**Chenango Youth Philanthropy Council**

*2022*

*Spring Request for Proposals (RFP)*



The Chenango Youth Philanthropy Council (CYPC) is a student led-foundation comprised of 28 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 fundraising efforts of the current council members and a grant from the Dick and Marion Meltzer Fund of the Community Foundation for South Central New York.

Application and Deadline

The 2022 application is available at The Place, located at 22 East Main Street, Norwich, NY or by e-mail at youthservices@theplacenorwich.com.

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

**Applications are due no later than Wednesday May 18, 2022 at 5:00p.m.**

If you’d like to submit early for review in order to confirm your application is complete, it must be received by close of business on Monday May 9, 2022. Incomplete applications will not be considered.

Please submit **one** hardcopy 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. Proposals should reflect a careful rationale for the project and be able to demonstrate measurable results. Grant applications will be accepted for up to ***$6,000***. 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 2021 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 Monday, June 6, 2022 at 5:00 PM, at the Sherburne- Earlville High School Auditorium. Award recipients will also be required to attend our 2022-23 kickoff meeting to report use of funding in October 2022 to remain eligible for the 2023 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. 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)

**Part II: Required Documents**

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 outline 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 (line item) budget and budget narrative for the full project, with the 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 -$6,000.
* 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, and note any additional revenue sources that will contribute to your project (e.g. fundraising initiatives).

Please review Scoring Rubric, which is included.

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

**Chenango Youth Philanthropy Council**

**2022 Scoring Rubric**

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

*Please note: Incomplete applications are not considered.*

* 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 1 2 3

fulfill your organization’s mission

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

community need

* Demonstrated ability of your organization to achieve your 1 2 3 project’s goals and outcomes

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

* Total grant request (broken down by line item) 1 2 3
* Description of current community needs addressed by the

project within Chenango County 1 2 3

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

**Project Budget**

* Clear, detailed, and full budget proposal 1 2 3
* Clear, detailed, and full budget narrative 1 2 3
* Full description of partial funding plan 1 2 3
* Description of additional funding sources, if appropriate 1 2 3

**TOTAL** **SCORE**

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