



Special Opportunity Fund

Description, Application Questions and Reporting Requirements

Fund Eligibility

The fund is available to Racine County-serving nonprofits. To be eligible to apply for funds, organization must meet all of the following criteria:

- Serves residents of Racine County, WI.
- Able to provide (upon request) detailed board-approved budgets and financial reports, including an audit or audited financial statements as required by State of Wisconsin Statute 202.12 (1)(b).
- Has been legally incorporated for at least six months.
- Is tax exempt as described in section 501(c)(3) of the Internal Revenue Code.
- Is governed by a local voluntary board of directors.
- Maintains a policy of non-discrimination and equal opportunity and complies with the Americans with Disabilities Act.
- Is in compliance with all funding agreements, policies and procedures if currently receiving any funds from United Way

UWRC does not fund

- Organizations that discriminate on the basis of race, ethnicity, national origin, age, religion, gender or sexual orientation.
- Political causes, candidates, organizations or campaigns.
- Programs and projects that benefit a single individual. All expenditures must support activities, services, or resources that serve a broader group or community of Racine County residents.
- Sponsorship requests are not accepted through this fund.



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Fund Description and Goals

The Special Opportunity Fund supports innovative and responsive opportunities that advance United Way's Community Impact Agenda and help our community thrive.

Through strategic investments and emerging opportunities, this fund supports initiatives that promote healthy communities, expand pathways to opportunity for children and youth and strengthen families and communities through financial stability.

We anticipate the majority of requests will propose enhancements to existing programs, rather than the creation of new efforts.

Request Guidelines

- The maximum request amount for the Special Opportunity Fund is \$25,000.
- Requests should demonstrate thorough planning that will result in successful implementation.
- To be considered for funding through the Special Opportunity Fund, organizations must be in good standing with all current and previous United Way of Racine County funded programs and projects. Good standing includes having no overdue or outstanding reports, returning any unspent funds as required and demonstrating satisfactory progress toward the timelines, deliverables and requirements of active funding agreements.
- To remain eligible for funding consideration, organizations must continue to meet all eligibility requirements throughout the application, review, and grant period.

Application Timeline

Applications must be submitted online using the form at UnitedWayRacine.org/SOF.

Following submission of the application, the individual listed as the primary contact will receive an auto-generated confirmation email. The primary contact must respond promptly to this email with the required attachments:

- Proof of IRS determination of 501(c)3 status
- Completed United Way of Racine County Budget Template (see Appendix A)
- Letters of support (if applicable)
 - Letters of support are highly encouraged when the proposed program or project relies on collaboration with another organization or entity.
 - Letters should clearly outline the partner's role, responsibilities and commitment to the program's success and the achievement of proposed outcomes.

Failure to submit the required attachments will render the application ineligible for review.

Budget Requirements

All fund applicants are required to submit a complete and detailed budget and budget narrative using the budget template available at UnitedWayRacine.org/SOF. (See Appendix A)

- Budget details should include product sources, quantities, unit costs and calculations.
- If the total budget for the project exceeds the amount requested from UWRC, you must confirm in your application that you have secured the remaining funds. If you have not, you must include a narrative explanation.
- Funds requested must be in whole dollar amounts.
- Applications with misalignment between the request narrative and request budget will not be considered for funding.
- Failure to submit the budget template will render the application ineligible for review.

Non-allowable Expenses

- Funds cannot be used to cover expenses incurred prior to funding notification.



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- Funds cannot be used to supplant existing budgeted items (e.g. existing organization dollars already allocated for the project/program/event cannot be displaced by United Way of Racine County Special Opportunity Fund dollars and reallocated for other organizational expenses).

Funding Approval Process

Incomplete applications, applications that do not meet the eligibility requirements and applications with misalignment between the request narrative and request budget will not be considered for funding.

Proposals from organizations not in compliance with requirements for other United Way funds, current funding agreements and/or the community investment policies and procedures at the time of review will not be reviewed for funding.

The review process is conducted and monitored by United Way of Racine County staff, board members and the Community Investment Committee (CIC).

Requests are approved as follows:

- Requests up to \$10,000 are approved by the president, board chair and vice chair of community investment or CIC.
- Requests for more than \$10,000 are approved by CIC and either the United Way executive committee or board of directors.

This is a competitive fund and requests that meet requirements are not guaranteed funding. Special Opportunity Funding is available until the available dollars are exhausted.



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The Special Opportunity Fund is an invitation-only funding opportunity. Organizations eligible to submit a request will be identified and invited by United Way of Racine County based on alignment with the fund's purpose, and emerging community needs.

Grant Awards

- All applicants will be notified of the funding decision whether or not their request is approved.
- Upon funding notification, grantees will be required to sign a funding agreement (Memorandum of Understanding), which will outline responsibilities and expectations including but not limited to:
 - Communication standards
 - Co-branding and recognition opportunities
 - Reporting timelines and requirements
- Grantees who do not already have a current W-9 on file with UWRC must submit one prior to the release of any awarded funding.
- Awarded funds will be released in a single lump-sum payment upon the execution of the MOU.
- All grant funds are disbursed by the Racine Community Foundation.

Reporting Requirements

United Way may require periodic ad-hoc updates via email to ensure ongoing communication and progress monitoring. All grantees are required to submit a final report within one year of funding notification or within 60 days of completion of the project/program, whichever comes first. Late and/or incomplete reports will negatively impact the organization's eligibility for future United Way of Racine County funding. Submitted reports will be shared with United Way

staff, board and community investment volunteers, and may also be included in United Way reports, media and publications.

Additional progress reporting requirements will be established collaboratively between United Way of Racine County staff and the grantee and will be outlined in the Memorandum of Understanding (MOU).

The final report will include, at a minimum, the following components:

- A narrative that demonstrates indirect and direct impact of the program/project
- The total unduplicated number of individuals served
- Demographic information of participants (see Appendix B)
- A financial report documenting grant fund expenditures, comparing proposed to actual expenses using the original budget template as a starting point (see Appendix A)
- Photos that demonstrate program impact

Application Questions

Eligibility requirements

These questions apply to the applicant organization, or their fiscal agent, if applicable.

At any point, if eligibility screening fails, the organization should not continue the application process.

- Does your organization serve residents of Racine County, WI?
- Is your organization able to provide detailed financial reports and board-approved budgets upon request?
- Has your organization been legally incorporated for at least six months?
- Is your organization tax exempt as described in section 501(c)(3) of the Internal Revenue Code?



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- Are you able to provide an audit or audited financial statements as required by the State of Wisconsin Statute 202.12 (1)(b)?
- Is your organization governed by a voluntary board of directors?
- Does your organization maintain a policy of non-discrimination and equal opportunity, and comply with the Americans with Disabilities Act?
- Can your organization attest to abiding to the Patriot Act Anti-Terrorism Compliance requirements?

Organization information

- Organization legal name, organization name as you'd like it to appear in print, website address, phone, address, city, state, zip code
- Executive director/CEO name, title, email address, phone
- Board president/board chair name, company/affiliation, email address and phone
- Primary contact name, title, email address and phone (may be the executive director)
- Secondary contact name, title, email address and phone (cannot be the same as the primary contact)
- Organization/fiscal agent EIN
- Year incorporated
- Organization logo (if one exists)
- Organization social media handles (if available)
 - Facebook
 - Instagram
 - LinkedIn

Fiscal agent information

- Do you have a fiscal agent?

- If yes, the following information is required.
 - Fiscal agent legal name, executive director/CEO name, email address, phone number, website address, phone number, address, city, state, zip.
 - A written agreement between the applicant organization and its fiscal agent that describes the nature of the partnership, outlines the fiscal responsibilities of the agreement and specifies that the agreement applies to this project/program.
- All organizations/fiscal agents must provide proof of IRS determination of 501(c)3 status.

Request Details

- Name of project/program
- Dollar amount requested. *This amount must match the amount requested from United Way on the budget template.
- If the cost of this project/program is greater than the amount requested from UWRC, do you have sufficient resources secured to fully implement the project/program as presented? If no, please explain how you plan to implement the program or project as proposed.
- Provide a brief description (3-4 sentences) of the program/project. If you only had a minute to explain your program/project to someone, what would you want them to know?
- Provide a brief description (3-4 sentences) of the specific community need/problem to be addressed by this program/project. Include any relevant data, statistics or other evidence that illustrates the need.
- Describe program activities and how they address specific needs of target population.
- How many unduplicated individuals will be directly served through this funding?

- Describe demographic information (age, gender, race and ethnicity, income level, geographic location) for population served.
- What is the project timeline? Include major milestones. Projects must be completed within twelve months of funding notification.
- Describe existing and/or proposed relationships and collaborations with other community groups in support of this program/project.

Select the primary focus area of the proposed program/project.

Select the focus area that best aligns with your proposed activities and the indicators you intend to report on.

- Youth Opportunity
- Healthy Community
- Financial Security

Select indicators in the following categories:

Organizations with approved funding requests will be required to report on all indicators selected in their applications. Applicants must select at least one indicator from each category below. Selecting more than one indicator does not increase likelihood of funding.

- How much we are doing?
 - Provides outputs related to the amount of services provided: number of students served, number of classes offered, number of shelter nights provided, etc.
- How well are we doing?
 - Speaks to the quality, effectiveness and efficiency of the program: number of individuals complete an entire class series, number of participants who successfully address immediate needs, number of participants who actively utilize a service, etc.

- Is anyone better off?
 - Indicates the impact of the program on a participant's life.

Youth Opportunity

Select a minimum of one indicator from each category below. You may select more than one indicator; however, organizations with approved funding requests will be required to report on all indicators selected in their application.

How much are we doing?

- Number of parenting classes provided
- Number of children who receive books
- Number of students who receive tutoring/mentoring
- Number of family engagement opportunities
- Number of students enrolled in academic enrichment opportunities

How well are we doing it?

- Number of parents/caregivers that complete a parenting class series
- Number of students who participate in STEAM programs
- Number of students who receive more than one hour of academic enrichment per week
- Number of students in extended learning opportunities

Is anyone better off?

- Number/percent of students who report increase sense of belonging
- Number/percent of students who feel more confident in their own ability to overcome challenges
- Number/percent of parents who feel better prepared to support their children
- Number/percent of students who demonstrate increased professional skills

- Number/percent of students who demonstrate growth in social-emotional skills and social behaviors
- Number/percent of parents who demonstrate behaviors that indicate increased knowledge of and engagement in their child(ren)'s growth and development
- Number/percent of students who maintain satisfactory or improved attendance
- Number/percent of students who achieve or exceed reading growth targets
- Number/percent of students who achieve or exceed math growth targets

Healthy Community

Select a minimum of one indicator from each category below. You may select more than one indicator; however, organizations with approved funding requests will be required to report on all indicators selected in their application.

How much are we doing

- Number of health appointments
- Number of dental appointments
- Number of therapy appointments
- Number of meals provided
- Number of pounds of food distributed
- Number of individuals who receive mental health crisis intervention
- Number of sites where prevention programs are offered
- Number of prevention presentations offered

How well are we doing it?

- Number of individuals who complete prevention programs

- Number of individuals who utilize resources to manage health conditions
- Number of individuals connected to support networks
- Number of individuals who receive behavioral and mental health services
- Number of individuals who receive intervention services to address immediate safety needs

Is anyone better off?

- Number/percent of individuals who report increased mental health
- Number/percent of individuals who report increased sense of belonging
- Number/percent of individuals who report increased quality of life
- Number/percent of individuals who successfully manage chronic disease/illness
- Number/percent of individuals who demonstrate increased independence

Financial Security

Select a minimum of one indicator from each category below. You may select more than one indicator; however, organizations with approved funding requests will be required to report on all indicators selected in their application.

How much are we doing?

- Number of enrolled in credentialing/certification programs
- Number of individuals receiving case management/coaching for financial stabilization
- Number of individuals who receive emergency shelter and/or transitional housing services
- Number of shelter nights provided

How well are we doing it?

- Number of individuals who complete their HSED/GED
- Number of individuals who complete post-secondary credentials or certifications
- Number of individuals who go from unbanked to banked
- Number of individuals who obtain employment or advance in existing employment
- Number of individuals who do not return to shelter within six months
- Number of individuals successfully connected to key resources

Is anyone better off?

- Number/percent of individuals who report increased confidence in personal finances
- Number/percent of individuals who report increased sense of individual and/or family stability
- Number/percent of individuals increase wages/household income
- Number/percent of individuals who demonstrate ability to practice strong financial management skills by reducing non-mortgage debt
- Number/percent of individuals who demonstrate ability to practice strong financial management skills by increasing credit score
- Number/percent of individuals who maintain employment at three, six, nine or twelve months
- How will you measure progress towards selected indicators?
- Is there any additional information you would like the review committee to consider?
- I will submit a complete and detailed Special Opportunity Fund budget that includes quantities, unit costs and calculations. The budget template is available at UnitedWayRacine.org/SOF. (see Appendix A). Other budget formats will not be accepted.

Reporting Questions

- Organization name
- Project/program name
- Executive director/CEO name
- Name and email address of person completing report
- Describe any deviance from proposed activities to actual activities.
- For progress reports only: Are you on track to your proposed timeline? If no, please explain.
- Number of unduplicated individuals served to date by this program/project
- Demographics of individuals served (see Appendix B for demographic categories required in report)
- Describe the direct impact the funding had on the individuals served by this project/program.
- Describe any indirect impact the funding had on your clients/participants and/or community.
- For your project/program's focus area, select the indicator(s) you used to measure impact. Enter the number/percentage of participants who achieved that indicator. Refer to your application for the specific indicators you proposed. You must report on all indicators selected in your application
- Provide photo(s) (with media release) that demonstrates the impact of the grant.
- Provide a 2-3 sentence statement of impact that can be used as a stand-alone quote. Include the name and title of the person quoted.
- Provide links to any social media posts, media releases, marketing collateral, etc. related to the project/program.



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- Is there any additional information you would like to report?
- For final reports only: A financial report that documents grant fund expenditures. The financial report should compare proposed to actual expenses, using the original budget template document as the starting point. See Appendix A.

APPENDIX A
United Way of Racine County: Example Budget

| Description of expense | Calculation (Include sources, quantities and unit costs) | Total amount (proposed; in full dollar amounts) | Actual amount expended (to be completed at end of project) |
|------------------------|---|--|---|
| Supply 1 | 10 at 4.99 each | \$50 | |
| Supply 2 | 1 at 279.49 each | \$280 | |
| Class instructor | 3 at 3 hours each at \$13/hour | \$117 | |
| | | \$0 | |
| | | \$0 | |
| | TOTAL | \$447 | |
| | Amount requested from United Way | \$400 | |

United Way of Racine County: Example Financial Report

| Description of expense | Calculation (Include sources, quantities and unit costs) | Total amount (proposed; in full dollar amounts) | Actual amount expended (to be completed at end of project) |
|------------------------|---|---|---|
| Supply 1 | 10 at 4.99 each | \$50 | \$55.79 |
| Supply 2 | 1 at 279.49 each | \$280 | \$273.25 |
| Class instructor | 3 at 3 hours each at \$13/hour | \$117 | \$117 |
| | | \$0 | |
| | | \$0 | |
| | TOTAL | \$447 | \$446.04 |
| | Amount requested from United Way | \$400 | \$400 |

APPENDIX B**Instructions for reporting participant demographics**

- For each demographic category, enter the number of participants. Do not leave any fields blank.
- Enter 0 when appropriate.
- The sum of each demographic category should equal the total number of unduplicated participants TO DATE.
- Declined to share = You made an attempt to collect this information and the participant actively chose not to respond.
- Unknown = You could not collect this information.
- If you have unknown demographic data, include an explanation in the "Additional participant demographic information" box at the end of the demographic section.

Participant demographics

- Briefly describe who is included in the group of participants whose demographics are included in this report. (Who is part of your data set?)
- Total number of unduplicated participants.
- Participant zip code
 - 53108
 - 53126
 - 53177
 - 53402
 - 53403
 - 53404
 - 53405
 - 53406
 - 53105
 - 53139
 - 53167
 - 53182
 - 53185
 - Declined to share zip code
 - Unknown zip code

- Participant age
 - 0-5 years old
 - 6-17 years old
 - 18-44 years old
 - 45-64 years old
 - 65+ years old
 - Declined to share age
 - Unknown age
- Participant race
 - African American/Black
 - American Indian and Alaskan Native
 - Asian
 - Native Hawaiian and other Pacific Islander
 - White
 - Two or more races
 - Other race not listed
 - Declined to share race
 - Unknown race
- Participant ethnicity
 - Hispanic or Latino
 - Not Hispanic or Latino
 - Other ethnicity not listed
 - Declined to share ethnicity
 - Unknown ethnicity
- Participant gender
 - Male
 - Female
 - Transgender
 - Nonbinary
 - Other gender not listed
 - Declined to share gender
 - Unknown gender
- Participant economic status
 - Extremely low-income
 - Very low-income
 - Low-income
 - Other
 - Declined to share income
 - Unknown income

Use the following information to determine participant economic status. Income levels are based on the 2024 Poverty Guidelines for the 48 Contiguous States and the District of Columbia, Federal Register document 87 FR 3315.

| Household annual income/ household size | Extremely low-income Less than 100% of poverty | Very low-income Less than 185% of poverty (Qualifies for Free and Reduced-Price Lunch (FRPL)) | Low-income Less than 250% of poverty | Other Over 250% of poverty |
|--|--|--|--|--------------------------------------|
| 1 | \$15,060 | \$15,060-\$27,861 | \$27,861-\$37,650 | \$37,650 + |
| 2 | \$20,440 | \$20,440-\$37,814 | \$37,814-\$51,100 | \$51,650 + |
| 3 | \$25,820 | \$25,820-\$47,767 | \$47,767-\$64,550 | \$64,550 + |
| 4 | \$31,200 | \$31,200-\$57,720 | \$57,720-\$78,000 | \$78,000 + |
| 5 | \$36,350 | \$36,350-\$67,673 | \$67,673-\$91,450 | \$91,450 + |
| 6 | \$41,960 | \$41,960-\$77,626 | \$77,626-\$104,900 | \$104,900 + |
| 7 | \$47,340 | \$47,340-\$87,579 | \$87,579-\$118,350 | \$118,350 + |
| 8 | \$52,720 | \$52,720-\$97,532 | \$97,532-\$131,800 | \$131,800 + |