



University of South Florida Saint Petersburg
Student Philanthropy Board

Notice of Funding Opportunity (NOFO) Request for Proposals (RFP)

Issue Date:	1 March 2010
Title:	Spreading Goodwill in Pinellas and Hillsborough
Issuer:	Spring 2010 Student Philanthropy Board 6, USF St. Petersburg, housed in <i>MMC4420. Research Methods In Mass Communication</i>
Available Funding:	\$5,000

DUE DATE:	5:00pm on Friday, 19 March 2010
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I. Problem Statement

This request for proposals is open only to 501(c) (3) nonprofit organizations operating in Pinellas and Hillsborough counties.

The Spring 2010 USF St. Petersburg Student Philanthropy Board #6 (USFSP SPB #6) requests proposals that will develop programs benefiting at-risk children under the age of 17. The program(s) must focus on education with the purpose of youth development (such as after-school programs, sports programs, extracurricular activities, counseling programs for at-risk children and teenagers, leadership development, etc.)

At-risk individuals (under the age of 17) are defined as individuals who are at risk of developing a learning, emotional, behavioral, social, physical, health problem in the future, as a consequence of physical factors (i.e., health problems) or social and environmental problems (low-income background, exposure to violence and abuse, etc.).

Our decision to focus on programs targeted at children is based on census data and research studies about the well-being of US children. According to recent research, about 73 million children live in the US, and 18 percent came from poverty-stricken homes. Fourteen percent

need special health care. Almost a quarter of 12th graders struggle with drug-related problems. We can't help all 73 million children. But we can make a difference to the boys and girls in our community. We can keep them from becoming another statistic. We can help them reach their full potential, and we would like you to be part of this opportunity.

Priority will be given to programs that can maximize the impact of the \$5,000 award.

The grant provided by the USFSP SPB #6 is Federal funds and it carries all Federal restrictions. See Appendix I (Prohibited Program Activities).

All interested organizations should reply to this NOFO by Friday, March 19, 2010 at 5p.m. Review of initial applications will begin immediately based on evaluation chart outlined in Section VII Evaluation of Applicants. The first round of reviews will result in the selection of 5 finalists with the highest scores closest to the maximum of 100. Announcement of the 5 finalists will be done on Friday, April 2. Once finalists are selected, students will follow up with each finalist for the second and final round of selection.

During this second round, students will conduct the following activities:

An online follow-up questionnaire with each finalist. Students will develop a series of closed- and open-ended questions about the organization's proposed program. The purpose is to help us better understand the implementation, value, impact and benefits of applicant's program. The questions will be posted online and the finalists will be given two weeks to answer the questions. Detailed instructions for answering the questions will be posted online and made public at the time.

After the finalists respond to the online follow questionnaire, students will re-evaluate the 5 finalists on the original criteria. The grant will be awarded to the proposal with the highest score, closest to the maximum score of 100 points. If there are two or more proposals that have the highest equal ranking, students will hold a two-thirds vote upon the issue to make a final decision.

Selection of winner is scheduled for Thursday, April 29, 2010.

- II. Funding. The USFSP SPB#6 will provide one awardee funds up to the \$5000 maximum as allocated by the Lead Learn Serve Grant to fund an educational program benefiting at-risk children under the age of 17. The grant funds provided by the USFSP SPB #6 cannot be used for any other purpose or project other than that outlined in the response to the Request for Proposals.

A. Funding Restrictions:

1. Monies from the sub grant can only be used on the following:
 - a. Training
 - b. Equipment (including computers)
 - c. Supplies
 - d. Consultants or independent contractors not exceeding a rate of \$75.00 per hour.

2. Further Restrictions:
 - a. Grant funds may not be used to supplement or replace salary for a currently employed full-time or part-time staff member.
 - b. For provisions and restrictions placed on applicants by the Lead Learn Serve Coordinating Committee and the Learn and Serve America, see Appendix II (grant provisions).

III. Proposal Requirements

- A. Executive Summary of the program
- B. 1 year plan
 - i. 120 days to implementation of enhancement
 - ii. 365 days to spend all monies
- C. Program goals linked to critical needs
- D. Program activities.
 - i. *Development of enhancement program.* Describe the specific program that will be funded by the grant monies. Specify whether the program is a new initiative or an existing effort. If this is an existing program, include previous assessments and success rates. Most importantly, include the rationale and objectives: How will the program assist with community needs? Why is the program important?
 - ii. *How program will be implemented.* Please explain the program design. What is the program timeline; when did/will the program start, and how long will it last?
 - iii. *What are some expected outcomes and benefits to the community?*
 - iv. *What are 3 major benefits to participants in terms of education and personal development?*
 - v. *What type of skills and knowledge will participants acquire?*
 - vi. *Evaluation plan*
 - vii. *Sustainability plan* – longevity of program
 - viii. *Budget* (for sample budget analysis, see Appendix III). Budget expenditures must focus on these areas:
 - a. Training
 - b. Equipment
 - c. Supplies
 - d. Consultants or Independent Contractors
 Please explain how the money be used, specifically? Attach a budget form and a budget narrative. If funds are to be used for the purchase of supplies, equipment or technology, briefly describe how the purchases will benefit the organization and community. Budget narrative must connect expenditures to critical needs. Grant applications will be evaluated to ensure that proposed budgets are clearly aligned with the activities outlined in the project plan. If there are elements of the budget that do not clearly connect with the project activities, please justify their inclusion in the budget narrative.
- E. Assessment plan and performance measures
 - i. Criteria for success and how that success will be measured
 - ii. Assessment timeline

IV. Qualifications for Applicants. The USFSP SPB #6 will accept proposals from individuals or organizations who are 501(c) (3) tax-exempt organizations. These organizations need either be based in or have primary offices in Pinellas and/or Hillsborough County/Countries. Organizations that have *relative* and *significant* experience in the following areas are especially encouraged to apply:

- A. Coordinating, developing and implementing educational programs with the purpose of youth development and benefiting at-risk children under the age of 17.
- B. Programs that are clearly sustainable beyond the initial enhancement monies.

V. Grant Application: The submitted proposal should not exceed 3,000 words in length, not including budgets, title pages, and a bibliography/works cited. The proposals should be single spaced with one inch margins. The font should be 12 point in Times New Roman. The proposal must be accompanied by documentation showing 501(c) (3) status.

Proposal Deadline: Proposals will only be accepted until Friday, 19 March 2010 at 5:00p.m.

Electronic and paper copies of submissions are required.

- 1. Please send electronic copies to justicec@mail.usf.edu with *Response to Student Board NOFO/RFP #6* in addition to the name of the applicant in the subject header.
- 2. Please mail five (5) paper copies of the proposal to the below listed address.

Charlie Justice
Response to Student Board NOFO/RFP #6
 University of South Florida St. Petersburg
 Attn: Student Philanthropy Board
 Campus Activities Center
 140 7th Ave South
 Saint Petersburg, FL 33701

Questions regarding proposals and processes should be directed to the USFSP SPB #6 in care of (*instructor Dr. Monica Postelnicu Ancu email address pmpostelnicu@mail.usf.edu*). Subject line should read *Inquiry Regarding Student Board #6 NOFO/RFP.*

VI. Award Process Deadline. To the extent possible, the USFSP SPBs will adhere to the following timelines:

26 February 2010	Issuance of NOFO/RFP
19 March 2010 5.00pm	DEADLINE for submittal of applications
5 May 2010 5:00pm	Award Celebration

VII. Evaluation of Applications.

All interested organizations should reply to this NOFO by Friday, March 19, 2010 at 5p.m. Review of initial applications will begin immediately based on evaluation chart outlined below. The first round of reviews will result in the selection of 5 finalists with the highest scores closest to the maximum of 100. Announcement of the 5 finalists will be done on Friday, April 2. Once finalists are selected, students will follow up with each finalist for the second and final round of selection.

During this second round, students will conduct the following activities:

An online follow-up questionnaire with each finalist. Students will develop a series of closed- and open-ended questions about the organization’s proposed program. The purpose is to help us better understand the implementation, value, impact and benefits of applicant’s program. The questions will be posted online and the finalists will be given two weeks to answer the questions. Detailed instructions for answering the questions will be posted online and made public at the time.

After the finalists respond to the online follow questionnaire, students will re-evaluate the 5 finalists on the original criteria. The grant will be awarded to the proposal with the highest score, closest to the maximum score of 100 points. If there are two or more proposals that have the highest equal ranking, students will hold a two-thirds vote upon the issue to make a final decision.

Mandatory Requirements (Must be addressed in Executive Summary)		
501 ©(3) documentation		
Hillsborough/Pinellas Counties		
Program benefiting at-risk children under the age of 17		
The program must focus on <u>education with the purpose of youth development</u> (such as after-school programs, sports programs, extracurricular activities, counseling programs for at-risk children and teenagers, leadership development, etc.)		
Sustainability Plan – longevity of program enhancements		
Evaluation Rubric		
	Points Available	Points Earned
A. Executive Summary of the program	0-5	
B. 1 year plan	0-5	
i. 120 days to implementation of enhancement		
ii. 365 days to spend all monies		
C. Program goals linked to critical needs	0-10	
D. Program activities	0-75	
i. Development of enhancement program		0-10
ii. Implementation of Program. Proposed activities are feasible and can realistically be implemented within required timeline.		0-10
iii. Expected outcomes and benefits to community		0-5
iv. Three major benefits to participants		0-5
v. Skills and knowledge acquired by participants		0-5

vi.	Evaluation plan		0-10	
vii.	Sustainability plan – longevity of program enhancements		0-10	
viii.	Budget (for sample budget analysis worksheet, see Appendix III)		0-10	
a.	Budget expenditures must focus on these areas:			
b.	Training			
c.	Equipment			
d.	Supplies			
e.	Consultants/Independent Contractors			
ix.	Connection between budget narrative expenditures, critical needs, and program activities		0-10	
E.	Assessment plan and performance measures	0-5		
i.	Criteria for success and how that success will be measured			
ii.	Assessment Timeline.			

VIII. Definition of Key Terms.

A. Sustainability

- i. The term sustainability refers to the program's ability to maintain itself beyond that of the initial investment.

Appendix III (Example Budget Worksheet)

Budget Summary	From SPB	Matching	Totals
Training		400	
Equipment		1525	
Supplies			
Consultants		3075	
Totals		\$5,000	

Values in the example budget worksheet are for example only and should not suggest priority funding objectives. Agency priorities may vary.

The Example Budget Worksheet is an editable spreadsheet. Word users can <right>-click or <control>-click on the table to open up a modifiable Microsoft-Excel worksheet. Choose to “edit” the “worksheet object”