



**NORTHERN BERKSHIRE UNITED WAY**  
2022 REQUEST FOR PROPOSALS (RFP)  
COMMUNITY NEEDS AND SPECIAL GRANTS

**I. CNSG APPLICATION PROCESS**

This form is to be used to apply for a Community Needs and Special Grant to serve Northern Berkshire residents residing in towns served by Northern Berkshire United Way: Adams, Cheshire, Clarksburg, Florida, North Adams, Savoy, Williamstown and Stamford, VT.

Funds are intended to supplement, not supplant one-time, short-term projects that address current community issues with the goal to impact the community for the better as a result. Collaborations are valued.

Applications may range from \$500-\$1,500. Applicants must be designated as a charitable organization by the IRS and provide their IRS determination letter. Projects that support safety net services, low to moderate income populations and support a diverse, inclusive population that has not been previously funded are given priority. One application per agency. ***If you are unsure if your projects fits the application criteria, please call the United Way office at 413-663-9062.***

Applicants do not need to be member agencies of NBUW but must be designated by the IRS as a charitable organization. Decisions will be announced in June 2022.

**March 9, 2022**

Request for Proposals (RFP) released to Member Agencies, past recipients, social media and media list.

**April 21, 2022**

Completed Grant Applications due to NBUW. All proposals must be emailed as a pdf to [pmessina@nbunitedway.org](mailto:pmessina@nbunitedway.org). Please retain a verification email to ensure your email has been received by NBUW. It will state "Your application has been received" in the subject line.

**May 2022**

Community Needs Special Grants Committee Review Process.

**June 2022**

Slate of recommended grantees announced by Community Needs Special Grants Committee. Check presentations and media opportunities begin.

**II. CNSG APPLICATION QUESTIONS (2 Pages Maximum)**

1. Organization Name and Address
2. Describe your organization's mission.
3. Provide a brief project description and how it fits into your organizations' mission. *If this is not a one-time grant and has been funded previously, describe why this grant application should be considered.*
4. Describe the need for this project, and how it will impact the safety net for low and moderate income populations in the community.
5. Is this project being funded by other sources? Have you applied elsewhere for funds or grants for this project?
6. Describe how this project focuses on populations experiencing disparities impacted by structural and institutional racism?
7. Describe your plan for implementation, including a timeline for each step of the process.
8. What short term and long term impacts do you expect your project will have on the community?
9. Will your project generate community interest, involvement, and/or volunteerism? Will this involve collaboration with other community partners?
10. Describe how you will promote in the press/media that your one time grant is addressing a current community need.

11. Describe how you will visibly recognize NBUW for this funding opportunity.

12. Are you able to modify your project if you receive fewer funds than requested? If so, how would you do so?

**III. PROJECT BUDGET**

You may modify this form or attach your own version to the application.

PROJECT REVENUE	AMOUNT
NBUW Community Needs Grant	\$
Agency Contribution	\$

**Total Revenue**      \$

PROJECT EXPENSES	AMOUNT

**Total Expenses**      \$

**Balance**      \$

**GRANT REVIEW PROCESS**

The CNSG Committee of NBUW reviews community priorities each year with community members and volunteers who understand the needs of the community. The committee will take into account the unique assets and needs in Northern Berkshire and evaluate all applications in conjunction with available funding.

**PROGRAM OUTCOMES**

Northern Berkshire United Way recognizes the importance of collecting and utilizing data to help us in our storytelling efforts to donors and in articulating how the work that you do translates into a valuable return on investment and impact in our communities.

Project Directors Name:

Project Directors Email:

*All applicants will be required to provide basic impact and reporting information on their project. A documentation and reporting form will be provided to the project director and organization executive director when the check is distributed and a due date will be determined based on the timeline of the grant project.*