Education Wraparound Services Webinar

Tuesday, March 14, 2023

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Meaghan Gorski, Community Investments Manager
Daisha Allen, Technical Coordinator, SMA

educationpartners@unitedwaysem.org
Today’s webinar will be recorded
### Educational Wraparound Services Grant Opportunity

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Preparing for your application

- Tax exempt under section 501(c)(3) of the Internal Revenue Code
- Fiduciary with 501(c)(3) status
- Most Recent Audit of Financial Position
- Most Recent Federal IRS Form 990
What is ALICE

Asset Limited, Income Constrained, Employed

- Above the federal poverty limit
- Unable to make ends meet based on a bare-bones household budget

38% of families in Michigan fall below the ALICE threshold

- 48% Wayne County
- 30% Oakland County
- 36% Macomb County

https://www.uwmich.org/alice-report
Overview

Mobilizing the caring power of Detroit and Southeastern Michigan to improve communities and individual lives in measurable and lasting ways

Reducing the number of ALICE households through Educational Wraparound Supports

- Basic Needs Supports for Students
- Academic Achievement Supports
- Whole Child Development Supports

Serving youth in communities with 40%+ ALICE Households

Creating opportunities for children to learn, grow, and thrive

Program and Operational expenses

Award levels: $15,000; $25,000; $40,000
Funding Tiers

Tier 1: $15,000 award; Tier 2: $25,000 award

- Request cannot exceed 20% of operating budget
- Alternate payment schedule and reporting cadence
  - Payment: full grant amount paid within 2 weeks of fully executed contract
  - Reporting: Mid-year and final reporting only – January and July 2023.
- Anticipate making 5 awards at the $15,000 level
- Anticipate making 8 awards at the $25,000 level

Tier 3: $40,000 award

- Request cannot exceed 20% of operating budget
- Standard payment schedule and reporting cadence
  - Payments and Reports occur 4x throughout the year – October 2023, January 2024, April 2024, July 2024
- Anticipate making 4 awards at the $40,000 level
# Review Rubric Overview

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program/Service Eligibility</td>
<td>10</td>
<td>All eligible applicants will receive these points</td>
</tr>
<tr>
<td>Narrative</td>
<td>40</td>
<td>Robust description of programming will result in more points awarded</td>
</tr>
<tr>
<td>Program/Service History</td>
<td>20</td>
<td>Demonstrate past successes</td>
</tr>
<tr>
<td>Quality</td>
<td>40</td>
<td>Safe and Supportive; Interactive and Engaging</td>
</tr>
<tr>
<td>Goals</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>30</td>
<td></td>
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</tbody>
</table>
Eligibility

Test

Minimum requirements to move your application forward.

Experience working in Wayne, Oakland, or Macomb counties

Serving youth ages 0-5, and/or grades K-12

Serving ALICE communities

Experience providing this programming to youth

New programs or services are not allowable under this funding
Clear, detailed narrative demonstrating support of ALICE households

- Reduce barriers
- Decrease number of ALICE households

Description aligns with selections in the service checklist

Understand participation barriers and describe methods for overcoming these

Rubric: Program Narrative

Pitch your program: explain the activities, describe your methods for engagement, and share why this is necessary for children to learn, grow, and thrive.
Rubric: Program Quality

Everyone Matters: Explain how you have created an environment where participants feel safe, supported, and have a voice in the program and/or service being provided.

**Safe and Supportive Environments**
- Accessibility
- Capacity
- Appropriate for planned activities or services

**Adequate staffing, skilled personnel**

**Interactive and Engaging Environments**
- Collecting feedback
- Youth choice and voice
Rubric: Program Goals

Creating Impact: What will participants gain from your program or service. How this work is critical to children thriving.

Outcomes should align with the narrative presented

Organizations that track and measure their success will be more successful with this application
Rubric:
Program Goals
How to write clear, descriptive, concise outcomes

Outcomes demonstrate a change in status created by the activities of your organization
Achievable in this 1-year funding period

Specific, Measurable, Achievable, Relevant, and Time Bound

Resource: Guide to writing SMART outcomes for grant applications
Budget Guidance

- **Narrative line available on each budget line**
  - Clarity
  - Transparency
  - Connection to proposal

- **Administrative costs cannot exceed 10%**

- **Overall budget narrative**
  - Reinforce transparency
  - Further connection to proposal
  - Demonstrate how these funds will create change for children
**Budget Categories**

- **Personnel**
  - Who will be paid from this grant, and what percentage of their FTE appointment will be dedicated to grant execution.

- **Fringe Benefits**
  - Related to personnel stated in the previous line.

- **Contractual Services**
  - Special speakers or contracted services relevant to the proposed program or service.

- **Wraparound Support to Participants**
  - Additional supports offered to ensure children are getting needs met.

- **Travel**

- **Equipment**

- **Supplies**

- **Occupancy**

- **Utilities**

- **Evaluation**

- **Professional Development and Training**

- **Other Program Costs**

- **Indirect/Administrative Costs**
  - Often used for fiduciary costs.
  - Should not exceed 10% of total request.
If awarded, all organizations will be required to report on

- Program progress
- Outcomes
- Individuals served
- Success stories
- Budget Expenditures

Reports are due two weeks after the end of the reporting period

<table>
<thead>
<tr>
<th>Report Due Date</th>
<th>Tier</th>
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<tbody>
<tr>
<td>October 13, 2023</td>
<td>Tier 3 Only</td>
</tr>
<tr>
<td>January 12, 2024</td>
<td>All Tiers</td>
</tr>
<tr>
<td>April 12, 2024</td>
<td>Tier 3 Only</td>
</tr>
<tr>
<td>July 12, 2024 - Final</td>
<td>All Tiers</td>
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Please Note: Inability to complete a timely report will impact the release of additional funds.
Helpful tips for a successful grant

- **Connection between proposal narrative, outcomes and activities, and budget**
- **Consistency is key to making a clear proposal**
- **Be direct and concise, but specific in your response**
- **Use the proposal to demonstrate how you are the best suited to implement the ideas put forward**
- **Grammar and spelling are not part of our review process**
- **Help us to see what you are doing, and how you are doing it well**
Important Dates

Application Open: March 13, 2023

Application Close: March 31, 2023; 5:00pm

Reviews and Approvals: April 4 – May 18, 2023

Grant Partner Announcements: June 12, 2023

Grant Contracts Available: June 12, 2023

Reporting Dates:
- October 13, 2023 (Tier 3 only)
- January 12, 2024 (All Tiers)
- April 12, 2024 (Tier 3 only)
- July 12, 2024 (All Tiers)
Frequently Asked Questions

Q: If I don’t qualify for the grant award I specify, will you consider me for the lower award amount?
A: We encourage all applicants to apply for the dollar amount they need to be successful and align the budget to the narrative created for the program.

Q: Can an organization apply for more than one grant program at United Way?
A: Yes, you can apply to any or all grant opportunities available through United Way.

Q: Can an organization apply directly for the EWS grant, and apply as a fiduciary for the same grant?
A: Yes, that is allowed.
Program Questions?

Contact the Education grant team with detailed or specific questions at: educationpartners@unitedwaysem.org

Join our informational coffee hour on Monday, March 20, 2023, at 2:30pm, Register Here
Survey Monkey Apply Demonstration

With Meaghan Gorski, Manager, Community Investments

sma@unitedwaysem.org
Items:

• Accessing Your Educational Wraparound Services FY 2023-2024 Application
• For New Organizations:
  • Creating an Organizational Account
  • Adding Individuals to Your Organizational Account
  • Completing Your Organization + Financial Information
SMA: Accessing your Educational Wraparound Services FY 2023-2024 Application
Make Sure You Switch to Organizational View

If you are unable to currently view any new, open, or active grant applications/reporting programs for your organization:

1) Navigate to the top left of the screen
2) Select the small downward arrow next to your name
3) Click on your organization's name from the drop down menu
SMA: Accessing your EWS 2023-2024 Application

If you are unable to currently view any new, open, or active grant applications/reporting programs for your organization:

1) Navigate to the top left of the screen
2) Select the small downward arrow next to your name
3) Click on your organization's name from the drop down menu

No applications.

Please choose a program from our program listings page to get started

View programs
SMA: Accessing your EWS 2023-2024 Application
Educational Wraparound Services FY 2023-2024

United Way for Southeastern Michigan - 2023 Educational Wraparound Services

Request for Proposals

The United Way for Southeastern Michigan is opening a competitive RFP process to fund eligible 501(c)3 nonprofits engaged in educational wraparound services that create thriving children by providing integrated student supports and expanded learning time opportunities, including social emotional learning, expanded learning time, academic supports, basic needs support for youth, and more. The 2023 Education investment process is an open call for applications from both potential and existing funded

Value

$15,000.00 to $40,000.00

APPLY

Open to Organizations can apply.

Opens Mar 13 2023 08:00 AM (EDT)

Deadline
EWS FY 2023-2024 Application
EWS FY 2023-2024: Eligibility Pre-Questionnaire

EWS23: Eligibility Pre-Questionnaire

This form may help to determine your eligibility for funding, as well as guide your funding request based on tier eligibility, payment schedules, and reporting cadence.

Does your organization have experience in providing services to Oakland, Macomb, or Wayne county?

- Yes
- No

Will your service or program serve youth ages 0-5 and/or grades K-12?

- Yes
- No

Has your service or program been operating for at least 1 (one) year?

- Yes
- No

Will your service or program serve youth in ALICE Households? Please click here to access the ALICE report.

- Yes
- No

What is the focus of your proposal?

- Program Expansion: adding more beneficiaries or expanding current curriculum
- Program Continuation: focus on operational support and supporting current work

Please select the funding amount you would like to apply for. The final number of awards per level may vary depending on the number of qualifying applications received from eligible organizations during the competitive RFP process.

- $15,000
- $25,000
- $40,000

Acknowledgment

Please check the box below in order to proceed.

- I have read, reviewed, and understand the eligibility requirements and expectations associated with the funding tier selected above.

Instructions & Next Steps

Once you have completed this form, please select Mark as Complete below. If eligible, the remaining required tasks will be made available to you.

This task can not be reopened or edited once complete.
EWS FY 2023-2024: Certifying Organizational & Financial Information is Updated

Certification

Please certify that your organization’s information is correct. If you need to make changes, please make the updates in the Organizational & Financial Information Program, then return to this task and check the box below.

☐ I certify that I have reviewed my organization’s information and it is correct.

[Buttons: PREVIOUS, SAVE & CONTINUE EDITING, MARK AS COMPLETE]
EWS FY 2023-2024: Certifying Organizational & Financial Information is Updated
EWS FY 2023-2024: Full Application

ID: 9030626197 | Status: Application Open

- EWS23: Eligibility Pre-Questionnaire
- Review Organizational Information
- EWS23: Contact Information
- EWS23: Program Narrative
- EWS23: Program Service/History
- EWS23: Demographics & Service Area

2 of 10 tasks complete

Last edited: Mar 13 2023 02:06 PM (EDT)

Deadline: Mar 31 2023 06:00 PM (EDT)
Technical Assistance

UWSEM SMA Email: SMA@unitedwaysem.org
SMA: Creating an Organizational Account
Creating an Organizational Account

UWSEM’s Grant Management Platform: https://apply.unitedwaysem.org/
Creating an Organizational Account
Creating an Organizational Account

To apply for programs on behalf of an organization, we need the following information about your organization.

- Organization name
- Address (optional)
- City (optional)
- Country (optional)
- Tax country
  - USA - EIN Number
- Tax number
- Organization phone number (optional)
- Organization email (optional)
- Website (optional)

I'll do this later

CONTINUE
Creating an Organizational Account

Welcome!

You have successfully registered for a SurveyMonkey Apply account for United Way for Southeastern Michigan.

We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

Continue to site
Creating an Organizational Account
Creating an Organizational Account

Dear UWSEM Test Organization Test 2,

In order to validate your SurveyMonkey Apply account we require you to verify your email address. Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

Confirm email address

If the button is not clickable, please copy and paste this URL into your browser’s address bar.

https://apply.unifiedsurvey.com/acc/s/43a00b25b7a4-4e92-bd91-b9e56f34947a/
IMPORTANT – FIDUCIARY DETAILS

• If your organization is utilizing a fiduciary to receive funds, the fiduciary must be the organization that creates the organization account.

• They also must complete the Organization and Financial Information profile.

• UWSEM suggests having the fiduciary invite a representative of implementing organization to be a member of the account so that the implementing organization can be the ones completing the application and upcoming reports.
SMA: Adding Individuals to Your Organization's Account
Adding Individuals to Your Organization’s Account

• **Primary Administrator:** This is the organization member that initially creates the Organization and has full administrative control over the organization's members and applications. They will be able to transfer ownership of the organization, as well as edit and remove members of the organization at any time. They will be the primary contact for the organization.

• **Non-Administrator Role** – These members have similar control over the organization's members and applications as the Primary Administrator. However, they will only be able to edit and remove non-administrative members, or inactive Administrators.

• **Administrator Role** - These members will be able to edit applications on behalf of the organization but will not have access to manage the organization's profile and members. They will also not be able to create or submit applications for an organization.
Adding Individuals to Your Organization’s Account

If you are unable to currently view any new, open, or active grant applications/reporting programs for your organization:

1) Navigate to the top left of the screen
2) Select the small downward arrow next to your name
3) Click on your organization’s name from the drop down menu

No applications.
Adding Individuals to Your Organization’s Account
Adding Individuals to Your Organization’s Account
Adding Individuals to Your Organization’s Account

United Way for Southeastern Michigan

Dear Recovery SMA,

You have been invited to be an Applicant for the following site, United Way for Southeastern Michigan. Please click on the following link to complete the registration process.

Thank you,

United Way for Southeastern Michigan

Join now
Add Individuals to Your Organization’s Account
SMA: Completing Your Organization + Financial Information
SMA: Completing Your Organization + Financial Information

If you are unable to currently view any new, open, or active grant applications/reporting programs for your organization:

1) Navigate to the top left of the screen
2) Select the small downward arrow next to your name
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No applications.
If you are unable to currently view any new, open, or active grant applications/reporting programs for your organization:

1) Navigate to the top left of the screen
2) Select the small downward arrow next to your name
3) Click on your organization's name from the drop down menu

No applications.

Please choose a program from our program listings page to get started

[View programs]
SMA: Completing Your Organization + Financial Information
SMA: Completing Your Organization + Financial Information

Organization + Financial Information

If this is your first time applying for a United Way for Southeastern Michigan grant through Survey Monkey, Apply - Complete this first!

Organizations applying to United Way for Southeastern Michigan grant opportunities must first complete the Organizational + Financial Information application. This general application collects information on the organization itself and its financials. Organizations will also use this application to keep their information updated throughout the year and to submit their audited financial statements according to United Way audit requirements.

APPLY

Organizations can apply.

Opens

Sep 1 2021 08:00 AM (EDT)
SMA: Completing Your Organization + Financial Information
First-time applicants

If this is your first time applying to a United Way grant opportunity through Survey Monkey Appli:
1. Enter information about your organization in the Organizational Profile task and click “Mark as Complete” at the end.
2. Upload your most recent audited financials using the appropriate task based on the fiscal year end of your most recent audited financials. Use the left-hand navigation bar to move between tasks and select the correct task for uploading your financials. Your organization is only required to provide the MOST RECENT YEAR of financials and are not required to complete both financial tasks.
3. Click “Submit” on the left-hand navigation bar.

Returning applicants

If you have previously applied for a United Way grant opportunity through Survey Monkey Appli:
1. Review your previous responses for accuracy. The Organizational Profile task has been pre-filled for you. If you need to make updates to your information, click the update link and choose “Edit”, make updates as necessary, and click “Mark as Complete” at the end of the task. If you do not need to make any updates, use the left-hand navigation bar to move on to the next task.
2. If you have not uploaded financials in the last time you applied for a grant, upload your most recent financials. Use the left-hand navigation bar to select the appropriate task to upload your most recent financials based on the fiscal year end of your most recent audited financial statements.
3. Click “Submit” on the left-hand navigation bar.

Note for Organizations Using Fiduciaries

If an organization is applying using a fiduciary, the survey Monkey Account must be registered to the Fiduciary Organization’s name.
1. The Organizational Profile and Audited Financials must be filled out from the Fiduciary Organization’s perspective.
2. The contract information task in specific grant opportunities will include contact information for both the Fiduciary and Implementing Organization.
SMA: Completing Your Organization + Financial Information

Instructions

First-time applicants

1. Fill in information about your organization in the Organizational Profile task and click “Mark as Complete” at the end.

2. Upload your most recent audited financials using the appropriate task based on the fiscal year-end of your most recent audited financials. Use the left-hand navigation bar to move between tasks and select the correct task for uploading your financials. Your organization is only required to provide the MOST RECENT YEAR (1 set of financials) and are not required to complete both financial tasks.

3. Click “Submit” on the left hand navigation bar.

Returning applicants

If you have previously applied to a United Way grant opportunity through Survey Monkey Apply:

1. Review your previous responses for accuracy. The Organizational Profile task has been pre-filled for you. If you need to make updates to your information, click the ellipsis icon and choose “Edit” make updates as necessary.

You are currently logged in as: UWSEM Community Investment
SMA: Completing Your Organization + Financial Information
SMA: Completing Your Organization + Financial Information

Submit application

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please Review it.
SMA: Technical Assistance
Technical Assistance

UWSEM SMA Email: SMA@unitedwaysem.org
Questions?

Contact Sara Sanders, Education Partnerships Manager with detailed or specific questions at: educationpartners@unitedwaysem.org