**Chenango Youth Philanthropy Council**

*2019*

*Spring Request for Proposals (RFP)*



The Chenango Youth Philanthropy Council (CYPC) is a student led-foundation comprised of 29 high school students at Norwich and Sherburne-Earlville Schools. Throughout the school year, students have participated in workshops and seminars related to community needs, non-profit organizations, foundations and grants. The Council, now in its fifth year as a county-wide initiative, is being supported by the collaborative efforts of The Place and the Chenango United Way. The money granted by the Chenango Youth Philanthropy Council is provided by several local foundations, companies and organizations.

# Application and Deadline

The 2019 application is available at The Place, located at 22 East Main Street, Norwich, NY or by e-mail at youth\_works@theplacenorwich.com.

You can also visit http://www.theplacenorwich.com/youthphilanthropy-council.html for an electronic version of the application.

**Applications are due Friday, March 22nd, 2019 by 5:00p.m.**

Incomplete applications will not be considered.

If additional information is required, you will be contacted no later than April 8, 2019 and given one week to provide supplemental information.

Please submit **three** hardcopies of your application and attachments to:

The Place, c/o CYPC, PO Box 509, Norwich, NY 13815. If you have any questions about the application process, please contact Breanne Heath at (607) 336-9696 ext. 106.

# Guidelines

The Chenango Youth Philanthropy Council seeks proposals from non-profits that will demonstrate a measurable impact to meet a particular community need. Proposals should reflect a careful rationale for the project and be able to demonstrate measurable results. Grant applications will be accepted for up to ***$5,000***. Partial funding may be awarded.

Types of initiatives to be supported include but are not limited to:

* CYPC will fund new or existing programs.
* Programs that received CYPC funding in 2018 are eligible for funding this year.
* Capital costs, equipment purchases and programming costs are acceptable IF it can be demonstrated that there will be a direct benefit to the community.

# Additional Requirements

Award recipients will be required to attend an awards presentation on the evening of Wednesday, May 22, 2019 at 5:30 PM, with a location to be announced. Award recipients must be available for a site visit and/or presentation in the Fall of 2019. Award recipients will also be required to submit a report of measurable progress and the use of funds received by December 1, 2019.

# Eligibility

* Non-profits must be tax-exempt under the 501 (c )(3) classification of the Internal Revenue Code.
* Non-profit organizations within municipalities may also apply (i.e. Fire, EMS, youth organizations)
* Project proposal must serve Chenango County residents.

**Organization of RFP:**

*Please write the RFP in order with each of the below section headings and provide as much detail as possible.*

# Part I: Organization and Contact Information

* Organization Name
* Contact Person
* Local Address
* E-mail
* Telephone Number
* Service Location(s) or Projected Area Served

# Part II: History of Organization

Please provide:

* The mission statement of your organization.
* How the project for which you are requesting funds helps to fulfill that mission.
* *For existing programs,* list any accomplishments related to the project for which you are requesting funds that demonstrate your ability to achieve the project’s goals and outcomes.
* *For new programs*, please note that this is a new program and list accomplishments that demonstrate the ability of your group to achieve your project goals and outcomes.

**Part III: Financial Information** (**Required-** *applications missing attachments will not be reviewed*)

**\*\*\*Please submit your program budget for the project for which you are requesting funds, as well as a copy of your 501 (c )(3) IRS letter of determination or applicable documentation .\*\*\***

# Part IV: Proposed Project

Project Description:

* Total Grant Request.
* Start and end date of the funding request.
* Description of Project.
	+ Description of current community needs in relation to proposed project plans.
	+ Identify realistic outcomes of the project, to be demonstrated at the mid-year review.
	+ Describe the implementation plan and any evaluative measures to be taken during the process.
	+ Geographical area your project will serve (including target population and numbers served).
	+ Describe any current partnerships or collaborations (if any) related to the proposed project.

**Part V: Budget**

*Please provide*:

* A proposed budget and budget narrative for the full project, with specific YPC funding request identified.
* If the project is being funded by other sources, please include the other revenue sources in your narrative, and include them in the line items of your project budget.
* Has the proposal been, or is it being considered by, any other funding sources? If so, please provide the name and the amount requested.
* If there are no other funding resources being requested please note that.
* Requests range from $250 -$5,000.
* This is a competitive grant and we may not be able to fund the entire request. **\*Please be specific in your line item request if you would like to be considered for partial funding.\*** Additionally, please note the minimum amount of funding necessary to move forward with your project.
* Please indicate whether any match or in-kind services are being included in the budget.

Please review Scoring Rubric, which is included.

This scoring tool will be used to review and score your overall proposal.

**Chenango Youth Philanthropy Council**

**2019 Scoring Rubric**

**Scoring Key (0, 1, 2, 3)**

**0** – Information is missing

* 1. Information is implied, but not clearly stated
	2. Information is stated, but clear details are not provided
	3. Concise, thoroughly described, information is easy to access

**History of the Organization**

* How the project for which funding is being requested 0 1 2 3

 helps fulfill your organization’s mission.

* List and define accomplishments that demonstrate ability 0 1 2 3 to achieve project’s goals and outcomes.

**Proposed Project: *Project Description:***

* Total grant request with start and end dates Yes No
* Description of current community needs addressed

by the project 0 1 2 3

* Identify realistic and demonstrable outcomes 0 1 2 3
* Description of implementation plan and evaluative measures 0 1 2 3
* Clearly identified target population and numbers served 0 1 2 3

**Project Budget**

* Clear, detailed, and full budget proposal 0 1 2 3
* Clear, detailed, and full budget narrative 0 1 2 3
* Description of additional funding sources, if appropriate Yes No

 **TOTAL** **SCORE**

 ***Comments:*** \_\_\_\_\_\_\_