Application 2020 – Single Program Services

Key:
- *Black writing indicates the questions the agency will see on the e-CImpact screen during the application*
- *Red writing indicates the instructions in the application guide*
- *Green writing indicates scoring and reviewer instructions*
- *Blue writing indicates character limits*

A note to agencies:

This form is intended to be used to apply for a single Priority Funding Area. If you wish to apply for multiple Priority Funding Areas (such as Early Learning and Workforce Development), complete a separate copy of this form for each.

If your agency has multiple programs or program elements that align to and can achieve expected outcomes in a single Priority Funding Area (e.g. an early childhood home visiting service *and* an early childhood center, or a transitional shelter *and* an emergency shelter), you may combine them into a single application in this form. If you choose to do so, make sure your answers for each question speak to all of the programs/program elements you are proposing. For example, if your agency is requesting Basic Needs - Housing funding for your emergency shelter AND your transitional housing, each question should be answered to provide information on both the emergency shelter and the transitional housing program.

Program Overview

1. Please select the Priority Funding Area for your program.
- Early Learning
- Workforce Development
- Behavioral and Mental Health
- Basic Needs - Housing
- Basic Needs - Safety from Violence
- Basic Needs - Food Assistance
- Basic Needs - Legal Assistance
- Basic Needs - Tax Preparation

This section will not be scored, but is intended to assist reviewers in categorizing your program

2. Please provide a very short (1-2 sentence) description of your programming

This section should be your "elevator description" of your programming. There will be other sections in which to more robustly describe your programming

This section will not be scored, but is intended to assist reviewers in categorizing your program

Character limit: 500 characters or 100 words.

3. Please describe your program model, include target population you are serving, description of services, evidence informed practices, key program elements and UWMC favorable program elements. Include a description of what "success" looks like at the end of programming.

A high-quality answer will speak to each of the Priority Funding Area Goals (see page 4 of framework), as well as the favorable program elements incorporated (see appendix B), describe the activities your program undertakes, and how programming will achieve United Way's goals for this area.

This section is worth a total of 10 points, which is the largest any single question can earn. For full points, the section must be clear and encompasses a description of services and key program elements. Target population is aligned with UWMC's low income household target population. Section discusses how programming will address each of the goals set for the Priority Funding Area and the logic is sound. Programming elements tie together in a cohesive manner. When possible, programming is integrated into a larger set of services to support the household.

Character limit: No character limit. Recommended length: 3,000-4500 characters, 500-750 words

4. If applicable, please describe how the program is designed specifically to meet the needs of a high barrier population. Document the needs and barriers of the population(s) served, the agency's expertise and track record for serving this population, the best practice service model(s) employed, and the partnerships employed to support impact for this population.

This section will not be scored, but is informational for the reviewers. Please only complete this section if your programming *is designed specifically to provide services for and target high barrier population(s).* Programs that are designed for general use and have found themselves serving a significant number of high barrier individuals should leave this section blank. Examples of programs with a high barrier design would be – an employment program specifically designed to support returning citizens, or a mental health program specifically designed to provide counseling to LGBTQ+ youth.

There are no points available to this section and is used as information only to the reviewers.

Character limit: 2,000 characters, 350 words.

Service Delivery

5. How do you prepare your clients to succeed in your programming and beyond? Include any pre work you do with clients to prepare them to successfully enter your program.

A strong answer will speak to any supports you frequently offer clients before they are able to be successful in your programming, as well as how the program frequently supports clients' long term goals *after programming has ended*, or if the program is intended to follow clients for years, please speak to the additional services provided to clients to assist in stabilization for the long term. Use agency data to support your answer.

This section is worth two points. Full points will be awarded to an answer that speaks to the long term goals of clients exiting the program and how the programming supports those goals. Pre work is not required.

Character limit: 2,000 characters, 350 words.

6. What is the typical duration of service for clients

Describe the length of time the program is intended to serve clients (for example, number of sessions or number of months). If the programming does not have a planned length of time for service, please describe the most common length of service for clients.

This section is worth 1 point. Full points will be awarded if the answer is provided, and is reasonable given the program description.

Character limit: 100 words

7. What is the age range your program is intended to serve?
Describe the age range your program is designed for. Share also the typical ages of your clients.
This section is worth 1 point. Full points will be awarded if the answer is provided, and is reasonable given the program description.
Character limit: 100 words

Geography

8. Does this **program** align with one or more of United Way's Neighborhood Networks? Please check all that apply:
- Auburn Gresham
- Austin
- Blue Island-Robbins
- Brighton Park
- Bronzeville
- Cicero
- Evanston
- Little Village
- South Chicago
- West Chicago
- Program will also serve non-Neighborhood Network communities

Please describe your involvement in each Neighborhood Network.
Select all the Neighborhood Networks in which your program aligns. For each Network, describe your agency's participation in the network including leadership roles, committees you participate in, and how the program contributes to the Network's goals.
There are no points available to this section and is used as information only to the reviewers, although reviewers who see information in this section that is contradictory to other sections (e.g. this section notes the program is designed for veterans, but no further mention is made of that population in the rest of the application) may deduct points from other places in the application.
Character limit: 2,000 characters, 350 words.

9. Please describe the geographic community to be served by this program, including the location of services to be provided. Detail why the community to be served qualifies as a high need, high potential community.
United Way of Metro Chicago supports programs in Cook County, DuPage County, City of Chicago and the City of Elgin and selected bordering communities. A strong answer will identify the geographic community(ies) where the majority of clients originate, as well as the location(s) where services take place. If your program focuses on several communities, speak to the top five where clients originate from or where your services take place. For applications serving Chicago, please specify which neighborhood(s) will be served, preferably using the 77 Chicago Community Areas. Please speak to the characteristics of the community(ies) you will serve, including what portion are low income, how they face other needs and what assets exist in their community. If your program will serve households both IN and OUT of a Neighborhood Network, please provide an estimate of how much work will take place in Network communities and how much will take place outside of those communities.

This section is worth 2 points. Full points will be awarded if the answer makes a case for both the need in the community as well as how this program will address the need and build on assets in the community
Character limit: 2,000 characters, 350 words.

Outcomes and measurement

10. Describe the methods you will use to track outcomes in this program. How are you measuring the required metrics? If there are metrics you are not currently tracking, please explain your plan to obtain the necessary data to do so.

In your response, please include the system(s) and/or tools you use to collect data for the required metrics. In most cases, United Way will expect a program to be able to track and report out on 100% of the metrics listed in Appendix C of the framework. In some specific circumstances, based on program structure, certain measures will be waived. Note: Simply finding a metric cumbersome to track is not a valid reason ask to waive a metric from the list below. To receive an exception, there must be something unique about the population you serve that renders the metric not relevant.

For each of these measurements, please refer directly to Measurement Framework document for a definition of indicators. If your answers reflect that you have not reviewed the Measurement Framework, you will lose points.

This section is worth 1 point. Full points will be awarded if the program is already tracking the required metrics, or has a specific plan in place in order to obtain the necessary metrics. A robust answer will include the specific systems or tools used for data collection.
Character limit: 2,000 characters, 350 words.

11. How does your program use data to inform service delivery and/or program structure? Please provide a specific instance of how your organization has used data to improve programming.

Describe how your organization uses program data for continuous improvement. Do not simply explain how data is gathered, but focus your attention on how that data is used once gathered, including what staff are involved in reviewing data and how often. Include how learnings from the data have led to adjustments in programming. Recent examples are preferred.

This section is worth 2 points. Full points will be awarded if the description includes how data is collected, what staff are included in reviewing data and how often, and how that data is used. Answer must also include a recent example of how review of data led to adjustment in programming. A strong answer will illustrate a robust culture of using data to improve.
Character limit: 2,000 characters, 350 words.

Service Provision

12. Describe your client intake and assessment process.

Walk through the process that clients experience when they begin working with your organization. Describe what sort of information is gathered and what assessments are done, as well as how the data is utilized to provide services for clients.

This section is worth 2 points. Full points will be awarded if intake and assessment process is clearly defined. Intake information is gathered beyond what the single program can provide and instead views the client on a more holistic level, and the data is used to assist clients. Intake process is respectful to clients.

Character limit: 2,000 characters, 350 words.

13. When additional needs are identified, how do you work to address them, both internally and externally?

Provide information on how your program tackles the issues an individual or household may face beyond the primary services you offer. Describe how your program will address those needs via services or referral. This referral description should contain information both on how your agency makes internal referrals and connections to programs as well as external referrals and linkages to additional services. This section is worth 2 points. Full points will be awarded to answers that illustrate programs that identify additional needs beyond single service, and connects clients to those additional services as needed. Programs connect clients directly, and utilize relationships built between agencies to meet client needs.

Character limit: 2,000 characters, 350 words.

14. If applicable, what percentage of your clients are victims of domestic violence?

This section will not be scored, but is intended to assist UWMC in identifying what resources may be available to your program

Character limit: 100 characters

Service development

15. Are there innovative practices you are using to refine this program or better serve your clients?

Use this space to describe the ways you are incorporating innovative ideas and practices into your programming and client service structure.

This section is worth 1 point. Full points will be awarded to programs that are seeking to improve their programming by pursuing new opportunities.

Character limit: 2,000 characters, 350 words.

Projections

16. Based on the Priority Funding Area you have selected, project on the following outcomes.

For your Priority Funding Area, provide the necessary projections. Remember, **all** metrics are required for each Priority Funding Area. Leaving one or more metric without a projection will negatively impact your score and may completely disqualify your application. Provide projections ONLY for the Priority Funding Area for which you are requesting funding. This cycle, United Way is using test metrics in some of our Priority Funding Areas to determine if and how our agencies are tracking these data points. If your program can not report on a test metric, you may leave it blank with no penalty.

This section is worth 2 points. Full points will be awarded for projecting on all outcomes and having those projections be consistent with the programming described above.

Early Learning

Metric	Projection
Number of infants/toddlers/children receiving regular, comprehensive, developmental screening across domains	
Number of infants/toddlers/children showing growth across developmental domains	

Number of parents/caregivers reporting more positive interactions with their infants/toddlers	
Number of households receiving additional services beyond early learning intervention	

Workforce Development

Metric	Projection
Number of participants who become job ready	
Number of participants placed in jobs during the program year	
Number of participants placed during the program year who retain their jobs for a minimum of 90 days	
Number of participants who improve their job quality during the program year	
Number of households receiving additional services beyond workforce development intervention	
TEST METRIC: Number of participants receiving services prior to workforce development intervention to remove barriers to success	

Behavioral and Mental Health

Metric	Projection
Number behavioral and mental health screenings/ referrals to treatment	
Number of participants in behavioral and mental health sessions	
Number of households receiving additional services beyond behavioral and mental health intervention	
Number of youth/adults assisted with gaining health insurance during the program year	
Number of youth/adults assisted with retaining health insurance during the program year	
TEST METRIC: Number of participants in behavioral and mental health sessions demonstrating improvement	

Housing

Metric	Projection
Number of individuals provided with case management services	
Number of individuals eligible to leave program-supported housing with a permanent, stable destination	
Number of individuals who leave program-supported housing with a permanent, stable destination	
% of individuals who leave program-supported housing with a permanent, stable destination	
Number of individuals screened for benefits	
Number of individuals assisted in applying for and/or maintaining benefits	
Number of households receiving additional services beyond housing intervention	
TEST METRIC: Number of participants exiting program that have increased financial resources	

Safety from Abuse

Metric	Projection
Number of individuals accessing safe, stable living situation	
Number of adults provided with case management services	
Number of individuals screened for benefits	
Number of individuals assisted in applying for and/or maintaining benefits	
Number of households receiving additional services beyond safety from abuse intervention	

Food Assistance

Metric	Projection
Number of individuals receiving food assistance	
Number of meals served	
Number of adults screened for benefits	
Number of individuals assisted in applying for and/or maintaining benefits	
Number of households receiving additional services beyond food assistance intervention	
TEST METRIC: Number of individuals accessing nutrition education opportunities	

Legal Assistance

Metric	Projection
Number of clients receiving brief legal services	
Number of clients receiving extended legal representation	
Number of households receiving additional services beyond legal assistance intervention	
TEST METRIC: Number of clients achieving positive outcome via legal services	

Tax Preparation

Metric	Projection
Total cost of Volunteer Income Tax Assistance (VITA) program	
Total amount of tax refunds received by participants	
Total amount of Earned Income Tax Credit (EITC) received by participants	
Total number of tax returns completed	
Number of households receiving additional services beyond tax preparation intervention	

Program locations

17. Please provide the location(s) at which your programming will take place. Use street addresses for each site, and if your programming will take place at multiple locations, place each site on a new line. This section will not be scored and is intended to assist reviewers classify your programming.

Funding Request

18. Please provide the amount requested, broken out by United Way's regional breakdown. Your funding request should not exceed $375,000, nor 30% of your agency budget.

This section is worth 1 point. For full points, the application must submit a funding request and follow United Way's guidelines for the maximum request allowed for this strategy.

City of Chicago	North-Northwest Suburban	South-Southwest Suburban	West Suburban	Total
$	$	$	$	$