



***RE: Funding Announcement***

***Deadline for Letters of Intent: October 20, 2017***

The Cape and Islands United Way is committed to improving lives, strengthening communities, and creating lasting change on Cape Cod, Martha's Vineyard and Nantucket. One of the ways we accomplish this result is to partner with local agencies and nonprofit organizations to ensure a robust continuum of services and supports. To that end, the United Way is pleased to announce the availability of funding to support sustainable change aligned with the [Results Framework for 2018-2019](#). The *Results Framework* highlights strategies that support diverse and viable local communities where individuals and families thrive. The Guiding Principles support a highly effective regional delivery system of human services to best meet the needs of all of our residents.

In 2016, the Cape and Islands United Way introduced a two-step grant application process that included a Letter of Intent followed by a full grant application if invited to apply. The United Way supported 38 programs across the Cape and Islands in the four priority areas of Health, Education, Financial Stability and Housing. Funding of nearly \$600,000 was shared by 33 nonprofit organizations.

This year, the Cape and Islands United Way continues the use of the two-step process and invites eligible organizations to submit a Letter of Intent (LOI) by **October 20, 2017**. A new grants management platform will be used to accept Letters of Intent electronically (insert link). Through this link additional information is available about the grant process and how to submit the Letter of Intent and full Grant Application. Paperwork will no longer be accepted via mail or email. Notifications about the status of LOIs and grant applications will also be administered through this online system.

Questions should be directed to the Director of Community Impact, Beth Bowman, at (508) 775-4746 ext. 302 or via email [bbowman@uwcapecod.org](mailto:bbowman@uwcapecod.org).

**General Information for Letters of Intent**

Agencies submitting a Letter of Intent should briefly, clearly and succinctly address the areas noted below. The LOI should be a 'snapshot' of the program, making the case that the program is a good use of the funds and will impact one of the four focus areas of Health, Education, Financial Stability and Basic Needs, or Housing. The following areas will be addressed in the LOI.

- Agency Description
- Program Alignment with the *Results Framework*

- Program Goals
- Program Description
- Funding Request and Justification

Please note: The Letter of Intent must be accepted by the United Way in order to be invited to submit a full grant application. The grant application asks organizations to go deeper in their program description, goals and outcomes/results as well as to provide a full budget with all sources of funding.

**Review Process**

Letters of Intent will be reviewed by members of the Community Impact Teams and scored against the [LOI Scoring Rubric](#). Current Cape and Islands United Way grantees must be in good standing (e.g. all required reports and activities are completed) with the United Way in order to be eligible to submit a grant application. Organizations can expect to be notified of the status of the LOI by **November 30, 2017**. **Only organizations with accepted LOIs have access to the full grant application process.**

**Funding**

During the 2018-2019 grant cycle, there will be approximately \$600,000 available in funding to support programs in strategic alignment with the *Results Framework*. The focus for the 2018-2019 grant cycle is in four priority areas; Health, Education, Financial Stability and Housing. Grants are awarded for a one-year period with funding starting on July 1, 2018. Organizations, either on their own or jointly with another non-profit entity, may submit one LOI per focus area in two of the four focus areas.

**Schedule of Important Dates**

<b>Date</b>	<b>Activity</b>
October 20, 2017	Letters of Intent due
November 30, 2017	Notification of LOI status
January 17, 2018	Grant applications due
April 2018	Agencies receive notification of awards
May 2018	Reception for Grantees

**Training/Technical Assistance**

The Cape and Islands United Way believes in strengthening our partners in the non-profit sector. There will be Results-Based Accountability training in the fall and on-going technical assistance as we learn together how to talk about the results of our programs/services.

Additionally, as we launch our web-based grants management system, there will be tutorials available and individual consults as needed.

**Requirements of a Funded Partner**

Funded partners of the Cape and Islands United Way are required to submit an annual and final report within 60 days of the close of the grant period (by September 1<sup>st</sup>). Partners are also required to join the Director of Community Impact and/or members of an Impact Team for a site visit. The site visit is an opportunity to review the progress made on the grant funded program, review financial records and discuss any challenges, barriers or successes within the program. The site visit usually occurs in October or November of the grant year.

Finally, funded partners are required to share stories, pictures and volunteer opportunities with the Cape and Islands United Way. We use these to promote the program, in donor relations and in other ways within the community.