



University of South Florida Saint Petersburg
Student Philanthropy Board

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

Issue Date:	2/26/2010
Title:	Educating K-12 on the value of environmental stewardship
Issuer:	Spring 2010 Student Philanthropy Board 5, USF St. Petersburg, housed in Environmental Politics and Policy
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 # 5 (USFSP SPB5) requests proposals that will promote environmentally sustainable practices in the Tampa Bay Area. Environmental stewardship includes but is not limited to: Waste reduction, beach cleanups, green remodeling, conservation, recycling, gardening and composting, pollution and litter reduction, and energy conservation. It is our goal to find a deserving organization that will teach students K- 12 how to apply these practices to their everyday lives through science projects, field trips, summer camps, afterschool programs, and/or community involvement.

St Petersburg was the first city in Florida to receive the prestigious Green City designation by the Florida Green Building Coalition. Tampa has also received a Gold Certification for programs they have implemented throughout the city. Although these awards are a great starting point for the area, we feel that this is only the beginning. There is still a large percentage of the public that needs to be educated and informed on how to live a

sustainable lifestyle, and do their part for the environment. The Student Philanthropy Board is committed to raising the level of environmental awareness in the Tampa Bay Area. We hope to accomplish this by funding a program that instills the value of environmental stewardship in students K-12. We hope that this will encourage the youth to continue to build upon the success of our previous accomplishments of Tampa Bay in providing a model for a more sustainable city.

- II. Funding. The USFSP SPB 5 will provide one awardee funds up to the \$5000 maximum as allocated by the Lead Learn Serve Grant to fund environmental stewardship program defined as waste reduction, beach cleanups, green remodeling, conservation, recycling, gardening and composting, pollution and litter reduction, and/or energy conservation. The organization must include education of students in grades K-12.

It is the vision of the Student Philanthropy Board to organize a group of students through leadership and task division. Our purpose is to research local non-profit organizations who meet the criteria declared by the board, to include environmental stewardship defined as waste reduction, beach cleanups, green remodeling, conservation, recycling, gardening and composting, pollution and litter reduction, and energy conservation. The organization must include education of students in grades K-12. We will choose one deserving organization to which we will award \$5,000 from the federal Lead Learn Serve Grant. It is the hope of the Philanthropy Board that these funds will be used to educate the students on why environmental stewardship is important, and to instill a lifestyle among youth in Tampa Bay that will benefit generations to come.

The grant funds provided by the USFSP SPB 5 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 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. A detailed description of how the organization will incorporate environmental stewardship into an educational program.
 - ii. How program will be implemented
 - iii. How the program will reach school age children in grades K-12
 - iv. How the program will teach the public about environmental sustainability. (Examples include waste reduction, beach cleanups, green remodeling, conservation, recycling, gardening and composting, pollution and litter reduction, and/or energy conservation.)
 - v. Evaluation plan
 - vi. Sustainability plan – longevity of program
 - vii. 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
 - viii. 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. Includes criteria for success and how that success will be measured
 - ii. Includes assessment timeline

IV. Qualifications for Applicants. The USFSP SPB 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/Counties. Organizations that have *relative* and *significant* experience in the following areas are especially encouraged to apply:

- A. Programs that can provide a track record of empowering and educating youth in the Tampa Bay Area.
- B. Programs that are clearly sustainable beyond the initial enhancement monies.

V. Grant Application: The submitted proposal should not exceed 4,600 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 # 5* 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 # 5
 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 in care of Joseph Dorsey, Ph.D at dorseyjw@mail.usf.edu. Subject line should read *Inquiry Regarding Student Board 5 NOFO/RFP*.

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

26 February 2010	Issuance of request for proposal
19 March 2010 5.00pm	DEADLINE for submittal of applications
5 May 2010 5:00pm	Award Celebration

VII. Evaluation of Applications.

The USFSP SPB 5 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). 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		
Environmental Educational Program for grades K-12		
Environmentally Sustainable Grant Award		
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. How the program will target school age children in grades K-12		0-5
iv. How the program will teach the public about environmental sustainability. (Examples include waste reduction, beach cleanups, green remodeling, conservation, recycling, gardening and composting, pollution and litter reduction, and/or energy conservation.)		0-10
iii. Evaluation plan		0-10
iv. Sustainability plan – longevity of program enhancements		0-10
v. Budget (for sample budget analysis worksheet, see Appendix III)		0-10
vi. Budget expenditures must focus on these areas:		
Training		
Equipment		
Supplies		
Consultants/Independent Contractors		
vii. Connection between budget narrative expenditures, critical needs, and program activities		0-10
A. 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. The term sustainability refers to the program's ability to maintain itself beyond that of the initial investment.
- B. Environmental Stewardship. The term environmental stewardship is the concept that we are all entrusted with the care and protection of our planet and its resources.

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”