

## **REQUEST FOR QUALIFICATIONS 2018**

United Way of Whatcom County's request for qualifications (RFQ) is open to non-profits who help families and individuals increase their financial security. Applicants are required to provide information about both the organization and the specific program seeking funding. Applications will be reviewed, and qualifying programs will be invited to submit a detailed proposal for program funding later this spring.

Submit one RFQ for each program seeking United Way funding. **RFQs must be received by 4pm on Friday, Feb. 16, 2018. E-mail materials to [pboyce@unitedwaywhatcom.org](mailto:pboyce@unitedwaywhatcom.org). Include all attachments in digital format.**

### **INSTRUCTIONS FOR THE RFQ FORM**

#### **Coversheet:**

This is basic organizational contact information.

#### **Section A: Agency Information**

We are looking for big picture information in this section. Share your mission and why your organization is the best at what it does. Brag. Explain why you are seeking to work with United Way at this time. We hope it's about more than just money. Link your mission and goals with ours.

#### **Section B: Program Information**

In this section, we are looking for information specific to the program seeking funding. Tell us about the program's activities and people helped. Cite local data on the importance of your issues. We are interested in quantifiable outcomes and expect you to address how you measure the impact of your program. We will consider how your program may complement our current investments.

### **Section C: Funding Priorities**

This section identifies our three new funding priorities and the respective impact tools we are looking to fund in order to address those priorities. Please select the one impact tool your program aligns best with and provide a description of how your program affects the larger funding priority. We have provided an “open” option under each funding priority for any potentially important impact tools your program aligns with that we have not already identified. It’s important you cite evidence that your program can make a difference.

### **Section D: Attachments**

This is a list of the required attachments used to establish eligibility for funding, most of which are documents all non-profits maintain. If you don’t have a stand-alone non-discrimination policy, the language may be included in your by-laws. If you don’t have a financial review by an independent CPA, provide the board-certified year-end financial statements for your organization.