

Request for Proposals

Capacity Building for the Love My Neighbor! Mini Grant Program

Background:

Love My Neighbor!, an initiative founded by Neighborhood Allies and led by the Grassroots Grants Committee (GGC), invests in resident-led projects that aim to improve neighborhoods and engage neighbors. Neighborhood Allies believes the time is ripe to invest in the talents and ideas of residents who know their communities best. For the fifth round of the Love My Neighbor! grant program, Neighborhood Allies seeks individuals and teams to engage neighbors about the grant program and support application and project development of residents applying for the Love My Neighbor! grant program. Chosen individuals/team(s) will provide project development and application assistance through grantseeker workshops and one-on-one sessions with residents in one or more of the following communities: Allentown, Beltzhoover, Hill District, Homewood, Knoxville, Larimer, Lincoln-Lemington, Millvale, and Wilkinsburg.

Project Scope:

- 1) **Community Outreach:** The individual/team attends community meetings, reaches out to community organizations, and enters neighborhood spaces to communicate information about the Love My Neighbor! grant program. This includes the criteria, requirements, and goals of the Love My Neighbor! grant program.
- 2) **Project Development:** The individual/team works to understand applicant's ideas and works alongside applicants to translate their ideas into practical and achievable projects. To make projects achievable, individuals/teams must be able to understand and navigate important policies and laws as necessary, informing and educating applicants along the way. In the end, the project is well-defined, possible, and meets the goals of the Love My Neighbor! grant program.
- 3) **Application Assistance:** After developing the practical elements of their project, the individual/team assists applicants in completing the application for the *Love My Neighbor!* grant. This step is critical to ensuring residents are equipped with the skills and knowledge to apply for future grant and other opportunities.
 - a. **Budget:** The budget is a fundamental piece of the grant process. The individual/team teaches applicants how to complete a budget, breaking down concepts of revenue, expenses, donations and other relationships that exist.
 - b. **Match:** Applicants must match the grant amount they are requesting with monetary, in-kind, volunteer time donations. Individuals/teams work to encourage and represent these donations on the application.
 - c. **Timeline:** Applicants must complete their projects within 1 year of receiving grant funds. The team works with residents to assist them in identifying steps and time required to complete steps within the 1 year timeframe.
- 4) **Lead Grantseeker Workshops in each Community:** Between the dates of Friday, January 31st – Friday, March 27th 2020, applicants are eligible to apply for grants. It is during this time period that the individual/team must complete at least 2 Grantseeker workshops for their particular neighborhood(s).

Budget:

Neighborhood Allies has allocated **\$1,500 per neighborhood**. Place based and minority-led organizations, past GGC members, and local neighbors are strongly encouraged to apply.

Criteria for Selection: In review of proposals, the Neighborhood Allies team will be assessing the following criteria:

Proposed Approach:

Technical Appropriateness	To what extent do the members of the project team have the appropriate skills and knowledge to carry out the work required?
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429 Fourth Avenue, Suite 1900, Pittsburgh PA 15219

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Innovation	To what extent does the project team demonstrate a creative and thoughtful approach?
Cost-Efficiency	To what extent is the value of the team's work equal to or greater value to the amount of money spent?
Matching Criteria of Project Scope	To what extent does the project team's proposal match the criteria in the project scope?
Realistic schedule for Project Scope	To what extent does the project team stick to the timeline required to complete the project? And to what extent timeline they presented show a realistic schedule for work completion?

Qualifications:

Experience/Education of personnel	To what extent does the project team possess the experience & education required to carry out this work? Be sure not to evaluate only on length of work experience for this category.
Experience & expertise working with marginalized communities	To what extent does the project team have experience working in marginalized communities?
Demonstrated value for racial and economic equity in marginalized communities	To what extent does the project team value racial and economic equity in communities that have been historically disadvantaged? Specifically, how have the members of the project team effectively promoted racial and economic equity in their past work?
Reflection of the diversity of the community being served	To what extent does your project team reflect the diversity (racial, thought, age, experience, and gender) of the community served? If it currently does not reflect the community, who will you include in your project team to better reflect the diversity?

Guidelines and Requirements:

Submissions accepted until **Monday, January 6th 2020, at 1:00pm**. Multiple Individuals or teams may be selected to focus on particular neighborhoods of the program. This RFP follows the City of Pittsburgh's open and process for procurement.

The **proposal** should respond to the following pieces:

- 1) The team/individual identifies the neighborhoods to execute their work.
- 2) The team should reveal their framework and approach responding to the scope of work.
- 3) Members of the team should share 3-4 references that can verify their expertise, skills, and past work.
- 4) Team should share past work and experiences that specifically demonstrate their fit to complete this work.
- 5) Team should share all staff/subcontractors on their team.
- 6) Team should breakdown the budget, sharing the hours and cost for various aspects of the scope and their rate.

Proposals may be submitted via email to tamara@neighborhoodallies.org with "Capacity Building for Love My Neighbor!" in the subject line. Proposals may also be submitted by mail or in person to the following address: *Neighborhood Allies, 429 Fourth Avenue, Suite 1900, Pittsburgh, PA 15219 Attn: Tamara Cartwright*. Following your submission, chosen qualified consultants will be notified on/or before Monday, January 13th 2020. Selected applicants should be prepared to meet the **3rd Wednesday of January and February 6-9pm**.

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