



NORTHERN BERKSHIRE UNITED WAY
2016-2017 REQUEST FOR PROPOSALS (RFP)
COMMUNITY NEEDS AND SPECIAL GRANTS

I. CNSG APPLICATION PROCESS

This form is to be used to apply for a Community Needs and Special Grant for Northern Berkshire residents residing in towns served by Northern Berkshire United Way: Clarksburg, North Adams, Florida; Savoy, Adams, Cheshire, Williamstown and Stamford, VT.

These grants are intended to be one-time, short-term funding awards for projects that address current community issues with the goal to impact the community for the better as a result. Collaborations are valued. Applications must be received at NBUW by April 20th, 2017.

On average, applications range between \$800-\$2,000. However, larger projects will be considered. Total funds available are approximately \$5,000. Please contact Christa Collier, Executive Director at 413-663-9062 to discuss prior to submitting a proposal. Applicants must be designated as a charitable organization by the IRS and provide their IRS determination letter. Projects that support low to moderate income populations are given priority.

Applicants do not need to be member agencies of NBUW but must be designated by the IRS as a charitable organization. Decisions will be announced in May, 2017.

March 3, 2017

Request for Proposals (RFP) released to Member Agencies, past recipients, social media and media list.

April 20, 2017

Completed Grant Applications due to NBUW. If you drop them off in person, it is recommended you call first to ensure a staff person can receive your application. Applications can be mailed to PO Box 955 North Adams, MA, 01247 or emailed as a pdf to mfield@nbunitedway.org.

May 2017

Community Needs Special Grants Committee Review Process.

May 31, 2017

Slate of recommended grantees announced by Community Needs Special Grants Committee.

June 1, 2017-June 30, 2017

Check presentations and media opportunities begin.

II. CNSG APPLICATION QUESTIONS (2 Pages Maximum)

1. Describe your organization's Mission.
2. Provide a brief project description and describe how you intend to use this one time grant.
3. Describe the need for this project, and how it will impact low and moderate income populations in the community.
4. Is this project being funded by other sources? Have you applied elsewhere for funds or grants for this projects?
5. Describe your plan for implementation, including a timeline for each step of the process.
6. What short term and long term impacts do you expect for your project to have on the community?
7. Will your project generate community interest, involvement and volunteerism? Will this involve collaboration with other community partners?
8. Describe how you will promote in the press/media that your one time grant is addressing a current community need.
9. Describe how you will visibly recognize NBUW for this funding opportunity.
10. Are you willing to modify your project if you receive fewer funds than requested? If so, how would you do so?

III. PROJECT BUDGET

You may modify this form or attach your own version to the application.

PROJECT REVENUE	AMOUNT
NBUW Community Needs Grant	

Total Revenue \$

PROJECT EXPENSES	AMOUNT

Total Expenses \$

Net (Deficit) or Surplus \$

GRANT REVIEW PROCESS

The CNSG Committee of NBUW reviews community priorities each year with community members and volunteers who understand the needs of the community. The committee will take into account the unique assets and needs in Northern Berkshire and evaluate all applications in conjunction with available funding.

PROGRAM OUTCOMES

Northern Berkshire United Way recognizes the importance of collecting and utilizing data to help us in our storytelling efforts to donors and in articulating how the work that you do translates into a valuable return on investment and impact in our communities.

All applicants will be required to provide basic impact and reporting information on their project. A documentation and reporting form will be provided to the project director when the check is distributed and a due date will be determined based on the timeline of the grant project.