



Request for Proposal 2018

Project Background:








The Youth Community Development Team (YCDT) is a joint project of the Rotary Club of Harrisburg, the Harrisburg School District and Bishop McDevitt High School. It was founded in 2004 with help from the Foundation for Enhancing Communities, the United Way of the Capital Region, the Patriot News and many dedicated volunteers.

Each year, approximately 40 high school juniors and seniors from Harrisburg schools are selected to participate in the 9-month YCDT program. The program encompasses leadership development, community service, involvement and community support. The students identify an area of need in the community and raise funds to make an annual grant to a program that addresses those needs.

The YCDT students have selected the area of **Access to the Arts with a priority given to organizations who are focused on emotional wellness for those in Kindergarten through 12th grade in Harrisburg City and the surrounding area** as their focus for 2018-2019.

Nonprofit organizations in the tricounty area (Cumberland, Dauphin or Perry counties) serving the residents of Harrisburg City and the surrounding area with programs/services that are offering access to arts programs for physical and emotional wellness for individuals in Kindergarten through 12th grade, may apply for a one-time grant of \$5,000. Organizations must supply information in the application to note numbers of individuals served and what is the referral process for program participation if any. Additionally, organizations must be able to supply information regarding the length and frequency of the program (ie. Hours and Number of days per day/week/month). The students will give priority to programs with a proven track record of success in the focus areas and can demonstrate measurable outcomes.

Consideration will be given to organizations and programs that:

-  Have received their 501(c)3 IRS Determination
-  Provide services in Harrisburg City and the surrounding area
-  Demonstrate a successful program track record
-  Demonstrate measurable and achievable outcomes
-  Demonstrate reasonable program to administrative cost ratios
-  Demonstrate fiscal sustainability
-  Provide volunteer opportunities for YCDT students and Rotary Club of Harrisburg members

Total Grant Funds Available:

\$5,000

717-213-5049

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Grant Deadline:

A full application including all attachments must be received by the Rotary Club of Harrisburg no later than February 22, 2019. Please see page 3 for full application details.

Grant Review Process:

YCDT students, their advisors and the YCDT volunteer coordinators will review all applications and attachments and make recommendations for funding. Recommended organizations are required to attend a YCDT meeting to make a brief presentation and answer questions. Please save the date of April 9, 2019 between the hours of 11:00 AM - 1:00 PM if you are chosen to be interviewed.

Term of Grant Award:

This is a ONE-TIME grant award. Funds will be issued during a regularly scheduled meeting of the Rotary Club of Harrisburg, date TBD in May 2019. Grant recipient must attend the specified meeting in order to receive the funds.

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Complete application with all required attachments in one PDF must be returned by February 22, 2019 to: Addeline Alaniz Edwards at addeline@hbgrotary.org With “YCDT Class of 2018-19” in the Subject Line.

Questions may be directed to Addeline Alaniz Edwards, Executive Director at 213-5049.

An electronic copy of the application may be found at www.hbgrotary.org.

Applications should include the following:

- 1) Brief cover letter on organization’s letterhead signed by Executive Director and Board Chair
- 2) Application Summary Sheet (provided)
- 3) Application Narrative – 5 pages maximum, 12 point font, 1 inch margins on all sides
 - a. Description of the applicant organization including organization history, overview of services provided
 - b. Brief description of proposed project

Organizations must supply information in the application to note numbers of individuals served and what is the referral process for participation if any. Organizations must be able to supply information regarding the length and frequency of the program (ie. Hours and Number of days per day/week/month).

- c. Documentation of need
 - d. When and where specifically will the project take place?
 - e. What will project success look like and how will it be measured/documented?
 - f. Other sources of funding and plan for program sustainability after the grant funds are used
 - g. Are other organizations in the area providing similar services? If so, please note their name and what services. Why does your project differ?
 - h. Does the project involve partnerships, collaborations, service or affiliations with other organizations that will strengthen the project? If so, please note their name and role. If not, why is your project best positioned for success as a single organization?
 - i. Ways in which YCDT students and Rotary Club of Harrisburg volunteers may get involved
 - j. The Rotary Club of Harrisburg fosters a climate of purposeful inclusion that values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. State how your project will be made accessible to all individuals who qualify for participation in the project and describe any accommodations, modifications, technologies, or services you will offer to ensure that all eligible participants experience the best possible services or outcomes.
- 4) Attachments
 - a. Completed project budget using the form provided
 - b. Organizational budget
 - c. A complete Board of Directors list including affiliations
 - d. Summary of agency staff qualification of those involved with the project
 - e. Two letters of support (if a partnership/collaboration is noted; letters must reflect that commitment)
 - f. Current copy of the organization’s 501(c)3 letter
 - g. Certificate of registration with the PA Bureau of Charitable Organizations, if applicable
 - h. First page of the form 990; or if one isn’t available, the most recent audited financial statements

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Application Summary Sheet
Rotary Club of Harrisburg- YCDT Class of 2018-19

Organization Name _____

Address _____

City _____ State _____ Zip _____

Website _____

Contact Person _____ Title _____

Email _____ Telephone _____

Name of Project _____

Term or Duration of Project _____

Total Project Budget _____ Amount of this Request _____

Mission Statement _____

Brief Project Description _____

Primary Target Population including the number of participants served by the organization (adults and children under 18 years of age)

Name of CEO or Executive Director _____

Name of Board President or Board Designee _____

Signature of Board President or Board Designee _____

Date _____

PROJECT BUDGET				
Organization Name:				
Is this project included in your current organizational budget?				
Yes No				
		YCDT Requested Funds	Other Funding Sources	Total Project Budget
PERSONNEL				
Salaries				
Payroll Taxes				
Fringe Benefits				
Contractual Workers				
Other				
Subtotal Personnel				
PROJECT EXPENSE				
Rent/Mortgage				
Utilities				
Telephone/Communication				
Insurance				
Office Supplies				
Program Supplies				
Maintenance Supplies				
Postage & Delivery				
Professional Services				
Training & Development				
Consultant Fees				
Travel				
Printing/Copying				
Equipment				
Other				
Subtotal Project Expense				
Total				