



Allegany
Franciscan
Ministries

Request for Proposals (RFP) Overview and Instructions

THE OVERTOWN COUNCIL FOR THE COMMON GOOD
is requesting proposals for
*“Uniting Community Voices in Overtown that
Inform Policies and Decisions”*

RFP Announced:

January 20, 2017

Proposal Due Date:

March 1, 2017 at 12 pm

Thank you for your interest in the Overtown Common Good Initiative and its goal to improve the health and wellness of all citizens in the Overtown Miami neighborhood. In addition to the information in this document, more information can be found on Allegany Franciscan Ministries' website at www.afmfl.org.

Need More Help? If you have questions regarding this RFP, please first read these instructions, then check our website and review FAQs for answers. If after reviewing these resources you still have questions, you can contact Daniel Gibson, Regional Vice President for Miami-Dade County, at 305-860-1441 or dgibson@afmfl.org for further information.

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KEY DATES

Request for Proposals Announced	January 20, 2017	
Webinar – RFP Overview and Q&A	January 31, 2017 10 am – 11 am & February 7, 2017 2 pm – 3 pm	Though not mandatory, applicants are strongly encouraged to participate in this helpful informational webinar which will offer applicants an overview of the RFP and application process, and provide an opportunity for applicants to ask questions. All questions and answers will be documented and posted under FAQs on Allegany Franciscan Ministries' website.
Deadline to Submit Full Application	March 1, 2017	Online application must be submitted by 12 pm (noon).
Finalists Invited to Participate in In-Person Presentations	March 9, 2017	The Overtown Council for Common Good will invite a select number of applicants back as finalists to participate in a 20-minute in-person presentation.
*In-Person Presentations	*March 15, 2017	*All applicants are asked to SAVE THE DATE of March 15th 2017 , the day finalists will be asked to provide an in-person presentation to the Council. Presentations will include up to 10 minutes for applicants to present their projects to the Council, with an additional 10 minutes for Council Members to ask questions to applicants. The Miami-based location for these presentations will be disclosed when finalists are invited to participate.
Decisions Announced	April 2017	We will work with applicants, after decisions are finalized, on contracts, budgets and timeline confirmation.
Contract Period Begins	April 2017 or later	

A FEW TIPS UP FRONT

- I. Please read these instructions and review all questions completely prior to responding to this RFP.
- II. A webinar to discuss this RFP and application will be offered on January 31, 2017 (10 am – 11 am) & February 7, 2017 (2 pm – 3 pm). Space is limited. To participate in the webinar send an RSVP to khardy@afmfl.org with your preferred date. Details will also be posted on our website.
- III. Proposals are due no later than 12 pm (noon) on March 1, 2017. We encourage you to submit your application prior to the deadline to avoid unexpected problems or last minute transmission delays.
- IV. Applications must be submitted online. To apply for this RFP go to www.afmfl.org and click on the “Common Good Initiative” tab, then click the “Overtown” tab. Select “Apply.” Log in if you have an account; click the “Create New Account” button if not.
- V. In the online application, an asterisk (*) by the question means a response is required.
- VI. Be aware that the online application limits your responses to *characters* – including all letters, punctuation marks, and spaces. **Helpful Hint** - first complete your response in a separate document to track characters. When your response is ready, cut and paste your answers into the appropriate fields in the online system. Also, remember to select “*Save Application*” often to save your work.
- VII. Special attention must be given to character limits in the Project Narrative. In this part of the proposal, sections (2) IMPLEMENTATION PLAN, (3) REQUIRED ELEMENTS FOR EACH STRATEGY, (4) PROJECT TIMELINE, and (5) MEASURABLE GOALS AND OUTCOMES each provide additional character limits for proposals that address more than one of the strategies outlined on page 7 of this RFP. The additional character limit is provided to allow adequate space for these applicants only. Applicants who are addressing only one strategy must be careful not to exceed their allotted character limit. Failure to adhere to this rule will be considered during the review process, and may impact decisions.
- VIII. It is not necessary to use all the space provided – answer the questions in sufficient detail and breadth, without adding or repeating information just to fill space.
- IX. Allegany Franciscan Ministries’ Mission, as well as the Values, Goals and Priorities outlined by the Overtown Common Good Initiative, will drive the decision-making process for this RFP. Applicants can access more information about the Common Good Initiative on the Allegany Franciscan Ministries’ website www.afmfl.org.
- X. **Save the Date – March 15, 2017.** As part of the selection process, the Overtown Council for Common Good will invite a select group of finalists to participate in an in-person presentation/interview process. These presentations will occur in a to-be-determined Miami location. Each applicant will participate in a 20 minute interview, including a 10 minute presentation and 10 minutes of questions from the review council. We are asking all applicants to keep March 15th open should you be identified as a finalist. The Council expects to identify and contact all finalists by March 9th, 2017.

INTRODUCTION & OVERVIEW

Allegany Franciscan Ministries, through its Overtown Common Good Initiative, seeks to invest up to \$750,000 in activities, programs and capacity building contracts to strengthen Overtown residents' and local businesses' ability to advocate and create the change they hope to see in their community. This announcement is an invitation for a diverse group of stakeholders to join together to help this historic neighborhood and its citizens reestablish their reputation as a treasured part of the City of Miami's past and future. The Overtown Common Good Initiative encourages citizens (non-profits, for-profits, government, public institutions, faith-based, communications/PR professionals, or others), in and around Overtown, to submit proposals for awards between \$25,000 – \$750,000. We are searching for partners who have the most innovative solutions and implementation plans for the strategies identified in this announcement. Awards will be considered for one, two and three year terms depending on the scope of each project. We would like to underscore that this Request for Proposals (RFP) is based on the exciting goals that have already been selected by the community, which will require collaboration, creativity and an undeniable passion for the Overtown neighborhood.

BACKGROUND OF THE COMMON GOOD INITIATIVE

In keeping with the legacy of the Franciscan Sisters of Allegany and its mission to serve together in the spirit of the Gospel, Allegany Franciscan Ministries launched the Common Good Initiative to mobilize communities towards better health and wellness through community engagement, a long-term commitment of resources, and increased collaboration of residents and stakeholders. Broadly speaking, the initiative is a community-driven approach that invests in specific communities to create healthier, safer, and more prosperous places in which our most vulnerable residents can live, learn, work and play. The initiative was launched in 2014 in three Florida communities, including Overtown.

Overtown community members, stakeholders and organizations participated in a thorough and lengthy process to identify community issues they believed were the most important priorities to be addressed by this initiative. As part of this process, a local advisory board called the Overtown Council for the Common Good was formed by Allegany Franciscan Ministries to lead the development, implementation and evaluation of the Common Good Initiative. The Council is now tasked with analyzing existing resources, researching best practices, suggesting evidence-based efforts, and helping to decide how funds and resources should be invested.

The top three priorities identified in Overtown are:

- **All residents will have access to high quality employment.**
- **All community youth will have access to affordable, high quality youth development opportunities.**
- **Community voices in Overtown inform policies and decisions: Residents and organizations in Overtown have the information and resources to work together and exercise their power for the good of the community.**

Allegany Franciscan Ministries has committed a significant amount of capital – human, financial, social and spiritual – to the initiative, working with a broad spectrum of stakeholders to achieve its goals. The Overtown Council for the Common Good and Allegany Franciscan Ministries know that success will not come easy. Success will require stakeholders to take on active roles and to identify opportunities, make recommendations, and hold others accountable. Success will also depend on other philanthropic, public, private, non-profit, and faith-based organizations to come together and leverage resources, champion change, and commit to sustainable solutions.

THE IMPACT WE INTEND TO SUPPORT

The Overtown Common Good Initiative hosted several town hall meetings during 2014 and 2015, creating a safe place for residents and stakeholders to voice their concerns and offer their votes on the priorities for the initiative. A common grievance during these sessions came from residents and organizations who reported feeling overwhelmed and defenseless against the recent civic and structural changes in Overtown. Citizens were frustrated and hopeless. They had opinions, but no one to talk to. Their sentiments expressed included, “Our voices are never heard,” and “We are invisible to them.” This RFP is in response to this feedback.

With its strategy to “Unite Community Voices”, the Overtown Council for the Common Good envisions a new paradigm where Overtown residents and organizations feel empowered, informed and involved in the important decisions being made in their community. The vision includes a new culture where residents are engaged and updated regularly on issues regarding property and business development, economic growth, safety and health. The vision creates a transparent and collaborative relationship between residents, organizations and all sectors that will monitor and discuss the impact of all planned changes to Overtown.

When implemented successfully, these civic engagement strategies will have a resounding benefit. Engaged citizens and organizations, will experience an increase in meaningful interactions with local and state policy makers. Businesses and residential developments coming to Overtown will prioritize jobs and housing for those currently residing in the area. Residents will report at community meetings that they, and their opinions, due in fact matter. And finally, the vision concludes with a new local sense of civic pride and appreciation. Overtown citizens will mobilize to make their neighborhood healthier and safer. And people beyond Dade-County will once again celebrate all that is unique and good about this iconic neighborhood. **Put simply, the goal of this RFP is to help citizens form a voice that is heard, valued and influential.**

At this time, the Overtown Council for the Common Good is requesting proposals to ensure that **All Community Voices in Overtown Inform Policies and Decisions**. The Council has identified four strategies to address this priority. These strategies are defined in the table on page 7. Successful proposals will address one or more of these strategies. Applicants that address multiple strategies are strongly encouraged to establish meaningful collaborations with diverse partners to successfully achieve these goals.

MEASURABLE GOALS AND OUTCOMES

Applicants must propose an implementation plan for one or more of the following strategies:

Strategy	Short Term Goal(s)	Intermediate Goal(s)	Long Term Goal(s)
<p>1. CONDUCT ONGOING OUTREACH AND ENGAGEMENT WITH LOCAL OVERTOWN CITIZENS: Develop and implement outreach efforts to engage, educate and gather feedback from the residents and citizens of Overtown.</p>	<p>Local residents and citizens who work in Overtown are aware of current and new programs, resources and advocacy issues relevant to their lives.</p> <p>The Common Good Initiative remains informed, in real time, with direct feedback, from local citizens about what is important to them.</p> <p>People know they matter.</p>	<p>Citizens are organized around local issues;</p> <p>Overtown demonstrates an increase in the number of citizens who show up where decisions are made (increase in voting and vocalizing opinions).</p>	<p>Local citizens are empowered, independently organizing around issues that support the success of their families and communities;</p> <p>The community is skilled in asking for what it wants.</p>
<p>2. WORK WITH ORGANIZATIONS: Develop a comprehensive understanding of local resources (programs, services, support systems based in Overtown and/or available to residents of Overtown); improve communication strategies between local organizations; assess the capacity needs of local organizations; and increase the capacity of local organizations where needed.</p>	<p>Staff and volunteers from local Overtown organizations will have access to professional trainings, information sharing opportunities, and organizational assessments.</p>	<p>Community organizations and local citizens collaborate regularly to share information, maximize resources, and improve the efficiency of the local response system.</p> <p>Local organizations identify their capacity needs (per a universal assessment tool).</p>	<p>Community organizations report improved capacity and efficiencies.</p> <p>Local organizations increase their capacity to serve more Overtown citizens.</p>
<p>3. IDENTIFY A TRUSTED AND EFFECTIVE ADVOCACY NETWORK: Collaborate with existing groups (i.e. Overtown Advisory Board/ Overtown Community Oversight Board), as well as with other local stakeholders and groups to develop a united voice for advocacy points, policy review and systemic reform goals pertaining to the Overtown community.</p>	<p>Existing stakeholder groups are informed and united around the Overtown Common Good Initiative strategies and goals;</p> <p>Local Overtown advocacy groups are informed and organized around their legal rights and processes.</p>	<p>Local residents, citizens and organizations have a trusted and organized advocacy structure and process to carry their ideas and concerns successfully forward;</p> <p>This network of advocacy groups will use its role to make decisions in the best interest of the Overtown community.</p>	<p>Residents, citizens and organization in Overtown will witness their ideas realized through policy changes, systemic reform efforts, and good decision making.</p>
<p>4. DEVELOP IMPROVED COMMUNICATION STRATEGIES USING MULTI-MEDIA: Develop and implement innovative, multi-faceted and targeted communication strategies to effectively disseminate the work and outcomes of the Overtown Common Good Initiative, while also highlighting and celebrating the community's assets.</p>	<p>Citizens are exposed to and utilize diverse communication and media strategies;</p> <p>The Overtown Common Good Initiative is able to communicate with local citizens through multiple media outlets.</p>	<p>Overtown stakeholders have a measurable response to the marketing strategies (i.e. more citizens attend meetings where decisions are made; there is an increase in positive local news stories that celebrate Overtown's assets; residents have increased access to services, programs and resources).</p>	<p>Citizens and local stakeholder groups demonstrate improved appreciation for Overtown;</p> <p>Overtown is a safer and healthier community.</p>

AWARDS & SELECTION PROCESS

The Council for the Common Good expects to award one (1) to four (4) contracts over a three year period, totaling up to \$750,000. Though the available funds average \$250,000 of investments per year, the Council will be flexible when recommending how funds are dispersed. Applicants should propose budgets and timelines that are realistic and that will produce long-term impact for Overtown.

The Council is looking for community stakeholders with diverse backgrounds, experiences, skillsets and perspectives to collaborate around the issues and strategies in this RFP.

The Council’s Strategy...	...Seeks Applicants with this Skillset
Conduct Ongoing Outreach and Engagement with Local Overtown Citizens	Providing Outreach and Engagement in Overtown, or a similar community
Work with Organizations	Coaching Community Organizations through Assessments, Analysis and Capacity Building Activities
Identify a Trusted and Effective Advocacy Network	Leading/Facilitating Community Advocacy Campaigns
Develop Improved Communication Strategies Using Multi-media	Designing and Developing Multi-Media Strategies and Platforms

Through this RFP process, the Council will select the most innovative proposals that not only articulate the best implementation plan for their related strategies, but also that demonstrate a sincere passion to work in the Overtown community. Though organizations from in and out of Overtown are strongly encouraged to respond to this request for proposals, applicants without previous experience serving Overtown citizens will need to demonstrate previous professional experience working in similar communities and environments.

All funded projects will be encouraged to collaborate with one another, as there are critical commonalities and shared goals between the four different strategies. The strongest proposals will have identified key collaborations prior to submission. In addition, after first review of proposals, the Council may strategically match applicants with other applicants, prior to any award decisions, to allow the organizations to discuss potential collaborative roles and opportunities. Each funded partner will be expected to embrace the collaborative spirit of this initiative.

REQUIRED ELEMENTS FOR EACH STRATEGY

Applicants may submit a proposal that addresses one or more funding strategies in this RFP. Each strategy has required elements that should be incorporated into the project and described in this proposal. These elements include:

Projects for ALL STRATEGIES should:

- Effectively identify, celebrate and utilize community and neighborhood assets and resources;
- Produce the measurable goals and outcomes identified by the Overtown Common Good Initiative;
- Promote the dignity and respect of all citizens of Overtown;
- Build relationships of transparency and trust in the community;
- Work side by side with the citizens and organizations in Overtown;
- Identify all key staff who will be instrumental to achieve the outlined goals.

Projects that provide OUTREACH TO LOCAL CITIZENS should also:

- Use diverse communication strategies and systems to connect with Overtown citizens;
- Demonstrate that Overtown residents have improved access to resources;
- Provide ongoing opportunities for citizens to provide feedback which will be documented, archived and shared with other stakeholder groups;
- Provide education materials and ongoing learning opportunities to help citizens stay updated on the issues that they regard as important to them and their community;
- Reach residents of all ages, including students, young adults and their family members;
- Encourage long-term engagement with citizens, from childhood through adulthood;
- Reach out to engage new residents who are moving into the community.

Projects that WORK WITH ORGANIZATIONS should also:

- Utilize existing tools and networks to identify and share local resources;
- Identify how organizational capacity and needs will be assessed and evaluated;
- Define additional activities that will be used to help organizations achieve their capacity needs and goals;
- Demonstrate how the project will remain current and aware of the ever-changing landscape of resources and programs;
- Build consensus among organizations, identifying shared messaging and goals between agencies.

Projects that IDENTIFY A TRUSTED AND EFFECTIVE ADVOCACY NETWORK should also:

- Identify and collaborate with pre-existing advocacy groups, when possible;
- Develop detailed Memorandums of Understandings between participating groups;
- Identify processes to engage stakeholders, including citizens, advocacy groups and policy makers;
- Because residents are often most vocal and comfortable advocating for their basic needs (housing, food, income), describe a plan to help citizens understand the “*big picture*” community policies and issues.

Projects that DEVELOP IMPROVED COMMUNICATION STRATEGIES should also:

- Describe how younger citizens of Overtown will be reached and engaged;
- Describe how new residents moving into community will be reached;
- Demonstrate how relationships of trust will be built in the community;
- Develop web-based (or other relevant technology) and written communications tools (i.e. Newsletters, flyers, etc.);
- Define any social media tools or hubs to be utilized;
- Work with a diverse representation of local Overtown citizens to develop marketing strategies that promote Overtown, and celebrate all that is unique and good about the community;
- Describe how the communication strategies will promote Overtown as a place to live, work and play.

ELIGIBILITY

To be considered for funding, applicants must meet the following basic requirements:

- Organizations may be a for-profit business, a public agency, or a nonprofit entity (which has received a ruling from the Internal Revenue Service confirming its exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code).
- Be willing and able to comply with all requirements of the Allegany Franciscan Ministries Agreement.
- Be “in good standing” with Allegany Franciscan Ministries (*This only refers to organizations who have previously received one or more grants from Allegany Franciscan Ministries*).
- Preference will be given to community-based organizations with a current presence in Overtown and experience serving the citizens of Overtown, and/or collaborations that include agreements and partnerships with Overtown-based organizations.
- The project and funded activities must align with Catholic social teachings.

BUDGETS/SUSTAINABILITY

- Funding cannot be used for expenses incurred before obtaining a signed agreement.
- The Overtown Common Good Initiative hopes to provide substantial funding to help Overtown organizations improve their capacity and infrastructure. Allegany Franciscan Ministries and the Council hope to invest in solutions that will create long-term impact for Overtown.
- The Council will consider applications for one, two or three year funding based on the scope and strategies of the project.
- Though the total amount of awards issued will depend on the size and scope of the proposals we receive, the Council expects to award up to \$750,000 over three years, with a likely annual limit of \$300,000 in the first year.
- Applicants are encouraged to identify possible future funding partners for their project.

Pages 11-20 list each question from the proposal, along with instructions that we hope you find helpful. For certain questions, we provide additional things for you to consider as you think about your response. These additional questions or prompts are just to help you understand what the Council is hoping to learn from your response. If you find these additional questions helpful, use them. However, applicants should ultimately answer the questions as they are written in the online application. Use the additional thoughts to help inform how you craft your answer. And pay attention to character limits!

OVERVIEW

This section requests general information about your organization and your proposal. If the proposal is for a collaborative project, the organizational questions should be answered by the lead organization. There will be opportunity later in the proposal to identify key partners, and describe their activities, roles and responsibilities.

Chief Executive Contact Information [500 characters allowed]

Include name, title, e-mail address, and phone number.

Contact Person [500 characters allowed]

Who should Allegany Franciscan Ministries contact with questions about the application, including technical questions regarding the submission? Applicants might consider a lead person responsible for the actual implementation of this project, or the person responsible for responding to this RFP. Be sure to include name, title, e-mail address, and phone number.

Organization Web Address [100 characters allowed]

Provide the url for your organization's website.

Organizational Structure [1500 characters allowed]

Describe how your organization's management is structured for effective operations. Describe how reflective your organization is of the community you serve, and how you approach recruitment for board (if applicable) and staff from a perspective of inclusion. If you have a Board of Directors, this is also a great opportunity to share how engaged your board is in governing your organization. Describe your board composition and active committees. Share an example that demonstrates how the board supports the organization.

Organizational Statements of Mission, Values and Vision [1000 characters allowed]

If official statements are not available, applicants can provide a general overview of their organization's mission, values and visions. Generally speaking, Mission Statements describe who your organization serves, what services you provide, and why your organization exists;

Values represent what qualities or behaviors your organization honors in order to achieve its mission; and Vision helps to describe how the community will look once you have successfully accomplished your mission.

Project Name [100 characters allowed]

If you do not have a project name and need help thinking of one, create a project name that describes what you will be doing. For example, if the request is for general operating support, the project name could be General Operating Support. We request that your project name does not use quotations, all caps or include the name of your organization.

Brief Executive Summary [500 characters allowed]

Provide a brief summary of the project in two to four sentences. This is just a short elevator speech for your project, meant to provide only a quick overview.

Length of Project

How many years of funding are you requesting? One, two or three years?

Project Beginning Date (no earlier than April 2017)

What is your proposed start date for this project? Keep in mind that, though existing and established projects are eligible to apply for funding, Allegany Franciscan Ministries will not reimburse any project expenses incurred prior to a signed agreement. For the sake of this RFP, the beginning date is the date, after the agreement is signed, that the applicant is prepared to start to work on the project. This is only an estimate. Actual start dates will be negotiated once the project has been funded.

Strategy (Strategies) Addressed in the Proposal

Select the strategy, or strategies, that this project will directly address. Proposals can address as few as one strategy or as many as all four strategies. However, applicants should only select a strategy if the project has been designed to meet each of the strategy's goals and outcomes identified in the RFP. Projects that address multiple strategies will be asked to provide comprehensive details about their implementation plans throughout this proposal. Also, though not required, it is expected that multi-strategy responses will utilize strategic collaborations to achieve all of the project goals. Finally, though collaboration is strongly encouraged in this RFP, there is no advantage for an applicant to address multiple strategies. The Council expects to fund each strategy with the proposed solution that they believe is the most innovative, realistic and likely to be successful.

PROJECT NARRATIVE

Before completing this section, please review the "RFP Overview and Instructions" document.

1. ORGANIZATIONAL & COMMUNITY ENGAGEMENT EXPERIENCE

The following questions will help reviewers to understand your organization, and will help to explain why you believe that your proposal offers the most innovative and effective solutions for the Overtown Common Good Initiative.

What is your organization's perception about the issues/challenges that this RFP is looking to address? What is the challenge? How do you know? [2000 characters allowed]

Why do Overtown residents report that their voices "do not matter," and that they "are not listened to or heard?" What is your organization's opinion? What are some contributing factors to this issue? Is there any data to support this?

Describe your organization's current role in Overtown, or a similar community, including previous experience or work successfully implementing some of the key strategies of this project. Include the results of those efforts and what lessons you learned from the experience. [2000 characters allowed]

How long has your organization been doing this work? Where have you provided similar services or activities? What have been the results of your previous work? Be sure to emphasize any experience serving Overtown and/or its residents, or a community similar to Overtown.

What structures does your organization have in place to create meaningful resident leadership and decision-making opportunities? What are your organization's community impact and leadership development goals? [2000 characters allowed]

Each strategy outlined in this RFP was selected as a means to empower the residents and businesses of Overtown and to create opportunity for their voices to be heard. What infrastructure and/or influence does your organization provide to guide local citizens toward these goals? How has your organization supported these types of goals in the past?

How does this opportunity align with your organizations' mission and strategic plans? [1000 characters allowed]

Why are you drawn to this issue? How do the activities outlined in this proposal compare to the other activities provided by your organization, and by your collaborative partners?

Describe your organization's experience working in and/or providing leadership to a collaborative. [500 characters allowed]

Have you participated in a formal collaboration before? What leadership experience did your organization demonstrate in the collaborative? Why was this collaboration helpful? If you have not worked in a collaborative, how do you think your organization would perform in a collaborative?

2. IMPLEMENTATION PLAN

This section will help to describe how your project will fulfill the requirements of this RFP.

***For proposals addressing one strategy, please do not exceed the first character count that is listed. Additional character counts provided only for proposals addressing multiple strategies.**

What is your target population? Why this group? [500/1000 characters allowed]

Who are the people or groups in Overtown that you will engage? How many people, organizations or groups do you expect to reach?

Describe your implementation plan, including the innovative solutions and activities you will use to achieve your goals. Why is this the right solution? [2000/4000 characters allowed]

What tools, processes, activities, or engagement tactics will you be using for this project? Why did you select these activities? How are they connected to the population and goals of this project? This is a good time for you to highlight any best practices or research to support these solutions and activities. Describe any previous successful implementations of these strategies.

Where will you conduct these activities? How often? [1000/2000 characters allowed]

Be as specific as you can be with the location and frequency of these activities. Where will your offices be located? Where will you engage with your target population? How frequently will these activities happen? Are there any barriers or concerns about the location and frequency you have proposed?

List all key staff directly assigned to this project [1000 characters allowed for all responses]

Identify all staff directly assigned to this project, including key staff at collaborative agencies. This is not indirect or support staff. What staff and/or positions will be essential to the success of this project? Specify the activities each person will be involved in. Include each staff's title, as well as any relevant skills, competencies and/or experience they may have.

Who are your collaborative partners for this project? [1000/2000 characters allowed]

Collaborative partners are considered key organizations that are responsible for implementing activities in this proposal, and that are considered essential to the success of this project. Collaborations consist of more than a referral relationship. Important questions or details to consider in your response include, is this the first time that these organizations have collaborated with one another? What are the unique roles of each organization and/or entity in this project? Be sure to highlight each entity's experience working in Overtown, or in communities similar to Overtown. If you are not working with any collaborative partners, please explain why. *(Funded collaborations will be asked to submit Memorandums of Understanding or similar documentation outlining expectations, roles and responsibilities.)*

Identify any additional programs, resources or agencies that will be utilized by this project [500/1000 characters allowed]

What other agencies, programs or resources will be helpful in the implementation of this project? These agencies might not be involved in the daily implementation of your project, but they are still beneficial to your target population. These might be well-known community resources or referral partners used by your organization.

What is unique and innovative about this proposed team? [500/1000 characters allowed]

Why is this mix of organizations and staff the right combination for this project? What makes this team stand out in the community?

If this project involves collaboration with other agencies, how often will your organizations meet to discuss the project? Who will attend these meetings? [500/1000 characters allowed]

Be as specific and realistic as you can be with the frequency and persons you expect to be at these meetings. If meetings are not required, why not?

How will Overtown residents and businesses be engaged in the development and implementation of this plan? [1000/2000 characters allowed]

Specifically describe any plans or activities that will be used to engage with citizens who currently and traditionally have not been engaged in the community process. Which citizens do you believe have barriers to engagement? Why? How will you overcome these barriers?

How will you know if your implementation plan is working and on target to meet your outcomes? [500/1000 characters allowed]

What is your oversight plan for this project? For collaborations, describe how you will provide intra-office feedback and address conflict. Describe any quality improvement tools or processes that will be used to monitor the plan.

How will your project utilize technology to implement your strategy? Why? [500/1000 characters allowed]

Is this new technology for your organization? For the community? For your target population? Will training be required? Do you expect any challenges with technology?

What other organizations are working to address similar strategies in Overtown, and the greater Miami-Dade area? [250/500 characters allowed]

We are interested in knowing who else is doing similar work, whether or not this work directly impacts Overtown residents. Are there any differences between these projects?

3. REQUIRED ELEMENTS FOR EACH STRATEGY

***For proposals addressing one strategy, please do not exceed the first character count that is listed. Additional character counts provided only for proposals addressing multiple strategies.**

How will your project incorporate or address all required strategy(s) elements that are outlined in this RFP? [2500/5000 characters allowed]

Please review the REQUIRED ELEMENTS FOR EACH STRATEGY section of this RFP, and be sure that each element is addressed in this proposal.

4. PROJECT TIMELINE

***For proposals addressing one strategy, please do not exceed the first character count that is listed. Additional character counts provided only for proposals addressing multiple strategies.**

Please describe any activities or resources that will be needed for the planning and development periods of this project, and when will these be completed? [1000/2000 characters allowed]

Let us know how long it will take your project to be up and running. How much planning will the project require?

Do you expect the services, activities or advocacy efforts identified in this plan to continue after the terms of this contract? If yes, please identify potential collaborative or funding partners you may be able to approach to support the project. If no, please explain how the project's impact will be sustained. [500 characters allowed for all proposals]

Sustained impact for Overtown is important. How will the impact of this Common Good Initiative continue after the initial funding cycle?

5. MEASURABLE GOALS AND OUTCOMES

Please review the table of strategies and goals on page 7 of this RFP prior to responding.

***For proposals addressing one strategy, please do not exceed the first character count that is listed. Additional character counts provided only for proposals addressing multiple strategies.**

How will your implementation plan achieve the required goals and outcomes outlined in this RFP? [2000/4000 characters allowed]

Please address each goal that is listed with the strategy(s) for which you are requesting funding. Describe how your implementation plan will help to achieve these goals.

What other impacts, if any, do you expect to achieve with this project? How will you measure this impact? [1000/2000 characters allowed]

This is an optional question. Have you identified any other measurable outcomes or goals for this project?

PROJECT BUDGET

Total Amount Requested

What is the total amount of funding being requested?

Total Project Budget

What is the total anticipated cost of this project throughout the length of this contract?

Project Budget Summary Form

Download the *Project Budget Summary Form* from the application – it is an Excel® spreadsheet. Save the form on your system while you complete it, and then upload following the instructions provided on our website.

The spreadsheet has a separate sheet for each year – the tabs are labeled for each year. Use one sheet for each year of your project – if your project is for one year, you will only complete one form.

The columns and line items in the *Project Budget Summary Form* are described below.

- **Top of Form:** The organization name, project title and contract period should match those listed on earlier sections of the application.
- **Budget category:** This column lists the budget line items. If you have expenses that are not listed, do not add a category, but choose the one that is the closest fit and explain the expense in the attached narrative.
- **Total Project Budget and Sources of Funding:** In the column labeled "Source A: Allegany Franciscan Ministries" list the portion of each expense that is being requested from Allegany Franciscan Ministries. In the column labeled "Source B" insert the name of another funding source, indicate whether it is committed or pending, and then list the amounts expected from that source. Repeat for the columns labeled "Source C" and "Source D".

If in-kind support is being provided, this should be considered a separate funding source and listed in one of these columns. If you have more than three additional funding sources, combine the totals for multiple sources together in the "Source D" column, and list the individual sources on your attached narrative page (it is not necessary to list the specific line items covered by each of these multiple funders).

The column labeled "Total Project Budget" will automatically total the amounts in the "Sources of Funding" columns, and represents the total proposed expense for each budget category for a 12-month contract period.

Administrative or overhead expenses may be built into the overall project budget and are considered eligible expenses within reason. You must describe them in the narrative. Likewise evaluation is an eligible expense.

Here is what the *Project Budget Summary Form* you will download looks like:

Allegany Franciscan Ministries - 2017 COMMON GOOD INITIATIVE
PROJECT BUDGET SUMMARY FORM - YEAR 3

Organization Name: _____ Project Title: _____
FROM (date): _____ TO (date): _____

Budget Category	Total Budget (A+B+C+D)	Sources of Funding			
		Source A: Allegany Franciscan Ministries	Source B: insert name of funding source	Source C: insert name of funding source	Source D: insert name of funding source
Personnel <i>(salaries, wages, benefits, payroll taxes etc for all personnel involved in project)</i>	0				
Equipment <i>(computers, furniture, etc., less than \$3,000 per item)</i>	0				
Supplies	0				
Occupancy <i>(rent, mortgage, utilities, telephone, internet, etc. assigned as project expense)</i>	0				
Local Travel <i>(mileage, tolls, parking for regular local travel)</i>	0				
Training <i>(staff development, conferences, long distance travel)</i>	0				
Design, Printing & Postage	0				
Capital <i>(Buildings, vehicles, equipment \$3,000 or more per item.)</i>	0				
Purchased Services <i>(consultants, legal, accounting services, etc.)</i>	0				
TOTAL	0	0	0	0	0

Project Budget Narrative Form

Download the *Project Budget Narrative Form*, which is a Word© document. Again, save the form on your system while you complete it, and then upload following the instructions provided on our website. Use this document to provide additional detail about each line item. Describe each expense listed on the *Project Budget Summary Form*, explaining the overall project budget and the portion requested of Allegany Franciscan Ministries. Be specific. Include information about other financial resources. You may combine multiple years into one document, as long as you can still provide clear explanations. Or you may create a separate page for each year of the agreement (again, not more than one page per year).

DOCUMENTATION AND FINANCES

Financial Statements

A current audited financial statement with accompanying notes and management letter is required. Upload your most recent audited financial statements, or a proxy (i.e. 2016 profit and loss statement) if you have not had an audit. If your organization does not have a recent audit, or if your audit is more than a year old, please contact *Daniel Gibson, Regional Vice President*, at (305) 860-1441. Funded agencies will be required to submit an audit (or an approved proxy) for each year that they are funded.

Current Budget

Upload your organization's current year budget in the format used by your organization. The budget should include both revenue and expenses.

Strategic Plan

Upload the organization's current strategic or business plan (if available).

CERTIFICATION AND SIGNATURE FORM

Download the *Certification and Signature Form* from the application – it is a pdf. Three signatures are required: the chief executive of the organization, the current board of directors Chair or Vice Chair, and the chief financial officer (or equivalent).

Here is what the *Certification and Signature Form* you will download looks like:

ALLEGANY FRANCISCAN MINISTRIES
2017 OVERTOWN COMMON GOOD INITIATIVE
“Uniting Community Voices in Overtown that Inform Policies and Decisions”
GRANT APPLICATION

CERTIFICATION and SIGNATURE FORM

I understand that, if a grant is awarded, the organization will be advised of the amount and the complete and final terms of the grant. The organization will be prepared to enter into an agreement with Allegany Franciscan Ministries, Inc. and to comply with all terms and conditions of the grant.

I certify that the organization submitting this grant application has received a ruling from the Internal Revenue Service confirming that the organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and that the organization is not a private foundation as defined in section 509(a) of the Internal Revenue Code.

I authorize Allegany Franciscan Ministries to use any information provided in this application for funding at its discretion, even if a grant is not awarded.

By signing below, I certify that all information included in the application for funding is true and correct to the best of my knowledge.

Organization: _____

Chief Executive of Organization

Signature: _____ Date: _____

Name and Title Printed: _____

Chief Financial Officer of Organization (or equivalent)

Signature: _____ Date: _____

Name and Title Printed: _____

Board of Directors Chair or Vice Chair (or equivalent)

Signature: _____ Date: _____

Name and Title Printed: _____

You Are Nearly Finished!! Hooray!

Before you submit your application, print it and ask someone else – preferably someone who is not affiliated with your organization or project – to read it. Does it make sense ... can they understand clearly what you are trying to do? Get honest feedback and rewrite as necessary!

Double-check that your uploads have saved. When you are positive that your application is complete and there are no more changes, click “*Submit Application*” on the top left hand side of the page.

Thank you and God Bless You!