



University of South Florida Saint Petersburg  
Student Philanthropy Board

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

Issue Date:	26 February 2010
Title:	Creative and innovative programs for marginalized populations
Issuer:	Spring 2010 Student Philanthropy Board # 7, USF St. Petersburg, housed in ANT 4495 Methods in Cultural Research
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 # 7 (USFSP SPB 7) requests proposals that will provide community enrichment for marginalized populations that include: the homeless; underserved refugee/migrant populations; and/or underserved K-12 students. Priority will be given to organizations that provide creative and innovative programs that include the following service areas:

- Community Health Services
- Education and Counseling
- Training and Job Placement

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

During the current severe economic downturn, marginalized populations have been particularly impacted in a negative way. Current service provisions for these populations have seen many serious cutbacks within their community programs. Creative and innovative ideas will be necessary to address the needs of these populations in order to continue community enrichment through health services, education and counseling, training and job placement. Priority will be given to organizations that have not received a federal or state grant more than \$100,000 in the past year for the population or service areas provided. Priority will also be given to proposals that address more than one of the service areas or specified populations.

II. Funding. The USFSP SPB will provide one awardee funds up to the \$5000 maximum as allocated by the Lead Learn Serve Grant to fund a creative and innovative program for marginalized populations that include the homeless, underserved refugee/migrant populations, and/or underserved K-12 students. The grant funds provided by the USFSP SPB 7 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 and/or enhancement of service program which addresses one or more of the following: community health services, education and counseling, training and job placement.
  - ii. How program will be implemented in a creative and innovative way
  - iii. Evaluation plan

- iv. Sustainability plan – longevity of program
  - v. 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
  - vi. 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

**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. Priority will be given to organizations that have not received a federal or state grant over \$100,000 in the past year for the population or service areas provided.

Organizations that have *relevant* and *significant* experience in the following service areas are especially encouraged to apply:

- A. Community health services; education and counseling; training and job placement.
- B. Service focus must be on one or more of the following populations: the homeless; underserved refugee/migrant populations; and/or underserved K-12 students
- C. 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](mailto:justicec@mail.usf.edu) with *Response to Student Board NOFO/RFP #7* 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 #7*  
 University of South Florida St. Petersburg

Attn: Student Philanthropy Board  
Campus Activities Center  
140 7<sup>th</sup> Ave South  
Saint Petersburg, FL 33701

Questions regarding proposals and processes should be directed to the USFSP SPB 7 in care of *(instructor Jay Sokolovsky email address [jsoko@earthlink.net](mailto:jsoko@earthlink.net))*. Subject line should read *Inquiry Regarding Student Board #7 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 7 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		
Innovative and creative service provision in one or more of these areas: health services; education and counseling; training and job placement		
Addressing one or more of the following populations: the homeless; underserved refugee/migrant populations; and/no underserved K-12 students		
Sustainability Plan – longevity of program enhancements		
Evaluation Rubric		
	Points Available	Points Earned
A. Executive Summary of the program including recent grant history	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 and/or enhancement of a service program which address one or more of the following: community health services, education and counseling, training and job placement.	0-10	
ii. Implementation of Program	0-10	
iii. Innovative aspects of the program	0-5	
iv. How program will combine key service areas	0-5	
v. How program will impact more than one priority population	0-5	
A. Evaluation plan	0-10	
i. Sustainability plan – longevity of program enhancements	0-10	
ii. 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		
iii. Connection between budget narrative expenditures, critical needs, and program activities	0-10	
B. 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. Marginalized Populations. Marginalized populations or groups which fall into the following categories: the homeless; underserved refugee/migrant populations; and/or underserved K-12 students.

### Appendix III (Example Budget Worksheet)

Budget Summary	From SPB	Matching	Totals
<a href="#">Training</a>		400	
<a href="#">Equipment</a>		1525	
<a href="#">Supplies</a>			
<a href="#">Consultants</a>		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”