

PACT Guide

2024-2025 Plan of Action for Community Transformation Grant Application Guide



**PACT APPLICATION**

**Application Guidelines**

Thank you for your interest in United Way of Acadiana’s (UWA) Plan of Action for Community Transformation (PACT) Grants and/or the Lafayette Initiative for Food Equity (LIFE) Grants. As United Way of Acadiana strives to advance the common good and change systems that hold the Acadiana community back, the team hopes that you will stand United - connected and interdependent. Working together as a community of nonprofit organizations and businesses, we can make Acadiana better for everyone.

These guidelines provide information about program requirements, the overall grants process, and a general description of the required information needed to complete a proposal. It is important to read all the information provided before submitting an application.

**Application Submission Deadline**

All applications MUST be submitted to UWA no later than

**March 28, 2024 by 5:00 PM**

Submit via the online application at <unitedwayofacadiana.org/collaborations/pactgrants>.

**Award Cycle of 2024 – 2025 Grants**

**July 1, 2024 – June 30, 2025**

**About United Way of Acadiana**

**Our Mission**

United Way of Acadiana invests in work that ensures more educated, prosperous, and safe communities across Acadia, Iberia, Lafayette, St. Martin, and Vermilion parishes where more individuals and families can achieve their potential. This is part of United Way of Acadiana’s commitment to unite people and organizations with passion, expertise, and resources.

**The ALICE Report**

The [**ALICE** report](https://www.launitedway.org/ALICE) sheds light on the challenges faced by working families who do not make enough to pay for necessities. **ALICE** is an acronym that stands for Asset Limited, Income Constrained, Employed. ALICE is a household with income above the federal poverty level but below the basic survival threshold. The United Way ALICE Report for Louisiana indicates that 33% of households are ALICE and another 18% live below the Federal Poverty Level. Together, 51% of households cannot afford the basics of safety, shelter, food, medicine, and healthcare, and the ALICE report reveals that these stressors are experienced in higher percentages by families of color.

Focusing on ALICE and the racial equity gap can prevent, and possibly decrease, the number of families in our community below the federal poverty level. When families succeed, they make safer, more financially stable communities for everyone in Acadiana.

**Plan of Action for Community Transformation (PACT)**

**Before submitting a grant application to United Way of Acadiana please read and consider the following program requirements. All awardees (contractors) will be REQUIRED to comply with the following:**

1. The contractor shall implement the program or event as stated in the application. Any amendments must be reported and approved by United Way of Acadiana staff.
2. Starting in the 2024-2025 grant cycle, United Way of Acadiana will require reimbursement requests for expenses listed in the budget section of the approved application, thus the contractor will make purchases and request reimbursement for expenses listed in the budget section of the approved application and approved by United Way of Acadiana staff.
3. The contractor shall submit **monthly** cost reports with receipts and documentation for reimbursement of expenditures by the 15th of the following month. **Final cost reports are due no later than July 15, 2025. No cost reports or reimbursement requests will be accepted later than July 30, 2025.**
4. Reimbursable items will be based on the budget submitted alongside the application.
5. The contractor will provide quarterly data reports that provide United Way of Acadiana with a picture of how the program is impacting the community and if the outcomes and objectives are met.
6. The contractor agrees to allow United Way of Acadiana to use the contractor’s name and program provided in this application to publicize United Way of Acadiana grants, provided confidentiality will not be compromised. This requirement is primarily to allow for publication of announcement of grant award.
7. The contractor agrees to acknowledge United Way of Acadiana as a funder of any materials produced or printed with these funds.
8. The contractor agrees to use funds from this agreement strictly in accordance with the approved budget submitted to and accepted by United Way of Acadiana. Any deviation from the approved budget requires prior written consent. Unauthorized use or expenditures beyond approved budget categories may result in termination of this agreement by United Way of Acadiana.

**United Way of Acadiana PACT Applicants**

**Who Can Apply?**

Organizations must be designated 501(c)(3) (tax-exempt status from the Internal Revenue Service). Funds will only support programming within one or more of the following parishes: **Acadia, Iberia, Lafayette, St. Martin, and/or Vermilion**. The program for which funding is sought should align with the research-based components below and should be able to be evaluated using the metrics in United Way of Acadiana’s outlined goals below.

Applicant organizations must also meet the following requirements:

* Be in existence for at least three years
* Governed by a Board of Directors that meets at least quarterly
* Possess audited financial statements (if revenue is $300,000 or more) or CPA’s review for fiscal years older than the most recent fiscal year.
* Ability to report program outcomes using our goals in the table below.

**Funding Allocations**

United Way of Acadiana allocates funding across its diverse focus areas—Healthy Community, Youth Opportunity, Financial Security, and Community Resiliency—drawing support from various funding sources. As these focus areas differ in the amount of allocated funds, we invite and strongly encourage prospective applicants to engage with UWA staff.

Connecting with the United Way of Acadiana team will offer valuable insights into how well the proposed program or project aligns with UWA's outlined goals. Additionally, our staff will provide guidance on the range of funds to anticipate for your application. This proactive engagement ensures that your proposal is strategically shaped and well-informed, enhancing the likelihood of a successful application. Please reach out to us for personalized assistance and to foster a collaborative approach to community impact.

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**United Way of Acadiana’s Goals for the Community**

United Way of Acadiana seeks to fund organizations with programs that align with UWA’s goals for the community:

**Healthy Community:**

The foundation of a healthy community lies in access to affordable healthcare, safe housing, and nutritious food, to ensure everyone has a better life.

Priority: Address barriers to health and wellbeing

1. Food and Nutrition Security: Build/support programs that address food insecurity and promote access to nutritious foods.
2. Health Inequity: Collaborate with local government agencies, healthcare providers, schools, and other nonprofits to create a network of support for people needing shelter or healthcare.

**Youth Opportunity**:

A thriving community begins with the development of youth, to ensure they have access to opportunities to support their growth from cradle to career.

Priority: Empower families, teachers, and youth advocates through support and resources

1. Family Literacy: Forge partnerships with schools, community organizations, and youth-focused facilities to create a network that supports family literacy.
2. Opportunities for Youth: Establish/support after-school programs that offer tutoring, skill-building workshops, and/or extracurricular activities.

**Financial Security**:

Data shows that 51% of Louisiana households are ALICE or below and lack the resources to afford the basic necessities (shelter, transportation, food and utilities).

Priority: Provide pathways to obtain financial stability.

1. Financial Literacy: Develop and conduct regular financial literacy workshops that provide access to tools and resources unavailable to underserved communities.

**Community Resiliency:**

A resilient community is healthy, financially secure and provides youth opportunities while thriving through adversity.

Priority: Lead new approaches to develop innovative solutions.

1. Volunteerism: Lead new approaches to develop innovative solutions.
2. Care Network: Build a quality care network that connects the community to their basic needs.

**Instructions on How to Apply**

**Online Submission**

Complete applications must be submitted online by **5:00 PM on Friday, March 28, 2024**. If you have any questions about how to complete any part of the application, please do not hesitate to contact Hunter Leedy at hunter.leedy@unitedwayofacadiana.org.

**Submission Link**

All applications will be submitted online at [unitedwayofacadiana.org/collaborations/pactgrants.](unitedwayofacadiana.org/collaborations/pactgrants)

**Helpful Notes**

* Should an organization wish to apply for funding for more than one program, an individual application must be submitted for each program.
* Applications missing any portion of the requested information or required attachments will be considered incomplete and ineligible for funding.
* Program alignment with [United Way of Acadiana’s outlined](http://unway.3cdn.net/133daa86a8f9e5348f_64m6bhaud.pdf) goals is required. Only organizations who can report on the metrics in the chosen goal/focus are encouraged to apply.
* Applications will be evaluated by volunteers who may not be familiar with the intricacies of a program or exact terminology routinely used by an organization. Clearly define any terms used by your agency.
* Each application will receive a score out of 100. [Appendix A](#AppendixA) describes point values for each section, and the scoring rubric used by PACT grant council volunteers is included in this document.
* The application has been designed to be one page for ease of use. Applicants can view the application to prepare materials ahead of time. Applicants may save and come back to the form at any time before submitting.

**Required Attachments**

* 501(c)(3) letter
* Agency board of directors listing
* Program budget
* Last completed Form 990
* Letters of support (up to 3)
* Additional attachments maybe requested as needed to review the application

*(Please see UWA Grant Application below on pg. 6)*



**2024-2025 PACT Grant Application**

**Organization Information**

Today’s Date:
Agency’s Name:
Street Address:
City:
State:
ZIP:
Mailing Address (if different):
Agency’s Phone Number:
Agency’s Fax Number:
Agency’s Website Address:
Number of Employees:
Agency Mission Statement:

Primary Contact’s Name:
Primary Contact’s Email:

CEO’s Name:
CEO’s Title (if different title):
CEO’s Email:

Program Name:

**Program Information**

Program Goals

*Explain the program goals as they relate to the* ***focuses*** *identified in the Packet. Cite which focuses the program addresses. Applications may identify focuses across impact areas and are encouraged to cite more than one when applicable.*

Program Summary

*Summarize the proposed solution to the community need(s) that you are addressing and identify how the solution supports UWA’s outlined goals. (500 word limit)*

Amount Requested

Program Rationale of Need

*Outline the need that the proposed program will meet and how that need fits within the scope of United Way of Acadiana’s outlined goals. Describe the need for this program.*

Organizational Capacity

*Describe the organization’s ability to deliver the services as described.*

Access

*Describe how the organization will make this program accessible to all potential clients, especially ALICE.*

Previous Funding

*Has this program been funded by United Way of Acadiana within the last five years?*

Volunteers

*Does the program make use of volunteers? If so, please explain the role that volunteers play in the program and provide an estimate of the number of volunteers and the total number of hours served by those volunteers. (If answered yes, does your organization use the United Way of Acadiana’s Volunteer Center to manage volunteers?)*

Licensing or Accreditation

*Has the organization secured any kind of licensing or accreditation to provide the services of this program? If so, please describe.*

Community Relationships

*Please describe any relationships with organizations who provide similar services, particularly as it relates to the goals of the program in this application. When applicable, describe the organization’s relationships with other partners working to meet the goals of the program, either collaboratively or through collective impact strategies.*

Program Activities

*List the goals, objectives, activities, target population, and timeline of the proposed program.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Goals* | *Objectives* | *Activities* | *Target Population* | *Timeline* |
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Program Evaluation

*What methods will be used to consistently and accurately track data related to the focuses/goals selected? In the answer, please identify sample metrics from the packet as well as other metrics the proposed program uses to address the goal. Describe any collaborative efforts with similar service providers to collect impact data on the target population served.*

Demographic Estimated Percentages

Male / Female % (Total 100%)

Male:

Female:

Age (Total 100%)

Under 5 years of age % -

5-12 years % -

13-18 years % -

19-24 years % -

25-59 years % -

60 years or over % -

Unknown Age % -

Race/Ethnicity (Total 100%)

Hispanic % -

Black % -

White % -

Asian % -

Native American % -

Other % -

Location (Total 100%)

Acadia Parish % -

Iberia Parish % -

Lafayette Parish % -

St. Martin Parish % -

Vermilion Parish % -

Other Demographic Information

ALICE % -

Below the Federal Poverty Line % -

Program Budget

Summary of expected revenue and expenses for entire project being requested in this grant.

 Budget Narrative

*Explain what makes up your organization’s funding and expenses, include proposed United Way of Acadiana funding and list any other program funding sources and details of their funding.*

Program Budget Pace / Partial Funding

*If United Way of Acadiana were unable to provide full funding for this application, would partial funding allow the proposed project to move forward?*

Partial Funding Explanation

What else do the reviewers need to know about the proposed program?

Additional Documents

* Upload most recent 990
* Upload 501(c)(3)
* Upload Board of Directors list
* Letter of Support #1
* Letter of Support #2
* Letter of Support #3

Additional Comments Below:



Appendix A: Funding Request Score Sheet

Below, for your information, is a copy of the assessment instrument utilized by volunteers in evaluating requests for funding.

Organization Name: Program Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reviewer’s Name: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **STAFF REVIEW**The following criteria must be met before an application is submitted for evaluation | **Application Page** | **Response** |
| 1. Is the organization maintaining an acceptable level of financial security and stability (i.e., functioning in the black, has a consistent and adequate cash flow, a budgeting process is completed and followed)?
 | Org. Profile, Uploads | YES NO |
| 1. Does the program’s objectives align with United Way of Acadiana’s strategy map?
 | Outputs | YES NO |

If YES is chosen for Items 1 and 2 above, the application may proceed to Part I-III of the grant review process.

Based on the following criteria, rate the information documented in the request for proposal materials:

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| --- | --- | --- |
| **PROGRAM INFORMATION AND IMPACT RATING** | **Application Page** | **Possible Score** |
| 1. **The target population is well aligned with the program rational for need.**
 | **Program Description** | **5** |
| 1. **The organization is capable of reaching the target population, ALICE.**
 | **Program Description,****Inputs** | **15** |
| 1. **In addition to reaching the ALICE population, the organization and program acknowledges racial inequity in our communities and identifies clear strategies and methods to help close the equity gap.**
 | **Program Description,****Inputs** | **10** |
| 1. **The organization has the expertise and capacity to execute the strategies and achieve the outcomes.**
 | **Program Description** | **15** |
| 1. **The application clearly outlines a comprehensive outreach strategy and is accessible to potential clients.**
 | **Inputs** | **5** |
| 1. **The organization is working collaboratively with strategic partners and organizations to enhance the results of the program. Letter(s) of support are included.**
 | **Program Budget** | **5** |
| 1. **The application clearly explains how funding requested from United Way of Acadiana will be spent and how dollars are connected to the proposed outcomes.**
 | **Org. Profile, Activities, Outputs** | **20** |
| 1. **The program shows significant depth of impact (score based on need of service in the community and impact of program on each individual served. The program has a wide breadth of impact (score based on the number served/ amount of people reached).**
 | **Outputs** | **10** |
| 1. **The application reflects that the organization has the capacity to consistently and accurately track indicators selected and clearly identifies what methods will be used to measure impact.**
 | **Outcomes** | **15** |
|  **TOTAL POINTS** |  | **100** |

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| --- | --- |
| **PART III: PAST PERFORMANCE RATING****(for PACT funded programs from the previous cycle only)** | **Possible Deduction** |
| Up to 20 points may be deducted based on past performance of PACT partners. There will be an opportunity on the application for partners to explain unmet targets. Examples may include, but are not limited to, the following:* PACT partner was consistently late with quarterly reports
* Program enrollment was unacceptably low, based on target
* Program outcomes reported were unacceptably low, based on target
 | **-20** |

|  |  |
| --- | --- |
|  TOTAL POINTS AWARDED |  |
|  TOTAL POINTS DEDUCTED |  |
|   **TOTAL POINTS** |  |

**Requested funding:**

**Recommended funding amount:**

**Overall Comments:**

Strength of the program application:

Weakness of the program applicant:

Appendix B: UWA Goals for PACT Partners

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| --- | --- | --- | --- |
| **What is the Focus?** | **Why is This the Focus?** | **What’s the Goal?** | **How do We Achieve the Goal?** |
| Healthy Community | The foundation of a healthy community lies in access to affordable healthcare, safe housing, nutritious food, to ensure that everyone has the opportunity for a better life. | Address barriers to health and wellbeing | 1. Collaborate with community partners to create a network of support for a healthy community. |
|  |
| 2. Build/support programs that address food insecurity and promote access to nutritious foods. |  |
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| Youth Opportunity | A thriving community begins with the development of youth, to ensure they have access to opportunities to support their growth from cradle to career. | Empower families, teachers, and youth advocates through support and resources | 3. Provide and support programs that offer family literacy. |  |
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| 4. Provide programs that support early childhood education (0 - 8). |  |
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| Financial Security | Data shows that 51% of Louisiana 5households are ALICE or below and lack the resources to afford the basic necessities (shelter, transportation, food and utilities) | Provide pathways to obtain financial stability. | 5. Establish and support programs that provide access to tools and resources to obtain financial security. |  |
|  |
| Community Resiliency  | A resilient community is healthy, financially secure and provides youth opportunities while thriving through adversity.  | Lead new approaches to develop innovative solutions. | 6. Leverage technology, data, and volunteerism to create collaborations that will meet the needs of the community. |  |
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| 7. Build a quality care network that connects the community to their basic needs. |  |
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