

QUARTERLY DAY OF CARING

Building Stronger Partnerships, Engaging Community

REQUEST FOR PROPOSALS



DESCRIPTION

UWSECT requests proposals to partner on large scale volunteer engagement projects that both increases a partner or member agency's capacity and mobilizes UWSECT volunteers to donate their time while also learning about UWSECT's community partners.

SCOPE OF AWARD

Applicants will identify a one-day event that incorporates a large group of community volunteers across multiple projects at a single site. The projects will address needs such as facility upgrades or improvements that may ultimately impact the organization's capacity to serve and/or provide a more positive experience for participants.

- One application per agency.
- Project funding of up to \$2,500.
- Total of four awardees selected, one for each quarter starting with Aug 2023 through June 2024.
- Two agencies, within the same town, may apply as a single project and host simultaneous Day of Caring events. More details are available at the Bidder's Conference.

PROJECT ELIGIBILITY

- Current United Way of Southeastern Connecticut Partner Program Agency and/or Member Agency of Gemma E. Moran United Way / Labor Food Center.
- Actively engages 30-50 volunteers for a 6-hour, single-day event (including a 1-hour lunch).
- The event may include one single project or multiple projects to keep all volunteers active throughout the day.
- Identify specific projects that can be completed by general volunteers that do not rely on unique skill sets (ie: carpentry).
- Projects may *not* include continual maintenance tasks (ie: lawn mowing, routine cleaning, etc.), normal program operations (ie: leading activities, customer service), or fundraising supports.
- All UWSECT funds must be used for specific project expenses. Applicants may contribute additional funds to achieve a greater project scope if desired, though no match is required.
- Available parking for 30+ vehicles
- Adequate on-site space for all volunteers, agency staff, and UWSECT representatives to meet on event day for initial orientation and lunch.

PROPOSAL GUIDELINES

RFP Released

April 14, 2023

Proposals Due

Friday, June 2, 2023 by 5pm

Project Period

August 2023 - June 2024

Eligible Programs

United Way Partner Programs
or Gemma E. Moran United Way /
Labor Food Center Members
4 Day of Caring Events selected

Project Award

Up to \$2,500 + 30-50 Volunteers

Application Instructions

Online Application in Grant Center
Link will be live at uwsect.org on
May 4th at 10am

For Questions

Scott Umbel, VP of Comm. Impact
(860) 464-3321
scott.umbel@uwsect.org

Bidders Conference

In-Person

Not required, highly recommended
Tues, May 2, 3:30-4:30pm
Thurs, May 4, 9:00-10:00am

[Click to Register](#)

APPLICATION REQUIREMENTS

- Complete the online application linked above via United Way's Grant Center by due date.
- Detailed description of individual projects.
- Event budget
- Address the impact on organization's capacity to serve.
- Bidders Conference is *not* required, though highly recommended.

AWARDED AGENCY'S COMMITMENT

- Support marketing effort that recognizes UWSECT, sponsors, and volunteers.
- Coordination with UWSECT staff to plan each project and ensure all elements are in place for a successful day.
- Agency staff are present and engaged on the day of the event and available to lead individual projects.
- Agency leadership present to welcome volunteers and provide initial orientation to the organization and the Day of Caring event projects.
- Ensure agency programming and Day of Caring do not interfere with one another.

UWSECT'S COMMITMENT

- Manage volunteer recruitment, registration, and communications.
- Support the agency in developing a Day of Caring event plan that includes an agenda, details for each project (equipment needed, number of volunteers, task list), and activity areas for the event.
- Provide a catered lunch, drinks, and snacks.
- Branded Live United T-shirts with sponsor recognition.
- Staff support the day of the event including coordination of volunteers and assistance with projects as needed.
- Development of a marketing plan that recognizes the agency, sponsors, and volunteers.