



Letter of Interest

United Way of Central Carolinas (UWCC) invites agencies interested in applying for Unite Charlotte First Year grant funding to submit a Letter of Interest for the 2023 grant cycle.

Deadline: Letter of Interest must be received by 12 p.m. (noon) June 3rd, 2022 and should be submitted online.

Background

Unite Charlotte, established in response to the civil unrest sparked by the police-involved killing of Keith Lamont Scott, supports grassroots, community-based organizations founded and led by leaders of color focused on creating equitable access to opportunity and advancing racial equity in Mecklenburg County, North Carolina. The program focuses on strengthening the capacity of grassroots organization by providing them with unrestricted funding for their organization, in addition to capacity building in areas that are fundamental for nonprofit management and success (e.g., leadership development, board governance, fundraising, grant writing, program evaluation, etc.).

Unite Charlotte First Year grantees will receive awards of \$25,000 of unrestricted funding for their organization. If awarded funding, grantees are expected to participate in extensive capacity building workshops throughout the grant year.

Expectations for grant recipients

- Consider a financial contribution to United Way's annual campaign.
- Serve as an ambassador/community advocate on behalf of United Way.
- Complete the Duke University Nonprofit Management certificate program (intensive track), and actively participate in capacity building sessions offered throughout the grant year.
- Deliver agency/program activities as described (advise United Way if there are any obstacles or any significant changes).

Organization Eligibility

Eligible applicants requesting funding must meet the following minimum requirements:

- 501(c) (3) organization with an annual budget under \$250,000.
 - Applicants who do not have a 501(c) (3) status and have a budget under \$250,000 are encouraged to apply under a fiscal agent.
- Services offered in Mecklenburg County.
- Services are provided without regard to race, sex, education, ethnicity, socio-economic status, religion, ability/disability, sexual orientation, gender self-identification, age, country of origin, first language, marital status or citizenship.
- Agency does not proselytize (religious promotion/attempts to convert) directly or indirectly on behalf of any religious faith, doctrine or belief.

Note: *Organizations providing direct services to children and youth must hold a certificate of insurance, and must provide policies and procedures demonstrating that volunteers/staff undergo a background check before working with children or youth.*

Important note about fiscal sponsorship:

United Way grantees may use a fiscal agent (also called a fiscal sponsor). A fiscal agent is an organization that receives, disburses, and accounts for grant funds on behalf of another organization. Fiscal agents assume the accounting and financial reporting responsibility for grant funds. An agency serving as a fiscal sponsor may charge a fee for its services; this is at the discretion of the agency. UWCC grantees may (though are not required to) use UWCC grant funding to pay for fiscal sponsorship fees.

- If interested in fiscal sponsorship, your agency may opt to research and secure a fiscal agent independently. However, please note that [Children and Family Services Center \(CFSC\)](#) is the current fiscal agent for several 2022 UWCC grantees. If you are interested in learning more about fiscal sponsorship through CFSC, please contact CFSC Chief Financial Officer Jim Bales at JBales@childrenfamily.org

Overview of Grant Process for Unite Charlotte First Year

- Unite Charlotte First Year applications open with a Letter of Interest on May 16, 2022.
- The Letter of Interest closes on June 3, 2022 at 12 p.m. (noon) and must be submitted by the close date.
- A committee of community stakeholders and United Way staff will review eligible Letters of Interest to determine which organizations will be invited to submit a full application.
- If invited to submit a full application, a diverse committee representing funders, the faith community, education, and community leaders will review applications and make final recommendations to United Way for grant awards.

Letter of Interest

Eligibility Criteria:

Please answer the following questions accurately. These questions will determine your organization's eligibility for the Unite Charlotte application process.

- Is your organization's annual budget under \$250,000?
- Does your organization have a Charitable Solicitation License (CSL) or exemption?
- Is a person of color (e.g. Black, Asian, Hispanic, Latino, American Indian, Alaska Native, Native Hawaiian, and/or Pacific Islander) a founder and leader of your organization? Please confirm this with your agency's Executive Director/CEO/President.
- Does your organization serve people living in Mecklenburg County?

If you answer no to any of the above questions, you are not eligible to apply for Unite Charlotte First Year Funding.

Please read the following questions carefully. For the question below, if your organization does not have a 501(c) (3) status, your organization can still apply under a fiscal agent. If you need assistance being connected to Children and Families Service Center (CFSC) for a fiscal agent, please indicate that below.

- Does your organization have a 501(c) (3) status?
 - *If no, are you applying under a fiscal agent?*
 - *If yes, please provide the name of your fiscal agent: _____*
 - *If no, would you like to be connected to CFSC (if awarded funding, you can use funding to pay fees)? _____*

The following are financial certification documents required by United Way of Central Carolinas. If invited to submit a full application for funding, can your organization or fiscal agent provide the following documents?

- Internal Revenue Service's 501 c3 Determination Letter for applicant or applicant's fiscal agent
- Latest 990 or e-postcard for applicant or applicant's fiscal agent
- One of the following for applicant or applicant's fiscal agent:
 - Independent financial review (**only for** agencies with revenue of less than \$500,000).
 - Latest audited financial statements, SAS 115, and SAS 114 (**only for** agencies with a fiscal sponsor that has an annual revenue of \$500,000 or more)
 - SAS 115 –Letter issued by auditor communicating internal control related matters identified in the audit. The partner agency management/board should include its planned action to address each auditor comment. Please ensure that independent auditors are aware this is needed in

writing, either in the auditor's letter or in a separate letter to the entity you are applying for funds for

- SAS 114 –Communication from auditor to those charged with governance. Please be sure that independent auditors are aware that this needed in writing
 - Internal statement of activities completed within two months of application deadline *and* the applicant's financial control policies (e.g., policies related to purchasing, accounts payable/accounts receivable).
- Charitable Solicitation License (CSL) - Organizations are required to file for CSL OR exemption annually, 5 ½ months after their fiscal year end (2 month extension allowed). Please note, if granted monies by UWCC, and are currently exempt, upon renewal, organizations will be required to file for the full CSL. Below is an example to help you in understanding whether or not you will need to file a CSL: *The YMCA's fiscal year end is June 30, 2022. YMCA renewed/filed their exemption December 15, 2022 which is valid until December 15, 2023. UWCC awards YMCA \$50,000 on January 1, 2023. YMCA will have to file a CSL by December 15, 2023 (latest, February 15, 2024).*
- Completed ACH / EFT form or voided check
- Signed W-9
- Current operating budget
- Current roster of board of directors (name & affiliation)

Letter of Interest General Information:

- Organization Legal Name:
- Doing Business As (DBA), if different than legal name:
- Agency Mission Statement:
- Agency Main Address:
- Agency Main Telephone:
- Agency Main Email:
- Website:
- Social Media Links (Facebook, Twitter, etc.):
- Fiscal Sponsor (if applicable):
- Fiscal Sponsor Point of Contact (name and email):
- EIN or Tax ID # (or Fiscal Sponsor EIN):
- Tax-Exempt Status:
- Charitable Solicitation License # or Exemption Code:
- Year Founded:

- Tax-Exempt Status:
- Total organizational budget:
- Executive Director Name:
- Executive Director Phone #:
- Executive Director Email:

Is the Executive Director also your agency's primary contact? Primary contact receives all email communications related to the grant request. Agencies can include additional and/or program-specific contacts in the Contacts section of their e-CImpact profile.

If no,

- Primary Contact Name:
- Primary Contact Title:
- Primary Contact Phone #:
- Primary Contact Email:

Questions:

1. Share a brief overview of your agency.
2. What programs and services do you deliver? Why are these services needed?
3. What impact and successes have you previously had?
4. What do you aim to accomplish in 2023 within your organization (e.g., diversify board, pilot new program(s), create a succession plan, etc.)? What do you aim to accomplish with the people you hope to serve? Please be sure to answer both questions in your response.
5. How would you tailor your work to meet the specific needs and build on the strengths of the people you serve?