

2009 Erie Community Foundation Mini-Grant RFP Instructions

This Request for Proposals (RFP) solicits proposals from qualified and interested community organizations for neighborhood projects. Specific activities include:

Community Building

Neighborhood Clean-ups, Block clubs, Planning meetings, volunteer recruitment, publicity/promotions of neighborhood, etc

Recreation

Community festival, sports activities, trips to events

Neighborhood Restoration-

Beautification projects, tool/supplies, etc

Proposals should focus on activities designed to increase community outreach and public safety, and ways for community volunteers and their partners plan to revitalize their communities/neighborhoods through positive activities and supportive services. The proposal summary should address the following areas:

- What are the proposed project activities?
- How will the proposed project support the objectives?
- Who will perform the proposed activities?
- Where and when will the proposed activities occur?
- How will impact of the proposed project be measured?

WHO CAN APPLY? (ELIGIBLE APPLICANTS)

Any duly constituted community organization that serves the City of Erie or Erie County may apply. All projects being proposed by applicants must be nonprofit organizations under the provisions of Section 501(c)(3) of the Federal Internal Revenue Code or comparable provisions. An organization that wishes to submit a proposal, but that is not a nonprofit organization as defined above, may propose to use another organization which meets this definition as its "fiscal agent." **In such cases, however, both the organization proposing the project and the organization acting as fiscal agent must jointly submit the proposal, or the application will be rejected.**

HOW LONG SHOULD A PROPOSED PROJECT LAST?

All proposed activities and/or services **MUST** be completed from **July 1, 2009 to August 31, 2009** after being approved for funding. Failure to do so will result in a loss of such funding. **Funds can not be used for National Night Out events**

HOW MUCH MONEY MAY AN ORGANIZATION APPLY FOR?

Each organization may apply for up to \$500 per submission. Request funding will be determined by total funding available in the areas selected.

REVIEW COMMITTEE PROCEDURES.

Proposals that are received by the deadline will be screened by staff for completeness and for responsiveness. Complete and responsive proposals will be presented to the Review Committee comprised of community volunteers and knowledgeable staff of the Foundation.

The Review Committee will rank proposals based on a point scale, and may make other recommendations regarding the proposed activities. Organizations that have submitted proposals may also be requested by the Review Committee to make brief presentations or to answer questions regarding the proposed activities.

The proposal rankings and recommendations from the Review Committee will form the basis for any further discussions and negotiations with organizations that have proposed projects under the terms of the RFP.

Any activity or service that is funded, in part or in its entirety will be required to make notice of and reference to such support by the project in its written correspondence, marketing, advertising and promotion of the funded activity or service, including the posting of signage at the place of activity supportive of the Erie Community Foundation.

Contract Processes and Invoicing.

Procedures for payment will be explained in the award letter the will be sent to the highest scoring organizations.

NOTE:

Any organization that submits a proposal for consideration should be prepared to give a brief overview and answer any possible questions that the Review Committee may have concerning the proposal. Further details will be provided to you upon complete and successful submission of your proposal.

Organizations that are awarded funds will be required to submit a completed project summary on behalf of The Erie Community Foundation by September 31, 2009 to:

Stef Chatman
Weed and Seed
1401 Wallace Street
Erie, PA 16503

Failure to abide by the terms of the funding will result in the termination of funding immediately. **No exceptions will be accepted**