

2016 United Way Veteran Services Grants Request for Proposals

United Way of Greater Houston is seeking proposals from high-quality programs that will expand or enhance services to veterans and their families.

Overview

For more than 90 years, the United Way of Greater Houston has worked to be the leader and trusted partner for our community working to improve individual lives, tackle key community social issues and making a lasting difference on the quality of life for all. Throughout its history, United Way has worked to identify and address the changing and evolving needs of individuals and our community. With a growing population of veterans in our community, United Way is determined to expand and enhance available services for veterans and their families.

Grant Details

Grants of up to \$40,000 are available for high-quality collaborative programs that will expand or enhance services to veterans and their families. Collaborative partners must determine how they wish to divide the \$40,000 maximum award. *Single agency standalone projects will not be considered for the 2016 Veteran Services Grants.* The funding period lasts for one year, with an option for second year funding based on available funds, performance, and need. A total of \$200,000 is available to invest overall for 2016.

To be eligible, you must:

- Be a 501(c)(3) nonprofit organization serving in Harris, Fort Bend, Waller, or Montgomery County; organizations providing 501(c)(3) type services to veterans (such as local government) are eligible to apply as well. Please contact Curtis McMinn if you have questions.
- Currently offer veteran services (does not need to be Iraq or Afghanistan specific)
- Have the capacity to take on the project and provide oversight
- Attend the mandatory funding conference
- Submit application materials by the deadline
- Agree to participate in quarterly meetings specific to grant recipients

Proposals are due Wednesday, October 21, 2015. Notifications of award will be made in December 2015.

2015 Application Guidelines and Requirements

All applicants must attend a mandatory funding conference (see timeline). The proposals must address each section listed on the application, including a detailed use of the grant funds and a budget. In addition, proposals must include written agreements between collaborating partners detailing expectations and project arrangements.

We are looking to fund one collaborative project in each category (examples provided):

- Reintegration – Example: services that help veterans and their family members successfully transition from the military to civilian life; services that help veterans who have been disconnected from normal civilian life for a meaningful period of time transition to civilian life; services that help veterans navigate and access available resources

- Legal – Example: services that assist veterans resolve legal issues; services that assist veterans resolve disputes regarding available benefits, their military service and/or discharge status
- Employment – Example: services that prepare veterans for employment in the civilian workforce through job training, career coaching, career counseling; if project is training based, certifications and credentials that allow agency to provide that training is required for application
- Counseling and Addiction Treatment – Example: services that help veterans address a variety of mental health illnesses; services that help veterans address addictions and chemical dependency
- Women Veterans – Example: established services tailored specifically to women veterans and their families that help them address a variety of needs

Applicants are limited to one project category for their proposal. While we understand that each project could theoretically address several of these categories, collaborative applicants must determine their **primary objective** and select an appropriate category based on that objective. An applicant cannot collaborate with an agency on one project and another agency on a different project. We are limited to funding one grant per agency.

Competitive proposals will include:

- Funding from other sources
- Demonstrated experience working with veterans
- Established collaborative relationships
- A deep understanding of the target population
- Outreach and marketing targeted specifically to veterans
- Details on how the project connects to applicable community systems
- Strong rationale for budget and resource utilization
- Innovative approaches to solving problems

Timeline

September 23 -- Mandatory Grants Conference from 1:30 pm – 3:00 pm

September 30 -- Organizational Review Materials Due by 5pm

October 8 – Agencies Notified of Passing/Fail Organizational Review

October 21 – Proposal Due to United Way by 5pm

December 2015 – Notification of Awards

Organizational Review Materials

All agencies not classified as a United Way affiliate or THRIVE partner must successfully pass the Organizational Review process prior to applying for a 2016 Veteran Services Grant. United Way affiliate or THRIVE partners who received a “FAIL” in their last Organizational Review process are not eligible to apply. Due to the amount of time our staff has to review all materials, agencies are allowed to submit their Organizational Review packet only one time.

Agencies have until September 30 to submit the items necessary for their Organizational Review. If an agency submits their Organizational Review packet prior to September 30 it is likely they'll receive a notification of their eligibility before October 8. Both collaborative partners must pass Organizational Review for the project to be considered. No exceptions.

To better understand the Organizational Review requirements, United Way is hosting a conference call Tuesday, September 15 from 2:00 pm - 3:00 pm CST and Wednesday, September 30 from 2:00 pm - 3:00 pm.

Please see list of Organizational Review items at the end of this document.

United Way Veterans Collaborative Pilot

Agencies that receive a 2016 Veteran Services Grant will serve as a pilot group that will meet at least quarterly in 2016, separate from United Way's regular meeting of the broader veteran serving community. The purpose of this group will be to strengthen collaboration among grant recipients, stay current on issues facing veterans, connect with other United Way services, and identify additional opportunities to improve the quality and availability of veteran services in Houston.

Conference and Submission Details

A mandatory funding conference is scheduled for Wednesday, September 23, 2015 from 1:30 pm – 3 pm at United Way of Greater Houston. United Way staff will provide additional details and answer questions about the process. Please RSVP to <https://www.surveymonkey.com/r/2016VSGConference> by Monday, September 21.

Completed proposals must be received by Wednesday, October 21 at 5 pm. **No exceptions.** Proposals can be submitted electronically, through regular mail or in-person.

Electronic submissions (do not fax):

Curtis McMinn

Email: cmcminn@unitedwayhouston.org

Regular mail and in-person delivery:

United Way of Greater Houston

50 Waugh Drive

Houston, TX 77007

Attention: Veteran Services Grants

Contact Information

Curtis McMinn

United Way of Greater Houston

50 Waugh Drive

Houston, TX 77007

Phone: 713-685-2738

Email: cmcminn@unitedwayhouston.org

2016 Veteran Services Grant – Organizational Review Requirements

- IRS letter stating tax-exempt status
- Board of Directors roster
- Board of Directors attendance record for most recent fiscal year
- Fiscal year 2014 Actuals and 2015 Budget
- Documentation of financial management, include each of the following:
 - Latest audited financial statements by an independent CPA (Statement of Financial Position, Revenues/Expenses Statement and Statement of Cash Flows). If operating budget is less than \$400,000, we will accept a financial review conducted by an independent C.P.A. Statements earlier than fiscal year 2013-2014 will not be accepted.
 - Most recent interim financial statements (balance sheet and revenue/expense statement)
- Include the following
 - IRS Form 990 for fiscal year 2014 or most current Form 990 along with IRS Form 8868 requesting an extension.
 - Patriot Act Compliance Form (end of application)

Reminder: Each collaborative agency must successfully pass our Organizational Review process. To better understand the Organizational Review requirements, United Way is hosting a conference call Tuesday, September 15 from 2:00 pm - 3:00 pm CST and Wednesday, September 30 from 2:00 pm - 3:00 pm.

**United Way of Greater Houston
2016 Veteran Services Grant
Collaboration Proposal Application Form**

Step 1. Read the 2016 Veteran Services Grant RFP.

Step 2. Agency Contact Information. The Lead Organization will serve as UW primary contact for project.

LEAD ORGANIZATION (PRIMARY UW CONTACT):	EIN:
ADDRESS:	E-MAIL:
CONTACT PERSON AND TITLE:	FUNDING REQUESTED (\$5K - \$35K):
DIRECT PHONE:	

AGENCY 2:	EIN:
ADDRESS:	E-MAIL:
CONTACT PERSON AND TITLE:	FUNDING REQUESTED (\$5K - \$35K):
DIRECT PHONE:	

AGENCY 3	EIN:
ADDRESS:	E-MAIL:
CONTACT PERSON AND TITLE:	FUNDING REQUESTED (\$5K - \$35K):
DIRECT PHONE:	

Note: The combined amount requested cannot exceed \$40,000. If awarded, each agency is responsible for signing a Service Provider Agreement outlining their project responsibilities and funding amount. Minimum amount requested for each partner is \$5,000.

Step 3. Complete the questions below. Answer all parts of each question. An appropriate length for the narrative questions below would be no more than 1500 words.

PROJECT TITLE:

TOTAL AMOUNT OF REQUEST (\$10,000-\$40,000): \$

PROJECT TYPE (CIRCLE ONLY ONE – READ RFP FOR DETAILS REGARDING EACH TYPE):

- REINTEGRATION
- LEGAL
- EMPLOYMENT
- COUNSELING/ADDICTION TREATMENT
- WOMEN VETERANS

1. PROVIDE A BRIEF DESCRIPTION OF EACH COLLABORATIVE ORGANIZATION’S MISSION AND GOALS:

2. PROVIDE A DESCRIPTION OF THE PROJECT INCLUDING PROGRAMMING, LOCATIONS, TARGET POPULATION AND OUTREACH, AND ROLES OF PARTNERING AGENCIES.

3. HOW DOES THIS PROJECT ENHANCE SERVICES FOR VETERANS AND/OR THEIR FAMILIES?

4. SPECIFY HOW THE UNITED WAY VETERAN SERVICES GRANT WILL BE USED TO ESTABLISH OR STRENGTHEN COLLABORATION BETWEEN THE PARTNERS. HOW WILL EACH AGENCY UTILIZE THE GRANT?

5. DESCRIBE YOUR PLAN FOR PROJECT IMPLEMENTATION INCLUDING A TIMELINE:

6. WHAT WILL THE PROJECT AGENCY PARTNERS DO TO ENSURE THE COLLABORATION IS SUCCESSFUL?

7. HOW WILL YOUR PROJECT CONNECT VETERANS TO APPROPRIATE COMMUNITY AND GOVERNMENT SYSTEMS?

8. EXPLAIN HOW YOUR PROJECT WILL USE VOLUNTEERS AND IN-KIND RESOURCES.

9. WHAT WILL YOU DO IF YOU RECEIVE LESS FUNDING THAN REQUESTED? HOW WILL THAT CHANGE THE PROJECT AND/OR COLLABORATION? HOW WILL YOU MAINTAIN THE PROJECT AFTER THE GRANT PERIOD?

10. PLEASE COMPLETE THE OUTPUT TABLE BELOW:

SERVICE CATEGORY (MODIFY/ADD CATEGORIES BASED ON YOUR PROJECT).	PROPOSED # OF VETERANS SERVED IN CATEGORY
EXAMPLE: COUNSELING SESSIONS	25
TOTAL SERVED	

11. PLEASE LIST YOUR DESIRED OUTCOMES FOR VETERANS AND THE COLLABORATION:

Step 4. Prepare the project budget using the template below.

Budget Time Period: **Project-specific**

Please attach a project-specific budget for each collaborative partner. Include additional resources each agency is contributing to the project (other funding, in-kind resources, etc.). The budget must clearly communicate what each agency plans to use Veteran Services Grant dollars to accomplish, in addition to other resources and expenses related to the project. It is imperative we understand what you are planning to use Veteran Services Grant dollars to fund – we are unable to make corrections to a submitted unclear budget! Budget items for each partner should match funding amount requested in Step 2.

BUDGET NARRATIVE: USE THIS SPACE TO BETTER EXPLAIN YOUR PROJECT BUDGET.

5. Sign the following statement (Agency Directors/Board Chair).

I have read and understand the Application Guidelines and Requirements for the Veteran Services Grant Project. I agree to fulfill the responsibilities stated therein on behalf of my organization and all collaborative partners.

Agency 1:

_____	_____	_____	_____
Print Name	Signature	Title	Date

Agency 2:

_____	_____	_____	_____
Print Name	Signature	Title	Date

Agency 3:

_____	_____	_____	_____
Print Name	Signature	Title	Date

6. Step 6: Mandatory Attachments

- Attach a project budget for the proposal for each collaborative partner.
- Sign the Anti-Terrorism Compliance Measures form.
- Attach a copy of a signed written collaborative agreement between project partners.

7. Submit to Curtis McMinn by email at cmcminn@unitedwayhouston.org by October 21, 2015.

**United Way Veteran Services Grant
Anti-Terrorism Compliance Measures**

Your proposal will not be eligible for review if this page is not completed and submitted with the application.

In compliance with the USA PATRIOT Act and other counterterrorism laws, United Way of Greater Houston requires that each funded agency certify the following:

I hereby certify on behalf of _____ (*organization name as submitted on the grant application*) that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.

Agency Executive Director, CEO, etc.:

(Type Your Name)

(Type Your Title)

(Signature)

(Date)

SIGN AND DATE THE COMPLETE FORM

This signed form must be complete and submitted with the application.