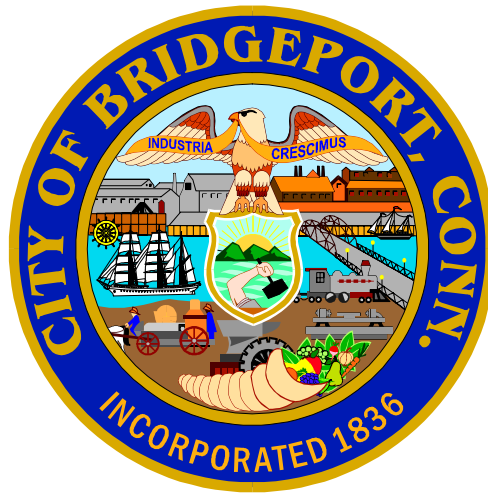


Advancing Capacity Together (ACT) Program

REQUEST FOR APPLICATIONS



A partnership between the:

**City of Bridgeport, Central Grants Office
Council of Churches Greater Bridgeport
United Way of Eastern Fairfield County
And, The Workplace, Inc.**

**Release Date: June 13, 2008
Due Date: July 18, 2008**

SECTION ONE

Administrative Requirements

This section provides an overview of the relevant information and requirements that applicants must adhere to in determining their eligibility to apply for sub-award funds.

A. Authority

The US Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Community Services (OCS) through Section 1110 of the Social Security Act governing Social Services Research and Demonstration activities and the Department of Labor, Health and Human Services, and Education, and Related Agencies Appropriation Act, 2004, Pub. L. 107-116, Title II, authorizes federal funding for the Compassion Capital Fund Demonstration Program. The Catalogue of Federal Domestic Assistance reference number for the Compassion Capital Fund Demonstration Program is 93.647.

Under cooperative agreement number 90EJ0093/01, the City of Bridgeport was selected as the Intermediary Organization for Bridgeport's Compassion Capital Fund (CCF) project, which is entitled Advancing Capacity Together (ACT) program in partnership with The Workplace, Inc., The Council of Churches of Greater Bridgeport, and United Way of Eastern Fairfield County.

B. Purpose

The Compassion Capital Advancing Capacity Together (ACT) initiative is an innovative initiative designed to assist faith-based and non-profit organizations to better serve their clients. This goal is met through organizational assessments, one-on-one technical assistance, and a capacity building mini-grant program.

One of the most pressing problems facing Bridgeport residents, particularly low-income families, youth, and individuals with special needs, is the availability of affordable housing. **As such, ACT will focus on providing support to organizations that assist both the homeless and those at risk for homelessness.**

The Program will offer a total of up to 60 faith based and community based organizations (four rounds of 10-15 groups) admission through an application process. ACT will consist of an intensive organizational assessment, individualized technical assistance work plan, and a comprehensive technical assistance workshop series designed to address their capacity needs. In addition, organizations will be eligible to apply for funding for capacity needs through a sub-granting process.

The workshop series will be classroom based and occur over a three month time period. Five categories of assistance will be offered with a variety of specialized topics covered under each category. Categories include: **(1) Leadership Development** with emphasis on Board Self-Assessment, personnel policies and practices, staff development and training and recruitment and retention of staff; **(2) Organizational Development** covering accounting practices, budget preparation, data-collection tools, systems analysis and assessment, website design and many others; **(3) Program Development** with topics including strategic planning, reporting and service delivery systems; **(4) Revenue Development Strategies** highlighting proposal writing, grants-management, fund raising planning, and special events; and, **(5) Community Engagement** covering communications and public relations, marketing outreach, collaboration/merging, and

organization branding.

Training and technical assistance services will be provided at no cost to the selected applicant organizations. Sub-award funds under this program are 100% federally funded. **Sub-award funds and services provided under this program are strictly for the purpose of increasing the organizational capacity of applicant organizations. Applicants should not view this program as a source of additional grant funds to sustain pre-existing activities that are not capacity building in nature; thus, sub-award funds may not be used for direct services and other unallowable costs.** Upon acceptance into the program, organizations will be required to prepare a sub-award grant application to be considered for funding. Sub-award funds will be limited to organizations that complete all program requirements, which can be found on page 4 of this RFP.

Four guiding objectives will be achieved through ACT:

1. Identify and engage faith-based and community organizations that demonstrate the interest and ability to address homelessness in Bridgeport through the creation of affordable permanent housing and the building of capacity to address the needs of homeless youth.
2. Provide training and technical assistance to strengthen the administrative, financial and operational capacities of target organizations.
3. Encourage target organizations to become involved in various task forces looking at the housing crisis in Bridgeport, particularly the Continuum of Care and the use of Housing Management Information System (HMIS).
4. Increase FBO's and CBO's ability to become self-sustaining.
5. Evaluate the effectiveness of the model and disseminate best practices through the Continuum of Care network and other outlets.

C. Eligible Applicants

Eligible applicants under this program include any faith-based or community organization (FBCOs) that currently provide or intends to provide services to individuals and families who are homeless or at-risk of homelessness in Bridgeport.

Service categories include housing and homelessness, children and youth, elders in need, rehabilitation services to addicts, ex-offender and re-entry services, families transitioning from welfare to work and other service areas that are applicable.

Priority for awards will be given to organizations that historically have not received grants from the federal government. Eligible applicants will receive five (5) bonus points to their total score.

Applicants must be physically located in the state of Connecticut and provide services or planning to expand services into Bridgeport to be eligible for funding.

Participation is open to all faith-based and community-based organizations regardless of the religious nature of the applicant organization or the religious nature of the program(s) it offers; however, funds awarded under this program may not be used for inherently religious activities such as religious instruction, prayer, worship, or any form of proselytization nor may funds be used to purchase any religious materials or provide any inherently religious services.

Applicants are **not required** to currently possess a 501 (c) (3) nonprofit certification nor are applicants required to have a fiscal sponsor to participate in this program. For-profit organizations are not eligible to participate in this program.

Applicants that do not currently possess a 501 (c) (3) nonprofit certification must provide two or more of the following forms of documentation as proof of the organization’s legitimacy: (Please place items in the appendix)

1. Articles of incorporation (with Secretary of State’s Seal)
2. Organizational chart(s)
3. By-laws
4. Taxpayer Identification Number (TIN) or Employer Identification Number(EIN)
5. DUNS Number (Dun & Bradstreet Number) or
6. A **letter signed by three members of your board of directors** attesting to the organization’s legitimacy and purpose **and a list of current board members**.

Organizations who cannot meet these criteria are encouraged to contact Kelly McDermott, Project Coordinator, to discuss scheduling a site visit and interview.

Applicants that do not currently possess a 501 (c) (3) nonprofit certification may also be subject to a site visit from ACT staff prior to receiving final approval for a sub-award award.

Applicants are not required to provide matching funds or in-kind services to participate in this program.

D. Training & Technical Assistance Overview and Special Conditions

Successful applicants will be required to participate in 100% of the ACT capacity building workshops in order to qualify for sub-award funding. Issues with attendance requirements can be discussed confidentially with the Project Coordinator. The table outlines the proposed workshop schedule (dates subject to change).

Workshop Topic	Curriculum Component	Date/Time/Location
Program Orientation		8/25/08
Non-Profit HR: ✓ Job Evaluation ✓ Personnel Polices and Practices ✓ Compensation and Benefits ✓ Staff Development and Training ✓ Recruitment and Retention	Leadership Development (LD) Organizational Development (OD)	9/2/08, 6:00pm – 8:00pm
Board of Directors ✓ Self-Assessment ✓ Candidate Recruitment and Training Partnerships and Collaborations	LD Community Engagement (CE)	9/4/08, 6:00pm – 8:00pm
Non-Profit Financial Management ✓ Accounting ✓ Budget Preparation ✓ Audit Preparation	OD	9/9/08, 6:00pm – 8:00pm

✓ Financial Planning/Forecasting		
Non-Profit Financial Management ✓ Financial Review ✓ Internal Controls ✓ Data-Collection Tools	OD	9/11/08, 6:00pm – 8:00pm
Non-Profit Legal Clinic ✓ Legal advisement ✓ Equal Employment Opportunity	OD	9/16/08, 6:00pm – 8:00pm
Non-Profit Technology ✓ Information Systems ✓ Hardware/software purchasing ✓ Systems Analysis ✓ Systems Design/ Technology Plan	OD	9/18/08, 6:00pm – 8:00pm
Marketing Your Efforts ✓ Web-site Design ✓ Marketing Outreach ✓ Communications/ Public Relations ✓ Organization Positioning/ Branding	OD CE	9/23/08, 6:00pm – 8:00pm
Planning for your Future ✓ Strategic Planning ✓ Program Development ✓ Sub-Award Proposal RFP	Program Development (PD)	9/25/08, 6:00pm – 8:00pm
Grant Writing ✓ Proposal Writing and Preparation ✓ Sub-Award Proposal RFP	Revenue Development (RD)	9/30/08, 6:00pm – 8:00pm
Grant Writing cont. ✓ Grants-Management ✓ Corporate and Foundation Relations	RD	10/2/08, 6:00pm – 8:00pm
Have a grant – Now What? ✓ Reporting ✓ Evaluation ✓ Sustaining	PD	10/7/08, 6:00pm – 8:00pm
Revenue Development Strategies ✓ Direct-Mail Solicitation ✓ Fund-Raising Plan ✓ Individual and Planned Giving ✓ Special Events	RD	10/9/08, 6:00pm – 8:00pm
Sub-Award RFP, Required Presentations		10/28/08, 6:00pm – 9:00pm
Sub-Award RFP, Required Presentations		10/30/08, 6:00pm – 9:00pm

Participants must designate at least **two (2) key leader/staff persons** (i.e., executive director, board member, or project staff) from their organization to attend all workshops and consultation sessions. The following requirements must be met in order to receive an ACT sub-award:

1. Complete the ACT Organizational, Financial, and Technological Surveys;
2. Attend 100% of ACT training workshops;
3. Participate in peer-to-peer networking activities;

4. Attend mandatory ACT meetings;
5. Participate in the evaluation components of the grant;
6. Enter into a Memorandum of Understand, and;
7. Submit all required ACT paperwork by required due date.

Additionally, selected participants must agree to participate in all ACT program evaluation activities. The Administration for Children and Families, Office of Community Services, requires that all Compassion Capital Fund Intermediary Organizations participate in a national-level evaluation of the Compassion Capital Demonstration program. As such, ACT is requires that all program participants participate in national-level and local-level evaluation activities. All organizations must complete the CCF National Outcome Baseline Survey prior to receiving Training and Technical Assistance as well as sub-award funds.

E. Mandatory Information Sessions

ACT will conduct several **mandatory** technical assistance workshops in conjunction with this application process. These workshops are designed as technical assistance opportunities that will provide applicant organizations introductory nonprofit management training. Additionally, the workshops will entail a review of the grant application guidelines, which will be very helpful to applicants submitting a grant application. Organizations must plan to attend at least one of the sessions to formally apply to the program.

Applicants are strongly encouraged to send representatives such as the executive director, project manager, financial officer, board member, or the person who will be integrally involved in the planning and management of the proposed grant program.

All information sessions are free and MANDATORY to apply for this program. Each organization that submits an application must attend one (1) workshop. The following sessions have been scheduled:

Monday, June 23 rd	10AM - 12PM	St. Paul Lutheran Church Noble Ave, Bridgeport
Tuesday, June 24 th	2PM - 4PM	Bridgeport, North End Library 2705 Fairfield Ave, Bridgeport
Thursday, June 26 th	5:30PM – 7:30PM	St. Paul Lutheran Church Noble Ave, Bridgeport

Pre-registration is encouraged. Please send an email to Sean Campbell at the Council of Churches Greater Bridgeport at SeanCampbell@ccgb.org and indicate which session you will be attending.

Applicants are responsible for all travel-related costs associated with attending the workshops.

F. Amendments

ACT, with ACF approval, reserves the right to amend this Request for Application (RFA) at any time prior to the application submission deadline.

G. Application Deadline

ACT sub-award applications are due by 4:00PM, Friday, July 18, 2008.

Submit one (1) signed original and four (4) copies to the following address:

City of Bridgeport
Central Grants Office
999 Broad Street
Bridgeport, CT 06604
Attention: Kelly McDermott

If you plan to hand deliver your grant application on Friday, July 18, 2008, you must deliver it to the above address by 4:00 p.m. (EST). Applications submitted after the deadline will not be considered for funding under this solicitation. **Mailed items must be received by Friday, July 18, 2008.**

Fax or email applications will not be accepted.

SECTION TWO

Application Components

This section provides the directions and requirements for submitting an application for sub-award funding and participation in the ACT Project.

A. Application Questions

The attached ACT program application form must be used to complete this section.

Some questions may not be applicable if your organization is less than a year old. If this applies to you, then please answer each question to the best of your ability.

Answer all questions listed below in order. Please adhere to the five (5) double-space page limit:

1. When was your organization founded? What is its mission?
2. Identify and describe your target population(s) and service area(s). How many clients or services did you provide last year? How many clients or services have you provided since your organization was founded?
3. Discuss some of your organization's most significant accomplishments as it relates to the population(s) that you serve. Be sure to include dates, numbers served, and any outcomes.
4. List all current funding sources including grants, donations, fund raisers, local government funding, etc., that your organization currently receives.
5. Summarize the major goals of the organization over the next three years. What are some nonprofit management topics that the organization needs to better serve its clients and to build its capacity?
6. Please identify a leadership team of at least two individuals who will attend the capacity building workshops and their role in your organization. One individual must be a board member or the executive director.

B. Formatting Requirements

Please submit **one (1) original and four (4) copies** of your application.

Applicants must adhere to the following formatting requirements:

1. Completed Program Application Form
2. Application narrative limited to five (5) typed pages or less, doubled spaced
3. 12-point font Times New Roman
4. Single-sided
5. One (1) inch margins
6. Do not staple the application, use an appropriate binder clip
7. Include page numbers

C. Required Documentation & Other Relevant Attachments

All required documentation and other relevant attachments must be labeled and placed in the appendix section. All photocopied items must be legible.

Applicants that **do not** possess a 501 (c) (3) certification or that are new must submit two or more of the following items as proof of Required Documentation & Other Relevant Attachments: (Place in appendix)

1. Articles of incorporation (with Secretary of State's Seal)
2. Organizational chart(s) and By-laws
3. Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)
4. DUNS Number (Dun and Bradstreet Number), or
5. A letter signed by three members of your board of directors attesting to the organization's legitimacy and purpose and a list of current board members.
6. A copy of your organization's current budget and previous year's budget

Applicants that **currently** possess a 501 (c) (3) certification must submit all of the following items as proof of Required Documentation & Other Relevant Attachments: (Place in appendix)

1. Copy of 501 (c) (3) certification letter from the Internal Revenue Service
2. A list of current board of directors members
3. Organizational chart(s)
4. Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)
5. DUNS Number (Dun and Bradstreet Number)
6. A letter signed by the board president supporting the submission of this grant application
7. Provide a copy of your organization's written policies and procedures that document the organization's accounting process
8. A copy of your organization's current budget, and previous year's budget

If your organization cannot provide this documentation, you must contact Kelly McDermott, Project Coordinator, at 203-576-7732, prior to June 25, 2008 to schedule a site visit and interview.

SECTION THREE

Application Review

This section discusses the grant review process that will be used to score applications and the number of points available for each scored application component ACT staff will verify compliance with the requirements set forth in *Sections One and Two* prior to submitting it for review. **All incomplete applications will not be reviewed for funding consideration.**

ACT will conduct a non-biased, objective, competitive grant review process for all applications submitted under this solicitation. A panel of no less than three grant reviewers, free of conflicts of interests, will objectively review and rate applications based on the criteria specified herein.

The Application Review Panel will be instructed to evaluate each application based on the review criteria specified for each application component. Reviewers will score each application component according to how well the applicant addresses the requirements. Reviewers will support their scores by noting “strengths, weaknesses, and comments” for each application component along with the score.

Applicants are strongly encouraged to answer each item as completely as possible while staying within the 5-page limit. All applicants will receive written notification of their application’s disposition along with the scores and comments.

Priority for program participation will be given to organizations that historically have not received grants from the federal government. Eligible applicants will receive five (5) bonus points.

Applications that score below 75-points will be considered non-responsive. The 15 highest rated applications will be selected for participation; however, ACT reserves the right to conduct site visits prior to the final selection to verify the applicant’s organizational capacity.

ACT reserves the right to ensure that funded applicants only propose capacity-building activities so that direct service-related projects are not funded under this program.

A total of 100 points are available as follows:

1. When was your organization founded? What is its mission? **(15 points)**
2. Identify and describe your target population(s) and service area(s). How many clients or services did you provide last year? How many clients or services have you provided since your organization was founded? **(20 points)**
3. Discuss some of your organization’s most significant accomplishments as it relates to the population(s) that you serve. Be sure to include dates, numbers served, and any outcomes. **(20 points)**
4. List all current funding sources including grants, donations, fundraisers, local government funding, etc., that your organization currently receives. **(15 points)**
5. Summarize the major goals of the organization over the next three years. What are some nonprofit management topics that the organization would like to learn more about to better serve its clients and to build its capacity? **(20 points)**

6. Please identify a leadership team of at least two individuals who will attend the capacity building workshops and their role in your organization. List full name, mailing address, email address, and phone number. One individual must be a board member or the executive director. **(10 points)**

For more information regarding this RFA please contact:

Sean Campbell
Council of Churches Greater Bridgeport
203-334-1121 ext. 244
seancampbell@ccgb.org



Advancing Capacity Together (ACT)
Compassion Capital Fund Demonstration Program
CFDA #93.647

PROGRAM APPLICATION FORM

Organizational Information

1. Name of Organization: _____
2. Address: _____
3. Phone Number: _____
4. Fax Number: _____
5. Name of Director: _____
6. Name and Title of contact person: _____
7. Email Address: _____
8. Website: _____

9. Is your organization an IRD 501c3 organization? YES NO
If yes, please attach a copy of your IRS designation letter.

10. Please check the box next to the service area(s) that you currently provide services under, or that your organization is proposing to expand to.
 Housing and Homelessness Children and Youth Elders in need
 Rehabilitation services to Addicts Ex-Offender Re-Entry Families transitioning from Welfare-to-work
 Other, please describe: _____

11. Total number of employees: Full time _____ Part time _____ Volunteer _____

12. Does your organization prepare an annual budget? YES NO

13. If yes, what is your current annual organization budget: \$_____

14. Does your organization have documented procedures for money coming in (deposits) and checks being paid out? YES NO

15. Does your organization currently receive grant funding? YES NO

16. Has your organization ever received federal funding? YES NO

17. How many sources of funding does your organization have? _____

18. Does your organization collaborate with community partners? YES NO

19. How did you hear about the ACT program? _____

By signing this application, I hereby certify that the information provided and contained within this application is true and correct as of the date set forth.

Signature of Director or Authorized Official:

Printed Name: _____ Title: _____

Date: _____

Application Narrative

Please answer all of the following questions in an attached typewritten narrative using 12 point font. Do not exceed five (5) pages.

1. When was your organization founded? What is its mission?
2. Identify and describe your target population(s) and service area(s). How many clients or services did you provide last year? How many clients or services have your provided since your organization was founded?
3. Discuss some of your organization’s most significant accomplishments as it relates to the population(s) that you serve. Be sure to include dates, numbers served, and any outcomes.
4. List all current funding sources including grants, donations, fund raisers, local government funding, etc., that your organization currently receives.
5. Summarize the major goals of the organization over the next three years. What are some nonprofit management topics that the organization needs to better serve its clients and to build its capacity?
6. Please identify a leadership team of at least two individuals who will attend the capacity building workshops and their role in your organization. One individual must be a board member or the executive director.

Additional Documentation

Please attach the following additional documentation.

Required for		Required Documentation
Current 501(c)(3) Organization	Not a Current 501(c)(3) Organization 2 or more	
N/A		Articles of incorporation (with Secretary of State’s Seal)
	N/A	Copy of 501(c)(3) certification letter from Internal Revenue Service
		List of Current Board of Directors members
		Organizational Chart(s)
	N/A	By-laws
		Taxpayer ID Number (TIN) or Employer ID Number (EIN)
		DUNS Number (Dun and Bradstreet Number)
N/A		Letter signed by 3 Board members attesting to the organization’s legitimacy and purpose
	N/A	Letter signed by Board president supporting application submission
	N/A	Copy of organization’s written policies and procedures that document the organization’s accounting process
		Organization’s current budget
		Organization’s previous year’s budget