

Harvey County United Way

103 E. Broadway
Newton, KS 67114
Phone: (316) 283-7101
www.harveyunitedway.org



Request for Proposal (RFP) Special Project Fund

Harvey County United Way is mobilizing communities to create lasting changes in community conditions that improve lives. To that end, investments are made in area non-profit and community organizations working the focus areas of education, health and income. Each year, the Board of Directors sets aside Special Project Funds for initiatives which do not fit the traditional Community Investment (aka Allocations) model.

Parameters: Special Projects grants are specifically intended for programs or events not considered a routine part of the organization's core services.

- Funds are limited to one-time only for the specified project. Subsequent requests for funding should be made through the Community Investment process.
- Organizations may only receive funding once in a calendar year.
- Harvey County United Way is committed to helping as many Harvey County communities and residents as possible.

Deadline: Applications are accepted January 1 through December 15 of the calendar year.

- Applications submitted in December must be received in advance of the final board meeting of the year.
- Applications are considered as they are received. Awards are made on a first-come first-served basis, until the budgeted amount for the year is depleted.
- Applications received after funds are exhausted will be reviewed on a case-by-case basis.

Eligibility: To apply for a HCUW Special Project Fund grant, applicants must meet one of the following criteria

- Demonstrate a tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code; or
- Be an instrumentality of state or local government.

Focus Area: The primary outcome that the program delivers must be categorized as Education, Income and/or Health.

Application Process:

- Complete the Special Project Funding Request Application (subject to change from year to year – contact the Harvey County United Way office to obtain a copy of the most recent version).
- Required Attachments (4):
 - Agency Organizational Chart;
 - List of Current Board Members;
 - Yearly Budget for the organization;
 - Current Balance Sheet for the organization
- Submissions may be made by mail, hand delivery or e-mail. If sending electronically, original signatures must be evident in the application.

Funding Announcement:

- Following board consideration, organizations are notified by letter to the address indicated on the application.

Reporting: Within 90 days of the conclusion of the project

- A narrative report must be submitted indicating outcomes achieved.
- An affidavit of expenditures and relevant receipts shall accompany the narrative report.
- Failure to complete the reporting requirement may indicate that funds were unspent and collection procedures should commence. Ultimate failure to comply with expenditure and reporting requirements will preclude the organization from any further funding opportunities with Harvey County United Way.

LIVE UNITED.

HCUW Board Approved 11.25.2013

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Recipients of grant funding will be required to fulfill the following terms of agreement:

1. Utilize the United Way logo on all printed materials related to the funded project.
2. Agree to be acknowledged publicly by Harvey County United Way in public relations functions such as press releases, Annual Report, Campaign Kick-off and Celebration, and other campaign activities.
3. Operate the program receiving funding (if program ceases to exist, funding will also cease).

For More Information, Contact:

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