

## Monadnock United Way

### 2020 Transition Funding

#### Application Questions

*IMPORTANT: Transition Funding is ONLY available to programs receiving funding from MUW in 2019. Transition Funding requests may not exceed the program's 2019 request. Transition Funding applications will be reviewed by a volunteer-driven Investment Team as part of a closed, competitive process.*

*The content below is for review and preparatory purposes. This document is not the Application. The Application will open in e-CImpact, MUW's grant database, on May 1, 2019 and will close June 12, 2019. All Application documents must be submitted via e-CImpact. MUW reserves the right to modify the content below at its discretion.*

*For more information about the Investment Process, please contact Nikki Sauber, Impact & Investments Manager, at [nikki@muw.org](mailto:nikki@muw.org) or 603-352-4209 ext 24.*

#### INSTRUCTIONS:

Please respond to the following questions to complete the Application for Transition Funding. Note that Transition Funding is a one-year funding cycle (1/1/20 – 12/31/20).

All TEXT RESPONSE questions have a 4,000-character limit.

- Name, phone number and email address of main application contact [SHORT TEXT RESPONSE]
- Amount of MUW funding requested for 2020: [NUMERIC RESPONSE]  
*Request may not exceed the 2019 funding request.*
- Provide an overview of the proposed program that includes the program's main goal(s) and key activities/strategies. [TEXT RESPONSE]
- Describe the timeline for program implementation. [TEXT RESPONSE]
- Describe the need or opportunity for the proposed program. [TEXT RESPONSE]
- Describe the target population(s) for this program. [TEXT RESPONSE]
- How will you outreach to and engage the target population? [TEXT RESPONSE]
- Which towns will be served by this program? List all that apply. [TEXT RESPONSE]
- How many unduplicated individuals do you anticipate the program would serve in 2020? [NUMERIC RESPONSE]

- Using the scale provided, please rate the scholarly/research evidence behind your program. [SCALE RESPONSE]
  - No evidence of any kind
  - “Practice Innovation” - Anecdotal evidence
  - “Best Practice” - Professional consensus and at least some research evidence
  - “Promising Practice” - Strong lines research evidence, but not multiple rigorous studies
  - “Evidence-Based Practice” - Multiple rigorous studies (e.g., Randomized Clinical Trials) and/or meta-analyses
  - Don't know
- Please provide a summary of the scholarly/research evidence supporting the program. Please include links, if appropriate. Attachments can be uploaded in the "Attachments" section of this application. [TEXT RESPONSE]
- Describe how the program will collaborate/integrate with other community organizations to achieve its intended goal(s). [TEXT RESPONSE]

### **Performance Measurement and Evaluation**

*Note: Performance measures and targets will need to be included in the Performance Measurement section of the application; the narrative questions below offer the applicant the opportunity to provide additional information regarding performance measurement and evaluation.*

*The Performance Measurement Form in e-CImpact is specially designed for applicants to enter outcomes, indicators and projected levels (targets) of service. Indicators are measures that tell if/how well a program is achieving a desired outcome. If selected to receive MUW funding, applicants will be expected to report on the performance measures entered in this application every 6 months during the award cycle.*

*In this form, applicants must enter at least one outcome and one indicator. Applicants must state performance targets, which are projections of the # and % of people achieving each indicator.*

*Detailed instructions will be provided to guide applicants through the Performance Measurement Form.*

- What are the intended outcomes (short, intermediate and/or long-term) of this program? [TEXT RESPONSE]
- How will you measure the short-term outcomes (i.e. performance level) of this program? [TEXT RESPONSE]
- Describe how performance data will be used to evaluate the effectiveness of the activities and inform decision-making about the program. [TEXT RESPONSE]

## Budget Narrative

*Note: A line-item budget form will be included in the application; the narrative questions below offer the applicant the opportunity to provide additional information regarding program budget and fiscal management.*

- Describe how MUW funds would be used to support this program. [TEXT RESPONSE]
- Do you anticipate using MUW funding to leverage additional funding for this program, or for your organization? If so, what amount of additional funding is projected, and where will this funding come from? [TEXT RESPONSE]
- If desired, provide any additional information about the projected program budget that the Investment Team should consider in their review process. (If additional space is needed, please upload a document in the Attachments section of this application.) [TEXT RESPONSE]

## Attachments

- Applicant will be required to upload their most recent:
  - Form 990 or 990 EZ
  - Based on agency's annual revenue:
    - An Audited Financial Statement prepared by an independent auditor if revenue is \$1 million or more;
    - A Reviewed Financial Statement prepared by an independent accountant if revenue is between \$500,000- \$999,999;
    - OR the organization's latest internally prepared Financial Statement prepared for nonprofits with revenue up to \$499,999
  - Strategic plan
  - Annual report
- Applicants may upload up to four optional documents to support their application. These documents may include, but are not limited to:
  - Organizational chart
  - Supplementary program budget
  - Surveys or other data collection forms
  - Board of Directors information
  - Research/evidence supporting the program

## Program Budget Form

MUW will provide a program budget form in e-CImpact. A template of this budget form is shown on the next two pages, which can be used for preparatory purposes. **Please note that this is *not* an agency budget form and should only reflect the revenue and expenses related to the program applying for MUW funding.**

## Monadnock United Way 2020 Transition Funding Budget Template

REVENUE				
REVENUE TYPE	DESCRIPTION	2018 Actual	2019 Budget	2020 Projected
Membership Dues	<i>Amounts received for personal membership that procure directly for the member substantial, private benefits commensurate in value with the amount of the dues.</i>			
Program Service Fees and Net Incidental Revenue	<i>Fees received for program services. Net Incidental Revenue is the excess of revenues over expenses of service related activities that are only incidental to the service, e.g., excess of fees collected from participants in a pay-your-own-way and other group expenses.</i>			
Gov. Funding - City of Keene/Towns				
Gov. Funding - County				
Gov. Funding - State				
Gov. Funding - Federal				
Monadnock United Way Allocation				
Foundation and Corporate Support				
Direct Contributions / Donations	<i>Contributions for the program received directly from individual donors and organizations: including foundation, corporations and trusts; and not resulting from a federated fund-raising campaign. Also includes sustaining membership drives.</i>			
Legacies & Bequests	<i>A gift made through a will; should be reflected in the accounts of the organization at the time that an unassailable right to the gift has been established by the court and the proceeds are measurable in amount.</i>			
Contributions from Associated Organizations	<i>Contributions from auxiliaries, circles, guilds and other organizations closely associated with the reporting organization.</i>			
Sales of Materials	<i>Sales of publications and supplies to general public.</i>			
Investment Income	<i>Interest, Dividends, rentals, and royalties on any type of investment. All investment income, regardless of type and origin (except for capital gains), that support the program should be reported here.</i>			
Special Events / Fundraising	<i>Reflects support and incidental revenue (such as paid-for advertising in printed programs) derived from all of an agency's special fundraising events i.e., those conducted by the agency itself, not by another organization on behalf of the agency). Special events are affairs in which something of value is offered directly to participants for (or in anticipation of) a payment and a contribution adequate to yield revenue for the sponsoring agency over and above direct costs and expenses. The amount entered is to be the support remaining after deducting only the direct benefit costs, (or related expenses) which is defined as the cost to an agency of the dinner, ballroom, orchestra, decorations and refreshment in the case of a dance or tickets for a theatre party, etc.</i>			
Miscellaneous/Other Revenue	<i>Carryover from prior years, etc.</i>			
<b>TOTAL REVENUE</b>		\$0.00	\$0.00	\$0.00

EXPENSES				
EXPENSE TYPE	DESCRIPTION	2018 Actual	2019 Budget	2020 Projected
Salaries	<i>Includes all salaries (executive, professional, clerical, technicians, counselors, students, etc.); includes full-time, part-time and temporary staff.</i>			
Payroll Taxes	<i>FICA (employer's share), unemployment insurance, workmen's compensation insurance, disability insurance premiums</i>			
Employee Benefits	<i>Employee health and retirement benefits including premiums for accident insurance, life insurance, medical and hospital plans, pension or retirement plans, supplemental payments to pensioned employees and payments to annuitants. Also, employment termination expenses - amounts paid to employees who have been terminated or retired voluntarily (only payments outside a formal plan).</i>			
Conferences, Conventions and Meetings	<i>Expenses of conducting meetings related to a program's activities including registration or enrollment fees incurred by an employee while attending an outside meeting.</i>			
Travel	<i>Travel and transportation of staff and volunteers. Includes local fares; gas and oil, repairs, insurance, leasing, tires, licenses and permits for company vehicles; mileage reimbursement and appropriate actual expenses for agency staff and volunteers; Cost of hotels, meals and other expenses relative to travel and transportation of agency staff and volunteers.</i>			
Occupancy (rent, utilities, building & grounds)	<i>All costs resulting from an agency's occupancy and use of owned or leased land, building and offices (Not including salaries, depreciation and acquisition of equipment). Includes: rent (building and land), building and building equipment insurance (general and liability), mortgage interest, electricity, gas heating oil, water and sewer, janitorial and other maintenance services under contract, real estate and personal property taxes, licenses and permits (occupancy related only, and building and grounds maintenance supplies).</i>			
Non-Payroll Insurance				
Program Services	<i>Direct service costs.</i>			
Supplies	<i>All supplies and materials used by the program. This includes office supplies, housekeeping supplies, cost of food and beverages purchased for use in agency food service or programs, and recreational and craft supplies.</i>			
Equipment Rental and Maintenance	<i>Rental and maintenance of equipment such as typewriters, electronic data processing equipment, calculators, etc.</i>			
Telephone/Fax	<i>Expenses for telephone and other related communication activities.</i>			
Postage and Shipping	<i>Postage, parcel post, commercial trucking and other delivery expenses such as shipping and shipping materials.</i>			
Membership Dues / Support to Affiliate Org.	<i>Individual or organization dues in other organizations relevant to the functions of the program.</i>			
Professional fees and contracts	<i>Fees and charges of professional practitioners, technical consultants, or semi-professional technicians who are not employees of the agency and are engaged as independent contractors for specified services on a fee or other individual contract basis. (Does not include persons engaged for maintenance and repair services which should be included under Occupancy.)</i>			
Printing, Publications & Curriculum Materials	<i>Includes printing charges of commercial artists and costs related to leaflets, films and other informational materials. Also included are costs of purchased publications, subscriptions to technical journals, monographs and books.</i>			
Scholarships & Specific Assistance for Individuals	<i>Expenses to the program for specific materials, appliances, services and any other assistance rendered by individuals or agencies other than agency staff, purchased or provided at the expense of the agency, for a particular client or patient.</i>			
Special Event/Fundraising Expenses	<i>Expenses incurred to put on fundraising and special events. See "Special Events" line item in Revenue section, above, for description of what qualifies under "Special Events."</i>			
Miscellaneous Expenses				
<b>TOTAL EXPENSES</b>		\$0.00	\$0.00	\$0.00

