

Community Foundation Alliance of Calhoun County Positive Youth Development Fund

REQUEST FOR PROPOSAL (RFP)

Grant period: September 1, 2012-August 31, 2013

The intent of this Request for Proposal (RFP) is to accept proposals from youth-serving organizations that provide and/or coordinate gap period programming in Calhoun County. Gap period programs serve young people between the ages of five and eighteen before school, after school, weekends, summer, and/or holidays.

The Community Foundation Alliance of Calhoun County will grant Positive Youth Development (PYD) resources to community collaborations serving Calhoun County residents that provide and/or coordinate gap period programs for five to eighteen year olds.

The Community Foundation Alliance of Calhoun County, a 501(c) (3) charitable organization, operates for the benefit of Calhoun County. Community Foundation Alliance of Calhoun County will administer the grant making process and function as the fiduciary for these PYD resources as well as provide assistance to applicants and evaluation of grantees.

Proposal Criteria:

Positive Youth Development (PYD) funding through the Community Foundation Alliance of Calhoun County is for the overall purpose of ensuring the success of our youth in Calhoun County. Grants will be evaluated based on:

- I.** Proposals that impact youth ages 5 through 18 within Calhoun County will be considered for funding. Proposals should serve primarily Calhoun County residents but may cross counties.
- II.** Organizations applying for Positive Youth Development funds are highly encouraged to establish a youth committee to assist in creating your project proposals. Proposals should include a calendar or chart of events for your project duration.
- III.** Proposals should illustrate and also include actual number of youth served and age of group being served during these times and what days and hours youth are being served in your program.
- IV.** Programs should demonstrate the ability to track the number of served youth by their programs. How many programs are offered?
- V.** Proposals should address sustainability. Describe how valuable this program is to your community?
- VI.** Would your project still go forward if you receive partial funding? How will you maintain the program?
- VII.** Collaboration with other organizations is highly encouraged.

Facilitating the Proposal Process:

- I.** The RFP is available by contacting the CFACC office at:
104 S. Hillsdale Street
Homer, MI 49245
517-568-5222
OR
www.cfa-cc.org/PYDFund.htm
- II.** Technical Assistance will be provided to applicants prior to submission deadline upon request.

- III. **Response Date:** Completed proposals must be postmarked by or delivered to the Community Foundation Alliance of Calhoun County by Friday, April 13, 2012. Questions related to any part of the RFP should be directed to the Community Foundation Alliance of Calhoun County office by calling 517-568-5222 or alliance@cfa-cc.org.

Economy of Preparation:

Prepare the information simply and concisely. Do not use bindings, color displays, and/or promotional materials, etc. **One hard copy and one email copy are required and need to include the RFP Application Checklist, Grant Application Cover Sheet, and Grant Budget Form with your request. Applications that are incomplete may not be reviewed.**

Note: If your organization has not received PYD funding in the past, please include legal documentation with original grant hard copy grant application only.

Cost:

The Community Foundation Alliance of Calhoun County is not liable for any cost incurred for submission of information for this project or program.

Proposal Review and Outcomes:

The Grant Review Committee will review the proposal. The Community Foundation Alliance of Calhoun County Board will review the Grant Review Committee's recommendations on June 1, 2011. The Community Foundation Alliance of Calhoun County staff will contact the prospective grantees by letter concerning the outcome after the June 1st board meeting.

Funding Duration:

Grants will be approved for one year.

In order to be eligible for future grant money, grantees **must maintain compliance** with grantor expectations including, but not limited to: The Community Foundation Alliance of Calhoun County review process, submission of semi-annual narrative reports, financial reports, and photographs. Continuation of funding is contingent upon available funding.

Glossary of Terms:

Collaboration: Organizations submit joint proposals for funding to address common issues of organizational capacity and program outreach where they have similar outcomes to accomplish.

Cooperation: Organizations explain the networking and information sharing that is occurring with other similar organizations in their community and include any shared values that the organization has with similar organizations in their community.

General Operating Support: Grant funds to support the ongoing services, mission or goals of an organization.

Outcome: The intended impact or results a program or project is trying to produce.

Project: A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within the grant period. (Note: A successful project may become an ongoing program of the organization.)

Program: An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

**Community Foundation Alliance of Calhoun County
Grant Application Cover Sheet**

Date of Application: _____

Legal Name of Organization Applying: _____
(Should be same as on IRS determination letter as supplied on IRS Form 990)

Executive Director: _____ Phone Number: _____

Contact Person/Title/Phone Number
(if different from Executive Director): _____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ E-mail Address: _____

Year Founded: _____ Current Yearly Budget: \$ _____

Purpose of Grant (one sentence): _____

- 1) Project Start Date: _____ 2) Project Completion Date: _____
3) Total Project Cost: _____ 4) Amount Requested: \$ _____
5) Area Served: _____

List any previous support from the Albion Community Foundation, Athens Area Community Foundation, Battle Creek Community Foundation, Homer Area Community Foundation and/or Marshall Community Foundation pertaining to this project: _____

List any previous support from the W.K. Kellogg Foundation pertaining to this project: _____

List other funding sources for this project: _____

Signature-Chairperson, Board of Directors

Typed Name and Title

Date

Signature-Contact Person

Typed Name and Title

Date



Community Foundation Alliance of Calhoun County Grant Application Format

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response. Responses should be limited to eight pages in length.

A. NARRATIVE

1. Executive Summary: Address proposal criteria

- Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

- Statement of needs/problems to be addressed; description of target population and how youth will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- Who are the other partners in the project and what are their roles?
- Long-term strategies for funding this project at end of grant period.

3. Evaluation

- Plans for evaluation including how success will be defined and measured.
- How evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- Describe the active involvement of constituents in evaluating the program.
- If you receive a PYD grant you will be asked to provide a detailed evaluation plan with your acceptance letter.

4. Budget Narrative/Justification

- Grant budget; use the **Grant Budget Format** that follows, if appropriate.
- On a separate sheet, show how each budget item relates to the project and how the budgeted amount was calculated.
- In the event that we are unable to meet your full request, please indicate priority items in the proposed grant budget.

5. Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

B. ATTACHMENTS

1. Proposal Calendar or Chart of Events

2. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status, if your organization has not received PYD funding in the past.

3. Articles of Incorporation for the State of Michigan, if your organization has not received PYD funding in the past.

4. List of Board of Directors with affiliations.

5. Finances

- Organization's current annual operating budget, including expenses and revenue.
- Most recent annual financial statement (independently audited, if available; if not available, attach Form 990).

6. Letters of support should verify project need and collaboration with other organizations.
(Optional)

7. Annual report, if available.

Community Foundation Alliance of Calhoun County Grant Application Budget Format

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: _____

B. Time period this budget covers: _____

C. **Expenses:** include a *description and the total amount* for each of the following budget categories, in this order:

Salaries	\$ _____	\$ _____	
Payroll Taxes	\$ _____	\$ _____	
Fringe Benefits	\$ _____	\$ _____	
Consultants and Professional Fees	\$ _____	\$ _____	
Insurance	\$ _____	\$ _____	
Travel	\$ _____	\$ _____	
Equipment	\$ _____	\$ _____	
Supplies	\$ _____	\$ _____	
Printing and Copying	\$ _____	\$ _____	
Telephone and Fax	\$ _____	\$ _____	
Postage and Delivery	\$ _____	\$ _____	
Rent	\$ _____	\$ _____	
Utilities	\$ _____	\$ _____	
Maintenance	\$ _____	\$ _____	
Evaluation	\$ _____	\$ _____	
Marketing	\$ _____	\$ _____	
Other (specify)	\$ _____	\$ _____	
Total amount requested	\$ _____	Total project expenses	\$ _____

D. **Revenue:** include a **description and the total amount** for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
2. Earned Income		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
6. Total Revenue	\$ _____	\$ _____

