UWMC FY18-19 Application Process
Frequently Asked Questions

Letter of Inquiry (LOI)

1. **I wish to receive funding in the same issue area and strategy in which I am currently funded. Do I need to submit an LOI**?
No, you will automatically be invited to apply for whatever strategies and offices you are currently funded in. You would only need to submit an LOI if you are seeking funding for a new issue area, a new strategy, from a new UW regional office or if you are currently funded in Health Access-Primary Care.

2. **I currently receive funding in the Education issue area for the Early Learning Strategy but want to apply for funding for the Middle School Strategy also. Do I need to submit an LOI?** Yes, you need to submit an LOI for just the Middle School Strategy. You will be automatically invited to apply for the Early Learning Strategy in January. The same applies to all issue areas and strategies.

3. **Can I submit an LOI which includes more than one issue area /strategy?**
Yes, your LOI may comprise multiple issue areas/strategies that your agency is not currently funded in. You only need to submit one LOI, regardless of the number of issue areas/strategies for which you would like to be considered.

4. **My organization is currently funded for a program from one UWMC office, but I want to request funds from an additional UWMC office for that program. Do I need to submit an LOI?**
You are required to submit an LOI for any new UW office request. It is important that each UW office understands why the funds are needed and how they would be used in each local territory.

5. **In the LOI, do I need to specify my funding request? If I'm invited to submit an application, will I be able to change the amount requested?**
Yes, please specify your funding request in the LOI, by both UWMC office and issue area/strategy. The LOI will be reviewed with your funding request in mind, but you will have the flexibility to modify your funding request if you are invited to submit an application.

6. **Is the funding request annual, or over 2 years?**
Funding is over a two-year period, but your funding request is annual. For example, if your agency requests $50,000, and UWMC approves your full request, you will receive $50,000 in FY18, and then $50,000 again in FY19.

7. **The LOI indicates a Letter of Support is needed for programs serving Neighborhood Network communities. My program serves one of these communities but we aren't currently part of the Network and therefore don't have a Letter of Support. Can I still apply for funding for my program?** Yes.

The Letter of Support only applies to existing Neighborhood Network partner agencies. If you don't have a letter, when you are asked to select the option that applies to your organization, choose the first option which says: "My organization would like to apply for funding to serve residents of one or more of UWMC's partner communities or other areas within the UWMC footprint."

8. **I am an existing Neighborhood Network partner agency and I have a Letter of Support from the Lead Agency for my request**. **How do I determine which funding request option applies to me?** If you are requesting funds to serve residents of just Neighborhood Network communities, choose Option 2. If you wish to request funds to serve these communities as well as non-Neighborhood Network communities, choose Option 3.

LOI Pre-Registration

1. **Why do I need to pre-register to submit an LOI?**
   The LOI process will be conducted electronically through Apricot, UWMC's funding database. UWMC will not accept a hard copy or emailed LOI. To submit a LOI, you must have an Apricot user name and password and be authorized to access the specific LOI forms. The pre-registration process will ensure you have the appropriate access when the LOI period opens.

2. **How do I pre-register?**
   Visit our pre-registration website at: http://agencies.uw-mc.org/loi-prequalification-1/ and answer the pre-registration questionnaire by October 12, 2016. You will then receive an Apricot username and password. When the LOI opens, you will receive an email notifying you to use your Apricot sign-on to access the LOI forms.

3. **I already have an Apricot user name and password. Do I still need to pre-register?**
   Yes. Pre-registration is required to obtain access to the appropriate forms. If you don't pre-register, your Apricot user name and password will not allow you to submit an LOI. UWMC will not accept a hard copy or emailed LOI. Pre-registration is expedited for those who already have Apricot sign-on details.

4. **I don't know if I have an Apricot user name and password or don't remember mine. How do I check this?**
   Visit our pre-registration website at: http://agencies.uw-mc.org/loi-prequalification-1/ and when prompted about a user name and password, check the "unsure" option. After completing the questionnaire, you will receive information about your new or existing Apricot user name and password and access to the LOI forms when the LOI period opens.

Alignment and Eligibility

1. **To be eligible for funding, must my organization have 501(c) 3 status?**
   Yes, your organization must be exempt from federal income tax as a 501(c) 3 and in compliance with regulations and requirements of the Illinois Charitable Trust Act, Illinois Solicitations Act and Internal Revenue Code. For a list of basic funding criteria, please see Section II. B 1 of the Grant Guidelines.

2. **Does the UWMC accept applications from organizations that have a fiscal agent?**
   Yes, we will accept applications from organizations that have a fiscal agent. In such cases, the fiscal agent must meet the eligibility criteria and will be the grant recipient if the grant is awarded.

3. **Are there any funding limits?**
   UWMC will not consider funding requests below $25,000 per agency nor above $500,000. Additionally, we will not consider requests which exceed 30% of an organization's annual budget.

4. **Will UWMC fund agencies not located in designated Partner Communities? What if my office/program is not located in a Partner Community, but our clients are coming from a neighboring Partner Community?**
   UWMC's place-based funding strategy means that most funding in the areas of Education, Income, and Health will go toward agencies with a presence in UWMC's identified Partner Communities (see Appendix A in the Grant Guidelines). UWMC considers where programs are located and/or where clients live when evaluating presence. Safety Net funding is available for both Partner and non-Partner Communities within UWMC's entire geographical footprint.

5. **My agency is not located in a Partner Community, but serves a population that UWMC has identified as 'high barrier.' Am I eligible to submit an LOI?**
   Yes. If your program is specifically designed for one of UWMC's "high barrier" populations, you are eligible for funding even if your agency is not located in a Partner Community. There will be a significantly smaller pool of funded agencies that may not be in these communities but are still important to UWMC. For a complete list of UWMC's high barrier populations, see Section II. B 2 in the Grant Guidelines.

6. **Does UWMC prioritize funding requests that focus on one issue area or requests that cover multiple issue areas?**
   UWMC does not have a preference between multi-issue areas over single-issue area proposals. It is best to submit an LOI based on the issue areas/strategies where your organization's mission and expertise closely aligns with UWMC

priorities. Proposals that are poorly aligned tend to not fare well in a competitive process. Each issue area will be evaluated on its own merits and funded accordingly.

Issue Area Guidance

General

1. **The grant guidance lists Program Examples, Elements of a Successful Program and Favorable Program Elements. What is the difference between these? Do I need to include all of these in my program or follow a specific program model to qualify for funding?** UWMC does not require agencies to follow a specific program model but instead will support programs that follow evidence-informed, promising practices and can report performance indicators in accordance with UWMC's performance measurement frameworks. The Program Examples referenced in each issue area are not required but are included to provide concrete examples of programs that would qualify. The Elements of a Successful Program describe the specific elements that we will look for. Guidance for each issue area notes whether all or just some of the elements are required. Favorable Program Elements are not required but demonstrate potential for greater impact and will be considered as "above and beyond."

Education

1. **How is "middle school" defined?** We define middle school as students in grades 6-8.

2. **What age range must early learning programs cover?** Early learning programs must serve children from 0-age 5. Programs are not required to serve this full age span to be eligible for funding.

3. **Are after-school programs eligible for the Middle School strategy only if they are provided at the school, or can they be provided off school grounds?** Programs can be non-school based, provided there is a close relationship with the schools students attend.

4. **Is Out-of-School Time summer programming allowed under the Middle School strategy?** We do not currently fund standalone summer programming, but we would consider a strong summer program with ties to programming offered during the school year. As with all other programs, reporting on all Middle School indicators will still be required regardless of the length of the program.

5. **Are programs that support parents eligible for funding?** The main focus of the education programs UWMC funds is on children and youth however we recognize the importance of and support the involvement of parents and other family members. Parent programs are not eligible as a standalone program but are eligible if they are provided in conjunction with services to their children.

Health

1. **My agency helps people access primary health care services. Is my program eligible for funding?** The Health Access and Literacy strategy includes programs that help people access and engage with the healthcare system. Access to primary health care services is included in this strategy however, the expectation is that programs also assist people in understanding how to use their health care benefits and assisting them in doing so.

2. **My agency is a subgrantee of UWMC's Navigator grant. How does this fit in?** The Navigator grant is entirely separate from our competitive program funding. If you are *only* receiving UWMC funds through the Navigator grant, you would need to submit an LOI to request an FY18-19 grant from the Community Fund.

Income

1. **My program helps people secure jobs through job training and job placement support. Do we also need to provide financial education to qualify for funding?** While many Income programs offer a variety of support services to job seekers, if you are applying under the Career Pathways strategy, your program is not required to also offer financial education.

2. **Now that Income Supports is not funded directly, can I still receive funding for this work?** Please see the Financial Capability framework for how your Income Supports work might aligns with the Financial Capability strategy.

Safety Net

1. **Out of the four Safety Net strategies (housing, safety from abuse, legal assistance and food access), should my agency select *one* to apply for?** You may select one of these strategies or multiple. It best to submit a proposal based on the tightest alignment with your organization's mission and expertise.

2. **My agency provides services to victims of domestic violence. In addition to a crisis line and safety planning, we also provide temporary shelter and food to domestic violence victims. Should we apply for Safety from Abuse, Housing and Food strategies?** UWMC has streamlined the Safety Net strategies to allow agencies to apply for and report all services provided to abuse victims under one strategy. If you are providing shelter and food to domestic violence victims, you should include those in your request under the Safety from Abuse strategy. You no longer have to apply for these under separate strategies.

3. **My agency operates a homeless shelter and provides meals to shelter guests. Should we apply for Housing for the shelter services and for Food to cover the meals?** No, you can submit your request to house homeless individuals and provide meals to these individuals all under the Housing strategy.