



University of South Florida Saint Petersburg
Student Philanthropy Board

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

Issue Date:	26 February 2010
Title:	Community Impact Grant: Stimulating Environmental or Economic Progress to Empower Underserved Communities
Issuer:	Spring 2010 Student Philanthropy Board # 9, USF St. Petersburg, housed in ENC 4260.691S10: Technical Writing
Available Funding:	\$5,000
DUE DATE:	5:00pm on Friday, 19 March 2010

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 Student Philanthropy Board #9 (USFSP SPB#9) aims to assist local nonprofit 501c3 organizations providing unique services that impact more than one critical need in historically underserved communities. The grant provides \$5000 in order to expand an organization’s direct impact on the community. Your proposal will address two or more of the following critical needs: homelessness, poverty, economic development, or environmental concerns (hereafter referred to as "issues of community development") that are relevant to the needs of underserved communities. The applicant must define the areas of critical need and articulate a sustainable program that will address the needs of underserved communities. In our evaluation of proposals--which must facilitate environmental or economic progress and empower the underserved communities of either Pinellas or Hillsborough counties--we are measuring mission, impact, innovation, and unique aspects of program. The applicant must demonstrate how the grant will directly impact the community in a sustainable way while addressing two or more of the aforementioned issues of community development.

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

II. **Funding:** USFSP SPB#9 will award up to \$5000 as allocated by the Lead Learn Serve Grant to one program that facilitates environmental or economic progress and will empower the underserved communities of either Pinellas or Hillsborough counties. The applicant must demonstrate how the grant will directly impact the community in a sustainable way while addressing two or more of the aforementioned issues of community development. **The grant funds provided by USFSP SPB#9 cannot be used for any other purpose or project other than that outlined in the response to the NOFO.**

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. Development and/or enhancement of program that addresses two or more issues of community development (as defined in problem statement), that facilitates environmental or economic progress, and empowers the underserved communities
 - ii. How program will be implemented
 - iii. How program will address two or more areas of community development in terms of the mission and impact of the program
 - iv. How program will speak to two or more of these areas of community development and empower the underserved communities
 - v. The innovative and unique aspects of the program
 - 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
- ix. 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
- F. **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:
 - i. Programs that address a measurable critical need within the community.
 - ii. Programs that are clearly sustainable beyond the initial enhancement monies.

III. **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 #9* 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 # 9
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 Dr. Trey Conner (trey.conner@gmail.com). Subject line should read *Inquiry Regarding Student Board #9 NOFO/RFP*.

IV. **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

V. **Evaluation of Applications.**

The USFSP SPB9 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		
Program that addresses two or more issues of community development (as defined in problem statement), that facilitates environmental or economic progress, and empowers the underserved communities		
Two or more areas of community development		
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	
)(☞ 120 days to implementation of enhancement		
)(☞ 365 days to spend all monies		
C. Program goals linked to critical needs	0-10	
D. Program activities	0-75	
)(☞ Development and/or enhancement of program that addresses two or more issues of community development (as defined in problem statement), that facilitates environmental or economic progress, and empowers the underserved communities		0-10
)(☞ Implementation of Program		0-10
iii. How program will address two or more areas of community development in terms of the mission and impact of the program		0-5
iv. How program will speak to two or more of these areas of community development and empower the underserved communities		0-5
v. The innovative and unique aspects of the program		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.			

VI. Definition of Key Term:

- A. Community:** Individuals joined together by a common element. This includes but is not limited to: geographic, political, religious, ethnic or economic elements.
- B. Community Development:** Providing individuals or groups of people with the tools they need to affect change in their own communities, and thereby their personal lives.
- C. Environment:** For the purpose of this document, environment refers to the natural elements (flora, fauna, geology, ecological atmosphere) found within the specified community.
- D. Economic Underdevelopment:** The economic status of a community that has yet to reach its full potential, symptoms of which include lack of access to job opportunities, health care, drinkable water, food, education and housing.
- E. Underserved Communities:** Communities that lack resources to assist them in economic development.
- F. Poverty:** A condition of living based on income less than an amount deemed to be sufficient to purchase basic needs of food, shelter, clothing, and other essential goods and services.
- G. Homelessness:** Individuals and populations who lack a fixed, regular, and adequate nighttime residence
- H. Sustainability:** The program's ability to maintain operations 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”