



**United Way of Wayne
and Holmes Counties**

2022 United Way of Wayne and Holmes RFP Frequently Asked Questions

Q: Does my organization need to be located in Holmes or Wayne Counties?

A: Yes. Since we are a local United Way, we only fund organizations that are located in Holmes or Wayne Counties and who serve the citizens of either or both counties. If you only serve people in Orrville, Dalton or Marshallville you must apply for funding from the Orrville Area United Way.

Q: What can United Way of Wayne and Holmes funds be used for?

A: We strive to make our funding flexible to help you fulfill your mission, so the items that we will fund include the following:

- *Certifications/Trainings (Registration Fees only for Professional Development)*
- *Client Evaluations/Assessments*
- *Direct Client Services (Shelter, Rent, Utilities, Clothing, Food..etc.)*
- *Meals/Snacks/Food Pantry*
- *Program Specific Supplies (these will need to be itemized in the budget)*
- *Salary/Benefits/Payroll Taxes (the cost to hire)*
- *Scholarships (by reimbursement only)*
- *Support Groups*
- *Other - as defined by you. Approval or clarification may be needed.*

Q: What will United Way of Wayne and Holmes funds not cover?

A: There are some items that we will not cover in a funding request. Our funds will not cover the following items:

- *Capital Expenses/Capital Campaigns*
- *Equipment*
- *Insurance*
- *Consultant Fees (audits, IT, attorney, etc.)*
- *Software/Hardware*
- *Fundraising Events or Expenses*
- *Membership Fees, Dues, Subscriptions*
- *Hotels, Meals or Fringe Expenses for Professional Development*

Q: Is multi-year funding available?

A: Yes, some requests may qualify for multi-year funding (2 years). Those who are meeting basic needs of shelter and food may apply for 2 years of funding. Part of your request may qualify while other parts do not, and that is acceptable. If multi-year grants are awarded you will be required to participate in an end of year interview and evaluation. To verify your eligibility for multi-year funding, please contact us directly. Contact information below.

Q: Do you have set grant amounts?

A: No. This year, we are granting funds by line item. This is why it is imperative to complete your budget in full. We will either fully fund a line item or not fund a complete line item. For example: If your budget line item is Salary at \$20,000.00 and you have another line item of Program Supplies at \$5,000.00 - your total request would be \$25,000.00. We will either fund you \$25,000.00 OR \$20,000.00 OR \$5,000.00 OR \$0. There may be partial funding, but complete line item funding. We will not cut your budget by percentages of amounts, we will simply either fund the line item or not fund the line item.

Q: When are Proposals due?

A: 2022 Proposals are due at 5pm on December 17, 2021. Late submissions will not be accepted. Proposals must be submitted as ONE PDF document either mailed to: United Way of Wayne and Holmes, 215 South Walnut Street, Wooster, Ohio 44691 or emailed as ONE PDF to: info@uwwh.org

Q: What if I have questions about my proposal?

A: All questions must be submitted in writing (email) to info@uwwh.org we will schedule phone calls if it is necessary. We will host two question/answer sessions on Thursday, October 21, 2021 one at 9:00am and a second one at 4:00pm. It is recommended that you do attend one of these sessions if you intend to apply for funding. Please call to RSVP to this session (330) 264-5576.

Q: Do you need an application per program?

A: No, one application for all funding, per organization.

Q: Do we need to submit our 990?

A: We need pages 1, 9, and 10 of the 990

Q: What if I am fulfilling multiple needs?

A: You check as many needs as you are fulfilling, but for every need you check, you will need to justify later on in the application.

Q: In section B, can we select multiple items?

A: Yes, because one application is for multiple programs.

Q: Scholarships are being reimbursed, can you clarify?

A: Yes, you will ask for scholarship reimbursement, either monthly or quarterly. In form of invoice, with students/clients name and total. If you need special accommodations on reimbursement, call us directly.

Q: Are STNA classes also reimbursable scholarships?

A: Yes, this will work the same way as child care sponsorships, but you will ask for these funds up front in the application.

Q: Are direct client services reimbursable?

A: No, you fill that out as you normally would and those will be paid out in allocations as usual.

Q: In the past, in the budget, items that were considered in-kind dollars were included, do those need included now?

A: No, we just want you to include what you are asking UW to fund and the total amount.

Q: Salaries do not need a KPI cost per unit, is that correct?

A: Yes, that is correct. It is an unfair comparison.

Q: Say we want to serve a dinner at summer camp and meals during the school year, are those different line items on the KPI table?

A: Yes, those are two different lines/unites in the KPI table.

Q: So, in the KPI for different salaries, you recommend we break them out into positions and not lump them together?

A: Yes, that is correct. Break them out, for example Case Manager, Counselor, Mentor, etc.

Q: Can we ask for any amount of money, even if it is not an even number?

A: Yes, you can ask for \$5,678.98. Ask for what you need and only what you need.

Q: Our year is not a calendar year, the programming we ask for is a school year. How do we reflect that?

A: Use your numbers how you use them anywhere else.

Q: For these questions, do you want separate paragraphs for shelter, housing, and substance abuse treatment or should we combine them all into one?

A: They will be separate, yes. 10 line items equals, 10 explanations.

Q: Should we copy and paste Form 990 pages at the end or is it okay to attach them?

A: We need them attached into the single document that you submit by December 17th to info@uwwh.org.

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Q: Do we need to submit an audit?

A: No, we do not need your audit. We are able to pull that information if we need it.

Q: Can you define the difference between program specific supplies and equipment?

A: Client specific need, not office equipment. Is this a supply that is ONLY used for the program or is it used everyday as part of regular business. If you are wondering, it probably is not program specific.

Q: With the salary and benefits, do those include fringe benefits?

A: No, they do not, strictly salary and benefits.

Q: Is this forward looking in B?

A: Yes, you are projecting outcomes for 2022, but not comparing them to 2021 - since this process is brand new. This sets the groundwork for the future, it is all what you are predicting for the year 2022.

Q: This is a different model, then before. Knowing it's a line item makes the asking easier, but will transparency be a factor?

A: This allows volunteers to actually see costs easier. We are urging you to ask for what you need. Please do not inflate numbers.

Q: How do you know what we are doing is meeting the need? Can we use data from other places that have done the program successfully?

A: This is an internal measurement that you use to see how a program is successful. If the program is new, this is not the correct application, it would be the venture grant application in March.

Q: Brand new programs can apply for funding too?

A: No, that will be a new venture grant application that will be available in March, pending funding being available.

Q: What is your funding year?

A: March-February. Awards are made in March, and then quarterly payments are made.

Q: Should we answer the star questions by line item or in a flowing paragraph?

A: Answer how you wish, but we suggest you answer it line for line. Remember, line items will be either funded or not funded, so it is important to clearly state the how, who, what, where and when for each item.

Q: Will you review the applications before the volunteers see it?

A: Yes, we will review each application. If there are math errors or omissions we will give you an opportunity to fix this before the volunteers receive your application.

Q: In our KPI table, can we include multiple needs (A) for 1 use (B)?

A: Yes. Just please make this clear in the notes on the KPI table, please describe what the multiple needs are.

Q: Is it ok that most of our uses are in the other category?

A: The other category works, just please use as much description as possible to make clear of the USE.

Q: What is a typical amount that people ask for?

A: To answer that question, we can not tell you how much to apply for. We can tell you that we have given grants ranging from \$2,200-\$150,000. However, this process and application was built to encourage you to ask for the amount required to fill a need in the community. By the way, the total amount you ask for is not as important as the line items you are requesting to be funded.

CONTACT INFORMATION:

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