

Request for Letters of Inquiry Community Impact Fund FY18-19 Grants

Purpose:

The Letter of Inquiry is the first step in the UWMC application process. The LOI will serve as a tool to assess an organization's fitness for funding for any programs *not* currently funded by UWMC.

Who must submit an LOI?

Organizations that fall into the following categories must submit a Letter of Inquiry (LOI) to be considered for funding in FY18-19:

- **Agencies that don't currently receive funding from UWMC**
- **Currently funded agencies that are seeking funding for:**
 - A new issue area,
 - A new strategy
 - From a new UWMC regional office
- **Agencies funded in FY16-17 in Health Access - Primary Care.** Because the requirements of our Health Access portfolio has changed, an organization currently funded for Health Access – Primary Care *must* submit an LOI to be considered for funding in FY18-19...

(Please note: Do NOT include currently funded programs other than Health Access - Primary Care in your LOI. You will automatically be invited to submit an application for your other currently funded programs.)

An LOI is not necessary or not applicable for the following:

- **Requests for programs that are currently funded by UWMC** - Any currently funded issue areas/strategies (except for Health Access-Primary Care) should **not** be included in the LOI, since organizations that are currently funded will be automatically invited to submit a formal proposal in January 2017 for their currently funded programs.
- **Requests for funding for new programs** - UWMC will not provide seed funding or fund start up of new programs. The programs for which you are requesting funding must be in operation for at least two years. UWMC grants **may** supplement existing programming or support expansion (e.g., new sites, hours, slots, staff).

Please carefully read the Grant Guidelines in their entirety to assess your organization's eligibility and alignment with UWMC's strategic priorities. Please note that the LOI phase will be extremely competitive and a very small percentage of organizations will be invited to submit a formal proposal.

Deadline for pre-registration and LOI submission:

LOIs will be accepted electronically through our web-based grants management system Apricot for Funders. Hard copies or emailed versions will not be reviewed.

Pre-registration is required in order to submit an LOI via Apricot. Pre-registration will provide you with a username and password, if you don't already have one, and access to the electronic LOI forms when the LOI opens. **Current grantees that plan to submit an LOI but already have an Apricot username still need to pre-register.**

To be considered for FY18-19 funding, you must adhere to the following deadlines:

- Pre-registration – pre-register by visiting our website <http://agencies.uw-mc.org/loi-prequalification-1/> no later than **October 12, 2016**.
- LOI submission – Apricot will open to accept LOIs on **October 24, 2016 at 9:00 am and will close at 5:00 pm on November 18, 2016**. Submissions will not be accepted outside this window.

You will be notified whether you will be invited to submit a proposal on December 16, 2016.

LOI Format and content:

Organizations can submit only **one** LOI in response to this invitation, regardless of the number of UW offices and issue areas. (UWMC has four regional offices: Chicago, West Suburban, North-Northwest Suburban, and South-Southwest Suburban.)

The web-based LOI requires a brief section on your organization (history, mission, program services and total budget - approximately ½ page) as well as the following information for **each** issue area you are requesting funds for:

- Funding amount requested by regional office and strategy
- Site locations by partner community
- Estimated percentage breakdown of clients by community
- Proposed program description (approximately 2 pages per issue area) which:
 - Notes how long the program for which funds are requested has been in existence;
 - Provides a brief description of the clients served
 - Illustrates how your program's goals and objectives align with those of UWMC's Strong Neighborhoods and issue area framework;
 - Describes the evidence-informed and promising practices your program is based on and how your program operates;
 - Describes how you evaluate your program and identifies the performance indicators you do or will begin to track, if funded; and
 - Demonstrates how your organization collaborates with other community providers to integrate or link client services.

If your proposed program will serve residents in one or more of UWMC's ten Neighborhood Network communities (See Section II. B 4 of the grant guidelines for a list of these communities) your LOI **must** also:

- Specify the amount of funding requested for, the strategies to be implemented in, and the projected percentage of your clients that reside in the Neighborhood Network community separately from other Partner Communities;
- Describes how your program aligns with the Common Agenda established by the Neighborhood Network; and
- Include a Letter of Support from the Steering Committee of the Neighborhood Network

Please note: organizations that receive funding for programs serving residents of Neighborhood Network communities will be required to track and report indicators and outcomes for these communities separately from other Partner Communities.

LOI Resources and technical assistance

Our website offers the following resources which will provide you with details regarding our application process and requirements and will help you assess your organization's eligibility and alignment with UWMC's strategic priorities:

- Grant Guidelines
- Frequently Asked Questions
- LOI webinar instructions

In the event that you have questions that aren't answered in the above resources or if you would like to speak with a UWMC staff member, please email our Help Desk at communityimpact@uw-mc.org with the nature of your question and we will gladly connect you with the appropriate person from our team.