

# ***Breakthrough Opportunity RFP***

## **Fact Sheet**

- ***Statement of Purpose***

The purpose of Breakthrough Funding is to support innovations, emerging needs, capacity building, and other unique, **one-time**, innovative opportunities that involve community collaborations in alignment with Community Action Plan goals and strategies as related to one of the four Focus Areas.

**Community Action Plan Focus Areas**

1. Preparing Children & Youth for Life success
2. Fostering Financial Stability Leading to Independence
3. Caring For Neighbors In Crisis
4. Building A Safe and Healthy Community

- ***Scope of Work***

Enumerate the specific duties to be performed by the applicant and/or your organization. Include a detailed listing of responsibilities, particularly when sub-contractors are involved.

- ***Outcomes/Indicators and Performance Standards***

Specify measurable outcomes/indicators, minimal performance standards and methods for monitoring performance in addition to the process intended for implementing corrective actions.

- ***Term of Funding***

**Breakthrough Funding is a one time award.** Applicants may apply at multiple times for different “Breakthrough” ideas as long as requirements are being met. **RFP’s for Breakthrough Funding must be received in the office of the United Way of Pitt County by 5:00pm the last working day in May and October.**

- ***Requirements for Proposal Preparation***

Required content, information and supporting documentation include but are not limited to:

- Brief narrative (limited to “one” page)
- Dates of service
- Budget for the project
- IRS 990 Tax Return or 2 years financials
- Outcomes/Indicators & Performance Standards

The attached form, RFP Structure for Application, should be used to aid in the submission of your application for consideration for funding.

- ***Evaluation and Award Process***

All requests must be submitted to the United Way of Pitt County, Director of Community Action Plan (CAP) who will submit them to the CAP Chair(s) for review. All submissions that meet the basic requirements will be forwarded to the appropriate Vision Council for presentation and review. Presentation scheduling will be coordinated by Vision Council leadership. A recommendation will be forwarded to the CAP Cabinet.

The CAP Cabinet will review the Vision Council's recommendations, the request documents and make recommendations for funding to the Board of Trustees based on available funding.

Within 30 days of the conclusion of the Breakthrough Funded Program, the applicant will provide a brief summary that describes the outcomes of the program.

- ***Process Schedule***

Applicants will receive:

- An acknowledgement of receipt for all requests for funding within 5 days from the date the funding request was received by the United Way of Pitt County.
- A letter, within 2 week of the date of the receipt of the funding request outlining if requirements for consideration for Breakthrough Funding have or have not been met.
- A letter of approval or decline of funding no later than 30 days after the letter addressing that the requirements have been met.
- Funding will be disbursed the first week of the month following the final approval. Awards of \$5,000.00 or less will be paid in one payment. Awards greater than \$5,000.00 will be paid in installments. Installment amounts will vary and will be determined by the UWPC Chief Financial Officer.

(Note: Some timeframes may vary depending on the scheduled meeting dates of the committees involved in the Evaluation and Award Process)

- ***Points of contact for future correspondence***

If you have any questions or need additional information you may contact:

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