



UNITED WAY OF GREATER ST. LOUIS FINANCIAL STABILITY INITIATIVES Spring 2023 ASSET Program for Illinois Nonprofits Grant Application

I. Background

United Way of Greater St. Louis' Financial Stability Initiatives are unique nonprofit funding and partnership opportunities focused on financial education and asset building for low- to moderate-income families. The initiatives are designed to promote family financial-economic mobility and help address systemic economic and racial disparities.

2023 marks the 10th anniversary of the ASSET program, a multi-pronged financial empowerment program targeted to families with children. Originally launched in 2013 with five Head Start service providers, the program has expanded to include additional nonprofits serving low-income families with children and a limited number of single head of household families without children. The ASSET program is designed to help increase financial knowledge, attitudes, and behaviors, with critical information, tools, support, and the opportunity to take action to set and achieve financial goals.

The ASSET program includes financial education as an important foundation but provides additional support to low-income families by combining goal setting, saving, credit building, and financial coaching to help families become more financially stable and reach their goals.

Capacity building is also a key component of the ASSET program. Agency staff participate in train-the-trainer events to learn about personal finance and how to implement financial education training at their organization. In addition, up to five front-line staff can participate in the program to help them increase their knowledge of personal finance and build agency capacity to deliver financial education and asset building services.

II. Program Overview

The ASSET program is operated in collaboration with United Way program staff and external partners. The program includes 5 key components:

- Goal setting
- 10 hours of financial education*
- One-on-one budget and credit counseling
- Financial coaching**
- Savings match of \$300 (to be paid toward a debt or deposited into an education savings account)**

*ASSET financial education classes can be conducted in person, virtually, or hybrid.

**United Way will provide volunteer financial coaches and the savings match.

III. Grant Opportunity

United Way is seeking applications for new and returning grant partners with the capacity and desire to implement this financial empowerment program, either online or in person. Applications are due by **Friday, March 24, 2023, at 11:59 pm**. The online application is available here: <https://uwgsl.tfaforms.net/4603245>.

Nonprofit organizations that serve low-income* families with children in Calhoun, Clinton, Greene, Jersey, Macoupin, Madison, Monroe, Randolph, and St. Clair Counties in Illinois are eligible to apply. These organizations may include social service agencies, Head Starts, or nonprofit childcare centers. Returning ASSET program grantees may submit separate applications for up to two ASSET program grants. (Programs must have different mission focus and client population).

Grantees will receive a program grant of up to **\$5,000** to implement this financial empowerment program for families with children. Eligible families may include people in residential programs or working to reunify with their minor children. No more than 10% of participants may be individuals without minor children.

Organizations will receive \$250 per participant who completes the financial education portion of the program, for up to 20 people (\$5,000 maximum). The number of participants that complete the financial education series determines the final grant amount. For example:

$$\begin{aligned} & \underline{20} \text{ (# participants that complete 10 hours of financial education)} \times \underline{\$250} = \underline{\$5,000} \\ & \underline{7} \text{ (# participants that complete 10 hours of financial education)} \times \underline{\$250} = \underline{\$1,750} \end{aligned}$$

Organizations are encouraged to over-enroll participants in the program to ensure they reach their targeted participation goal. Targeted participation goals can range from 5 to 20 program participants.

The grant funds staff and program supports to help clients overcome obstacles to participation, such as technology needs and financial education incentives, or - for those providing in-person classes - a light dinner, snacks, transportation, and childcare.

Organizations will receive training on:

- How to implement the program model
- How to complete enrollment and program evaluation forms
- Financial education curriculum and supplemental materials
- Reporting, evaluation, and data tracking requirements

In addition to regular participants, up to five (5) front-line (non-managerial) agency staff members can participate in the program. Participating staff complete self-paced, online curriculum modules and receive virtual financial coaching via email/text. While the organization will not receive grant money for staff member participation, staff will be eligible for the savings match.

Program participants will receive:

- 10 hours of free financial education
- Free credit counseling appointment with action plan to improve credit
- Financial coaching (provided by United Way volunteers and staff)
- \$300 savings match (Participants will save \$100 over 4-6 months and will earn a match of \$300)

*Income eligibility for this program is up to 50% of Area Median Income:

# People in family	1	2	3	4	5	6	7	8
Family income	\$33,250	\$38,00	\$42,750	\$47,450	\$51,250	\$55,050	\$58,850	\$62,650

A recording of the Grant Learning Session is available by emailing Financial Stability Initiatives Program Manager Mariah Byrne Sullivan at mariah.byrne@stl.unitedway.org.

IV. Minimum Eligibility Criteria

Organizations that are not funded by United Way must include the following documentation with their application.

- Federal 501(c)(3) Tax Determination Letter
- Illinois Certificate of Corporate Good Standing
- Agency policy for background checks, including child abuse and neglect screenings
- Board of Directors roster
- Most recent Audited Financial Statements including auditor's opinion and footnotes*
- Most recent Management Letter, including any Internal Control Findings, prepared by independent auditor*

*Organizations with total annual budgets under \$300,000 may instead supply unaudited financial statements that include both a balance sheet and an income statement for their last two fiscal years.

V. Responsibilities

The Grantee will:

- Sign Memorandum of Understanding with United Way of Greater St. Louis
- Attend agency program implementation training on Wednesday, April 19, 2023, online, from 9:00 am-12:00 pm
- Market program to the organization's clients
- Identify and recruit participants with at least one financial goal (getting out of debt, buying a home, etc.)
- Host the following classes/events either online or in-person utilizing a modified version of the FDIC Money Smart curriculum:
 - o Week One – Financial Education Class #1 (Budgeting)
 - o Week Two – Financial Education Class #2 (Banking)
 - o Week Three – Financial Education Class #3 (Saving)
 - o Week Four – Financial Education Class #4 (Credit and debt)
 - o Week Five – Financial Education Class #5 (Credit reports)
- The 5-week program segment must be completed by June 30, 2023. Agencies can schedule sessions during April - July based on the needs and schedules of staff and program participants. Participants must complete their savings goal by December 31, 2023.
- Refer participants who complete all Financial Education classes to Budget and Credit Counseling with an approved provider
- Support the program participants through December 31, 2023, by providing encouragement and assistance with participant contact (if phone numbers have changed or communication is lost)
- Participate in program evaluation, including collection of pre-surveys, and pre- and – post tests.

United Way will:

- Provide online staff training
- Provide participant and instructor education materials
- Assist in finding volunteer financial educators and credit counselors
- Administer the financial coaching and matched saving components of the program (May - December 2023)*
- Supply a \$300 savings match for participants who reach their \$100 saving goal

*Note: Participants must complete all Financial Education classes and Budget and Credit Counseling to qualify for the matched savings opportunity. The savings match will be paid to the vendor the participant chooses (i.e., credit card or utility company), not directly to the participant.

VI. Program Evaluation and Data Tracking

Program evaluation will include the collection of:

- Participant Enrollment and Consent Form
- Financial Capability Surveys
- Financial Education Pre-and Post-Tests

Organizations awarded funds will track the following information in an Excel spreadsheet provided by United Way for reporting and program evaluation.

- Track completion of:
 - a. Participant Enrollment and Consent Form
 - b. Savings Plan Agreement
 - c. Financial Capability Survey
 - d. Budget and Credit Counseling appointment
- Financial Education class attendance
- Financial Education pre- and post- test scores

The following reports will be due by Friday, July 31, 2023 (templates will be provided):

- Final Program Narrative Report
- Expense Report

Timeline

Milestone	Date
Application Deadline	Friday, March 24, 2023, 11:59 pm
Final Award Approval and Agency Notification	Monday, April 10, 2023
Agency Training	Wednesday, April 19, 2023 (9:00 am-12:00 pm)
Financial Educator Training	Wednesday, April 26, 2023 (9:00 am-12:00 pm)
Participant Enrollment	April - May 2023
Financial Education Classes & Credit Counseling	May - July 2023
Participant Saving Period	July - December 2023
Final Program and Expense Report Due	Friday, July 31, 2023, 11:59 pm

Instructions

- 1) Agencies interested in applying for funds must complete the online or digital application on Pages 6-7 of this document and email it to Financial Stability Initiatives Program Manager, Mariah Byrne Sullivan, at mariah.byrne@stl.unitedway.org by **Friday, March 24, 2023, at 11:59 pm**. The online application is available here: <https://uwgsl.tfaforms.net/4603245>.
- 2) Organizations that are **not funded by United Way** must provide the documentation described in Section IV – Minimum Eligibility Criteria with their application by Friday, March 24, 2023, at 11:59 pm.
- 3) Grants are for up to \$5,000 to support a class of participants. Agencies are encouraged to over-enroll and/or offer multiple sessions to be more certain of reaching participation goals. A budget and budget narrative must be completed as part of the application.

Funds are to be used to deliver the ASSET program to low-income families with children in connection with a social service agency, Head Start, or non-profit childcare center, in Calhoun, Clinton, Greene, Jersey, Macoupin, Madison, Monroe, Randolph, and St. Clair Counties in Illinois. Returning ASSET program grantees may submit separate applications for up to two ASSET program grants. (Programs must have different mission focus and client population).

- 4) Organizations should hold Wednesday, April 19, 2023 (9:00 am-12:00 pm) for ASSET Agency Training.
- 5) For questions about the ASSET grant program and application process, please contact Financial Stability Initiatives Program Manager Mariah Byrne at mariah.byrne@stl.unitedway.org or 314-539-4028.

United Way of Greater St. Louis Spring 2023 ASSET - Illinois Program Application DEADLINE: Friday, March 24, 2023 at 11:59 pm Complete online at https://uwgsl.tfaforms.net/4603245 .	
Organization Name	
Federal Tax ID Number	
Headquarter Address	
City, State, Zip Code	
Address where program will be delivered (or indicate online)	
City, State, Zip Code	
Website URL	
Executive Director/CEO Name	
Executive Director/CEO Email	
Executive Director/CEO Phone	
Primary Contact Name (if different)	
Primary Contact Title	
Primary Contact Email	
Primary Contact Phone	
Year of Incorporation	
Accreditation Body (if applicable)	
Total Agency Budget	
Total Requested Amount	

SECTION I: AGENCY NARRATIVE

- Are you currently funded as a United Way Safety Net agency?
 - Yes
 - No
- Briefly describe your agency's mission, vision, values, and how this program fits with your strategic goals.
- Has your agency received United Way ASSET grant funding in a past program cycle?
 - Yes
 - No

SECTION II: PROGRAM NARRATIVE

- How many participants do you intend to enroll in the ASSET program? (United Way encourages you to over-enroll participants as it is unlikely all will complete classes.)
- Based on the number of participants you anticipate will **complete the financial education portion** of the program, what grant amount are you requesting?

_____ (# of participants) x \$250 = \$_____ (total amount of grant request, maximum \$5000)
- The ASSET program is meant to primarily target parents/caregivers who have minor children. Please describe the demographics of the population you plan to serve through this program.
- Will you be offering the financial education classes:

- In-person only
- Online only, live
- Online only, recorded
- Online only, using self-paced FDIC modules
- Online and in-person (Please describe) _____

5. What language(s) do you plan to offer the financial education classes in?
6. (Optional) In addition to class participants, up to 5 front-line (non-managerial) staff members may participate in the program. (The organization will not receive grant money for staff members.) How many staff members do you anticipate enrolling, and what are their roles in the agency?
7. Please provide the name(s) and address(es) of the proposed program site(s) and the projected number of participants who will be served at each site (if applicable).
8. How will you market the ASSET program and recruit participants?
9. If you plan to offer live or recorded classes, who will teach your financial education classes? Please note if you will need assistance locating financial education instructors.
10. Do you already provide budgeting and credit counseling to agency participants? If so, who provides the counseling services (Justine Petersen, Prosperity Connection, Community Action Agency, MMI, organization staff, or other)?
11. How will your organization provide support, including reminders and follow-up, to participants throughout the program?
12. You will need to select one staff member to be the ASSET program manager—overseeing participant paperwork, data management, and tracking attendance—for your organization. Provide the credentials and competencies of the staff who will be responsible for managing the program (i.e. resume or paragraph describing applicable background and experience). If the person has not yet been hired, please provide job description.

SECTION III: PROPOSED BUDGET

1. What will the grant funds be used for? Complete the budget template below:

	Proposed ASSET Program Budget
Technology	
Childcare	
Food	
Transportation	
Staff support	
Incentives	
Other: (please describe)	
Grant Total (max \$5000)	

2. Please give a detailed description for how you plan to use the funds (staff support, food, transportation, childcare, financial education materials, technology needs such as hotspots, tablets, etc.). Program funds are intended to cover staff time and to assist participants in overcoming obstacles to participation.