



United Way of Wayne and Holmes Counties

2024 United Way of Wayne and Holmes RFP Frequently Asked Questions

Q: Does my organization need to be located in Holmes or Wayne Counties?

A: Yes. Since we are a local United Way, we only fund organizations that are located in Holmes or Wayne Counties and who serve the citizens of either or both counties. If you only serve people in Orrville, Dalton or Marshallville you must apply for funding from the Orrville Area United Way.

Q: What can United Way of Wayne and Holmes funds be used for?

A: We strive to make our funding flexible to help you fulfill your mission, so the items that we will fund include the following:

- *Certifications/Trainings (Registration Fees only for Professional Development)*
- *Client Evaluations/Assessments*
- *Direct Client Services (Shelter, Rent, Utilities, Clothing, Food, etc.)*
- *Meals/Snacks/Food Pantry*
- *Program Specific Supplies (these will need to be itemized in the budget)*
- *Salary/Benefits/Payroll Taxes (the cost to hire)*
- *Scholarships (by reimbursement only)*
- *Support Groups*
- *Other - as defined by you. Approval or clarification may be needed.*

Q: What will United Way of Wayne and Holmes funds not cover?

A: There are some items that we will not cover in a funding request. Our funds will not cover the following items:

- *Capital Expenses/Capital Campaigns*
- *Equipment*
- *Insurance*
- *Consultant Fees (audits, IT, attorney, etc.)*
- *Software/Hardware*
- *Fundraising Events or Expenses*
- *Membership Fees, Dues, Subscriptions*
- *Hotels, Meals or Fringe Expenses for Professional Development*

Q: Is multi-year funding available?

A: Yes, some requests may qualify for multi-year funding (2 years). Those who are meeting basic needs of shelter and food may apply for 2 years of funding. Part of your request may qualify while other parts do not, and that is acceptable. If multi-year grants are awarded you will be required to participate in an end of year interview and evaluation. To verify your eligibility for multi-year funding, please contact us directly. Contact information below.

Q: Do you have set grant amounts?

A: No. This year, we are granting funds by line item. This is why it is imperative to complete your budget in full. We will either fully fund a line item or not fund a complete line item. For example: If your budget line item is Salary at \$20,000.00 and you have another line item of Program Supplies at \$5,000.00 - your total request would be \$25,000.00. We will either fund you \$25,000.00 OR \$20,000.00 OR \$5,000.00 OR \$0. There may be partial funding, but complete line item funding. We will not cut your budget by percentages of amounts, we will simply either fund the line item or not fund the line item.

Q: When are Proposals due?

A: 2024 Proposals are due by 5pm EST on December 15, 2023. Late submissions will not be accepted. Proposals must be submitted as ONE PDF document either mailed to: United Way of Wayne and Holmes, 215 South Walnut Street, Wooster, Ohio 44691 or emailed as ONE PDF to: info@uwwh.org

Q: What if I have questions about my proposal?

A: All questions must be submitted in writing (email) to info@uwwh.org we will schedule phone calls if it is necessary. We will host two question/answer sessions on Thursday, November 2, 2023 at 11:00am and a second one at 4:00pm EST. It is recommended that you do attend one of these sessions if you intend to apply for funding. Please call to RSVP to this session (330) 264-5576. Zoom link will be available, call for link.

Q: Do you need an application per program?

A: No, one application for all funding, per organization.

Q: Do we need to submit our 990?

A: We need pages 1, 9, and 10 of the 990.

Q: What if I am fulfilling multiple needs?

A: You check as many needs as you are fulfilling, but for every need you check, you will need to justify later on in the application.

Q: Can you explain what the difference(s) between access to physical health services and health/wellness?

A: "Access to physical health services" aims to provide equity of availability of services to community members; "Health/wellness" focuses on the criteria of the program that promotes health/wellness initiatives.

Q: I selected prevention because I'm including how we do a lot of work with preventative health, but should I not select that one if I'm already selecting health and wellness?

A: Prevention and health/wellness both checked are acceptable, but the more options you select for section "D," means you may need to explain both the "Prevention" and the "Health/Wellness" part of those line items.

Q: In section B, can we select multiple items?

A: Yes, because one application is for multiple programs.

Q: Scholarships are being reimbursed, can you clarify?

A: Yes, you will ask for scholarship reimbursement, either monthly or quarterly. In form of invoice, with students/clients name and total. If you need special accommodations on reimbursement, call us directly.

Q: Are STNA classes also reimbursable scholarships?

A: Yes, this will work the same way as child care sponsorships, but you will ask for these funds up front in the application.

Q: Are direct client services reimbursable?

A: No, you fill that out as you normally would and those will be paid out in allocations as usual.

Q: Say we want to serve a dinner at summer camp and meals during the school year, are those different line items on the KPI table?

A: Yes, those are two different lines/units in the KPI table.

Q: Can we ask for any amount of money, even if it is not an even number?

A: Yes, you can ask for \$5,678.98. Ask for what you need and only what you need.

Q: Our year is not a calendar year, the programming we ask for is a school year. How do we reflect that?

A: Use your numbers how you use them anywhere else.

Q: Should we copy and paste Form 990 pages at the end or is it okay to attach them?

A: We need them attached into the single document that you submit by December 15, 2023 to info@uwwh.org

Q: Do we need to submit an audit?

A: No, we do not need your audit. We are able to pull that information if we need it.

Q: Can you define the difference between program specific supplies and equipment?

A: Client specific need, not office equipment. Is this a supply that is ONLY used for the program or is it used everyday as part of regular business. If you are wondering, it probably is not program specific.

Q: This is a different model than before. Knowing it's a line item makes the asking easier, but will transparency be a factor?

A: This allows volunteers to actually see costs easier. We are urging you to ask for what you need. Please do not inflate numbers.

Q: How do you know what we are doing is meeting the need? Can we use data from other places that have done the program successfully?

A: This is an internal measurement that you use to see how a program is successful. If the program is new, this is not the correct application, it would be the venture grant application in March.

Q: Brand new programs can apply for funding too?

A: No, that will be a new venture grant application that will be available in March, pending funding being available.

Q: What is your funding year?

A: March-February. Awards are made in March, and then quarterly payments are made.

Q: Will you review the applications before the volunteers see it?

A: Yes, we will review each application. If there are math errors or omissions we will give you an opportunity to fix this before the volunteers receive your application.

Q: In our KPI table, can we include multiple needs (B) for 1 use (C)?

A: Yes. Just please make this clear in the notes on the KPI table, please describe what the multiple needs are.

Q: Using a summer camp as an example, in column 8 are you asking for the total cost per unit to attend the entire summer? And does box 6/box 4, mean I should divide those boxes to get that number?

A: Yes, we are looking specifically at the United Way funding portion for the cost per unit, by dividing the amount requested from United Way (box 6) by the number of projected Units for the United Way Funding Portion in box 4.

Q: In Section E, the KPI table, should the units only represent the portion that we are seeking funding from United Way for, not our entire program?

A: Yes, only reflect the number related to the portion of United Way funds. We realize it will make the numbers appear smaller, but it will be a more accurate reflection of how UW funds are utilized.

Q: Maybe I'm thinking about this wrong, or maybe I don't understand what you're asking for but If I'm trying to get the total cost per unit, in my mind I am dividing box 7/box 5.

A: While box 7 divided by box 5 gives the total cost per unit for the entire line item with all funding options needed, we are focused on the total cost per unit to United Way, which is why we ask box 6 divided by box 4. Feel free to give more explanation in the essay section if wanting to give further detail for the total line item with all funding options needed.

Q: Is it ok that most of our uses are in the other category?

A: The other category works, just please use as much description as possible to make clear of the USE.

Q: What is a typical amount that people ask for?

A: To answer that question, we can not tell you how much to apply for. We can tell you that we have given grants ranging from \$2,200.00-\$150,000.00. However, this process and application was built to encourage you to ask for the amount required to fill a need in the community. By the way, the total amount you ask for is not as important as the line items you are requesting to be funded.

Q: I see where it asked for my agency budget. Will you need that?

A: Yes, we need the application filled out in its entirety.

Q: What is the RFP deadline?

A: December 15, 2023 by COB.

CONTACT INFORMATION

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