

UWWV's *Investment Strategies and Partnership Requirements Manual* provides a description and additional insight to the Standardized Grant Process. The manual is available at [www.uwwv.org/how-we-invest](http://www.uwwv.org/how-we-invest).

UWWV staff members do not make selection decisions for grant applications. Rather, UWWV recruits volunteers to participate in the evaluation process. As the manual describes, volunteers are trained to use the “Best Investment Criteria” as they review applications and make their decisions. “Best Investment Criteria” refer to the programs that most clearly demonstrate:

- **ALIGNMENT:** Connection between program goals, UWWV Impact Council metric(s), and the Bold Goal for our community.

- **IMPACT:** Effectiveness of programming as reflected by evaluation efforts and evidence-based outcomes
- **RESOURCES:** Access to the resources (staff, experience, financial, etc.) to successfully implement the program

The following additional criteria are not required items but are recommended in order to allow applicants to enhance their submission based on these most basic evaluation criteria.

#### **Organizational Capacity**

- The applicant organization has provided a clear explanation of its mission, vision, and goals.
- The applicant organization's budget is consistent in terms of past, current, and proposed fiscal years, and acceptable accounting practices are used.
- The applicant organization possesses the staff, space, equipment, and general organizational capacity to implement the outcomes.
- The applicant organization demonstrates the knowledge required to successfully provide programs of the quality proposed in this initiative through past experience or existing programs.
- Evidence of community engagement and partnerships is preferred.

#### **Achieving Results/Program Evaluation**

- The application clearly describes how the new program will be evaluated for effectiveness.
- The application confirms how results data will be collected and reported.

#### **Program Budget & Expenditure Detail**

- If the program currently exists, the application adequately describes current funding sources.
- The grant request amount seems adequate to support the proposed initiative/program.
- The application adequately describes how the requested grant funding will be used.

#### **Sustainability**

- The application describes a plan to ensure the sustainability of the program after the grant period ends and funds have been expended.
- The application includes information on additional resources or community partnerships that could be drawn upon, if necessary, to ensure sustainability.

### **Application Instructions & Guidance**

All applicants are encouraged to review the "Standardized Grant Process" section (p. 19) of the *UWWV Investment Strategies and Partnership Requirements Manual* ([www.uwwv.org/how-we-invest](http://www.uwwv.org/how-we-invest)). The manual provides key details on selection criteria for submitted applications.

**IMPORTANT:** UWWV awards full requests only; partial funding will not be considered. Because of this, it is important that applicants request exactly what is needed. For example, applicants should not request \$15,000, expecting to receive \$10,000 in funding; this could disqualify a proposal from consideration.

The UWWV Community Impact Manager is the primary point of contact during the application process, from the issue date of the RFP until selection of the successful applicant(s). The Community Impact Manager for this RFP is:

Dorothy Chambers  
100 S. 7th Street, Terre Haute, IN 47807  
812.235.6287  
[dchambers@uwwv.org](mailto:dchambers@uwwv.org)

From the issue date of this RFP until announcement of the successful applicant(s), all questions, requests for clarification, and suggested changes may be addressed only to UWWV staff. UWWV assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing (electronic accepted). In addition, the UWWV written responses to questions will not be considered part of the RFP.

UWWV reserves the right to amend or provide clarifications to the RFP at any time. If the amendment occurs after the closing date for receipt of applications, UWWV may, in its sole discretion, allow applicants to amend their applications.

UWWV may request clarification from applicants in order to resolve ambiguities or question information presented in the applications. Clarifications may occur throughout the application review process. Clarification responses shall be in writing (electronic accepted) and shall address only the information requested. Responses shall be submitted to UWWV within the time stipulated with the request.

UWWV acknowledges that selected applicant(s) may contract with third parties for the performance of any of the applicant's obligations. The UWWV reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.

The application shall be received by the UWWV Community Impact Staff by the time and date specified in the grant timeline. The UWWV will not waive this requirement. Any application received after this deadline will not be considered. Applications must be submitted online through e-CImpact. It is the applicant's responsibility to ensure that the application is received online prior to the deadline.

All programs that are awarded funding through any collective impact grant issued from any UWWV impact council will be required to sign a grant recipient agreement. This agreement will confirm that grant recipients understand all stipulations and requirements of the grant, in order to receive the full designated funding over the grant period. Failure to abide by the stipulations of the grant recipient agreement will result in forfeiture of remaining funds and may prevent the organization from applying for future funds. An example of a grant recipient agreement is included as Attachment E in the *UWWV Investment Strategies and Partnership Requirements Manual*.