



## 2019 APPLICATION FOR FUNDING Tri-County Kentucky United Way

*Thank you for your interest in applying for funding from the Tri-County Kentucky United Way!*

To be eligible for funding, your organization must be:

- A valid 501(c)3 organization or local school district program.
- Serve individuals in Marion, Nelson and/or Washington Counties.
- Be a health and human service organization providing service in at least one of the following United Way priority areas:
  - Education
  - Financial Stability
  - Health

The deadline for submission of this application is **12:00 noon on November 15<sup>th</sup>, 2018.**

Please **submit two (2) hard copies** of your full application **AND email a full application packet to [director@tricountykyuw.org](mailto:director@tricountykyuw.org).**

**The following must be submitted WITH your completed application packet:**

- Program budget for the program for which you are seeking funding (please use attached form).
- Signed copy of Agency Agreement (please use attached form).
- Anti-terrorism Compliance (please use attached form).
- Most recent agency Financial Statement/Audit/990 (as applicable).
- IRS letter confirming your exempt status under the 501(c)3 status or as a school.
- Current Board roster with designation of officers and affiliations.
- A copy of your Non-Discrimination Policy.
- A success story from program for which you are seeking funding. Please do not use real names.
- Program/Agency brochure.
- Most recent annual report and/or newsletter, if applicable.
- Copy of your registration with Kentucky Secretary of State (available through <https://app.sos.ky.gov/ftsearch/>).

Your full application and attachments will be reviewed by the Allocations Committee. Someone will be contacting you at the end of January 2019 to schedule a meeting to discuss your application and program.

*Thank you for your cooperation!*

## 2019 Application for Funding Tri-County Kentucky United Way

<b>AGENCY INFORMATION</b>	
<b>Full Name of the Organization</b>	Team Up! Family Resource and Youth Services Center
<b>Mailing Address</b>	205 East Muir Avenue
<b>City, State and Zip Code</b>	Bardstown, KY 40004
<b>Agency Phone Number</b>	502-349-7006
<b>Executive Director/CEO Name</b>	Wes Bradley, Superintendent
<b>Email Address</b>	wes.bradley@nelson.kyschools.us
<b>Contact Person for this Application</b>	Katrina Haydon
<b>E-Mail Address</b>	katrina.haydon@nelson.kyschools.us
<b>Phone Number (Local)</b>	502-349-7006
<b>Agency Website</b>	<a href="http://www.nelson.kyschools.us/">http://www.nelson.kyschools.us/</a>
<b>Agency's Mission Statement</b>	<p>The Nelson County School District in partnership with the community will provide diverse and individualized services to inspire, enable, &amp; prepare all students to be responsible successful members of the competitive global society.</p> <p>FRYSC will enhance student's abilities to succeed in school by developing and sustaining partnerships that promote the following:</p> <ul style="list-style-type: none"> <li>● Early learning and successful transition into school</li> <li>● Academic achievement and well-being</li> <li>● Graduation &amp; transition into adult life</li> </ul>
<b>EIN number</b>	61-6001240
<b>What is your IRS designation (ie. 501(c)3, etc.)?</b>	Nelson County Schools is a 501-C-3 organization.
<b>What internal controls are in place to ensure that finances are securely handled (ie. dual signatures, board oversight,</b>	The Family Resource and Youth Services Center operates with an Advisory Council that reviews and monitors the budget and center spending. The Advisory Council meets bi-monthly and approves the yearly budget.

etc.)?	<p>Spending must be approved by the Advisory Council and the FRYSC district contact. All purchase requisitions must be signed and approved by the FRYSC district contact.</p> <p>In addition, the Nelson County Board of Education has systems in place through our Chief Financial Officer to ensure that finances are securely handled and funds are used appropriately.</p>
<b># of people served by your organization overall</b>	The current student population for Nelson County High School is approximately 789. The current student population for Old Kentucky Home Middle School is approximately 352. The current student population for The Academy at Horizons is approximately 57.
<b>Total # of paid agency staff</b>	There are 2 paid staff of the agency. Katrina Haydon is the Coordinator and currently works 40+ hours a week. Stacy Boone is the Assistant Coordinator and works 37.5 hours a week.
<b>Total # of agency volunteers</b>	This is my first year in this position, so I am unsure of the volunteers from previous years; however it is our goal to increase volunteers and provide more opportunities for community engagement.
<b>What volunteer opportunities are available at your organization?</b>	We encourage volunteers to support various opportunities including: social/emotional mentorship, college advising, career exploration, program planning and organization. We also encourage parent and community engagement.
<b>Are you anticipating any volunteer or staff leadership changes at your agency/program in 2019? If so, please explain.</b>	Recently, the NC school district was approved for a reconfiguration of the Family Resource and Youth Services Centers. This reconfiguration will allow the district to hire an additional coordinator and restructure the current centers to allow improved coverage and programming for each school. Currently, I am serving as FRYSC Coordinator for Foster Heights Elementary, Cox's Creek Elementary and Old Kentucky Home Middle schools. In January 2019, I will begin serving as the FRYSC Coordinator for Nelson County High, Old Kentucky Home Middle and the Academy at Horizons schools.

<b>2019 FUNDING REQUEST INFORMATION</b>	
<b>Program Name for which you are seeking funding</b>	The FIRST Program: Success for Potential First Generation College Students
<b>Total Program Budget</b>	\$3000.00

<b>Total Amount Requested for 2019</b>	\$3000.00
<b>Total Amount Received in 2018 for this program</b>	This is a new program so no funding has previously been requested.
<b>Reason for any increase/decrease from prior year</b>	N/A
<b>2019 Request is _100_% of Total 2019 Program Budget</b>	100% of the program budget since the FRYSC total budget is allocated for staff salary, fringe benefits, welfare needs of families, and school needs.
<b>What specifically will TCKY UW funds be used for? Please be specific – ie. supplies, staff, materials, etc.</b>	If awarded this grant, funds will be used to provide additional and intentional support to potential first generation college students with transportation, tutoring, college/university or trade/technical school application fees and orientation fees.
<b>Will any requested TCKY UW dollars be used for matching funds for another grant?</b>	No
<b>If only partial funding can be awarded, how will program be adjusted? Would you be able to implement full proposal by using other funding sources?</b>	If only partial funding can be awarded, we will adjust the programs to meet the needs of the students within the budget constraints as best as possible.

## **PROGRAM INFORMATION**

*Please be concise, but informative, in your application responses.*

### **Please provide a brief description of the program for which you are seeking funding.**

Statistics (later noted) show that potential first generation college students are less likely to attend college and less likely to be successful in college than that of peers whose parents have some college or trade school. Statistics (later noted) also show that first generation college students are typically from lower socio-economic backgrounds. This factors heavily in their exposure and knowledge of post high school opportunities and their success rates either in college/universities or trade/technical schools.

We will work within the schools to identify potential first generation college students and provide them with early opportunities and exposure to colleges/universities and trade/technical schools beginning their freshman year and continuing after high school graduation. Within the education system our focus has been preparing students for post secondary education either through college/universities or trade/technical school. The FIRST program would extend beyond college readiness and focus on college success. How can we best set our students up for college success?

This program will allow quarterly college/university and technical/trade school to provide early exposure to post secondary educational opportunities for identified students. If awarded, funds will be used to provide transportation for these campus visits as well as student meals for the field trip. College/trade school visits often have a financial impact on students and families, this program would remove that barrier for low-income students.

In addition to campus visits, students will be connected with support systems within the potential college/university or trade schools. Higher education institutions provide many student support services that students/families are not aware of. It is the goal of this program to connect students and families to student support services, career services centers and other programs like TRIO at their potential institution. These programs are designed to assist students and families in removing barriers to college success by providing guidance and early interventions.

Statistics (later noted) also indicate that students who are required to take remedial courses in college are less likely to graduate with a degree. Since most first generation college students are from a low socio-economic background, additional tutoring services are not accessible. If awarded, funds will be used to provide a stipend for teachers to provide after-school tutoring specifically to potential first generation college students to decrease the likelihood that remedial courses will be required and to further assist students in general education courses.

If awarded this grant, funds will also be used to offset initial fees assessed to students and families for admission. Funds will also be used to offset fees associated with college orientation programs. These summer programs can provide our first generation students with the skills needed to be successful in college; however, due to the financial burden they are unable to participate in the programs.

Other aspects of this program that will not require specific funding include individual assistance with FAFSA application, connection with Financial Aid Offices at perspective college/university or

technical/trade school and school wide college and trade/technical fairs.

**Which United Way priority area is this program addressing (you can pick more than one)?**

☒ **Education**

☒ **Financial Stability**

☐ **Health**

**Describe the community problem that this program will address. Please include at least one current statistic (with citation) that most profoundly demonstrates the need for your program.** This program will address the education and financial stability in the community by providing students with improved access and success to post secondary educational opportunities. This will lead to enhanced future career and earning potential.

According to the National Center for Education Statistics, [First-Generation and Continuing-Generation College Students: A Comparison of High School and Postsecondary Experiences](#), “46 percent of students who had a parent with a bachelor’s degree and 59 percent who had a parent with a master’s degree or higher had obtained a bachelor’s degree or higher by 2012, compared to 17 percent of students who had parents with no postsecondary education experience (or “first-generation” college students). A larger percentage of first generation college students than continuing-generation students came from lower earning households; that is, households making \$20,000 or less (27 vs. 6 percent) and \$20,001 to \$50,000 (50 vs. 23 percent).” This report also noted that only 20% of first generation college students had obtained a bachelor’s degree compared to 42% of continuing-generation students. According to [CollegeAtlas.org](#), “More than 75% of students who are required to take remedial college classes never graduate.”

**How does this program address the United Way priority area(s) and the community problem?**

The FIRST Program: Success of potential first generation college students program will address both education and financial stability within our community. The key to breaking the cycle of poverty is through education. Providing students and families with post-secondary educational opportunities addresses continued education thus impacting financial stability. The goal of the program will be to remove student and family barriers to higher education opportunities.

**What counties does this program serve?**

☐ **Marion**

☒ **Nelson**

☐ **Washington**

**Please describe the target population/eligibility requirements for this program (ie. age, income level, county of residency, gender, etc.)? What is the client profile of individuals served?** The target population for this program will be potential first generation college students who are between their freshman year of high school and their freshman year of college who live in the Nelson County School District. Although no potential first generation college student will be denied services, priority will be given to students who come from lower socioeconomic backgrounds. This program will be offered to all potential first generation college students without regard to race, religion or gender.

**Please estimate, if possible, the number of clients in this program that are (this is not mandatory):**

- **Employed (any number of hours)**
- **Employed part-time**

- **Employed full-time**
- **Unemployed**
- **Low-income**
- **Grandparent/extended family raising children**
- **Single parent households**
- **Veteran, active-duty military, or military spouse**
- **Senior on fixed income**
- **Disabled adults and seniors**
- **Substance User**
- **Recovering Substance User**
- **Homeless**
- **Immigrant/non-English speaking**
- **Children under the age of 18**
- **At-risk youth**

**Total Number of clients served:**

**Is there a waiting list for the program, and if so, how many are on the waiting list?**

There is no waiting list and there is not anticipation of a future waiting list. Services will be provided regardless of the amount of potential first generation college students.

**Do you charge a fee for services?** No

**How do you collaborate with other local organizations to improve client successes/outcomes?**

Family Resource and Youth Services Center routinely collaborates with other community partners and agencies to provide resources such as guest speakers, activities, student outreach and student/family needs. This program will increase collaboration between the public school system and college/universities and technical/trade schools.

**How is your program different from other programs offering similar services in your community?**

This would actually be one of the first programs of this type offered through the FRYSC Organization for potential first generation college students. Currently, there is not a program in the community that identifies and provides additional support to potential first generation college students.

**How does/will your program identify itself as a United Way Community Partner?** The Nelson County School Family Resource and Youth Services Center has a Facebook page that allows us to promote our programs, events and activities. Our page description indicates that we are a United Way Community Partner. We will also post informational flyers in each school's office that identify us as a United Way Community Partner.

### Output and Outcome Information

It is important for us to know the impact of your program's services so that we can more appropriately tell your story and that of the United Way network (all of our Community Partners). Therefore, please fill in the information below so that we can better understand your impact.

#### Outputs:

	2017	2018	2019 (projected)
# served in this program in Marion County			
# served in this program in Nelson County	N/A	N/A	45 students
# served in this program in Washington Cty			
Total # served in this program			

Please explain any significant changes in number of individuals served/projected to be served. N/A

Please list your current (2018) objectives/outcomes and results from 2017 or 2018 YTD (ie. 75% of your clients will improve their job readiness skills. 2017 or 2018 YTD outcome result = 78%):

1. N/A because this is a new program.

2.

3.

4.

5.

Please provide any additional results, demographics and/or statistics on your program's successes and accomplishments. N/A because this is a new program.

What are the barriers/obstacles that you have experienced in terms of service delivery and/or to your client's success?

**How are services/outcomes for this program currently measured (how do you know if you have achieved your desired results – ie. client surveys, monthly reports, client case notes, follow-up, etc.)?**  
 Since this is a new program, we will begin gathering data from previous academic years to determine the number of first generation college students that did not attend a college/university or trade/technical school. This will give us baseline data to begin accurate measurement in the summer of 2019 and continuing each year respectively. In addition, we will perform pre and post tests to determine the effectiveness of our programming and continuously use that data for program improvement.

**What are your projected objectives/outcomes for 2019 as they relate to United Way's priority area(s) that you chose (Education, Financial Stability and/or Health). Please provide at least three outcomes. Here are some suggestions; feel free to use/add your own projected outcomes:**

**Education** (help children/youth to be successful in school)

1. Improve school Readiness.
  - \_\_\_\_ % of children will achieve developmental milestones.
  - \_\_\_\_ % of children will be proficient on school readiness assessments.
  - \_75\_ % of children/youth who participate in the program will seek post-secondary education. This number will increase as more actual program data is gathered and the program continues. \_\_\_\_\_.
  - \_\_\_\_\_.
2. Improve academic performance.
  - \_\_\_\_ % of students will improve grades.
  - \_\_\_\_ % of students will improve school attendance.
  - \_100\_ % of students who participate in this program will be offered after-school tutoring and 85% will increase their test scores for. \_\_\_\_\_.
  - \_\_\_\_\_.
3. Increase involvement in positive activities.
  - \_\_\_\_ % of students will be engaged in structured after-school activity.
  - \_\_\_\_ % of students will increase involvement in extracurricular activities.
  - \_\_\_\_ % of children will \_\_\_\_\_.
  - \_\_\_\_\_.
4. \_\_\_\_\_.
- \_\_\_\_ % of children will \_\_\_\_\_.
- \_\_\_\_\_.

**Financial Stability** (create pathways to financial stability through employment and education)

1. Improve financial knowledge and management.
  - \_80\_ % of participants will gain financial knowledge about college/university & trade/technical school costs, and student loan and grant options
  - \_\_\_\_ % of participants will improve financial position.
  - \_\_\_\_ % of participants will \_\_\_\_\_.

- \_\_\_\_\_.
2. Improve access to employment and career growth.
    - \_\_\_\_\_% of participants will improve their employment readiness skills.
    - \_\_\_\_\_% of participants will gain employment/maintain employment.
    - \_\_\_\_\_% of participants will \_\_\_\_\_.
    - The program would like to implement a longitudinal study to gather more data from participants in their freshman year of college, sophomore year of college, junior year of college and upon college graduation to analyze and increase effectiveness.
  3. Decrease barriers to education and employment.
    - \_\_\_\_\_% of participants will secure a reliable transportation source.
    - \_\_\_\_\_% of participants will \_\_\_\_\_.
    - \_\_\_\_\_.
  4. Increase access to assistance in time of crisis.
    - \_\_\_\_\_% of clients will no longer be in jeopardy of utility shut-off, eviction, or homelessness.
    - \_\_\_\_\_% of clients will receive legal representation that addresses their issue.
  5. \_\_\_\_\_
    - \_\_\_\_\_% of participants will \_\_\_\_\_.
    - \_\_\_\_\_.

#### **Health** (promoting health, independence and safety)

1. Improve physical and/or mental health.
  - \_\_\_\_\_% of participants will improve their quality of life due to mental health services or medical assistance.
  - \_\_\_\_\_% of clients will become newly enrolled in health insurance, services or benefits.
  - \_\_\_\_\_% of clients will be successfully working towards sobriety.
  - \_\_\_\_\_% of participants will \_\_\_\_\_.
  - \_\_\_\_\_.
2. Increase access to safe housing and independent living.
  - \_\_\_\_\_% of clients will be provided with temporary, safe shelter due to a crisis situation.
  - \_\_\_\_\_% of clients will be transitioned into safe, healthy, affordable housing.
  - \_\_\_\_\_% of older adults or individuals with disabilities will improve quality of life due to services that allow them to live more independently.
  - \_\_\_\_\_% of clients will improve their lives following a disaster.
  - \_\_\_\_\_% of participants will \_\_\_\_\_.
  - \_\_\_\_\_.
3. Improve access to food stability/basic needs.
  - \_\_\_\_\_% of clients will maintain a consistent food supply for themselves/their children.
  - \_\_\_\_\_% of children will be happier/have improved grades due to consistent food supply.
  - \_\_\_\_\_% of clients will receive clothing, hygiene supplies or household goods to improve quality of life.
  - \_\_\_\_\_% of participants will \_\_\_\_\_.
  - \_\_\_\_\_.
4. \_\_\_\_\_

- \_\_\_\_\_% of participants will \_\_\_\_\_.
- \_\_\_\_\_.

### 2019 Program Budget

Please complete the following budget (Income and Expenses) for the program for which you are requesting funding.

2019 Program Budget - Income			
Funding Source	Secured or Anticipated	Dollar Amount	Year of Funding
United Way Grant	Anticipated	\$3000.00	2019
<b>Total Funding</b>		\$3000.00	

2019 Program Budget - Expenses			
Line item	Budget Justification	TCKY United Way Requested Funds	Total Program Budget
Bus Transportation for quarterly college/university or technical/trade school visit. (4 total group visits per year)	Transportation costs for driver and gas	\$1000.00	\$1000.00
Student meal on the college/university or technical/trade school campus for the day of the trip. (4 total visits anticipated 20 students)	Providing student meals (\$8 per meal per student per visit. It is anticipated that approximately 20 students will attend trips. )	\$640.00	\$640.00
Individual transportation in school district vehicle for: *students attending freshman orientation programs at determined	Program will remove the transportation barrier for students and families. Funds will be used to pay for transportation reimbursement for district vehicle to transport	\$500.00	\$500.00

college/university or technical/trade school *student/family transportation to connect with student support services and financial aid departments	students and families. Funds will be utilized based on family needs and until funds are exhausted.		
Teacher stipend for after school tutoring sessions.	The program will offer 20 after school tutoring sessions for students. Teacher stipend is \$25 per session.	\$500.00	\$500.00
Student fees for orientation programs, application fees, and additional fees related to college/university or technical/trade school costs	Funds will be utilized based on the financial needs of the family needs and until funds are exhausted.	\$360.00	\$360.00
<b>Total Expenses</b>		\$3000.00	

**Please provide 2-3 examples of dollar values for your services (ie. \$120 provides food for 1 student on the weekends for a school year). Please use increments of \$5, \$10, \$25, \$50, \$100, \$120, or \$150.**

1. Transportation-Approximately \$250 for four college/university or technical/trade school visits per year. This cost could potentially provide transportation for over 40 students and chaperones.
2. After school tutoring sessions is \$25 per hour for teacher stipend. This cost could potentially provide tutoring services for 15-20 students.

3. \_\_\_\_\_

By participating in the Tri-County Kentucky United Way funding process, the undersigned has carefully read the application and reviewed the information contained in this proposal for accuracy and completeness. You further understand that an incomplete application or failure to provide the information requested, as well as late submission, will render the submission as non-qualifying and ineligible for funding or further consideration in this funding cycle.

The undersigned also understands that this grant submission is for the 2019 calendar year and will have to re-apply through the grant process for future year funding. Furthermore, if TCKYUW funds are granted to you, you will be asked to submit a mid-year report, which tracks your progress towards the outcomes that you have provided. These outcomes also allow TCKYUW to share successes with the public and United Way donors. This report template will be provided to your agency upon receipt of funding and will be due to TCKYUW by July 15<sup>th</sup>, 2019.

The undersigned also understands that if this proposal is funded, failure to meet the proposed objectives or deliver the level of services, or loss of your non-profit status may disqualify the organization from receiving the full award or could disqualify the agency from participating in the following year's funding process. An Agency Agreement (attached) must be signed by authorized personnel within your organization and returned with this application for it to be passed on to the Allocations' Committee for review.

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Board Chairperson/Chief Volunteer

Date

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Executive Director/CEO

Date



**2019 Agency Agreement  
For**

(agency name)

In order to share in the funds raised by the Tri-County Kentucky United Way, our program hereby agrees to:

- A. Cooperate and collaborate with other Agencies to prevent service duplication and promote effective services.
- B. Comply with all conditions and provisions governing supplemental fundraising activities as determined by the Tri-County Kentucky United Way Board of Directors in order to be eligible for **any** United Way funding:
  - a. Agency will make every effort to not conduct solicitations during the TCKY UW Campaign Drive, which is from September 1 through October 30. Agency events are acceptable if this is the best time of the year for your event.
  - b. There is to be no solicitation of a company's employees where payroll deduction campaigns are conducted and no payroll deduction campaigns on behalf of your agency.
- C. Keep complete and accurate records of accounts, which can be open to inspection by a representative of the Tri-County Kentucky United Way, if necessary.
- D. Be willing to submit to the United Way other reasonable information concerning finances, programs, etc. in accordance with the Board of Directors' or Allocation Committee's request.
- E. Ensure that the general public has the same access to services and goods provided by your agency that employees and volunteers of your agency have. No one shall have early access or special access to services and goods. Any special circumstance should be noted in writing and approved by the agency's board of directors and available for public inspection and knowledge upon request.
- F. Notify TCKY United Way, in writing, of any significant changes in the funded program or organizational structure that may affect the delivery of services prior to implementing the proposed changes. This includes, but is not limited to, a change in program philosophy, program model, client, delivery strategy, intended outcomes, indicators and results, etc. If a change does occur, TCKY United Way may ask for a revision to the funded application for further review by the Allocations Committee and Board of Directors.
- G. Submit a mid-year report (to be provided at a later date) of services at 6-months to the TCKY United Way (due July 15<sup>th</sup>, 2019).
- H. Have program information and the amount funded used in printed materials.

If approved for funding, payments will be mailed quarterly, starting on March 30, 2019 and subsequently on June 30, September 30, and December 30, 2019. Quarterly payments will be contingent upon program results and actual receivable unrestricted funds secured by the Tri-County Kentucky United Way.

To insure fiscal and community accountability, I certify that this agency/program:

- Is recognized as exempt from taxation under the IRS Code, as well as from corresponding provisions of other applicable state, local and foreign laws or regulations.
- Will comply with all applicable legal, federal, state, and local operating and reporting requirements (e.g. generally accepted accounting principles, annual audit, 990, etc.).

- Will support the Tri-County Kentucky United Way campaign efforts by assisting with United Way campaign presentations (as requested by the United Way) to discuss the impact of services and the United Way.
- Will indicate that the funded program is supported by the Tr-County Kentucky United Way.

**Agency Name:**

**Program Name:**

**Name of Authorized Person signing this form:**

**Title of Authorized Person:**

**Signature of Authorized Person**

**Date**



**Anti-terrorism Compliance Measures**

In Compliance with the spirit and intent of the USA Patriot Act and other Counter-terrorism laws, the Tri-County Kentucky United Way requires that each agency certify the following:

"I hereby certify, on behalf of  
(agency name), that all Tri-County Kentucky United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders."

**Signature of Authorized Official (required):**

**Print Name:**

**Title:**

**Date:**