**Chenango Youth Philanthropy Council**

*2020*

*Spring Request for Proposals (RFP)*



The Chenango Youth Philanthropy Council (CYPC) is a student led-foundation comprised of 39 high school students at Norwich, Unadilla Valley, 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 sixth 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 2020 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 no later than Thursday, April 9th, 2020 at 5:00p.m.**

Incomplete applications will not be considered.

Please submit **four** 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. Priority will be given to applications that address community needs in the areas of mental health, substance abuse, or poverty. 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 2019 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 Thursday, May 21, 2020 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 2020. Award recipients will also be required to submit a report of measurable progress and the use of funds received by December 1, 2020 in order to remain eligible for the 2021 grant cycle.

# 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 create a new document for your RFP; include each of the below section*

*headings in order, and provide as much detail regarding your project 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: Required Documents (*applications missing attachments will not be reviewed*)**

Please provide:

* The mission statement of your organization.
* A copy of your 501©(3) IRS letter of determination or applicable documentation.
* Your program budget for the project for which you are requesting funds.

**Part III:**  **Organization Overview**

* How the project for which you are requesting funds helps to fulfill that mission and addresses a need (or needs) in the community.
* *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. If applicable, please describe outcomes of at least one previously funded project.
* *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 IV: Proposed Project

Project Description:

* Total Grant Request.
* Start and end date of the funding request, if applicable.
* Description of Project:
  + Describe how your project addresses current community needs.
  + Identify realistic outcomes of the project, including relevant and specific data with clear explanations of expected outcomes.
  + Describe the implementation plan and any evaluative measures to be taken during the process. (How will you know your project achieves its intended outcome?)
  + Identify the geographical area your project will serve *(important: include target population and numbers served*).
  + Describe 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, including any needs met by partnerships or collaborations, 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 how you would use 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**

**2020 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

**Mission of the Organization**

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

fulfill your organization’s mission and meets a community need

* 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 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
* Full description of partial funding plan 0 1 2 3
* Description of additional funding sources, if appropriate Yes No

**TOTAL** **SCORE**

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