

# Stadium Neighborhoods Community Trust Fund Request for Proposals

The Stadium Neighborhoods Community Trust Fund (The Trust) was created in 2017 to support projects and activities that benefit the stadium neighborhoods - Atlanta neighborhoods of Mechanicsville, Peoplestown, Pittsburgh, Summerhill and the portion of Grant Park comprised of the named streets in the Turner Field Neighborhoods Livable Centers Initiative (LCI) study. A total of \$5 million was initially designated by the City of Atlanta with additional funds to be contributed from the sale or lease of City-owned properties in the above-named communities.

The Trust is governed by an eleven-member committee comprised of residents from the stadium neighborhoods. The Trust Committee envisions equitable opportunities through community-led, sustainable, and transformative investments. They are committed to the Trust's mission to serve as a financial and educational resource that provides equitable opportunities through community development for the stadium neighborhoods. The committee currently seeks to fund economic and community development initiatives such as job training and affordable housing.

The Trust Committee is soliciting proposals for community-driven initiatives that will deliver job training, community development and/or affordable housing projects or services as described below in at least one of three statutorily-defined areas:

- **Job Training:** Providing job-readiness training, skills training, placement and retention; employer partnerships offering quality entry-level employment and/or salaries that meet the cost of living; and leveraging other workforce funding that can be used to expand opportunities for residents.
- **Community Development:** Providing a range of opportunities that build community (festivals, historical project, parks); build people (education, health, etc.); and, foster community, sustainability, beautification and safety.
- **Affordable Housing:** Helping residents who are below the median household income in the stadium neighborhoods age or stay in place.

## Critical Dates

RFP Release Date:	October 23, 2019
Grant Overview Sessions:	October 30, 2019 Dunbar Recreation Center Room 207 6:30pm to 7:30pm
	November 7, 2019 Dunbar Recreation Center Room 302 6:30pm to 7:30pm
Deadline for Submission:	November 22, 2019 5:00pm
Grant Award Announcement:	February 2020

## General Information

This grant opportunity aims to serve the communities located in the stadium neighborhoods in the Turner Field Neighborhoods Livable Centers Initiative (LCI) study.

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## Award type and amount

Funding will be provided in the form of a grant in areas of job training, affordable housing, and/or community development. Grant financial requests should be commensurate with the project they are to fund and consistent with the administrative capacity and track record of the requesting organization in managing grant funding. Grant awards will be made at the following levels:

- Level 1           \$2,000 to \$25,000
- Level 2           \$25,001 to \$100,000 (certified financial statement required)
- Level 3           over \$100,000 (audit required)

The Trust Committee has the right to change grant amounts depending on the quantity and quality of applications submitted under this RFP. Grant awards will be made only to the extent that funds are available.

## Period of Performance

The performance period will be 12 months from the date of execution of the grant agreement, commencing on or about February 1, 2020, and ending on or about January 31, 2020. Successful awardees may be eligible for a second-year renewal. Grant renewals will be made at the Trust Committee's discretion and will depend upon a range of factors, including but not limited to grantee performance and availability of funds.

## Qualified Applicants

This RFP is open to the following applicants:

- Organizations that *do not* have a 501(c)(3)
- Nonprofit organizations with a 501(c)(3)
- Resident-led volunteer group partnered with a nonprofit 501(c)(3) organization
- Projects with a 501(c)(3) fiscal agent

Additional consideration will be made for applicants located in the stadium neighborhoods.

## Proposal Format and Scoring

Proposals submitted in response to this RFP must consist of five separate and distinct parts: (1) the cover page, (2) the project abstract, (3) the project narrative, (4) the project budget & budget justification, and (5) required supplemental documents.

It is the applicant's responsibility to ensure that the submitted proposal is complete and fully responsive to all RFP requirements, and that the funding amount requested is consistent across all parts and subparts of the proposal.

The Trust Committee reserves the right to deem any proposal incomplete or unresponsive, and thereby ineligible for competitive review. Please closely follow the guidelines below to ensure that the proposal package is fully responsive to RFP requirements and thereby eligible for review.

The following is the proposal format requirements:

- **Cover Page – 1 pg.**  
The cover page should include the following:
  - Name of Applicant
  - Project name
  - Co-applicants/Partners (if applicable)
  - Fiscal Agent (if applicable)

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- Address of Applicant
  - Total amount requested
  - Proposal Key Area(s): (Job Training, Community Development and/or Affordable Housing)
  - Annual Operating Budget of Applicant
  - Applicant Point of Contact and Title
  - Applicant Point of Contact Phone Number
- **Project Abstract – 1 pg.**

After the cover page, the next section of the proposal is the Project Abstract. The Project Abstract should be no more than one page in length. There is no font type and size, and spacing requirements. Please detail the following information in **narrative form**:

    - Name of the proposed initiative or project
    - Name of the applicant
    - Names of key collaborating partners (if applicable)
    - Project goal(s) and objectives
    - Targeted population(s)
    - Targeted neighborhood(s)
    - Overview of project scope (types of services to be provided)
    - Proposed performance outcomes
    - Requested award amount
  - **Project Narrative – 5 to 7 pgs. (80 points)**

The third section of the proposal should be the Project Narrative. The Project Narrative should be 5 to 7 pages in length. There is not a font type and size, and spacing requirement.

Please detail the information below in narrative form. Please use the headers below for each sub- section and follow the same order/sequence of content.

- Organizational Overview (5 points)

Provide a brief history of the organization and its work in the stadium neighborhoods. Explain the fit between the organization's mission and the proposed project. NOTE: This is your opportunity to convey your successes and to make the case that your organization is the right one to implement this project.
- Problem or Need (10 points)

Describe the specific community need or problem related to community development, affordable housing and/or job training that your proposed project seeks to address. Please include data, information, and/or other evidence. Be specific about how the problem/need impacts the proposed target group(s) and their community.
- Project Goal(s) and Objective(s) (10 points)

Provide the project goal(s) and objective(s) and how these address the problem or need.
- Project Activities (15 points)

Describe the activities of the project including the target community(s) and population, how you will engage residents in the project and the implementation timeline of the project. Include any collaborative efforts with another organization(s).
- Resident Engagement (15 points)

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Identify how neighborhood residents will be engaged in program design and oversight. Include the number of community representatives actively involved in the project's board/governing body (if applicable).

- ❑ Outcome(s) and Measure(s) (10 points)  
State proposed outcomes for this project. Describe the process for tracking data and progress, including the system to be used.
- ❑ Project Staffing Plan (5 points)  
Describe the credentials and experience of the individual(s) who will perform the work. Indicate whether the positions for which you are requesting funding are already filled or will be new hires. If the position is not filled, please describe the qualifications and experience you are seeking in the individual.
- Financial Stability (10 points)  
Describe the plan for continuing the work and adding value after the grant ends.
- **Budget & Budget Narrative – No page limit – Please Use Provided Template (15 points)**  
The fourth section of the proposal should be the Budget & Budget Narrative. Please use Attachment 2 - Budget and Budget Narrative to complete this section. Complete all fields requested or indicate "n/a" where the field is not applicable.
  - As this section is completed, please be sure to:
    - provide a complete description of costs associated with each line item in sufficient detail to justify the total cost for each line item;
    - make sure that the budget is realistic given the scope of work of the project, including adequate staff personnel devoted to the project to support achieving project objectives; and
    - identify any leveraged funds, including the source and a short description of how funds will be utilized as part of this grant.
- **Required Supplemental Documents – No page limit (5 points)**
  - Provide a letter(s) of support from resident-led organization(s) representing the communities the project will serve.
  - Provide a copy of the 501(c)(3) of non-profit or fiscal agent (if applicable).
  - Copy of Certificate of Organization and EIN.
  - If you are applying for Level 2 (\$25,001 to \$100,000), please provide a certified financial statement.
  - If you are applying for Level 3 (over \$100,000), please provide your most recent audit.

## Submission Requirements

Proposals are due on **Friday, November 22, 2019 by 5:00pm**. Please send your completed proposal via email to [info@communitybuildventures.com](mailto:info@communitybuildventures.com).

## Evaluation Criteria

Proposals will be evaluated and selected through a competitive process that will include submission of the proposal. The Trust will gather feedback from community grant reviewers who represent the target communities. Proposals approved by the Trust Committee will be sent to the Atlanta City Council for final approval.

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Respondents may be asked to support, clarify, or modify requests based on the technical merits of their proposal and proposed costs.

Project Narrative	80 points
Budget and Budget Narrative	15 points
Required Supplemental Documents	5 points
Additional points will be given to organizations located in the stadium neighborhoods	10 points

Further details on the evaluation criteria will be available at the information session.

### Contact for Questions or Comments

If you have any questions or comments regarding the request for proposals, please contact Natasha at [natasha@communitybuildventures.com](mailto:natasha@communitybuildventures.com).

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## Attachment 1 - Application Checklist

The following is a helpful checklist to help you compile your proposal. Please **DO NOT** submit your checklist with your submission.

### **Cover Page – 1 pg.**

The cover page should include the following:

- Name of Applicant
- Project name
- Co-applicants/Partners (if applicable)
- Fiscal Agent (if applicable)
- Address of Applicant
- Total amount requested
- Annual Operating Budget of Applicant
- Applicant Point of Contact and Title
- Applicant Point of Contact Phone Number

### **Project Abstract – 1 pg.**

After the cover page, the next section of the proposal is the Project Abstract. The Project Abstract should be no more than one page in length. There is no font type and size, and spacing requirements. Please detail the following information in **narrative form**:

- Name of the proposed initiative or project
- Name of the applicant
- Names of key collaborating partners (if applicable)
- Project goal(s) and objectives
- Targeted population(s)
- Targeted neighborhood(s)
- Overview of project scope (types of services to be provided)
- Proposed performance outcomes
- Requested award amount

### **Project Narrative (5 to 7 pages)**

- Organizational Overview
- Problem or Need
- Project Goal(s) and Objective(s)
- Project Activities
- Resident Engagement
- Outcome(s) and Measure(s)
- Project Staffing Plan
- Financial Stability

### **Budget & Budget Narrative – No page limit – Please Use Provided Template**

### **Required Supplemental Documents – No page limit**

- Provide a letter(s) of support from resident-led organization(s) representing the communities the project will serve.
- Provide a copy of the 501(c)(3) of non-profit or fiscal agent (if applicable).
- Copy of Certificate of Organization and EIN.
- If you are applying for Level 2 (\$25,001 to \$100,000), please provide a certified financial statement.
- If you are applying for Level 3 (over \$100,000), please provide your most recent financial audit.

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## Attachment 2 - Budget and Budget Narrative Template

Please use this template to provide the budget and budget narrative for the proposed project. Complete all fields requested or indicate "n/a" where the field is not applicable.

<b>Organization Name:</b>			
Project Expense	Description	Requested Amount from the Trust	Total Project Expense
<b>Salary/Personnel</b>			
Title and % Time			
Fringe/Benefits			
<b>Consultants</b>			
<b>Materials/Supplies</b>			
<b>Travel</b>			
<b>Publications/ Media</b>			
<b>Rent</b>			
<b>Utilities</b>			
<b>Other Expenses</b>			
<b>Direct Costs Total</b>			
<b>Overhead*</b>			
<i>Cannot exceed 15%</i>			
<b><i>"Overhead" includes operating support, fiscal agent fees and any other unexplained budget line items, and cannot exceed 15% of the direct costs. A tip on how to calculate this is: Total Requested Amount ÷ 11.</i></b>			
<b>TOTAL</b>			
<b>FUNDING SOURCES:</b> <i>Please list the top funding sources for this project/program. Only list a funding source if you have already <b>requested or secured</b> funding. Add additional rows if you have more than four (4) funding sources.</i>			
FUNDING SOURCE	Name	Amount Requested	Amount Secured
FUNDER 1			
FUNDER 2			
FUNDER 3			
FUNDER 4			
<b>TOTAL</b>			