

Restoring Nonprofit Capacity Grant Application

United Way of Monmouth County
1415 Wyckoff Road
Wall Township
Farmingdale, NJ 07727
Phone: 732-938-5988
Fax: 732-938-2850
Website: www.uwmonmouth.org

The mission of the UWMC Rebuild Monmouth Fund is to take immediate and long-term action to rebuild Monmouth County and meet the evolving needs of the community as it recovers from the devastation of Hurricane Sandy.

We will accomplish this by:

- Helping to move families into homes as soon as possible and supporting them along the way
- Mobilizing and engaging volunteers for the long-term
- Restoring local nonprofit capacity and their ability to serve impacted communities

Introduction

UWMC established the Restoring Nonprofit Capacity Grant process to provide direct assistance to nonprofits whose operations have been impacted by Hurricane Sandy.

Grant applications from qualified nonprofits will be considered in the following area:

- To repair or replace essential nonprofit equipment or supplies lost or damaged by the storm
- To purchase equipment or supplies that would mitigate the impact of future storms or aid in preparedness of office functions

The Restoring Nonprofit Capacity Grant is only part of the initial funding response from the Rebuild Monmouth Fund. Additional resources will be allocated to meet the on-going and long-term needs of the community as it evolves over time.

Purpose

Agencies may apply for funding to purchase essential supplies or equipment that were damaged or lost during the hurricane. The agency must demonstrate that the loss of these items represent a serious impairment to the agency's ability to fulfill its mission. The purchase of these items cannot be covered by another funding source including FEMA and the applicant's insurance.

Funding can be used for:

- Replacing or repairing damaged equipment
- Purchase of lost office supplies needed to operate
- Purchase of lost program related inventory i.e. food for a pantry
- Purchase of equipment on supplies that would assist in the mitigation of impact of future storms or aid in the preparedness of office functions

The maximum amount an agency can apply for is \$5,000. Exceptions may be made on a case-by-case basis.

Grants will be made directly to funded nonprofits to purchase the approved items. Agencies must provide UWMC with proof of purchase(s) within 30 days of receiving funding, including all applicable receipts and invoices

UWMC will also consider reimbursing an agency if the items have already been purchased provided they meet the defined criteria and have provided the necessary documentation.

Applicant Eligibility

Restoring Nonprofit Capacity Grants are available to all 501(c)3 nonprofits providing health and human services to Monmouth County residents that have sustained damage to their physical Monmouth County location as a direct result of Hurricane Sandy.

If any applicant is not able to provide the required documentation due to the damage sustained by the hurricane, please include a note explaining this with the completed application.

Criteria for UWMC Certified Agencies

For organizations that successfully completed the UWMC Agency Certification process as of August 2012, the following documents must also be submitted along with the completed application (one copy only):

- Most recent IRS Form 990 or 990EZ or certificate of exemption
- Most recent audit or review accompanying the most recent IRS Form 990 or 990EZ (Agencies that have a total operating budget less than \$250,000 can submit a financial review rather than an audit)
- Most recent long or short registration/renewal form submitted for the State of New Jersey Charitable Registration or proof of exemption

Criteria for Non UWMC Certified Agencies

In order for an organization that did not apply for and/or complete the UWMC Agency Certification process as of August 2012 to be considered for funding they must first meet the UWMC Standards of Certification. These Standards are outlined on the attached Non-Certified Agency Form. The following documents must also be submitted with the completed application (one copy only).

- Sample of agency promotional materials, including brochure.
- Sample of solicitation materials, including fundraising activities.
- Staff organizational chart.
- Current 501(c)(3) IRS exemption letter.

- Most recently submitted New Jersey State Charitable Registration Form CRI 200 or 300 or proof of exemption.
- Most recently completed, signed IRS Form 990 or equivalent and applicable extension or proof of exemption. If exempt, applicant must complete the relevant sections of the IRS Form 990 in order to calculate the expense ratio. This will be calculated as follows:

$$\frac{\text{Part IX, Line 25, Column C (M\&G Expense) + Column D (Fundraising Expense)}}{\text{Part VIII, Line 12, Column A (Total Revenue)}}$$

If there are In-kind donations noted in either Part XII 2b or Part XIII 2a, then this information will be added into the above calculation.

- Most recently completed audited or reviewed financial statements.
- Letter of Management Comments or SAS 112 Letter (if issued by agency's auditor).
- Agency written anti-discrimination policy or plan that applies to its clients, volunteers, and staff.
- List of current agency board members, board officers and, if applicable, board committee structure.
- Current agency budget in format approved by agency board of directors.

The applicant must also complete the attached Non-Certified Agency Form.

Application Details

- ❑ All Information in the application must be typed.
- ❑ All questions must be labeled and answered in outline sequence.
- ❑ Do not submit the completed application in any kind of binder or folder.
- ❑ An application must be signed by an authorized representative of the agency.
- ❑ The applicant must present a bid or quote for the purchase or repair in question. If the purchase or repair was affected before UWMC acts on the application, a receipt must be submitted.
- ❑ All applications must be electronically submitted to Tara Maffei at: tmaffei@uwmonmouth.org

No paper submissions will be accepted.

Process

Restoring Nonprofit Capacity Grant applications may be made at any time throughout the year. Every effort will be made to act on the application within 30 days of receiving the request. The following steps will constitute the decision-making process:

- The agency submits the completed application, including the appropriate forms and attachments. Again electronic submissions are strongly encouraged.
- UWMC staff will review the application for technical requirements and forward complete applications to the Restoring Nonprofit Capacity Grant Committee members.
- The Restoring Nonprofit Capacity Grant Committee members will review the request, reserving the right to interview the applicant or make a site visit.
- The Restoring Nonprofit Capacity Grant Committee will make a decision regarding the request and notify the applicant in writing.
- In evaluating an application for funding, the Restoring Nonprofit Capacity Grant Committee may consider not funding an application, fully funding an application or partially funding an application. Awards for partial funding may contain budget restrictions on how the award can be utilized.
- If awarded funding, the agency will be forwarded a Letter of Agreement, which will detail the terms and conditions of the grant. In order to accept and receive the grant, the agency must read, counter sign and return the Letter of Agreement. Funds will be forwarded upon UWMC's receipt of the signed agreement.
- All funded agencies will report on their activities and actions to the UWMC Restoring Nonprofit Capacity Grant Committee and the UWMC Board of Directors. The details of the reporting requirements will be outlined in the Letter of Agreement.

Questions

Any questions concerning the Restoring Nonprofit Capacity Grant should be directed to:

Tara L. Maffei, MSW
United Way of Monmouth County
Vice President, Community Outreach
Director, Volunteer Center
1415 Wyckoff Road
Farmingdale, NJ 07727
732-938-5988 x 2044
Fax: 732-938-2850
tmaffei@uwmonmouth.org



Restoring Nonprofit Capacity Grant Application

GENERAL AGENCY INFORMATION

Agency Legal Name _____

Address _____

Telephone _____ Fax _____

Email Address _____

Agency Director Name and Title _____

AMOUNT REQUESTED \$ _____

Contact Information

Please indicate the person who will serve as the primary contact for this application. All communication will be directed to this person.

Name _____ Phone _____

E-mail _____

I certify, as an authorized representative of the agency, that the information contained in this application is current, complete, and in accordance with the appropriate existing Federal, State, or Local regulations and/or policies.

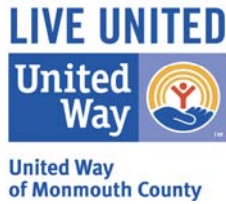
Signed _____ Title _____

Type Name _____ Date _____

Please limit responses to this section of the application to no more than 2 pages

- 1. What is the mission of the agency? Include a brief description of services and programs.**
- 2. Briefly explain the damages and losses that were sustained as a direct result of Hurricane Sandy.**
- 3. How do these damages impair the agency's ability to fulfill its mission and how will the purchase of the requested items remedy or alleviate this situation?**
- 4. Has the agency applied for funding from any other source(s) to address this situation? If so, please detail. If not, please explain why.**
- 5. Attach any quotes, bids, or receipts received which support this request.**
- 6. Budget-Please detail the funding request in the format noted below**

Item to be purchased	Total cost	UWMC request
TOTAL		



NON-CERTIFIED AGENCY FORM

To be completed by Non-Certified Agencies ONLY. Do not complete this section if you successfully completed the UWMC Agency Certification process as of August 2012.

Agency Legal Name _____

Agency Website _____

Chief Volunteer Officer's Name
(Board president) _____

Total Number of Paid Employees:

Part Time	Full Time	Seasonal	Consultants	Other (specify)

Total Number of Agency Volunteers _____

DBA's Filed with State of New Jersey Charitable Registration Section

(Refer to NJ State Renewal Registration form CRI-300 Question 2 or CRI-200 Question 5)

Agency's New Jersey Charitable Registration # _____

Agency's Fiscal Year _____

Federal Employer Identification Number (EIN) _____

General Information

Submit a one-page narrative that briefly describes:

- a. Philosophy and history of the agency,
- b. Geographic area in which the agency provides services,
- c. Agency's collaborative partners,
- d. Type of services the agency offers, and
- e. Total number of unduplicated clients that the agency has served in the last year.

UWMC Agency Certification Standards

- Be an organization that effectively, efficiently and ethically provides needed health and human services to Monmouth County residents.
- Be recognized by the IRS as an organization exempt from federal income tax under IRS Section 501(c)(3) of the Internal Revenue Code for a period of at least three (3) consecutive years and be registered with the State of New Jersey's Division of Consumer Affairs, Charitable Registration & Investigation Section.
- Have an independent annual audit or review performed in accordance with applicable auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Agency's with total revenue of \$250,000 or more, must submit an independent financial audit. Agency's with total revenue of less than \$250,000 must submit an independent financial review.
- Maintain an administrative expense ratio that does not exceed 25%. This will be calculated as follows:

$$\frac{\text{Part IX, Line 25, Column C (M\&G Expense) + Column D (Fundraising Expense)}}{\text{Part VIII, Line 12, Column A (Total Revenue)}}$$

If there are In-kind donations noted in either Part XII 2b or Part XIII 2a, then this information will be added into the above calculation.

- Maintain a written non-discrimination policy or plan that applies to its clients, volunteers, and staff.
- Have an active, responsible and voluntary governing body that ensures effective governance over the policies and financial resources of the agency.
- Be a financially viable organization that measures its results commensurate with their operations.