



University of South Florida Saint Petersburg
Student Philanthropy Board

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

Issue Date:	26 February 2010
Title:	<i>Fostering Students' Minds in Midtown</i>
Issuer:	Spring 2010 Student Philanthropy Board #8, USF St. Petersburg, housed in JOU 4188.791S10 and MMC 6936.791S10 – Neighborhood News Bureau
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 #8 (USFSP SPB #8) requests proposals that will help foster the development of youth in grades sixth, seventh and eighth through an after school mentoring program for children in financial need. Our ideal program is one that provides transportation from school to the designated location for the mentoring program. Meals should be a part of the program.

The grant provided by the USFSP SPB #8 is Federal funds and it carries all Federal restrictions. See Appendix I (Prohibited Program Activities).

Clinical psychologists refer to middle school age students as “tweens.” Defining characteristics of this age group are physical and emotional due to the developmental happenings of puberty. Students of this age group are more prone to engage in power struggles with parents and teachers as part of their internal changes. This is the age where kids make connections that influence their

later years, whether detrimental or positive. Psychologists suggest that emotionally grounded guidance, in the form of a mentor, can positively affect students, and aid in their further development to becoming a socially responsible and productive member of society. The USFSP PB #8 believes that these principles should be applied to the youth of the Midtown St. Petersburg community and calls for proposals that focus on enhancing mentoring programs that will target only students in sixth, seventh, and eighth grades. Successful applications will enhance existing mentoring programs that provide increased academic success for at-risk students in the Midtown St. Petersburg community. Program activities location should take place in Midtown St. Petersburg.

- II. Funding. The USFSP SPB #8 will provide one awardee funds up to the \$5000 maximum as allocated by the Lead Learn Serve Grant to fund a sustainable mentoring program for youth in grades sixth, seventh and eighth, performed in Midtown St. Petersburg. The grant funds provided by the USFSP SPB #8 cannot be used for any other purpose or project other than that outlined in the response to the Notice of Funding Opportunity 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.
 - e. Mentoring program that takes place in Midtown St. Petersburg.
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
- ii. How program will be implemented
- iii. How will program provide transportation and food
- iv. How will program connect with schools
- v. How will program reach out to middle school children in Midtown St. Petersburg
- vi. Evaluation of 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/Supplies
- c. Consultants or Independent Contractors

E. Assessment plan and performance measures

- i. Includes criteria for success and how that success will be measured
- ii. Includes assessment timeline

IV. Qualifications for Applicants. The USFSP SPB #8 will accept proposals from individuals or organizations that 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. Mentoring program that will directly impact students in the Midtown St. Petersburg area and can be performed from a physical location in Midtown St. Petersburg.
- B. A sustainable program beyond the initial enhancement monies.
- C. Program that will provide transportation and meals to the students.

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 #8* 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#8
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 #8 in care of Loretha Cleveland, email address: lclevela@mail.usf.edu. Subject line should read *Inquiry Regarding Student Board #8 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.

The USFSP SPB #8 will evaluate received proposals based on the criteria listed below. A proposer may receive points per criteria up to the maximum points available (100 total). Once points are tallied, the top three proposals will be invited to our Neighborhood News Bureau location to further discuss program implementation. At the meeting, students will ask questions of each presenter to further clarify administration of proposed program. Each presenter will be given 20 minutes to further explain program facilitation. Written narratives are welcome at this time.

At the end of the presenter sessions students will re-evaluate the top three proposals on the original criteria based on information provided during final presentations. 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, the board 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		
Mentoring Program activities must occur in Midtown, St. Petersburg		
Students in Midtown St. Petersburg grades sixth, seventh and eighth		
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 program		0-10
ii. Implementation of Program		0-10
iii. Transportation and food		0-5
iv. How program connects to schools		0-5
v. How program reaches out to middle school children in Midtown St. Peterburg		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	
d.	Budget expenditures must focus on these areas:			
e.	Training			
f.	Equipment			
g.	Supplies			
h.	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.

B. Midtown, St. Petersburg

- i. Midtown is a geographic area in St. Petersburg, Florida. For information about Midtown, including its geographic boundaries, see <http://www.stpete.org/midtown>.

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”