



2014 Capacity Building Request for Proposal

United Way of Long Island is dedicating \$165,000 toward a Capacity Building Request for Proposals (RFP). The goal of this funding is to assist community partners in securing the assistance needed to enhance their capacity and address issues of organizational development and effectiveness.

For this round of funding, capacity building grants should focus on the following solutions:

- **Streamlining of Administrative Operations** - Applications should include one or more of the following categories - ***Board Development, Executive Transition, Reorganization through strategic alliances, restructuring and collaboration, Positioning for merger and/or affiliation, Shared services agreements and other joint administrative cost-saving techniques, Fundraising development*** (funds may not be used to hire fundraising staff or consultants. Funding must address the diversification of revenue strategies within an agency's fundraising functions).
- **Social Entrepreneurship – Business planning** and social enterprise, **Seed funding** for the creation of for-profit entities that support revenue-generating ventures.

Please note that funding is for projects currently in development.

AMOUNT AVAILABLE: Awards of up to \$15,000.00

WHO IS ELIGIBLE TO APPLY FOR A GRANT?

- Community partners currently receiving funding from the United Way of Long Island.
- Special consideration will be provided to organizations that demonstrate matching funding from other sources toward their project.
- Agencies that received Capacity Building grants for the past **two consecutive years (2012 and 2013)** are not eligible to apply.
- Agencies that received a grant for one year only in **either** 2012 or 2013 are eligible to apply.

APPLICATION PROCESS

Only one application per agency may be submitted. Applications must include the following:

- Succinct plan outline (up to three pages maximum). In your narrative, please explain reasons for the plan/project; additionally provide a brief plan description and itemization of action steps with a timetable for project/venture/merger.
- Evidence of project/plan/venture endorsement by Board of Directors – include letter or copy of Board Minutes.
- Include a letter of support from all partners, if the proposal involves a merger or shared services agreement with other organizations.
- One-page budget that includes
 - All funding sources and all uses of funds.
 - Specifics on how United Way of Long Island's funds will be spent.
 - Evidence of any matching funds.

APPLICATION DEADLINE

Completed applications must be submitted by **5:00 p.m. Friday, May 16, 2014**. Your application must be postmarked or delivered by this date. **There will be no extensions.** United Way will not accept applications via e-mail or fax. We encourage you to use certified mail and keep a copy of your receipt and completed application.

Please note that United Way's front door locks at 5:00 p.m. and there is no entrance after that time. Deadline standards are maintained as a matter of fairness to all applicants.

Submit one (1) signed original application addressed to:

Trish Rivers
United Way of Long Island
819 Grand Blvd., Deer Park, NY 11729

DECISION PROCESS

Decisions will be based on merit. United Way of Long Island's Community Impact Council will determine which grants are funded. Grants will be announced by the end of June 2014. All decisions are final.

OVERSIGHT

A mid-year and a year-end report must be filed for all funded projects. The project end date is June 2015

KEY CONTACTS: For questions about this Request for Proposal, please contact Theresa Regnante at 631-940-3701 or Sandra Mahoney at 631-940-3703

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