

**HUMAN SERVICE FUND of Johnson County, Kansas**  
**2022 REQUEST FOR PROPOSAL – SMALL GRANTS POOL**  
**United Community Services of Johnson County, Inc (UCS)**  
**Applications Due: July 8, 2021, 4:00 p.m. to UCS (not postmarked)**  
**9001 W. 110<sup>th</sup> Street, Ste. 100, Overland Park, KS 66210**

**HUMAN SERVICE FUND**

The Human Service Fund (HSF) is a pool of general tax dollars contributed by Johnson County Government and participating cities in Johnson County, Kansas. The fund is managed by United Community Services of Johnson County (UCS) which provides a structured and accountable system that allows nonprofit agencies access to funds from multiple jurisdictions. The HSF is a competitive process that awards grants to nonprofit organizations for operating health and human service programs that promote the self-sufficiency, well-being and/or personal safety of Johnson County residents who live with income at or near the federal poverty level. Funded programs provide pathways and opportunities for building a healthy community where every resident is empowered to reach his/her full potential. Components of the safety net investment that are supported by the HSF are: 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety.

**FUNDING PRIORITIES 2022**

Health and human service programs funded by the Human Service Fund must:

- promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, education/training, work and income supports, or health;
- offer county-wide services or fill a gap which results in county-wide benefit;
- offer equal access to all clients and prospective clients who could benefit from the program;
- deliver measurable outcomes which benefit county residents and, in the long-term, benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.

Priority is given to programs that:

- address emergency aid and shelter, adequate housing, child/adult abuse, child welfare, health, work support services such as childcare and early childhood development, transportation, and job training.
- serve individuals and/or families with income below or near the federal poverty level.
- demonstrate innovation and/or collaboration in program delivery.
- are consistent with an evidence-based program, best practices or promising practices, or replicate a successful model.
- build the capacity of neighborhoods and local jurisdictions to support equity in the social determinants of health.

**SMALL GRANTS POOL**

The Small Grants Pool is new in 2022; up to \$20,000 is anticipated to be awarded in this category in 2022 in grant amounts of <\$5,000. *Potential applicants must contact UCS Director of Resource Allocation, Christina Ashie Guidry, to discuss the program for which funding is requested, how it fits within the funding priorities, the amount of the request, and to review the Small Grant Agency Standards.*

501©(3) organizations with an annual budget of less than \$400,000 serving Johnson County residents may apply. 2020 and 2021 HSF grantees are not eligible for the Small Grants Pool.

Applicants must be seeking a limited amount of funds, <\$5,000, for specific human service programming or projects that fall within HSF priorities. Semiannual check-ins on project outcomes and finances are required. Half of funding will be available after a signed letter of agreement is returned in February 2022 and the

remaining half in two equal installments after a midpoint check in and submission of receipts demonstrating expenditure of funds and then submission of final report and expenses.

A grant review committee comprised of members of the UCS board of directors and community members will review eligible applications. The committee's recommendations will be submitted to the UCS board of directors for ratification, and then to participating jurisdictions, which have the ultimate authority.

### **NOTIFICATION**

Notification of funding recommendations will be made by email to the email address provided in the organization's application. An applicant that deems its funding recommendation may have been affected by a substantial change in circumstances occurring after the date the application was submitted, a mistake of fact, or a procedural defect, may submit a written statement to UCS to that effect. To ensure fairness, if received at UCS offices within one (1) week after UCS emails its funding recommendations to applicants, such statement will be reviewed by UCS.

### **USE OF GRANT FUNDS**

Applications will be accepted for new programs and for expansion or continuation of existing programs. Applications must specifically describe the direct services for which grant support is requested. The HSF will not support advertising, capital campaigns or investments, endowments, fundraising (including events), research (excluding research to evaluate program effectiveness), religious purposes, or grants to individuals.

### **ELIGIBILITY**

- Applicants must deliver direct services to Johnson County residents, be recognized by the IRS under §501(c)(3), provide health and human services programming as their primary mission, and be in good standing in Kansas or Missouri as a nonprofit corporation, i.e. may not be an entity of city or county government.
- Agency must provide most recent IRS form 990, a Board-approved budget, and most recent year-end financial statement. Upon request, the agency may need to provide additional financial information.
- The applicant complies with HSF Small Grant Agency Standards.
- Applicants must have an annual budget of less than \$400,000.
- Applicants must be seeking <\$5,000 for a specific human service program or project to be completed within one year (2022) (or have phases of completion with a phase completed within 2022)
- Applicant attests to compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Human Service Fund.
- Funded program must fit previously noted funding priorities and:
  - primarily serve Johnson County, Kansas residents who live with income at or near federal poverty level. However, programs that do not meet this criterion may still be eligible if the program addresses child/adult abuse, and/or leads to the prevention of poverty, and primarily serves Johnson County residents.
  - track service statistics, including number of individuals and/or households served and units of service provided, and explain how the program or services positively impacts clients and volunteers.
  - benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
- 2020 and 2021 HSF Grantees are not eligible for the Small Grants Pool.
- Only one HSF application may be submitted by an agency; an agency may not submit an application to the Small Grants Pool and the regular HSF fund pool. Applications will not be accepted for both the HSF and Alcohol Tax Fund (ATF), which is managed by Drug and Alcoholism Council, a program of UCS, for the same program during the same funding cycle but may apply for a discrete program. For example, discrete

programs should record expenses separately and may have different purposes or populations and employ distinct strategies and outcomes.

- Applications for substance abuse programs are not accepted and should be directed to the ATF.

## **EVALUATION of APPLICATIONS**

Applications will be evaluated upon extent to which following criteria are met:

### Program Design

- Program has sufficient capacity to deliver services effectively, including financial resources and funding diversity. The program budget is reasonable given proposed activities.
- Program design is clearly explained and needs of client population, including barriers to service, are addressed.
- Program demonstrates innovation and/or collaboration and coordination in delivery of services.
- If the program provides shelter or housing for those experiencing homelessness, the organization participates in the Johnson County Continuum of Care on Homelessness and its coordinated entry system.
- Equal access to program is provided to all clients and prospective clients who could benefit.

### Program Outcomes and Benefit to Local Government

- Program projects number of individuals served and units of service as well as how those services will positively impact clients and volunteers. If this is a continuation or expansion of an existing program, the applicant can demonstrate prior service statistics and outcomes.
- Program benefits local government by avoiding, deferring, or preventing costs that local governments would otherwise have to bear.
- Program addresses one or more of HSF priorities as provided on page 1.

### Proposal Quality

- Proposal is complete and information contained in the proposal is accurate.

### Applicant

- Applicant is neighborhood or community-based; is a new, growing or grassroots organization; and is new to the grant application process or seeking to build grant-writing capacity.

## **AGENCY STANDARDS and DOCUMENTATION**

- Applicants must comply with HSF Small Grants Pool Agency Standards (available at [www.ucsjoco.org](http://www.ucsjoco.org), or from [christinag@ucsjoco.org](mailto:christinag@ucsjoco.org)) by completing the Small Grants Pool Agency Standards form and submitting required documentation as indicated on the form.
- Applicants must provide most recent IRS form 990, 2020 end-of-year financials, and a Board-approved budget for 2021. Upon request, the agency may need to provide additional financial information.

## **GRANT CONDITIONS**

Grantees must sign a Letter of Agreement containing grant conditions that include, but are not limited to:

- Agreement that grant awards are contingent upon financial and program check-ins and reporting. **Program reports must include service statistics – including number of individuals and/or households served and units of service provided, including indicia that individuals served are Johnson County residents.** Jurisdictions will be notified, and HSF grants will be withheld from grantees if reports are not received in a timely manner, or service is not being rendered as stated in the Application. Failure to submit timely reports, without cause, or to comply with the Letter of Agreement, may result in forfeiture of the balance of HSF grant awards.
- Agreement to make available all program and financial records for audits by UCS and participating jurisdictions for five years after completion of the grant term.

- Agreement to acknowledge Johnson County Government and participating cities as funders. (UCS should not be acknowledged as a funder.)
- Affirmation that grantee is in compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities providing resources to the Human Service Fund, and equal access is provided to program.

**2022 GRANT CYCLE TIMELINE**

May 13, 2021	RFP and Application available
May 20, 2021	Virtual Pre-Proposal meeting with UCS
July 8, 2021	Applications due to UCS by 4:00
November 2021	Preliminary notification of funding recommendations to applicants
February 2022	Final notification of awards, Letters of Agreement, and ½ grant payment
July 22, 2022	Semi-annual check-in due
August 2022	¼ Reimbursement sent
January 21, 2023	Annual check-in due
February 2023	Final ¼ reimbursement sent

**HOW TO APPLY**

The 2022 HSF Small Grants RFP and Application will be available May 13, 2021. All Small Grants Pool applicants must contact Christina Ashie Guidry, UCS Director for Resource Allocation, to discuss eligibility. Christina may be reached by phone or email (913.438.4764, [christinag@ucsjoco.org](mailto:christinag@ucsjoco.org)). Applications must be completed and documentation submitted in a timely manner in order to be eligible for consideration.