

Request for Proposal

Catalog of Federal Domestic Assistance No.: 93.009
Faith- and Community-Based Capacity Building Mini-Grants
--Deadline for Receipt of Proposals is 5 p.m., March 20, 2008--

BACKGROUND

With funding from the U.S. Department of Health and Human Services Compassion Capital Fund, Volunteer Florida Foundation, VFF, will assist faith-based and community organizations which previously have not received competitive federal grants to compete more successfully in the future. VFF's *Compassion Florida* mini-grant program also provides technical assistance and training for grassroots, charitable organizations to help build their capacity to better serve their clientele, communities and constituencies.

In addition to having never received a competitive, federal grant, to be eligible, an organization must have an annual budget of no more than \$500,000, and serve predominantly one or more of the following: the homeless, prisoners reentering the community, children of prisoners, at-risk youth, addicts, elders in need, families in transition from welfare to work and couples who choose marriage. As the Volunteer Florida Foundation, we will encourage strong volunteer participation as we do with all our programs.

Compassion Florida's mini-grants can not provide direct services, but the end result of the program is improved client/constituent service from a better equipped nonprofit organization. The mini-grants can be used by grassroots organizations to improve efficiency, expand their support base, increase leadership skills, and engage in strategic planning, among other opportunities.

Mini-grants are one component of a four-part VFF strategy for building the capacity of Florida faith-based and community organizations. Other components of the plan are a) four regional workshops b) facilitated peer learning groups, called Resource Roundtables, and c) one-on-one technical assistance to Roundtable participants and mini-grant recipients. In accepting a mini-grant, an organization agrees to participate in extensive technical assistance from VFF and partner Florida Institute of Government or their affiliated experts.

THIS GRANT OPPORTUNITY

One of the purposes of the mini-grant is to provide applicants with experience in the process of competing for federal funding and managing federal grants. **Approximately 15 to 22 mini-grants will be awarded in amounts no smaller than \$2,000 and no greater than \$20,000 each.** After the funds have been spent, recipient organizations should be changed in a way, or left with something, that will enable them to better serve those most in need in the next few years.

The Request for Proposals (RFP) for the 2008 *Compassion Florida* mini-grant funding will be posted on the VFF website <http://www.volunteerfloridafoundation.org> as soon as it is available, no later than January 31, 2008

ELIGIBLE ORGANIZATIONS

A faith-based, grassroots or community-based organization in any county of Florida, except Duval and Miami-Dade, which meet all of the following:

- is headquartered in the community primarily served
- has a current operating budget of no more than \$500,000 per year
- has never received a direct federal grant through a competitive process
- has a humanitarian mission, which is defined as alleviating human suffering and addresses the effects of poverty
- is predominantly serving one or more of the following target populations:
 - the homeless
 - prisoners reentering the community
 - children of prisoners
 - at-risk youth
 - addicts
 - elders in need
 - families in transition from welfare to work
 - training for couples who choose marriage

Applicant organizations are not required to have 501(c)(3) status to be eligible.

INELIGIBLE ORGANIZATIONS

Proposals can not be considered from organizations whose defining missions are advocacy, clinic-based healthcare or health education, humanities, and postsecondary education. The only exceptions are limited to nutrition and fitness programs, as well as mental health counseling and music or art therapy programs for the targeted populations.

Also disqualified are persons and entities placed on the public entity crimes list or the discriminatory vendor list under Chapter 287, Florida Statutes.

TYPES OF MINI-GRANTS AVAILABLE

Strategic Investment Grants: To provide support for the implementation of strategies that involve one-time or nonrecurring purchases or investments that strengthen programs or assist in revenue development.

Specific examples of strategic investment grants include the purchase of relationship management or website design software and associated staff training; the purchase of a color copier that would be used to print newsletters, brochures and program material; purchase of and training on a database tracking plan.

Human Capital Grants: To provide operational/program support that will increase the number of persons served, resources obtained, and organizational sustainability.

Specific examples of human capital grants would be hiring a volunteer coordinator to help increase program effectiveness and broaden community support; hiring a grant writer or grant-writing trainer to mentor key staff; and hiring a marketing consultant to conduct a market analysis and train staff to follow-up on the results.

The sub-awards support activities in these critical areas: organizational development, leadership development, program development, revenue development (excluding actual fund-raising activities) and community engagement.

Range of Awards:

It is anticipated that there will be approximately 15 to 22 sub-awards made for no less than \$2,000 and no more than \$20,000 and that approximately 60 percent will be strategic investment grants. The break out will be close to the following display:

Types of Grants	Number of Grants	Amount Per Grant
Strategic Investment Grants	12	\$5,500
Human Capital Grants	8	\$16,900
Total	20	\$201,200

Restricted to One Application per Organization

Each organization is restricted to submitting one application in either category. Proposals for Strategic Investment Grants will be ranked by score within that category, and proposals for Human Capital Grants will be ranked by score, separately, within the their chosen category

INHERENTLY RELIGIOUS ACTIVITY PROHIBITED

These mini-grants are part of the U.S. Department of Health and Human Services Compassion Capital Fund program. As with all federal funds, certain activities are prohibited for these mini-grants. Applicants may not use these funds for inherently religious activities or to build the programs or services that include inherently religious activities. If inherently religious activities are also programs of the applicant organization, then the inherently religious activities must be separate in time or location from the programs/services supported by these mini-grants.

USE OF FUNDS

Allowable expenditures include, but are not limited to, purchases of needed equipment that will be used primarily for the purposes stated in the proposal, salaries of project-dedicated staff, certain contracted services, appropriate training, professional and technical services, and travel expenses not in excess of that which is payable to state employees for travel and per diem as prescribed by Florida Statute section 112.061

In addition to inherent religious activity, non-allowable expenditures include, but are not limited to, direct services to clients, lobbying or cause advocacy, purchase of food or items to be transferred to clients or purchasing fuel for a program-related vehicle, plaques, entertainment, decorative items or incentives. No grant funds shall be used for payment of taxes, purchase of real property, construction, or direct fundraising activities, including hiring a contractor to perform direct fundraising. Percentages of the budget may not be used for indirect costs, administrative costs, or cost-allocation. The mini-grants are governed by all applicable federal laws and regulations, including OMB Circular A-122 and 45 CFR 87.1. [See MOU on page 16.]

MATCH/LEVERAGED RESOURCES

No **matching** funds or resources are required for this grant and no extra points will be given to organizations that show matching funds or resources as part of their proposal.

PROJECT PERIOD

May 1, 2008 through September 29, 2008.

REQUIRED PROPOSAL FORMAT AND NUMBER OF COPIES

Proposals must be typed in a minimum 12-point Times Roman or Arial font with margins of at least one inch. It is suggested that pages be numbered. **An original and four copies of the proposals are required**, with the exception of the organization's financial documents, list of board members and Certification Form (see attached). Proposals should be secured or clamped, but not stapled or placed in binders. **The 6-part narrative section (Response Requirements and Budget Narrative) must not exceed seven pages. Proposals failing to meet these requirements will be disqualified.**

DEADLINE

Proposals are due in the VFF office by 5:00 pm Eastern Standard Time, March 20, 2008. Faxed, emailed, late or incomplete proposals will not be considered.

Submissions should be directed to:

Kay Kammel, President
Volunteer Florida Foundation, Inc.
401 South Monroe Street
Tallahassee, FL 32301

Questions should be directed to Alfred Claud, Program Manager, at (850) 413-0911 or Alfred.Claud@vfffund.org

REQUIRED ATTACHMENTS

Please provide the following attachments and, if you wish, relevant supporting documents. Do not include videos or multi-media presentations.

- The organization's annual operating budget for the current year
- The organization's most recent audit or audited financial statement (if available) or I.R.S. Form 990 (if available).

If none of these is available, provide the organization's income and expense report for the previous year.

- ~~The Certification Form signed by the organization's executive officer stating that he/she has read and agreed that the organization would comply with the standards outlined in the document entitled Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government. Removed 2/20/2008~~
- A list of the current board of directors/governing board with names, titles, constituencies and contact phone numbers.
- Optional: Supporting materials, such as program or project brochures, copies of newspaper articles, letters of support, etc., **not to exceed six (6) pages**. None can be returned.

FUNDING METHOD

At its discretion, VFF may distribute 50 percent of the awarded funds at the outset of the award period with a second or third disbursement of funds at intervals within the award period, provided the grantee has shown appropriate use of the funds, has correctly completed required reporting, and submitted all receipts of expenditures.

GRANT MANAGEMENT REQUIREMENTS

The grantee must

- Maintain appropriate records in accordance with generally accepted accounting procedures and practices, which fully and accurately reflect and track receipt, investment and expenditure (e.g. detailed invoices, cancelled checks, payroll detail, bank statements etc.) to establish that expenditures are allowable per the grant and applicable laws, rules and regulations and which enable the organization to make regular assessments of its financial condition.
- Utilize VFF reporting forms.
- Not discriminate on the basis of race, color, religion, sex, national origin, age or disability in providing services, employment, promotion of personnel, election to the Board of Directors, selection of volunteers and choice of vendors.
- Comply with the media guidelines and protocol as outlined in the VFF Media Guide, which will be provided to grantees.
- Comply with the terms of the Memorandum of Understanding, below.

MEMORANDUM OF UNDERSTANDING WITH GRANTEES

The individual authorized to sign for the organization will sign a Memorandum of Understanding which will commit the organization to the following:

- Participating in the Orientation Conference Call and ongoing technical assistance.
- Participating in a Resource Roundtable if located within an hour's drive or 40-mile radius of a Roundtable.

The Resource Roundtables are scheduled bimonthly for the following locations:

Leesburg	Tampa
Orlando	Treasure Coast (Stuart-St. Lucie)
Tallahassee	

- Participating in a post-funding site visit within 60 days of initial funding.
- Complying with the following federal requirements:
 - This funding may not be used to promote religion or to engage in inherently religious activities. Any religious activities provided by the recipient organization must be provided in a distinctly different timeframe than services that this award supports, and services to the public will not be predicated on receiving religious or inherently religious instruction.
 - The funds may only be used for the allowable purposes as detailed in the (name of organization) grant application, or as amended and accepted by VFF.
 - (Name of organization) agrees to accept technical assistance from VFF regarding the use of these funds, including participating in small group capacity-building, such as the Resource Roundtables, above.
 - (Name of organization) agrees to fill out pre-grant and post-grant assessment surveys provided by VFF.
 - Funds from this award must be expended or encumbered by September 29, 2008.

- (Name of organization agrees to follow the guidance given in *Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government*, which will be provided by VFF.
- (Name of organization) agrees to submit financial and program progress reports pertaining to the use of these funds.
- (Name of organization) agrees to adherence with applicable Federal laws and regulations OMB Circulars A-122, Cost Principles for Nonprofit Organizations <http://www.whitehouse.gov/OMB/circulars/a122/a122.html> and 45 CFR 87.1, equal treatment for faith-based organizations, http://www.access.gpo.gov/nara/cfr/waisidx_04/45cfr87_04.html

SELECTION PROCESS AND POINT SYSTEM

After staff screens applications for applicant eligibility and for whether all submission requirements have been met, the proposals will be given to an outside team of experts who will score them. Applications which fail to meet the eligibility or submission requirements will be disqualified and not given to the reviewers.

Reviewers will have the same criteria – same wording -- listed with the RFP questions on their score sheets. The following is the breakdown of scoring by sections:

- | | |
|---|-----------|
| 1. The Organization | 15 Points |
| 2. The Target Population(s) | 15 Points |
| 3. The Organization’s Capacity
Problem or Need | 15 Points |
| 4. The Management Plan | 20 Points |
| 5. Volunteers | 10 Points |
| 6. Training & Technical Assistance | 10 Points |
| 7. Budget and Budget Narrative | 15 Points |

Proposals which score above a cutoff point will be eligible for funding contingent upon satisfying a staff desk review to rule out any proposal in conflict with federal program guidance or VFF policies and a site visit to verify information in the proposal. In cases of geographic imbalance, the lowest scoring proposals submitted by applicants in the over-represented area may not be funded.

Grant Application Package

Registration Form, Response Requirements, Forms

Registration

Those who intend to apply for a *Compassion Florida* mini-grant are advised to file a registration at the earliest opportunity. By registering, the applicant gains the advantage of having the longest time period in which to receive additional information – which may include a conference call— or any changes in information pertaining to the grant competition.

The registration may be delivered in one of three ways: e-mailed to alfred.claud@vfffund.org faxed to 850-921-5146, to the attention of Alfred Claud; or sent via standard mail to:

Alfred Claud, Program Manager
Compassion Florida
Volunteer Florida Foundation
401 S. Monroe Street
Tallahassee, FL 32301

The registration form is attached at the end of this document.

If you have questions about the registration or the application, call Alfred Claud at (850) 413-0911 or e-mail Alfred.Claud@vfffund.org

Response Requirements – In seven single-spaced pages, using the required formatting, respond to the questions in each of the six sections below and provide a budget narrative.

1, The Organization – (15% of the score)

Provide some background information about your organization. When were you formed, why were you formed, are you independent or do you fall under an umbrella organization? Are you incorporated and in what year did you incorporate or are you working on becoming incorporated? Are you a 501 (c) (3) charitable corporation or are you proceeding or planning to proceed to secure the charitable 501 (c) (3) designation? (Not required for this competition.) How often does the organization hold meetings of the general membership and how often do the officers or the executive committee meet? Describe any board committees other than the executive committee and the usual frequency of their meetings. Provide the organization's average total budget for each of the last three years accompanied by the organization's major accomplishments for each of those years.

Criteria for Organization:

The organization has a compelling purpose. Given its time in existence, the organization has made adequate or better progress toward becoming a fully functioning, charitable organization,

and, if under an umbrella, the ability to stand on its own. Members of the board of directors or governing body are involved in the work of the organization on an ongoing basis and responsibility is spread out among the membership. The organization's budget is growing and its achievement is commensurate with the budget. The organization has developed to the point where it should be able to responsibly and productively use a mini-grant.

2. The Target Population(s) (15% of the score)

Describe the proportion of each of the following groups your clientele comprises: the homeless, prisoners reentering the community, children of prisoners, at-risk youth, addicts, elders in need, families in transition from welfare to work, training for couples who choose marriage. [For example, 60% addicts, 30% homeless and 10% prisoners reentering the community. Do not be concerned with overlapping groups. The client is counted if he/she is included in one of the groups.] Describe the community(ies) in which you work. Provide demographic information that depicts needs of the community and additional problems or barriers faced by those you serve, such as low-income, low educational level, unsafe community conditions etc.

Criteria for Target Population

The required population group(s) is served exclusively or in large proportion by the organization. The community(ies) and clientele face significant barriers to improving their situation or suffer additional problems beyond those that can be addressed currently by the applicant organization. The applicant provides sound data and recognized data sources. The applicant demonstrates a significant need.

3. Organization's Problem or Need (15% of the score)

Describe the problem or need that prompts this request and how the mini-grant will address the problem or meet the need. Describe the type of mini-grant the organization seeks – strategic investment or human capital – the amount requested and how it will be used. Describe why the problem or need could not be satisfied in any other way or through any other funding source available to the organization. Provide the short- and long-term outcomes that will result through the use of this grant.

Criteria for Organization's Problem/Need

The problem or need described is one that legitimately should be addressed through the Compassion Capital project. The type of grant chosen, the amount of money requested, and the process for using the grant are appropriate for addressing the problem or meeting the need through this program and should be effective. The organization has researched and/or attempted other means of solving the problem or meeting the need. The short and long-term outcomes are likely to be achieved and to increase the capacity to serve and/or the sustainability of the organization.

4. Management Plan (20% of the score)

Describe how you will manage the financial and programmatic aspects of the grant. What will be the timetable (between May 1 and September 30), who will oversee which activities and what are their respective backgrounds, training and experience in their assigned areas? Address both financial and program management. [For example, what types of funds has the financial manager handled/what projects has the program director managed?]

Criteria for Management Plan

The organization provides a sound management plan. The timetable provides challenging, but realistic benchmarks. The descriptions of personnel and their experience and credentials indicate they will exercise good stewardship of the funds and effective project management. The organization is ready to benefit from the program.

5. Volunteers (10% of the score)

Describe your current use of volunteers in terms of numbers participating and their average total hours donated per week, volunteer training, volunteer management, volunteer activities, and volunteer recognition. Describe how volunteers will be used or aided by this strategic investment or human capital grant.

Criteria for Volunteers

The organization values the use of volunteers and has an effective and comprehensive plan for their involvement in the work of the organization. If volunteers can be used or can benefit from this proposed strategic investment/capacity human capital project, the applicant provides a good plan for how this may be achieved.

6. Training and Technical Assistance (10% of the score)

Describe the training and technical assistance most needed by your organization and any specific training/technical assistance topics that relate to your use of these grant funds. *Compassion Florida* addresses topics that fall into the following critical areas of capacity building: leadership development, organizational development, program development, revenue development and community engagement. Describe how the organization will make the best use of training and technical assistance that is available through *Compassion Florida* in terms of who will attend, how will they implement what is learned and how it will improve the organization.

Criteria for Training and Technical Assistance

The organization views training and technical assistance as important to its development and has identified appropriate ways it can take advantage of the training and technical assistance available through *Compassion Florida*. The applicant provides an effective plan for integrating results of training and technical assistance in its ongoing operation.

Please note: Applicants which become grantees will be required in a

Memorandum of Understanding to be represented at training and technical assistance sessions and participate in a Resource Roundtable if one is within one hour's drive or a 40-mile radius of the organization's location.

7. Budget (15% of the score)

Complete the budget on the attached forms. Include up to \$200 travel in the budget to attend the Resource Roundtable, if one is within proximity. Remember, percentages of the budget may not be used for indirect costs, administrative costs, or cost-allocation.

On no more than one page, provide a budget narrative which explains the need for each of the expenditures and how the amounts were calculated. [For example you might subscribe to a donor-tracking system for five months at a cost of \$100 per month. This breakdown would explain why you budgeted \$500 for the subscription.]

Criteria for judging the budget and narrative

All costs are necessary for successful implementation of the project and all necessary, allowable costs are included. The cost estimates are accurate and a convincing rationale is provided for each. The project is cost-effective.

COMPLETE PROPOSAL CHECKLIST

- Submitted to arrive at the VFF Office no later than March 20, 2008, 5 p.m. ET
- Submitted one original and four copies of everything but required attachments
- Narrative is written in a 12-Point Times Roman or Arial font, with a minimum of one-inch margins
- The 6-part narrative section (Response Requirements and Budget Narrative) does not exceed seven pages.

Documents:

- Signed and completed Cover Sheet
- Program Narrative, limited to 7 pages
- Completed Budget Form
- The Organization's Operating Budget for the Current Year
- The Organization's most recent audit, audited financial statement or I.R.S. 990, if available. If none of these is available, submit the income and expense report for the most recent completed year.
- ~~The Signed Certificate to abide by the Guidance to Faith-based and Community Organizations on Partnering with the Federal Government, removed 2/20/2008~~
- List of Current Board of Directors or members of the Governing Board
- Optional supporting materials

Compassion Florida * Volunteer Florida Foundation

REGISTRATION FORM

Potential applicants should notify the Volunteer Florida Foundation by returning this proposal registration form as soon as possible. **Before completing this registration form, please read the Request for Proposals document to ensure your organization is eligible to apply.**

Complete the information below and fax this sheet only to: (850) 921-5146 or e-mail: alfred.claud@vfffund.org

Organization Name: _____

Contact Person: _____

Address: _____

City, ZIP _____

Phone: _____

FAX: _____

E-mail: _____

Organization's Mission Statement:

The Request for Proposals for the Florida Compassion Mini-Grant document is subject to change. Notice of changes will be posted on the Volunteer Florida Foundation website at www.volunteerfloridafoundation.org.

For further information on this process, you may contact Alfred Claud at: alfred.claud@vfffund.org.

COVER SHEET

**Compassion Florida Program
Compassion Capital CFDA # 93.009**

Organization's Legal Name: _____

**Authorized Contact Person
For this Grant Application**

Name: _____

Title: _____

Telephone Number: _____

**Contact Person's
Extension** ()

**Organization's Mailing
Address:** _____

City/State/ZIP: _____

Physical Address: _____

City/State/ZIP: _____

Website: _____

E-mail: _____

**Counties and Cities
To Be Served:** _____

**Chair of Governing Board
Name** _____

**Telephone and E-mail
Address:** _____

AMOUNT OF FUNDS REQUESTED:

Strategic Investment _____ **Human Capital** _____

To the best of my knowledge and belief, all data in this proposal is true and correct. The governing body of this organization has duly authorized this proposal and we will comply with all applicable state laws and regulations, and the Volunteer Florida Foundation harmless against all claims of whatever nature arising out of our performance of work under this proposal to the extent allowed and required by law.

Authorized Signature

Date

Title:

-VFF use only-

Date Rec'd: _____ **App. ID:** _____

Compassion Florida * Volunteer Florida Foundation

BUDGET FORM

Organization Name:	
Category	Compassion Florida Grant Funds
Personnel In your narrative, explain the job position(s), the duties in relation to this grant, and the percentage of time to be worked for this grant.	
Fringe Benefits List the fringe benefits for all the personnel above.	
Travel Include up to \$200 travel in the budget to attend the Resource Roundtable, if one is within proximity. Mileage may be claimed no higher than the federal rate at \$0.485/mile. Acceptable travel expenses include tolls, hotel, and parking for job-related travel.	
Equipment This is defined as costing \$2,000 or more and has a useful life of greater than a year. Anything less than \$2,000 may be listed under supplies.	
Supplies Includes office supplies, software, or other materials needed to administer this grant.	
Contractual Services provided under contract should be listed in this category.	
Other Explain any other budget expenses in the narrative.	
Total:	

Compassion Florida * Volunteer Florida Foundation

BUDGET NARRATIVE

Describe in detail your anticipated budget items for this grant program.

Personnel
Fringe Benefits
Travel
Equipment
Supplies
Contractual
Other