

2019 Creating Safe Passage Events Grant Information Session

Application Due Date: November 26, 2018 by 5:00pm

Funding Source & Partners

Who will fund the grant?



The funding for the FY19 Creating Safe Passage RFP will be made available through the **Office of the Deputy Mayor for Education (DME)** and grant awards are contingent upon the availability of funds.

United Way of the National Capital Area (United Way NCA) is the grant making partner that will award and administer these funds on behalf of the DME's OST Office.

The Need

Why is this grant needed?



- With more than 45% of students and families enrolling at a school outside of their ward of residence, travel around the District is a daily concern for our students and families.
- Over 10,000 families in the District rely on the Kids Ride Free student transit subsidy in order to get their students to and from school at no additional cost.
- Students face many challenges, including bullying, violence, or other impediments that prevent them from getting to and from school safely.

Grant Purpose/Scope

What should the grant accomplish?



Local stakeholders (students, school leaders, and community members) have voiced the **need to have a collaborative discussion on the best way to enhance student safety as they travel to and from school and safe places for students in their community.**

The Government of the District of Columbia (the District) is committed to supporting District children and youth in attending school every day. In service of that commitment, the District is seeking a strong organization that can support students' safe passage to and from school by **convening stakeholders citywide and by holding community engagement events in safe passage priority areas.**



The purpose of this RFP is to support collaborative discussions by funding an organization to:

- ✓ Host **ONE District-wide safe passage convening** for a diverse group of 100+ stakeholders with the purpose of developing creative approaches to improve student safety as they travel to and from school
- ✓ Host **at least FOUR community events** focused on safe passage in any of the six current safe passage priority areas *after seeking input from each community about how to make the engagement most impactful*

Additional Details

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Note: Organizations **do not** need to be a member of United Way NCA to apply for this grant competition.

- United Way NCA anticipates awarding one grant of up to **\$25,000**.
- The grant period will run from **December 1, 2018** through **June 30, 2019**.

*The District maintains the right to adjust the number of grant awards and award amounts.

Safe Passage Priority Areas for this RFP are:

- Anacostia Metro Station
- Congress Heights Area
- Good Hope Road SE Corridor
- L'Enfant and Waterfront Metro Stations
- Minnesota Ave. Metro Station
- NoMa/Gallaudet University Metro Station

*Grantees may not charge a fee to any of the events, convening, or sessions.

Additional Details – Citywide Convening



- Applicants will be responsible for planning and executing a Districtwide convening on the topic of safe passage.
- The convening will be successful if it attracts 100+ participants from across DC, with particularly strong representation from safe passage focus areas.
- The goal of the convening will be to share information about community-based practices and agency resources, and to seek ideas and feedback on potential new strategies in DC.



Activities provided by the applicant will include:

- Developing and implementing a strategy for partnership with community-based organizations and community members on the development the event agenda and content
- Managing invitations and RSVPs
- Event advertising
- Securing event space
- Coordinating and providing food and beverages
- Inviting and confirming speakers and presenters
- Designing and producing events materials (e.g., agendas, breakout session materials)
- Planning and supplying event décor (e.g., signage and tablecloths)
- Managing and staffing day-of event logistics, and
- Capturing the event through photo, video and notetaking.

*Preference may be given to applicants that have experience creating programming and planning events for communities in Wards 5, 7, and 8.

Additional Details – Community Events



- Applicant will be responsible for planning and executing four community gatherings attracting 40+ community members to support safe passage.
- The location of the gatherings can be any four of the six safe passage priority areas identified in this RFP (but no more than one event may be organized for a single safe passage area).
- The goal of the community engagement events will be to build community support for safe passage through an event tailored to the safe passage area.



Planning and organizing activities provided by the applicant will include:

- Listening Sessions: Gathering community input from the focus community through listening sessions with key stakeholders, including schools, students and families, on how a community event could support safe passage in their specific community
- Developing and implementing a strategy for partnership with community-based organizations and community members on planning and implementing the event agenda and content
- Managing invitations and RSVPs
- Event advertising
- Securing event space
- Coordinating and providing food and beverages
- Designing and producing events materials (e.g., flyers, handouts)
- Planning and supplying event supplies (e.g., tables, signage)
- Managing and staffing day-of event logistics
- Capturing the event through photos

Application Requirements



As part of the proposal, the applicant must include copies of:

1. 2016 and 2017 signed IRS Form 990 or IRS 990 EZ
2. DC Office of Tax and Revenue Clean Hands Certificate
3. DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Good Standing
4. DCRA Basic Business License Charitable Solicitation

Organizations must also provide the following financial information prepared by an independent Certified Public Accountant (CPA):

1. Organizations with revenues of \$250,000 or greater are required to submit two most current fiscal year financial statements and audits.
2. Organizations with revenues of less than \$250,000 may choose to have an audit, but are only required to submit current and past fiscal year financial statements and financial reviews.



- **No more than 7%** of grant funds may be used for general operating costs, overhead or indirect costs (costs that cannot be tied directly to programming) such as audits, management salary, organizational rent and grant-writing



Grant funds may not be used for any of the following activities

- Serving youth from other jurisdictions
- Alcohol of any kind
- Bad debts
- Contingencies
- Indemnity insurance
- Self-insurance
- Pension plans
- Post-retirement benefit
- Legal expenses or professional service costs
- Land or building purchases or capital improvement
- Vehicles
- Entertainment or social activities
- Food or beverages associated with entertainment
- Food or beverages for staff or volunteers interest on loans



Grant funds may not be used for any of the following activities

- Fines and penalties
- Fines and penalties of any grant awards
- Fundraising
- Investment management costs
- Membership to lobbying organizations or activities
- Direct gifts to lobbying campaigns
- Public relations of the organization (e.g., displays, ads, exhibits, conventions, travel)
- Faith-based activities
- Staff or board bonuses and/or staff or board incentives
- Youth cash incentives or gift cards (other than for nominal amounts)
- Tuition, awards and scholarships
- Re-granting (also known as sub-granting)
- Payment or fees to other government agencies except as may be needed to comply with the District of Columbia's Criminal Background Checks policy.

Eligibility



Organizations must:

- Be a 501(c)(3) non-profit organization operating for a **minimum of two years** at the time of submission;
- Submit 501(c)(3) designation letter from the Internal Revenue Service (IRS). *Fiscal sponsors are not permitted for this grant competition;
- Have been incorporated and registered to operate in the District of Columbia;
- Submit a District of Columbia Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation or District of Columbia Registration as Foreign Entity
- Be in good standing with the IRS as evidenced by Form 990 filings, the District of Columbia as evidenced by Certificate of Good Standing, and United Way NCA as evidenced by meeting current and past grant expectations, if applicable.

Review Process

How will proposals be scored? Who will review proposals?



- The Office of the Deputy Mayor (DME) will conduct an internal review that engages staff with knowledge of safe passage, community engagement, and event planning.
- All reviewers are screened for conflicts of interest.
- Each reviewer will receive training on how to score using the rubric.

Applicants will be reviewed on a 100 point scale as follows:

- Organization History and Content-based Knowledge (20 points)
- Expert Knowledge on Community Engagement Strategies (20 points)
- Clear Vision on Partnership and Engagement Strategy (20 points)
- Plan for Event Execution (20 points)
- Budget (20 points)



Organization History and Content-based Knowledge (20 Points)

- Describe the organization's history and mission.
- Describe why the organization would be the strongest partner for this work.



- Describe the organization's knowledge of communities in Wards 5, 7, and 8.
- Describe the organization's experience with positively engaging communities in Wards 5, 7, and 8.



Clear Vision on Partnership and Engagement Strategies (20 Points)

- Describe plans for outreach and securing partnerships with community stakeholders in wards 5, 7, and 8 to support safe passage programming and define the specific Safe Passage Priority Area.
- Share how the organization will reach out to and build relationships with relevant community stakeholders to create culturally responsive events.
- Name and describe why the applicant will partner with specific community based organizations that the applicant plans to work with for the events.
- Describe how the applicant will obtain buy-in from each community.
- Explain how the organization will liaise with and manage relationships with each community.

Plan for Event Execution (20 Points)



- How will the organization ensure each event is engaging for participants? Describe the type of events planned, target age group and estimate number in attendance.
- Describe how each event will be professionally managed and organized.
- How many staff members does the organization have available to plan each event? How will additional help be secured for the event?
- Describe the level of experience in planning events for diverse stakeholders within wards 5, 7, and 8.
- Describe the organization's ability, methods and/or experience to analyze and provide recommendations from community events.



Note: The budget is a part of the narrative, not a separate section

Budget must describe:

- How the grant funds will be used and the rationale for the expenses in the proposal budget;
- Systems in place to manage and comply with grant requirements, including tracking grant expenditures
- Provides a detailed budget narrative

Important Dates

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- Thursday, October 25, 2018: RFP released
- Tuesday, November 13, 2018: Grant Information Session
- Wednesday, November 14, 2018: Questions submitted to grants@uwnca.org
- Friday, November 16, 2018: Frequently Asked Questions published
- **Monday, November 26, 2018: Completed proposals due electronically to United Way NCA by 5:00 p.m. Please email completed proposals to grants@uwnca.org**
- December 2018: If needed, questions to applicants to clarify proposals
- **January 2019: Awards announced via email**



All applicants will be notified via email about the status of award by late December 2018.

Proposal Checklist

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- ✓ Proposal Cover Page (Appendix 2)
- ✓ Proposal Narrative (not to exceed 10 pages)
- ✓ Proposed project budget, any format (Appendix 4)
- ✓ Proposed staff resumes and/or position descriptions

Proposal Checklist



- ✓ IRS Determination Letter of 501(c)(3) status (Section A.3.1) (Appendix 5)
- ✓ DCRA Certificate of Incorporation (Section A.3.1)(Appendix 6)
- ✓ DC Office of Tax and Revenue Clean Hands Certificate (Section A.3.2)(Appendix 7)
- ✓ DCRA Certificate of Good Standing (Section A.3.2)(Appendix 8)
- ✓ DCRA Basic Business License Charitable Solicitation (Section A.3.2)(Appendix 9)
- ✓ Two most recent years or FY17 and FY18 Audits including Balance sheet (also known as statement of financial position) and Income statement (also known as statement of activities) (Section A.3.2)
- ✓ Two most recent IRS Form 990 or Form 990 EZ, pages 1-6 (Section A.3.2)

Proposal Tips



- ✓ Make sure proposal **exactly follows** order in RFP
- ✓ Do not submit documents/materials that are not requested in the RFP (e.g. curriculum, photos, etc.)
- ✓ Budget narrative should be detailed (show all math) and based on *each* line item in budget
- ✓ Avoid general language, be detailed and specific especially regarding:
- ✓ Connection to the community and community support for the program
- ✓ Program activities and schedule
- ✓ How you have incorporated youth voice in program design and evaluation
- ✓ How you are tapping other revenue streams for your program

Proposal Submission



Proposals and attachments must be compressed and submitted via email to grants@uwnca.org. Applications **MUST** be in by 5p.m. on Monday, November 26, 2018. **Proposals received after the deadline will not be reviewed.**

As a reminder:

- Applications without a confirmation email will not be reviewed.
- Incomplete proposals will NOT be accepted.
- Proposals will NOT be accepted by fax.
- Proposals will NOT be accepted by in person.
- No extensions will be granted for the submission of missing proposal components.
- Absolutely no applications will be accepted after 5 p.m. on Monday, November 26, 2018.

***A confirmation email will be sent out upon receipt of successfully submitted applications.**

United Way NCA Point of Contact



United Way NCA Grants Team

Office: (202) 488-2008

grants@uwnca.org

For updates grant competition updates go to www.uwnca.org

Thank You!