



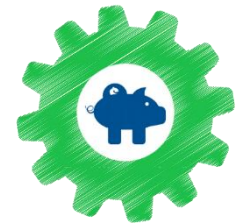
The Wabash Valley is made up of problem solvers, difference makers, and opportunity creators.

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**



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



FINANCIAL MANAGEMENT

Issuing Impact Council: **Financial Management**

The Financial Management Impact Council is a United Way of the Wabash Valley initiative designed to implement a Collective Impact methodology to promote and grow financial coaching and income management throughout the 6-county service areas in the Wabash Valley. We believe that by improving financial management skills, we can help break the cycle of generational poverty and bring more households to financial stability.

Grant Title: Financial Freedom for All

Announcement Date: June 2024

LOI Deadline: August 15, 2024. Application Deadline: November 15, 2024

Fiscal Year Funding: 2025-2027

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).

Issue Background

The UWWV Financial Management (FM) Impact Council will impact the ALICE population by investing in efforts intended to improve family budgeting skills, encourage ongoing savings to assist with emergency situations and retirement savings, as well as reduce the need to seek high-cost borrowing alternatives (credit cards and “pay-day” loans) for unforeseen needs. The UWWV FM council believes that growth in evidence-based personal financial literacy programs will positively impact these measurements.

The need for increased financial literacy among adults in the U.S. is well-documented:

- According to the Federal Reserve SHED, in 2021 only 36% of ALICE families in Indiana had emergency or rainy-day funds, leaving substantial room for improvement. Two-thirds of Hoosiers owning financial investments have little or no knowledge about potential fraud schemes.
- In 2021, the Board of Governors for the Federal Reserve released the **Economic Well-Being of U.S. Households in 2020** found that more than one-fourth of adults were either unable to pay their monthly bills or were one \$400 financial setback away from being unable to pay them in full.
- Twenty-nine percent of adults with income below \$50,000, said they experienced a problem when using banking or credit services, such as unexpected fees, fraudulent transactions, or delays or problems with customer service.
- The 2023 Hoosiers by the Numbers report indicates that our local region is ranked as the lowest per capita income in the state, with a high percentage of households enrolled in welfare (TANF) and free and reduced lunch programs.

Whether it’s due to insufficient knowledge, lack of planning, or excessive spending, financial literacy training programs will help improve an individual’s ability to make informed judgments and effective decisions regarding the use and management of money. By creating new or expanding existing programs offered throughout the UWWVs six-county service area, families will become more financially literate and responsible, which will assist in moving families out of ALICE.

Grant Offering

The UWWV Financial Management Impact Council is soliciting proposals to expand financial literacy by providing funds for programs and services that offer individuals practical skills and knowledge about financial management, including topics such as earning, budgeting, taxes, credit, debt, saving, and

investing. The initiative must expand all participants’ ability to understand and properly apply financial management skills. UWWV is seeking proposals from qualified applicants to coordinate, manage, and monitor programs and services that will identify and attract members of the ALICE population to participate in the financial literacy program or service and facilitate their attendance at the program or service.

Examples of possible program and service ideas:

- Financial Management skills for individuals of any age.
- Financial Management programs and services that train others to teach Financial Literacy to others (train the trainer).
- Financial Management skills that are conducted through a partnership between a nonprofit and a business.

The UWWV Financial Management Impact Council is making available \$90,000 in funding to be provided over two years from the grant start date. The maximum award will be \$30,000; however, we will consider additional funding that exceeds \$30,000 for truly innovative proposals.

Grant Required Outputs/Outcome

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 Financial Management Impact Council expects measurements that contribute to outcomes of a better understanding of basic concepts of financial literacy (such as budgeting, banking, loans, credit scores, etc.). This can be measured with a pre-and post-survey of participants. To help achieve success in this outcome, award recipients must accomplish one of the following outputs through this grant:

1. Increase the number of individuals participating in an existing financial management skill-building program or service.
2. Create a new financial management skill-building program or service.

Applicants already conducting such programs and services must demonstrate growth of clients served/enrolled and implementation of deliverables identified in the Application Overview below.

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 below are in Eastern time.

Milestone Activity	Date
Grant announcement. Solicitation for <i>required</i> Letter of Intent (LOI).	June 1, 2024
LOI/Stewardship Package Meeting. Organizations interested in submitting an LOI package are <i>strongly encouraged</i> to attend. Please RSVP to Michele Bennett @ 812.235.6287 or mbennett@uwwv.org .	June 27, 2024 at noon

LOI/Stewardship Package is due electronically through United Way's e-CImpact™ system to UWWV by 4:00PM .	August 15, 2024
Notification of application status. Only approved submissions will proceed beyond this point.	August 22, 2024
Meeting and training to submit application electronically through United Way's e-CImpact™ system. Required meeting for application submission. Please RSVP to Michele Bennett @ 812.235.6287 or mbennett@uwwv.org	August 27, 2024
Grant application period	August 27-November 15, 2024
Full application electronic submission due to the UWWV by 4:00 PM	November 15, 2024
Review of applications	November 15-January 15, 2025
Notification of awards	February 3, 2025
Funding period begins	February 3, 2025
Progress report due per grant agreement	August 31, 2025

Eligibility

Eligibility to apply for this funding opportunity will be based on an initial review of the applicant's Letter of Intent (LOI) and Stewardship Package.

The UWWV Financial Management Impact Council invites applications from the following categories of entities based in or operating programs or services in Clay, Parke, Sullivan, Vermillion, or Vigo Counties in Indiana or in Clark County in Illinois:

1. nonprofit (may form partnerships with for-profit organizations but lead must be nonprofit)
2. faith-based and community-based organizations
3. educational institutions
4. financial institutions
5. a unit of local government

Letter of Intent (LOI)

All applicants must submit an online Letter of Intent (LOI) indicating their interest in this funding opportunity. These letters will be used to narrow the field of applicants to a reasonable number who will be asked to submit a full proposal. Organizations are strongly advised to attend the LOI and Stewardship Package meeting either virtually or in person.

The LOI will provide the following information:

1. the contact information for the applying organization and confirmation of tax status.
2. a description of the proposed project and project goals.
3. a description of how the proposed project fits the organization's mission and goals.
4. the amount of funds being requested, the intended use of the funds, and a brief description of how the funds will help the project achieve the outputs/outcomes listed for this grant opportunity. The amount requested in the LOI is not binding but should be a reasonable estimate and will be used to evaluate the LOI. If the project is selected for a full application, the budget can be adjusted as supported in the application.

Stewardship Package Requirements

A Stewardship Documentation Checklist will be provided and reviewed at the required LOI and Stewardship Package meeting listed in the grant timeline. Minimum criteria for organizations to apply for grant funding will be included on this checklist and include, but are not limited to the following:

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

Application Content

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.

1. Applicant Organization General Information
2. Program/Initiative Proposal General Information
3. Project Narrative (see explanation below)
4. Project Workplan (see explanation below)
5. Project Budget and Budget Narrative (see explanation below)
6. 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

This RFP is seeking projects that will expand financial literacy in the Wabash Valley. The project narrative should provide a detailed description of what the applicant intends 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 length 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 into the standardized grant process. The manual is available at 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” to 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 considerations are not required criteria, but are recommended so that applicants may enhance their submittal based on these most basic evaluation criteria.

Organizational Capacity

- The applicant has provided a clear explanation of its mission, vision, and goals.
- The applicant’s budget is consistent in terms of current and proposed fiscal years, and acceptable accounting practices are used.
- The applicant possesses the staff, space, equipment, and general organizational capacity to implement the outcomes.
- The applicant 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 investment will be evaluated for effectiveness.
- The application confirms how results data will be collected and reported.

Program Budget & Expenditure Detail

- If the program is current or existing, the proposal 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 grant 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). 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 \$25,000, expecting to receive \$15,000 in funding; this could disqualify a proposal from consideration.

The UWWV Community Impact Staff 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 Staff for this RFP is: Michele Bennett
100 S. 7th Street, Terre Haute, IN 47807
812.235.6287
mbennett@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-Clmact. 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 of the grant and all requirements for abiding by them, 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*.

