



## **United Way for Southeastern Michigan FY 2023-24 Basic Needs**

### **RFP Questions and Answers**

#### **Applications Due March 31, 2023 at 5:00PM**

### **Grant Tiers**

#### **How are organizations sorted into grant tiers? Can we apply for more than one tier?**

Applicants will self-select into tiers based on their organization's needs, capacity and eligibility. Once a tier is selected, this task cannot be modified in our grants management system, so applicants should take time to review the grant information sheet and rubric before making a selection. Organizations can only apply for one grant, in one tier.

#### **How is a NEW organization defined?**

New organizations/partners in this FY 2023-24 Basic Needs grant process are being defined as not having received a previous Basic Needs/Safety Net Services grant in the past 3 funding cycles beginning in 2020. Applicants may have received grants through other United Way investment opportunities, but due to the nature of this competitive process including the review process, financial vetting, and board approval, if an organization has not received a Basic Needs/Safety Net Services grant in the last 3 years they are considered new.

#### **Can a new partner apply for Tier 3?**

No. Applicants that are considered new, meaning they have not received a Basic Needs/Safety Net Services grant in the past 3 funding cycles beginning in 2020, are eligible to apply for Tier 1. The funding criteria for each tier is available in the grant materials and we strongly encourage applicants to review them prior to applying.

#### **If we apply for a Tier 2 grant (\$20,001-\$60,000), is it possible that, if selected, our award could be reduced to a lower tier?**

Yes, for applicants that apply for tier 2 or 3, it is possible that a final recommendation of award may be less than the amount for which an organization has applied. This reduction may reduce an initiative to a lower tier. These decisions are made based on the strength of the application, proposed services, and geographic spread, among other considerations including United Way's overall budget for this RFP and the full portfolio of partners in the region.

#### **Is there a reduction in tier amounts from last year?**

Yes, there is a change from the previous year as it relates to the award amount per tier. The ranges were thoughtfully considered against the availability of funds and upholding the intent of the grant in offering stable, flexible funding for the sector.

### **What is the maximum amount that is being granted total?**

The maximum funding cap this year is \$100,000 for Tier 3 applicants.

## **Domains**

### **What is meant by multi-domain?**

We recognize that some organizations provide services across more than one of the ALICE domains (Food, Housing and Health Care) funded through this grant. For example, an organization may apply to support programming related to both food and housing. Within the application, applicants may select multiple domains and associated sub-activities that will be supported by this opportunity.

### **Would it be acceptable for a project to be related to one of the domains United Way has identified, as well as other domains not identified?**

Yes, we know that sometimes an organization's services relate to more than one domain or provide services within areas outside of the three domains that we are funding through this grant. Providing services outside of the domains that we are funding does not prevent an organization from applying for this funding. Reporting will be tied to the domain under which you apply, so it will be important to be able to isolate information by the domains that we are funding.

### **If an organization supports multiple priorities, should the application be combined into one organizational application? In other words, one application per organization?**

Yes. We will accept only one application per organization. If an applicant applies for support of services in more than one domain, the application should reflect all the domains and activities that will be supported by this grant.

### **Can an organization submit more than one proposal under the same domain, but different program areas?**

No. We are accepting one application per organization for this opportunity.

## **Organization and Financial Information**

### **Does an organization need to have an audit, or will a financial review and 990 form be sufficient?**

Yes, organizations need an audit. This information should be uploaded to your Organization and Financial Information profile in Survey Monkey Apply. For more information on the specific documents required for your organization to fulfill this requirement, please refer to the Financial and Audit Requirement resource available in SMA under the Financial Information task: [UWSEM Financial and Audit Requirements resource](#)

If there are barriers to your organization providing this information, please notify the Basic Needs team for further review and we will verify with our Finance team. You can reach the Basic Needs team at: [SafetyNet@unitedwaysem.org](mailto:SafetyNet@unitedwaysem.org).

**We are currently in the middle of our audit. Will our application still be considered if the audit isn't complete before the application due date?**

Yes, please communicate this to us within the application.

**If our 2022 audit is still in progress, can we upload 2021 information?**

Yes, we are looking for the most recent audit information and understand that based on an organization's fiscal year and associated lags in financial review this may be the case for some organizations. Please provide the most current information available at the time you apply.

**Use of Funding**

**Can we use grant funds for direct client support?**

Yes, grant funds can be used for direct client support.

**Do programs have to provide the money upfront and be reimbursed?**

No. In most cases, grant funds are dispersed quarterly throughout the grant year. Tier 1 grants (\$20,000) will be paid in full following full contract execution.

**Metrics and Reporting**

**Is there a minimum number of clients needed to apply?**

There is no minimum expectation of a certain number of clients served. In general, we value quality over quantity and are trying to get a picture of scope and scale of the services that each applicant provides under the application domain(s). That being said, we are prioritizing organizations that score well on our rubric, which does outline the need for organizations to have the capacity to partner, leverage funding, be data and equity driven, etc.

**Do all clients served by partners need to be considered ALICE?**

No. We will not put restrictions on the use of funds in this way. We do want to understand how effective we are at reaching those below the ALICE threshold, including those below the federal poverty level and those that do not have incomes high enough to cover their basic needs.

Within the application, you will be asked to provide estimations/projections that will help us understand this, including demographic information and reach across the identified municipalities that have large concentrations of ALICE.

**Can funding be used for other families/clients that fall below federal poverty level but are not living in the cities identified?**

Yes. We will not put restrictions on the use of funds in this way. We do want to track how effective we are at reaching ALICE populations in the municipalities that we have listed and serving populations in the [ALICE municipalities](#) that we have listed is an important part of our funding criteria.

### **What sort of reporting will recipients of the grant be expected to provide?**

Grant reporting includes questions about the number of households or individuals served under each funded domain and sub activities each quarter. Narrative questions focus on implementation of the activities described including barriers and successes to date. Grant reporting should be expected quarterly (Oct, Jan, Apr, Jul).

### **Is there an application scoring rubric you can share?**

The scoring rubric along with other grant resources are available [on our website](#) for this opportunity and can be found directly in the links below.

[Grant Information Sheet](#)  
[Application Questions](#)  
[Scoring Rubric](#)

## **Budget**

### **If our organization has multiple programs but is only requesting funding for one of the programs, should the organization report only on the program being funded?**

We expect that many organizations have programs that will not be funded by a United Way Basic Needs grant. For reporting purposes, we are interested in understanding expenditures related to the work that we are funding.

### **Is this funding to be used for project-specific support or for general operating costs for work in those domains?**

We are asking for organizations to fill out a budget and are leaving the description of use of funds up to each organization. We ask that organizations stay within a 10% allowance for overhead/indirect expenditures and approximately a 30% benefit rate.

### **Are there any restrictions on the budget as to what percent can be salary/indirect cost?**

When reviewing budgets, we do flag line items for indirect that are above 10%. If you have extenuating circumstances that make keeping your indirect below 10% challenging, please explain this in your application. We also look for benefits to be no more than 30% of your salary line item. If this is not the case for your organization, please explain why in your application. Aside from these stipulations, budgets can be very flexible to meet your needs.

## **General Application Questions**

### **What is the spending period of this grant?**

July 1, 2023 through June 30, 2024.

## **Can an organization apply for both the Education Wraparound Services grant and Basic Needs grant?**

Any eligible organization may apply for both opportunities as applicable. However, both are open, competitive processes and submission of an application does not guarantee funding. We will consider the availability of funds against the full spectrum of competitive applications received for each funding opportunity.

To view all open grant opportunities, visit: <https://unitedwaysem.org/about-us/our-partners/grants-hub/proposal-opportunities/>

## **Does an organization need to be a non-profit to receive funding?**

Yes, these funds are meant to be dispersed as awards to non-profit organizations. An organization must be in good standing with the State of Michigan and the Internal Revenue Service and will be required to upload a copy of their IRS designation letter, 990 form, W-9, and financial statements. Organizations may apply via a fiduciary if applicable.

## **Approximately how many grants do you anticipate awarding?**

In the last few years, the basic needs/safety net cohort has been anywhere between 40-60 partners. The number of partners in a cohort is largely based on the number of competitive applications and available funding. We anticipate this will be a highly competitive year and that the number of organizations funded in this year's cohort will fall within that same range as in years past.

## **Can both the fiduciary and sponsored organization apply for this grant?**

Yes. Both a fiduciary and the sponsored organization may submit individual applications for this grant. However, the programming and services that each is applying for should be different and specific to their organization.

If your organization is utilizing a fiduciary to receive funds, the fiduciary must be the organization that creates the organizational account within SurveyMonkey Apply. They also must complete the Organization and Financial Information profile.

United Way suggests having the fiduciary invite a representative of the sponsored/implementing organization to be a member of the account so that the sponsored/implementing organization can complete the application and subsequent reporting requirements.

## **Points of Contact for Further Questions**

For more information on these grant opportunities, please visit our grants partner hub website at: [UnitedWaySEM.org/Grants](https://UnitedWaySEM.org/Grants).

If you have questions related to the intent of the Basic Needs grant or specific questions related to the content of the application, please contact the Basic Needs team at: [SafetyNet@UnitedWaySEM.org](mailto:SafetyNet@UnitedWaySEM.org)

If you have questions related to the intent of the Education Wraparound Services grant or specific question related to the content of the application, please contact the Education team at: [EducationPartners@UnitedWaySEM.org](mailto:EducationPartners@UnitedWaySEM.org)

For questions or support related to accessing our grant management platform, SurveyMonkey Apply (SMA), please contact the Community Investments team at: [SMA@UnitedWaySEM.org](mailto:SMA@UnitedWaySEM.org)