

Berkshire United Way
Community Impact Request for Proposal Process
Questions and Answers 2019 - 2021

General:

What is the grant cycle?

The grant is a two-year cycle from July 1, 2019 – June 30, 2021. Successful applicants will receive an award for the period of July 1, 2019 – June 30, 2020, with continuation of funding for July 1, 2020 – June 30, 2021 contingent on satisfactory performance, contract compliance, and available dollars.

Do applicants need to be a 501©3?

Applicants must be a nonprofit organization, which includes social service agencies, schools, libraries, museums, etc. 501©3 status is not required.

When are applications due?

Applications are due to Julie Singley via email jsingley@berkshireunitedway.org by MIDNIGHT Sunday March 17th. Late applications will NOT be accepted. Early applications are always welcome, but applicants may use the weekend if needed.

Are the integrated strategies (resource coordination and professional development) stand-alone strategies, or umbrella strategies that early childhood development, positive youth development, and economic prosperity fit under?

No. They are separate strategies. However, applicants could apply under Resource Coordination for a Resource Coordinator.

Could you clarify the minimum number of partners that are included in integrated/collaborative approaches?

Our goal is to have 2 or 3 partners working together. Partnership with a school district would qualify. For a collaborative partnership, we will accept 2 but the application must demonstrate they are meeting the definition of a collaborative outlined in the RFP: 1) a shared vision and mutual goals 2) a jointly developed structure, shared responsibility, and agreed-upon methods of communication 3) mutual authority and accountability for success and 4) sharing of resources and rewards.

Do all collaborative partners need to be social service agencies?

No, but the **lead agency must be a nonprofit.**

Can we partner/collaborate with other 501.3(c) organizations that are not BUW partners?

Yes, we are always hopeful that we can engage new partners to work with us.

if an award is granted should it be divided equally between the participants?

No, the collaborative can decide how to divide the funding award among participants.

is there a specific form to be used for a formal agreement (a MOU) or do we create our own?

Applicants may use their own format for formal agreements (MOUs) with partners.

Under Promoting our Partnership, is BUW open to working with small organizations with limited capacity?

Yes, applicants should propose what they could do and share their ideas. BUW will willing to

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work with partners to implement strategies and build our partnership so that it is mutually beneficial.

If our request is accepted but the money awarded is less than asked, what will be the process of scaling down the RFP?

BUW makes every effort to award the full amount requested. If awarded reduced funding, BUW will work with partner on any program changes.

Where does Get Real fit?

Get Real fits in professional development. All expenses must be included in program budget i.e. workbooks, training, other program supplies, etc.

In the past mentoring and Get Real have been considered two generation approaches, are they eligible for the extra credit points?

Both will receive the extra credit points. Applicants applying for mentoring will receive extra credit points for two generation approach and applicants for Get Real will receive extra credit points for Professional Development.

Are there budget and program measure templates?

There is a budget template that all applicants must use, which can be downloaded from the BUW website. I have not created a performance measure template.

Is BUW still using Scorecard?

Yes, approved applicants will use Scorecard to report on performance measures and demographics.

Regarding reporting program effectiveness, does Berkshire United Way provide grantees who receive an award access to Clear Impact Scorecard? If not, are other methods of measuring outcomes accepted?

Yes, BUW will provide a user license to Scorecard per organization awarded funding. Approved applicants will be expected to report outcomes via Scorecard on a quarterly or semi-annual basis. Programs may use their own internal system to track data on a daily basis.

Under Two Generation Approach: At partner meetings, we have had conversations about what “two generations” means and I believe it has been accepted that high school students can be considered a different generation when they are mentoring elementary school students.

Yes, the two-generation approach is inherent in mentoring programs.

Community Impact Program Application Narrative:

Is the 2,000-character count required for each section with or without spaces?

The 2,000-character count is without spaces.

Is there a template for the program application narrative?

No, please create your own word document with the questions and responses.

If an applicant has a program that aligns with two or more strategies, does the applicant need to submit separate proposals for each strategy?

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Yes, applicants must complete a separate application for programs that combine multiple activities that require completing performance measures across strategies (i.e. mentoring vs. college and work readiness vs. in and out of school time).

Would professional development in a mentoring program be separate applications?

Not necessarily, if applicant is offering professional development as part of their mentoring program, this should be included as 1 application under the Mentoring strategy.

Do we need to have a dedicated building for our program?

Yes, applicants should have a dedicated space to run the program.

What are the total available bonus points?

Applicants may receive a total of 4 bonus points for applying in any of these strategies: Resource Coordination, Professional Development, Employment/Career Pathways, Mobility Mentoring, Home Visiting or Mentoring. A perfect applicant score is 64.

What is the multiplier effect?

The multiplier is the total impact of everything that a program is doing, i.e. the ripple effects, potential long-term outcomes for individuals served. How are you playing a role in reaching our population goal and how will individual served be affected throughout their life from program activities?

Program Budget and Financial Information:

Are there any restrictions on the funding amount requested?

No, please include any and all expenses for the use of evidence-based curricula, training/certification, data collection tools, etc. **Keep in mind that BUW funding must not exceed 50% of the applicant's total program budgeted revenue.** Our current grant award range - \$5,000 - \$95,000.

Under collaborations, you state program budget and agency budget for each partner. So, would you need to see the school district budget? And a program budget?

We would not need to see the school budget, but we should see what resources the school is committing to for the program, can be stated as in-kind if necessary.

In terms of this grant application, what are the total awards BUW is giving out?

Total amount invested is dependent upon overall campaign, which will be finalized in May. All applications will be looked at together, i.e. that there are not separate "pools" of money for each priority area. There are no restrictions on the amount of funding requested. Please include any and all expenses for the use of evidence-based curricula, training/certification, data collection tools, program supplies, books, etc. Keep in mind that BUW funding must not exceed 50% of the applicant's total program budgeted revenue.

If awarded funding, BUW reserves the right to negotiate program monthly billable unit rates. In determining unit rates, BUW will consider the nature of the service delivery, national/state regulations, and an applicant's anticipated program income and offsets.

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Where are the EXCEL templates for the budget?

The budget templates are available on the BUW website:
<https://www.berkshireunitedway.org/apply-funding-0>

Performance Measures:

How many strategies can an applicant report in?

All applicants must select the 1 strategy that best aligns with their program. Please note that applicants must report in all performance measures within the selected strategy. See Appendix A. Performance Measures (pages 19-22) in the RFP Overview.

How should an applicant report if one program provides two or more different curriculums back to back for the same cohort of students at the same high school under the same strategy?

To avoid duplication, applicants may submit one Performance Measures form if they provide curricula to the same cohort of students at the same high school.

However, applicants must submit a separate Performance Measures form for each location/high school to which they provide curricula to different students (i.e. providing curricula to students at Pittsfield High School and Lee Middle and High School).

Do all applicants under Quality Early Childhood Education need to be on QRIS?

No, BUW expanded this strategy to include programs licensed under the Department of Early Education and Care and/or Department of Elementary and Secondary Education who serve children up to age 12.

Could you clarify what is included in the Internships (16 – 24) strategy?

We are referring to an applicant coordinating youth placements in different sites around the county. An internship program would have to reach a larger number of individuals, than those placed in a single organization.

Evaluation:

Could you clarify the number of criteria that will used to evaluate applicants?

Applicants will be evaluated across 5 criteria: Program Quality, Promoting our Partnership, Two-Generation Approach, Reach a Target Population, and Evaluation.

Criteria (page 6): Program quality requires a minimum of 10 weeks, can you clarify, does this refer specifically to the number of sessions offered? And, if so, in the case of Get Real delivery for example, if we are delivering the program over 10 sessions, but they are conducted daily over a two week period, does that meet the requirement?

No, we are referring to the length of the program over time, not the number of sessions. Ideal would be program meets daily for at least 10 weeks.

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Criteria (page 7): Evaluation requires use of research based/connected to evidence-based curricula (SAYO, etc.), is this inclusive of the end test for Get Real and mentoring pre/post surveys based on MMP recommended survey tools?

Yes, this is inclusive of the Get Real test and pre/post survey templates from MMP.

Further on surveys, on page 10 it says the recommended survey tool for mentoring is pre/post through MMP, can you clarify what is meant by “through”? (page 10)

“Through” means that program is using the pre/post survey templates provided by MMP.

What is the review process?

A minimum of 4-5 community volunteers review and evaluate each proposal. Volunteers are trained and screened to ensure they are free of conflicts or perceived conflicts of interest. Volunteers base their recommendation for funding on the overall assessment score, the clarity and thoroughness of proposals, the ability to track results, and the evidence or likelihood that the program will be successful at addressing the priority community issue through the use of best practices/evidence-based programs.

The final numerical scores from each volunteer are used to derive an average score among all reviewers of the same proposal. This allows proposals to be ranked before the multiple discussions phase of the review process. Community Investment volunteers will make recommendations to the Berkshire United Way Board of Directors who will make final funding decisions. All decisions are final; there is no appeal process.

Important Reminders:

Please note that applicants must complete a separate application for programs that combine multiple activities that require completing performance measures across strategies (i.e. mentoring vs. college and work readiness vs. in and out of school time) and/or applicants who provide more than 1 different evidence-based curricula under the same strategy (i.e. All Stars and Project Alert under in and out of school time).

Any organization that provides curricula that is implemented in classrooms during the school day and/or any organization relying on a key partner for access to children/youth must have a Memorandum of Understanding (MOU) with the school district(s) and/or key partner(s).

BUW is open to assessments that are working for your program and only included examples in the RFP.