



May 11, 2022

## Navajo United Way Application Packet

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Dear Agency Director,

Navajo United Way (NUW) is pleased to announce the availability of grant funding under the Community Care Fund for the 2023 fiscal year. Attached you will find the Application Packet and guidelines for applying. NUW accepts applications from nonprofit organizations, recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code, that provides direct Human, Education, and Health Care Services to the residents of the Navajo Nation within the funding category.

There will be an electronic format of the grant application available to you. Please submit your request for an electronic format to the attention of the Allocations Specialist at [community@navajounitedway.org](mailto:community@navajounitedway.org). The Grant Application is due by Friday, July 29, 2022, **by 4:00 pm**. The completed application may be personally delivered or postmarked on or before the due date. Please be aware NUW will **NOT ACCEPT FAXED OR EMAILED GRANT APPLICATIONS**.

Thank you for your interest in working with Navajo United Way. If you have any questions or concerns regarding the application packet and the fund distribution process, please call our office at (928) 871-6661.

Sincerely,

Laurel Johnson  
Allocations Specialist

cc: Dr. Laura Mike, Executive Director  
file



# APPLICATION FOR FUNDING YEAR 2023

## APPLICATION COVER SHEET

AGENCY NAME \_\_\_\_\_

AGENCY'S EMPLOYER IDENTIFICATION NUMBER (EIN) \_\_\_\_\_

WE ARE APPLYING FOR FUNDING CATEGORY (Check one)

- Elderly/Aged Services
- Family Support and Counseling
- Youth Education and Community Outreach
- Health and Rehabilitation

NAME OF BOARD PRESIDENT (*print*) \_\_\_\_\_

EXECUTIVE DIRECTOR (*print*) \_\_\_\_\_

NAME OF THE PERSON(S) PREPARING APPLICATION (*print*) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
City State Zip

AGENCY PHYSICAL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

WEBSITE \_\_\_\_\_ EMAIL \_\_\_\_\_

### **SIGNATURES OF AGENCY'S BOARD PRESIDENT/CHAIR AND EXECUTIVE DIRECTOR ARE REQUIRED.**

I have reviewed this proposal being submitted:

\_\_\_\_\_  
Agency Board President/Chair (*print and sign*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director/CEO (*print and sign*)

\_\_\_\_\_  
Date

For NUW office use only:  
Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY CARE FUND GRANT 2023**  
**Navajo United Way**

**Introduction**

Navajo United Way will accept proposals from any nonprofit organization, recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code, that provides direct Human, Education, and Health Care Services on the Navajo Nation or that serves the needs of the residents of the Navajo Nation. Navajo United Way encourages organizations in historically underserved, geographic areas to apply. Projects must not duplicate existing services in any geographic area. Rather, projects should respond to unmet needs in local services, demonstrate creative thinking and innovative approaches to service delivery, use volunteers and civic engagement, and demonstrate effective management of resources.

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**GENERAL INFORMATION**

**Questions**

Questions about this RFP can be directed to:

Dr. Laura M. Mike      email: [nuwdirector@navajounitedway.org](mailto:nuwdirector@navajounitedway.org)      928-871-6657  
Laurel Johnson      email: [community@navajounitedway.org](mailto:community@navajounitedway.org)      928-871-6661

**Deadline**

The deadline for submission of the proposal will be **Friday, July 29, 2022 by 4:00 pm. The Proposal can be personally delivered to the Navajo United Way office or postmarked on or before the due date. NUW WILL NOT ACCEPT applications by e-mail or fax.** Applications received after the deadline **will not be considered.**

**Grant Review**

All proposals are reviewed and evaluated by a diverse panel of community volunteers who then make funding recommendations to the Navajo United Way Board of Directors. Volunteers will evaluate the written proposal on key areas of assessment criteria. **The actual amount of awarded grants will depend on the amount Navajo United Way is able to raise during the current annual campaign. Submission of a grant proposal does not guarantee a grant award.**

**Reporting and Evaluation**

All successful applicants will be required to submit quarterly reports and a final report to evaluate their projects against objectives and key performance indicators during and at the conclusion of the funding period. The report template will be emailed to the grantee contact person and dates of when the reports are due.

Since Navajo United Way is a philanthropic organization, we will be contacting all grantees to participate in campaign events scheduled at the discretion of the funders. Grant recipients will be asked to provide material that can be used during the annual campaign events. These items may include Thank You Letters, Posters, Pictures, etc. Please contact our office for questions or concerns.

## **Funding Categories**

Each applicant will be considered on its merits along with all other applications. The amount of funding being sought may exceed available funds. However, all projects cannot be guaranteed full funding, regardless of their merits.

The funding categories are:

- ✓ Elderly/Aged Services
- ✓ Family Support and Counseling
- ✓ Youth Education and Community Outreach
- ✓ Health and Rehabilitation

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## **PROPOSAL INSTRUCTIONS**

### **Formatting**

Applications will be reviewed initially by Navajo United Way staff for compliance with technical requirements. Partners may be required to provide additional information if deemed necessary.

Proposal format requirements:

- Typed, single space on 8.5 x 11” white paper
- Times New Roman or Arial 12-point Font.
- 1-inch margins
- Original printed on one side only
- All pages must be numbered.
- Tabbed sections

### **Assembly**

Assemble the proposal as follows:

- Complete the application cover sheet: *this must be on the front of your proposal*
- Table of Contents
- Section I - Eligibility
- Section II - Agency Information
- Section III - Project Information
- Section IV - Budget
- Section V - Counterterrorism Compliance Certification
- Section VI - Most Recent Audit
- Section VII - Most Recent Balance Sheet
- Section VIII - IRS 501 (c)(3) Determination Letter
- Proposal must be bound with a binder clip, NOT in spiral binders, stapled, or in 3-ring notebooks.
- Do Not add extra documents, promotional items, brochures, or other material and content that is not requested in the proposal.
- Answer each question.

## Submission

- Submit **one (1) original proposal**
- Submissions must contain the organization's name **CLEARLY** marked on the outside of the envelope.
- **Deliver or Mail Proposals (USPS, UPS/FedEx) to:**

By Mail: Navajo United Way  
P.O. Box 309  
Window Rock, AZ 86515-0309

Physical Address: Navajo United Way  
40 Window Rock Loop Road  
Window Rock, AZ 86515-0309

In Person: Navajo United Way Office located east of the US Post Office  
Window Rock, AZ

- Submit by **Friday, July 29, 2022 by 4:00pm**
- **LATE PROPOSAL APPLICATIONS WILL NOT BE ACCEPTED.**

**PROPOSAL**

**Section I ~ Eligibility**

Potential applicants must meet the following eligibility and contract requirements. Please check the appropriate one.

- Yes  No Qualifies under the IRS code as a non-profit 501(c)(3) organization.
- Yes  No Has been in operation for no less than a year.
- Yes  No Has an annual independent audit completed within 18 months by an Independent Certified Public Accountant.
- Yes  No Funding request **DOES NOT** include personnel/salaries and fringe benefits.
- Yes  No Will submit quarterly/final reports and financials by required dates, including annual financial audit report/review and Form 990.
- Yes  No Agrees to attend at least **two** campaigns with Navajo United Way during campaign season, usually from September through December each year.
- Yes  No Agrees to include the Navajo United Way logo and follow United Way brand guidelines on all appropriate materials related to the programs and activities funded by the grant.
- Yes  No Will submit a signed contract with Navajo United Way, if awarded.

If the agency answered “No” to any of the questions above, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section II ~ Organization Information**

- A. State the Mission and/or Vision of the organization.
- B. Provide a brief description of your Organization’s History.
- C. Provide a brief description of the services your organization provides.
- D. Please describe your geographical service area.
- E. Provide demographics of your organization’s primary beneficiaries/clients. (i.e., age, race, income level, gender, etc.)
- F. What are the start and end dates of your fiscal year?
- G. List Each Board Member. If more space is needed, use separate sheet.

Full Name	Title (Board Chair, Vice-Chair, etc.)	Years on Board

H. Employee Information

Number of Employees	Number of Full Time Employees	Number of Part Time Employees	Number of Volunteers	Vacant Position(s) (please list)

**Section III ~ Project Information**

- A. What is the Project Name?
- B. Amount requested for this project?
- C. Who will manage the project?
- D. What is the timeline for implementation and completion of the project?
- E. How many clients/participants will receive services through the project?

- F. How long do you feel the benefits of this project will last in your community?
- G. Provide an abstract of the project. Please include the following:
- a. Describe program activities or the process of how your services work.
  - b. Describe your outreach plans to your potential clients/participants.
  - c. Describe the in-kind support your organization will provide to the project.
  - d. List at least 2 project objectives. What do you want to accomplish with this project?
    - i. 1<sup>st</sup>
    - ii. 2<sup>nd</sup>
    - iii. 3<sup>rd</sup> (Optional)
  - e. How will these objectives be measured? How will you know you accomplished your objectives?
    - i. 1<sup>st</sup>
    - ii. 2<sup>nd</sup>
    - iii. 3<sup>rd</sup> (Optional)
- H. If the project is funded, how do you plan to recognize Navajo United Way? Give examples of how your organization has previously recognized Navajo United Way or other funding sources.

**Section IV ~ Budget**

- A. Provide your proposed budget for this application showing your projected expenses. The budget total should reflect the answer and amount in Section III- question B on page 7.
- B. This budget should only include expenses related to your project. Do not submit your Organization’s Operational Budget.
- C. If the project is not fully funded, describe your organization’s contingency plan.
- D. List any other secured or potential sources of funding to be involved in your project.
- E. The budget should display “Budget Categories,” “Line Items,” and “Requested Funds.” An agency may produce a Budget using word processing or spreadsheet software. Depending on your specific program or project, you may need to include more Budget Categories. The following is only an example.

**EXAMPLE:**

Budget Category	Line Item	Requested Funds
Expense X	“item name”	\$4,000.00
Material Y		\$600.00
Supply Z		\$1,500.00
“list more categories as needed”		
Total		\$ 6,100.00





**COUNTERTERRORISM COMPLIANCE CERTIFICATION**

In compliance with United Way of Worldwide’s Membership Certification requirements and the intent of the USA PATRIOT ACT and other counterterrorism laws, NAVAJO UNITED WAY requests each of its potential and/or funded agencies (“Organization”) certify it is in compliance with the above-mentioned laws and the United Way of Worldwide’s (“UWW”) compliance program.

**ORGANIZATION NAME:** \_\_\_\_\_

<b>Check the Appropriate Box to Indicate Your Compliance with each of the following:</b>	<b>COMPLY</b>	<b>DO NOT COMPLY</b>
This organization is not on any federal terrorism “watch lists” including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.		
This organization does not, will not, and has not knowingly provided financial, technical, in-kind, or other material support of resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.		
This organization does not, will not, and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.		
This organization does not, will not, and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organization.		
This organization does not re-grant to organizations, individuals, programs, and/or projects outside of the United States of America without compliance with IRS guidelines.		
This organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.		
This organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind, or other material support or resources to terrorists and terrorist organizations.		

\*In this form, “material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

**I certify on behalf of the Organization listed above that the foregoing is true.**

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_