

United Way of Racine County Equity Through Technology Fund

Description, Application Questions and Reporting Requirements



Fund Description and Goals

United Way of Racine County's Equity Through Technology Fund invests in projects and programs that aim to increase equitable outcomes and reduce disparities for historically marginalized populations in Racine County through the use of technology.

The fund supports efforts that:

- Create equitable access to technology, information and/or opportunities
- Use technology to mitigate barriers to success

While achieving at least one of the following outcomes:

- Increase in job-readiness skills
- Increase in earning potential through increased knowledge/skills that facilitate access to jobs with higher wages
- Increase in educational attainment (pre-Kindergarten and K-12)
- Increase in access to and utilization of physical and/or mental health services

Through the Equity Through Technology Fund, at least ten organizations will receive funding to serve a combined total of at least 500 Racine County residents. We anticipate the majority of requests will propose enhancements to existing programs, rather than the creation of new efforts. The fund is made possible through the generosity of Microsoft Corporation.

Key Terms

Equity and *historically marginalized population* are key terms related to this funding opportunity. The definitions used for these terms for the purpose of this fund are as follows:

Equity: Creates conditions that allow all to reach their full potential. It is just and fair inclusion. Equity is not equality.

Marginalized populations: Individuals, groups, and communities that have historically and systematically been—and continue to be—denied access to services, resources and power relationships across economic, political, and cultural dimensions because of systemic, durable, and Fund persistent racism, discrimination and other forms of oppression. Historically marginalized populations are disproportionately affected by inequities.

Historically marginalized populations are often identified based on their race, ethnicity, socio-economic status, geography, religion, language, sexual identity, and disability status, and include members of the following groups/communities:

- African American/Black
- Indigenous
- Immigrant or refugee
- Latinx/Hispanic
- LGBTQIA+
- People of color
- Veterans
- Women

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- Seniors
- Individuals with cognitive or physical differences

Fund Eligibility

The fund is available to Racine County-serving nonprofits. To be eligible to apply for funds, organization must meet all of the following criteria:

- Serves residents of Racine County, WI.
- Able to provide (upon request) detailed board-approved budgets and financial reports, including an audit or audited financial statements as required by State of Wisconsin Statute 202.12 (1)(b).
- Has been legally incorporated for at least six months.
- Is tax exempt as described in section 501(c)(3) of the Internal Revenue Code.
- Is governed by a local voluntary board of directors.
- Maintains a policy of non-discrimination and equal opportunity and complies with the Americans with Disabilities Act.
- Is in compliance with all funding agreements, policies and procedures if currently receiving any funds from United Way

Application Guidelines and Timeline

The minimum amount for Equity Through Technology Fund requests is \$1,000. The maximum request amount is \$15,000. Organizations may be granted a maximum of one Equity Through Technology grant. This is a competitive fund and requests that meet requirements are not guaranteed funding. Equity Through Technology funding is available until the available dollars are exhausted. United Way of Racine County reserves the right to adjust the fund structure at any time. We anticipate disbursing all funds before October 31, 2024. Regardless of disbursement date, all projects and funding reports must be completed by December 31, 2024.

Requests submitted on or before the last day of the month will be reviewed by United Way's Community Investment Committee (CIC) the following month. Applications must be submitted online using the form at www.unitedwayracine.org/ETTapplication. Incomplete applications, applications that do not meet the eligibility requirements, and applications with misalignment between the request narrative and request budget will not be considered for funding. Notification of funding will be issued by the end of the month of review. Grantees are required to submit an end-of-funding report within 60 days of the completion of the project/program or by December 31, 2024, whichever comes first. Unused funds and funds that are not used according to the approved project/program plan must be returned to United Way of Racine County.

Application Review

The review process is conducted by United Way staff, board members and Community Investment Committee (CIC) volunteers. The president and CEO is responsible for monitoring expenditures from the Equity Through Technology Fund and reporting them in the monthly financial reports to the board.

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All requests are reviewed and monitored by CIC. Expenditures from the UWRC Equity Through Technology Fund shall be approved as follows:

- Requests up to \$10,000 are approved by the president, board chair, and vice chair-community investment or CIC.
- Requests for more than \$10,000 are approved by CIC and either the United Way executive committee or board of directors.

Non-allowable Expenses

- Funds cannot be used to cover expenses incurred prior to funding notification.
- Funds cannot be used to supplant existing budgeted items (e.g. existing organization dollars already allocated for the project/program/event cannot be displaced by United Way of Racine County Equity Through Technology dollars and reallocated for other organizational expenses).

Budget Requirements

- All fund applicants are required to submit a complete and detailed budget and budget narrative using the budget template available at www.unitedwayracine.org/ETT. Budget details should include product sources, quantities, unit costs and calculations.
 - Allowable budget items include, but are not limited to, hardware, software, accessories, installation fees, warranties and training.
- If the total budget for the project exceeds the amount requested from UWRC, there must be clear documentation of already-secured additional funding sources to cover the difference.
- Requests should demonstrate thorough planning that will result in successful implementation.

Application Questions

Following submission of the application form at www.unitedwayracine.org/ETT, the individual listed as the Primary Contact on the application will receive an auto-generated confirmation email. The Primary Contact must immediately respond to that email with the following attachments:

- Proof of IRS determination of 501(c)3 status
- Completed United Way of Racine County Equity Through Technology Fund Budget Template

Failure to submit the required attachments will render the application ineligible for review.

Eligibility requirements

These questions apply to the applicant organization, or their fiscal agent, if applicable.

At any point, if eligibility screening fails, the organization should not continue the application process.

- Does your organization serve residents of Racine County, WI?
- Is your organization able to provide detailed financial reports and board-approved budgets upon request?
- Has your organization been legally incorporated for at least six months?
- Is your organization tax exempt as described in section 501(c)(3) of the Internal Revenue Code?

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- Are you able to provide an audit or audited financial statements as required by the State of Wisconsin Statute 202.12 (1)(b)?
- Is your organization governed by a voluntary board of directors?
- Does your organization maintain a policy of non-discrimination and equal opportunity, and comply with the Americans with Disabilities Act?
- Can your organization attest to abiding to the Patriot Act Anti-Terrorism Compliance requirements?

Organization information

- Organization legal name, organization name as you'd like it to appear in print, website address, phone, address, city, state, zip code
- Executive director/CEO name, title, email address, phone
- Board president/board chair name, company/affiliation, email address and phone
- Primary contact name, title, email address and phone
- Organization/fiscal agent EIN
- Year incorporated
- Organization logo (if one exists)
- Organization social media handles (if available)
 - Facebook
 - Instagram
 - LinkedIn
 - X (Twitter)
 - TikTok

Fiscal agent information

- Do you have a fiscal agent?
 - If yes, the following information is required.
 - Fiscal agent legal name, executive director/CEO name, email address, phone number, website address, phone number, address, city, state, zip.
- All organizations/fiscal agents must provide proof of IRS determination of 501(c)3 status.

Application questions

- Name of project/program
- Dollar amount requested. *This amount must match the amount requested from United Way on the budget template.
- How many unduplicated individuals will be directly served through this funding?
- Provide a brief description (3-4 sentences) of the program/project. If you only had a minute to explain your program/project to someone, what would you want them to know?
- What is the focus area of the project/program?
 - Increase in job-readiness skills
 - Increase in earning potential through increased knowledge/skills that facilitate access to jobs with higher wages
 - Increase in educational attainment (pre-Kindergarten and K-12)

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- Increase in access to and utilization of physical and/or mental health services
- Who is the primary marginalized population that will directly benefit from this technology?
 - African American/Black
 - Immigrant or refugee
 - Indigenous
 - Individuals with cognitive or physical differences
 - Latinx/Hispanic
 - LGBTQIA+
 - People of color
 - Veterans
 - Women
 - Other not listed
- Describe the technology for which your organization is seeking funding.
- How will the addition of technology support an increase of equity, reduction in disparities, and/or inclusion for that specific marginalized group in Racine County?
- What is the project timeline? Include major milestones.
- For your project/program's focus area, select the indicator(s) you will use to measure impact. For each indicator, describe the activities that support the achievement of the indicator and the anticipated number of participants who will achieve that indicator.
 - Increase in job-readiness skills (choose 4).
 - i. Time management
 - ii. Work ethic
 - iii. Problem solving
 - iv. Critical thinking
 - v. Leadership
 - vi. Personal development
 - vii. Professionalism
 - viii. Decision making
 - ix. Emotional intelligence
 - x. Communication
 - Increase in earning potential through increased knowledge/skills that facilitate access to jobs with higher wages (choose 1).
 - i. Certification completion
 - ii. Credential completion
 - iii. Industry-specific upskilling via hands-on experience
 - iv. Industry-specific upskilling through course completion
 - Increase in educational attainment (pre-Kindergarten and K-12) (choose 1).
 - i. Reading/writing/literacy skills
 - ii. Math/numeracy skills
 - iii. Gross or fine motor skills
 - iv. Critical thinking
 - v. Information, media and technology skills
 - vi. STEAM skills

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- Increase in access to and utilization of physical and/or mental health services (choose 1).
 - i. Acute care
 - ii. Chronic disease management
 - iii. Medication management
 - iv. Physical and/or occupational therapy
 - v. Behavioral health therapy
 - vi. Cognitive therapy
 - vii. Support groups
- How will you measure progress towards indicator achievement?
- Is there any additional information you would like the review committee to consider?
- Budget: Upload a complete and detailed Equity Through Technology fund budget that includes quantities, unit costs and calculations. The budget template is available at www.UnitedWayRacine.org/ETT. Other budget formats will not be required.

Reporting requirements

Grantees are required to submit a report at www.unitedwayracine.org/ETT within 60 days of the completion of the project/program or by December 31, 2024, whichever comes first. Additional reporting requirements may be stipulated in funding agreement. Late and/or incomplete reports will negatively impact the organization's eligibility for future United Way of Racine County funding. Information included in this report will be shared with United Way staff, board and community investment volunteers, and may also be included in United Way reports, media and publications.

- Organization name
- Project/program name
- Executive director/CEO name
- Name and email address of person completing report
- Describe any deviance from proposed activities to actual activities.
- Number of unduplicated individuals that were served by this technology
- Demographics of individuals served (see Appendix A for demographic categories required in report)
- Describe the direct impact the funding had on the individuals served by this project/program.
- Describe any indirect impact the funding had on your clients/participants and/or community.
- For your project/program's focus area, select the indicator(s) you used to measure impact. Enter the number of participants who achieved that indicator.
 - Increase in job-readiness skills (choose 4).
 - Time management
 - Work ethic
 - Problem solving
 - Critical thinking
 - Leadership
 - Personal development
 - Professionalism
 - Decision making

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- Emotional intelligence
 - Communication
- Increase in earning potential through increased knowledge/skills that facilitate access to jobs with higher wages (choose 1).
 - Certification completion
 - Credential completion
 - Industry-specific upskilling via hands-on experience
 - Industry-specific upskilling through course completion
- Increase in educational attainment (pre-Kindergarten and K-12) (choose 1).
 - Reading/writing/literacy skills
 - Math/numeracy skills
 - Gross or fine motor skills
 - Critical thinking
 - Information, media and technology skills
 - STEAM skills
- Increase in access to and utilization of physical and/or mental health services (choose 1).
 - Acute care
 - Chronic disease management
 - Medication management
 - Physical and/or occupational therapy
 - Behavioral health therapy
 - Cognitive therapy
 - Support groups
- Provide a photo(s) (with media release) that demonstrates the impact of the grant.
- Provide a 2-3 sentence statement of impact that can be used as a stand-alone quote. Include the name and title of the person quoted.
- Provide links to any social media posts, media releases, marketing collateral, etc. related to the project/program/event/funded.
- Is there any additional information you would like to report?
- Via email: A financial report that documents grant fund expenditures. The financial report should compare proposed to actual expenses, using the original budget template document as the starting point.

APPENDIX A.

Instructions for reporting participant demographics

- For each demographic category, enter the number of participants. Do not leave any fields blank.
- Enter 0 when appropriate.
- The sum of each demographic category should equal the total number of unduplicated participants.
- Declined to share = You made an attempt to collect this information and the participant actively chose not to respond.
- Unknown = You could not collect this information.
- If you have unknown demographic data, include an explanation in the "Additional participant demographic information" box at the end of the demographic section.

Participant demographics

- Briefly describe who is included in the group of participants whose demographics are included in this report. (Who is part of your data set?)
- Total number of unduplicated participants.
- Participant zip code
 - 53108
 - 53126
 - 53177
 - 53402
 - 53403
 - 53404
 - 53405
 - 53406
 - 53105
 - 53139
 - 53167
 - 53182
 - 53185
 - Declined to share zip code
 - Unknown zip code
- Participant age
 - 0-5 years old
 - 6-17 years old
 - 18-44 years old
 - 45-64 years old
 - 65+ years old
 - Declined to share age
 - Unknown age
- Participant race
 - African American/Black
 - American Indian and Alaskan Native
 - Asian
 - Native Hawaiian and other Pacific Islander
 - White
 - Two or more races
 - Other race not listed
 - Declined to share race
 - Unknown race

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- Participant ethnicity
 - Hispanic or Latino
 - Not Hispanic or Latino
 - Other ethnicity not listed
 - Declined to share ethnicity
 - Unknown ethnicity
- Participant gender
 - Male
 - Female
 - Transgender
 - Nonbinary
 - Other gender not listed
 - Declined to share gender
 - Unknown gender
- Participant economic status

Use the following information to determine participant economic status. Income levels are based on 2022 Poverty Guidelines for the 48 Contiguous States and the District of Columbia, Federal Register document 87 FR 3315.

| HOUSEHOLD ANNUAL INCOME | Extremely low-income | Very low-income | Low-income | Other |
|-------------------------|---------------------------|--|---------------------------|----------------------|
| Household Size: | Less than 100% of poverty | Less than 185% of poverty (Qualifies for Free and Reduced-Price Lunch (FRPL)) | Less than 250% of poverty | Over 250% of poverty |
| 1 | \$13,590 | \$13,591-\$25,141 | \$25,142-\$33,974 | \$33,975+ |
| 2 | \$18,310 | \$18,311-\$33,874 | \$33,875-\$45,774 | \$45,775+ |
| 3 | \$23,030 | \$23,031-\$42,605 | \$42,606-\$57,574 | \$57,575 |
| 4 | \$27,750 | \$27,751-\$51,337 | \$51,338-\$69,374 | \$69,375 |
| 5 | \$32,470 | \$32,471-\$60,069 | \$60,070-\$81,174 | \$81,175+ |
| 6 | \$37,190 | \$37,191-\$68,801 | \$68,802-\$92,974 | \$92,975+ |
| 7 | \$41,910 | \$41,911-\$77,533 | \$77,534-\$104,774 | \$104,775 |
| 8 | \$46,630 | \$46,631-\$86,265 | \$86,266-\$116,574 | \$116,575+ |

- Extremely low-income
- Very low-income
- Low-income
- Other
- Declined to share income
- Unknown income