

**United Way of Gloucester County**  
**Request for Proposals – Addiction Services**  
**Funding Period: July 1, 2019 – June 30, 2020**

This document provides prospective applicants with information in order to determine whether they wish to apply to United Way of Gloucester County (UWGC) for a 2019 special addiction services grant.

***Complete applications must be received by 4:00 pm, Eastern Time, on Tuesday, April 30, 2019.***

**Community Need:**

UWGC issues this Request for Proposal (RFP) as a part of our commitment to improve the condition of our neighbors affected by poverty and limited resources. UWGC’s commitment to investing in targeted strategies that will support local addiction service program(s).

According to New Jersey Substance Abuse Monitoring System, an electronic platform that compiles data from treatment agencies across the state, 2017 treatment admissions in all categories of substance use increased over 2016 both statewide and in Gloucester County (2018 data not yet compiled):

	<b>New Jersey 2017</b>	<b>Gloucester Co. 2017</b>	<b>New Jersey 2016</b>	<b>Gloucester Co. 2016</b>
<b>Alcohol</b>	21,980	769	20,880	621
<b>Heroin</b>	36,917	1,813	33,147	1,484
<b>Other opioids</b>	5,380	389	5,187	346
<b>Cocaine/Crack</b>	4,195	202	3,638	186
<b>Marijuana</b>	10,986	342	10,979	253
<b>Other drugs</b>	3,052	140	2,503	84

According to NJ CARES, the state of New Jersey’s opioid dashboard, Gloucester County data demonstrates an increase in overdose deaths over the last three years:

	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>Overdose Deaths – Gloucester Co.</b>	143	123	88

**Funding Process:**

UWGC is not able to fund all worthwhile applications. Each year, the UWGC Board of Directors determines the amount of grant funds available, based on financial conditions and annual fundraising campaign results. It is the goal of UWGC to fund the strongest proposals based on established evaluation criteria, with heavy emphasis on documented program performance. All applications are scored based on the following:

- Supporting United Way focus areas of Health, Education and Financial Stability
- Strong connection between community need for the program, client population and non-duplication of services with existing programs
- Measurable outcomes
- Program budget that is reasonable and appropriate for the activities required to achieve proposed outcomes
- All funded programs must benefit Gloucester County residence only

*Preference will be given to:*

- Gloucester County based nonprofit organizations classified as an IRS 501©3
  - Agencies headquartered, having physical location(s) within the county and/or having a history of providing Addiction Services to Gloucester County residences.
- Residential Treatment Facilities and inpatient programs

### **Frequently asked questions:**

1. Who can apply for this specific funding application?
  - a. Any 501©3 nonprofit organization that serves Gloucester County residents in the prevention or treatment of addiction services.
2. How is this RFP distributed?
  - a. Through UWGC’s social media, website and to organization’s volunteers.
3. Can my organization submit multiple applications for the 2019 Addiction Service RFP?
  - a. No, only one application per organization is allowed.
4. Are there restrictions on what the requested funds can be used for?
  - a. Please see “prohibited uses” section.
5. Amount of funding allocated for this Addiction Services RFP (2019 Funding Cycle)?
  - a. The Board of Directors of the UWGC has allocated \$50,000 for this RFP.
6. Will this be a renewal funding source?
  - a. No, the program funding is for 1 year, July 2019 – June 2020.
7. How must applications be received by the UWGC?
  - a. Application must be emailed to [donnafanticola@uwgcnj.org](mailto:donnafanticola@uwgcnj.org) in MS Word format & 2 hard copies of the application and required documents must be received by the UWGC prior to the application deadline. No late submission will be accepted.
8. Who decides how application(s) are funded?
  - a. The applications are evaluated by a volunteer Review Panel, made up of a wide range of local academics, retired professionals proficient in health and human services, community leaders and local investors. As UWGC is a community-based fundraising organization, local investors have a significant role in evaluating applications. These individuals receive training on community needs and the process of reviewing funding applications. The Panel’s recommendations are submitted to the Community Impact Cabinet for review and vetting. Final review and approval is the responsibility of the UWGC Board of Directors. All Board-approved funding decisions are final.

### **Key Dates:**

- Tuesday, April 9, 2019 - Addiction Services RFP released to the public
- Tuesday, April 30, 2019 - RFP Submission Deadline, complete application must be received by 4:00 pm
- June 2019 - Grant Awards announced (dependent upon UWGC Board approval)

### **Prohibited Uses**

UWGC will not fund the following items through the 2019 Addiction Service RFP:

- General Operating Expenses
- Capital Campaigns and/or Improvement
- Unproved pilot programs that do not have a history of measured outcomes

### **Submission details**

Applications must be received no later than 4:00 pm, Eastern Time, on April 30, 2019.

Only complete applications will be reviewed. This includes the submission of all required documents as listed on the RFP Application.

Funded application(s) will be required to submit mid-year and year-end outcome reports.

*For questions or more information contact Donna Fanticola, Director of Community Initiatives at [donnafanticola@uwgcnj.org](mailto:donnafanticola@uwgcnj.org) or at (856) 845-4303 x. 13.*



**2019 GRANT REQUEST FOR ADDICTION SERVICES PROGRAM**  
**TO ASSIST GLOUCESTER COUNTY RESIDENTS ONLY**

**REQUEST REQUIRED BY TUESDAY, 4/30/19, 4:00 PM, NO SUBMISSIONS ACCEPTED AFTER THAT DATE & TIME**

**Agency Name:** \_\_\_\_\_ **EIN No.:** \_\_\_\_\_  
**Main Office Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Website:** \_\_\_\_\_  
**Director:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Requested Program Funding Amount (funding not for entire agency) (maximum award \$50,000): \$** \_\_\_\_\_

**This funding is a one-year grant, not renewable.**

**Program Location:** \_\_\_\_\_

**Program Contact Person:** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Request Prepared By:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**STIPULATIONS MUST BE ADHERED TO OR WILL NOT BE REVIEWED:**

**PLEASE BE CONCISE AND KEEP ANSWERS TO THE SPECIFIC PAGE, DO NOT OVERLAP TO THE NEXT PAGE**

**PLEASE SUBMIT IN WORD FORMAT ONLY**

**ALL QUESTIONS MUST BE FULLY ANSWERED AND ONLY SUBMIT REQUIRED DOCUMENTATION**

**QUESTIONS REFER TO A SINGLE LOCAL REQUESTED PROGRAM, NOT THE NATIONAL AGENCY OR ENTIRE LOCAL AGENCY**

**ALL CALCULATIONS MUST BE CONSISTENT, CORRECT AND CLEARLY EXPLAINED**

**UWGC DOES NOT FUND GENERAL OPERATING EXPENSES, CAPITAL CAMPAIGNS OR CAPITAL IMPROVEMENTS**

**FUNDING MUST BE REQUESTED FOR AN EXISTING PROGRAM, NOT A PILOT PROGRAM**

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I affirm that the information provided in this request is complete and accurate. (E-mailed form need not be signed)*













## PROGRAM BUDGET

Use Agency's Budget Year and Identify Specific Dates			
<u>Program</u> Revenue and Expenses	Actual	Estimated	Proposed
	From 7/1/17	From 7/1/2018	From 7/1/19
	Thru 6/30/18	Thru 6/30/2019	Thru 6/30/20
<b><u>Program</u> Support and Revenue (All Sources)</b>			
1. Grant from United Way of Gloucester County			
2. Contributions			
3. Contributions from associated organizations			
4. Received from other United Ways			
5. Fees and grants from government agencies			
6. Membership dues			
7. Program service fees and net incidental revenue			
8. Sale of materials			
9. Investment income			
10. Other Funding			
<b>11. Total <u>Program</u> Support and Revenue</b>			
<b><u>Program</u> Expenses</b>			
12. Salaries			
13. Employee benefits			
14. Payroll taxes			
15. Professional fees			
16. Supplies			
17. Telephone			
18. Postage and shipping			
19. Occupancy			
20. Rental and maintenance of equipment			
21. Printing and publications			
22. Travel			
23. Conferences, conventions, and meetings			
24. Specific assistance to individuals			
25. Membership dues			
26. Awards and grants			
27. Insurance			
28. Special events/ fundraising			
29. Other Expenses			
<b>30. Total <u>Program</u> Expenses</b>			

PLEASE EMAIL THE FOLLOWING WORD DOCUMENT ONLY TO:

[donnafanticola@uwgcnj.org](mailto:donnafanticola@uwgcnj.org)

1. FULLY COMPLETED GRANT REQUEST, DUE 4/30/19, 4:00 PM (need not be signed for email transmittal)
- 

PLEASE MAIL/DELIVER, DUE 4/30/19, 4:00 PM, 2 COPIES OF THE FOLLOWING TO:

Donna Fanticola  
Director of Community Initiatives  
United Way of Gloucester County  
454 Crown Point Road  
Thorofare, NJ 08086

**REQUIRED DOCUMENTATION**

Partner Agencies, who have submitted a 2019 Grant Request, are not required to submit the following documentation.

All other Partner Agencies and non-Partner Agencies must mail two copies with request.

1. FULLY COMPLETED AND SIGNED GRANT REQUEST
2. Board of Directors/Trustees List, with members affiliations, year appointed, title and address, along with the names of the executive personnel
3. Completed and signed Anti-Terrorism compliance certificate
4. Agency Funding Agreement signed, and dated, by the Executive Director and Board Chairperson (A UWGC signed copy will be returned with funding notification.)
5. New Jersey Charitable Registration confirmation, most recent (form CRI 300R from NJ office of the Attorney General showing the Federal ID number and NJ Charity registration number (CH\_))
6. IRS Form 990, most recent
7. Audit and financial statements, most recent

*Each document must be individually stapled, not clipped.*

*Failure to adhere to ALL stipulations, listed on the first page, and transmittal of required documentation will result in your application removed from consideration. NO EXCEPTIONS*

*The only other documentation permitted is specific limited statistical data to support this request.*

4/2/19