

South Carolina Rural Communities Compassion Project

REQUEST FOR PROPOSALS

Proposals are requested for the South Carolina Rural Communities Compassion Project. The project is being conducted under the auspices of the Institute on Family and Neighborhood Life at Clemson University in partnership with the Sisters of Charity Foundation of South Carolina. Up to 6 awards will be issued for a maximum of \$20,000 each.

While grants are awarded to individual organizations with very specific purposes in mind, the project seeks programs that complement one another and work together collaboratively. The project anticipates more requests will be received than can be funded; therefore, proposals will be selected through a competitive process. To assist as many worthy organizations as possible, only one grant to an organization will be awarded per year through the project.

ELIGIBILITY

Both grassroots groups and non-profit organizations located in rural South Carolina are eligible. Rural South Carolina is defined as those organizations outside the counties of Calhoun, Charleston, Fairfield, Greenville, Lexington, Newberry, Orangeburg, and Richland.

The Compassion Project seeks to fund faith- and community-based organizations to build capacity to address: homelessness, elders in need; at-risk youth; families in transition from welfare to work; those in need of intense rehabilitation such as addicts and prisoners; prisoners re-entering the community; children of prisoners; and couples in need of marriage education and preparation services to form and sustain healthy marriages.

Matching funds are not required for the Compassion Project.

PURPOSE OF AWARDS

Funding can be sought for capacity-building activities such as strategic planning, coalition building, receiving training regarding best practices on how to establish demonstration projects, identifying underserved populations and methods to outreach and support such populations, leveraging fiscal resources, learning how to conduct projects related to Federal rules and regulations, conducting community needs assessments, and developing outcome evaluations. This list is not meant to be exhaustive. Funding can also be sought for capacity building regarding the adoption and implementation of “best practices.”

LIMITATIONS

The Compassion Project is funded from the Capital Compassion Fund through the United States Department of Health and Human Services.

Sub-awards may not be used for direct services to needy individuals or families, shall not supplant existing funding for similar activities and may not be used to support religious practices such as religious instruction, worship or prayer. Sub-awards may not be used to build capacity to provide programs that support inherently religious activities. Additionally, "costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses solely to raise capital or obtain contributions, are unallowable." Finally, sub-awards may not be used for construction, for the purchase of real property, or to pay for capacity-building activities that support medical/health care related activities or items such as medical equipment or supplies or medically oriented trainings, certifications or licensures.

Potential applicants must review the federal publication entitled *Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government* for guidance on receiving federal grant money. The publication is available by request from the South Carolina Center on Grassroots and Non-profit Leadership, 158 Poole Agricultural Center, Clemson, South Carolina, 29634 or can be read or downloaded from the web at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>. Applicants are required to sign a statement that they have read and agree to abide by the document.

DEADLINE

If there seems to be an appropriate match for this request for proposals, an applicant should prepare a Compassion Project Grant Proposal and send an original and 7 copies to:

Compassion Project
Institute on Family and Neighborhood Life
158 Poole Agricultural Center
Clemson University
Clemson, South Carolina 29634-0132

In order to be eligible, proposals must be postmarked or received by **4:30 p.m., April 11, 2008**. No faxed or emailed copies will be accepted. Proposals received past this deadline will not be reviewed.

THE DECISION PROCESS

Reviewing, considering, and awarding grant proposals requires considerable time and attention. To facilitate this process, complete information from the applicant is needed as requested in the instructions. If more information is needed, project staff will contact you.

Proposals are reviewed by Clemson project staff and a Grant Review Committee and final decisions are scheduled to be made within a 60 day review process, after which applicants will be notified in writing of an award or declination. Applications that are not responsive to the request for proposals may not be reviewed. Technical assistance will be available for improving applications for future consideration.

Efforts will be made to ensure that there is geographic and programmatic variability in the distribution of awards.

INSTRUCTIONS FOR COMPLETING THE PROPOSAL

There are four sections to the complete grant proposal:

1. THE COVER SHEET

A “Compassion Project Grant Application Cover Sheet” is provided with this material. Provide all the information requested.

Please note that **two separate signatures** must appear on the cover sheet. One should be of the person responsible for day-to-day operation of the organization, such as an executive director or pastor. The second should be the individual who is the head of the organization’s governing body, such as the chairman of the board of trustees. If the person responsible for daily operations is also head of the governing body, then another person from the governing body should also sign. For example, if an executive director is also chairman of the board, then a second board member’s signature should be on the cover sheet. One person cannot sign twice. **There must always be two separate signatures on the cover sheet.**

The cover sheet requires applicants to sign a statement that they have reviewed and agree to abide by the federal publication entitled *Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government*.

2. THE PROPOSAL, WITH ALL RELEVANT INFORMATION

Use the following format to provide the information needed. Answer each question in the order given. Provide full, clear answers but **do not exceed fifteen double-spaced typewritten pages.** (Minimum type size is 12 point with 1 inch margins)

IMPORTANT: Proposals exceeding the narrative page limit will be automatically declined. Do not send any information beyond what is requested.

To prepare the grant proposal, please use the following format and headings. This format may be recreated using a typewriter or word processor. **Applications exceeding fifteen pages of narrative will be automatically declined.**

All proposals will be evaluated as to how well they address the following criteria. The weighting of each criterion is indicated by the associated point value.

PROBLEM STATEMENT (10 points)

- What is the specific concern, challenge or opportunity you plan to address?
- How does this project address one of the priority areas: homelessness, hunger, at-risk children, people transitioning from welfare to work, or people in need of intense rehabilitation services such as addicts and prisoners?
- What data describes the problem you plan to address?

TARGET POPULATION (10 points)

- Specifically, who will your project target in addressing the problem noted above?
- Explain why you chose the identified target population.
- Describe in detail the geographic location of the target population to be served.

GOALS AND ACTIVITIES (35 points)

- What goal(s) do you intend to accomplish with your project?
- What exactly do you plan to do to achieve each goal?
- What is the rationale for the activities chosen? Why do you think these activities are best to accomplish the goal(s)?
- What individuals and organizations will be involved in accomplishing your goal(s)?

OUTCOMES, MEASUREMENTS, RESULTS (20 points)

- What are the anticipated outcomes of the project (e.g., who will change? what will change? by how much?)
- What specific measurements will be used?
- How will you use the results to improve the program in the future?
- How will you disseminate information about the results of your project?

ORGANIZATIONAL CAPABILITY, TIMELINE, GRANT MANAGEMENT (25 points)

- Describe the capacity of your organization to undertake the proposed project.
- Include a 6 month year timeline in your proposal that identifies tasks and personnel responsible for tasks.
- Describe your organization’s experience with grant management? If your organization has not previously received a grant, describe how you would fiscally and programmatically manage the current grant.

3. THE BUDGET (0 points)

All applications must include a 6 month budget and budget narrative. The budget and budget narrative are not included in the maximum total of 15 pages for the proposal narrative. A budget narrative for each line must be provided in sufficient detail to identify properly the purpose, basis of cost and anticipated date of expenditure.

Please complete below the total project budget:

Personnel (existing)	\$ _____
Fringe benefits	\$ _____
Personnel (new)	\$ _____
Fringe benefits	\$ _____
Consultant	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Travel	\$ _____
Other	\$ _____

Total project budget: \$ _____

Total amount requested from the Communities Compassion Project (Should not exceed \$30,000) \$ _____

If the total project exceeds amount requested, please list the source and amount of other funds applied to project:

\$ _____

Total other funds: \$ _____

4. REQUIRED ATTACHMENTS

Attach each of the following, or provide a clear explanation of why they are not applicable to your organization's proposal.

- Documentation of tax exempt status, also known as a 501(c)(3) letter for non-profits. This is issued by the United States Internal Revenue Service, not the State of South Carolina. This documentation is not required for churches, governmental agencies, colleges or universities. Eligibility is not restricted to 501(c)(3) non-profits.
- If your organization is not a 501(c)(3) non-profit, please submit paperwork indicating your organization is legally recognized entity (e.g., articles of incorporation) and/or is governed by a board of directors (e.g., paperwork).
- Three letters of support for the project from individuals knowledgeable about the organization, its activities and history.
- List of organization's board of directors or other governing body.
- A statement that the proposing organization is not currently debarred or suspended from doing business with the state or Federal government.

All four sections must be completed to be considered. Read all instructions before preparing a grant proposal. Applicants must follow the specified format, which may be replicated on a typewriter or word processor. Include all required attachments. Number all pages of the proposal. Please keep a copy of the completed proposal for your files. Applications that are not responsive to the request for proposals may not be reviewed. **Do not use any type of binding, staples, folders or other fasteners.**

Questions and Answers for the RFP

Assistance in answering questions regarding completion of the RFP will be provided. For answers to questions regarding the RFP, please email the question to enhance@clemson.edu, or phone 864-656-6712 for more information. Answers to frequently asked questions will be posted on the website at <http://www.clemson.edu/ifnl/projects/compassion>.

CHECKLIST FOR THE PROPOSAL

1. Read the federal publication entitled *Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government*. The publication is available by request from the South Carolina Center on Grassroots and Non-profit Leadership, 158 Poole Agricultural Center, Clemson, South Carolina, 29634 or can be read or downloaded from the web at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>
2. Detach and complete the Cover Sheet, include executive summary and signatures.
3. Following the format given, respond briefly but completely to all questions about your project. Do not exceed 15 pages of narrative.
4. Include a budget and budget narrative.
5. Review the list of required attachments and be certain to include each or a clear explanation of why they are not applicable to your organization.
6. Submit an original and seven (7) copies of the proposal so they are postmarked or received by 4:30 p.m., April 11, 2008. The address for receipt of proposals is:
Compassion Project
Institute on Family and Neighborhood Life

158 Poole Agricultural Center
Clemson University
Clemson, South Carolina 29634-0132

CONDITIONS OF THE AWARD

Awards will be for a period of 6 months. Programmatic monitoring for each project will be individually negotiated as part of each award. The programmatic review will monitor compliance with the award contract and the approved award proposal.

Award recipients will be responsible for submitting quarterly financial reports and semi-annual progress reports.

Award recipients will receive 50% of funding upon start of project followed by two intervals for the remaining amount of money.

Clemson project staff will review expenditures of the awardees to ensure award funds are not used to support unauthorized activities including inherently religious activities. Expenditure reviews will also be conducted to ensure funds are expended in accordance with the purposes specified in the approved grant application and agreement and contracts with awardees.

Clemson project staff will monitor technical assistance provided to grantees and assess the benefit of the technical assistance provided.

Technical assistance will be provided to awardees related to program evaluation and how evaluation can be used as a continuous quality improvement mechanism to enhance the performance the awardees.

Clemson project staff will conduct site visits to awardee sites to identify issues and problems early in the process and to help with resolution of issues/problems.

Summary reports on the status and progress of awardees will be reviewed by the Award Committee for purposes of monitoring awards, modifying processes for providing awards, and promoting a learning community pertaining to experiences with faith- and community-based initiatives.

South Carolina Rural Communities Compassion Project GRANT APPLICATION COVER SHEET

ORGANIZATION INFORMATION

Applying Organization's Legal Name: _____

Parent or Sponsoring Organization if different from Applying Organization: _____

Street Address: _____ Mailing Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

President/Executive Director: _____

Contact Person regarding the application: _____

Does your organization have a current IRS 501(C)(3) not-for-profit status? Yes No

*If no, explain: _____

Organization's Federal I.D. Number: _____

Total organization budget for past year: _____ Total organization budget for current year: _____

Has your organization previously received grants from the Federal government? Yes No

Number of years organization has been in operation: _____

Mission and purpose of applicant organization: _____

PROJECT INFORMATION

Project Title: _____

Project Period: From _____ To _____

Amount Requested: _____ (not to exceed \$30,000.)

Geographic area served by the project: _____

Executive Summary of the Project:

(Please give a one-paragraph summary describing the project for which funds are requested.)

I certify, that (organization name: _____) will comply with all requirements relating to federal financial reporting requirements, applicable state and federal regulations/certifications and will not spend grant funds for inherently religious activities. Additionally, I certify that we have read and agree to abide by the document entitled *Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government*.

Executive Director/President

President or Chairman of Governing Body

Title, Governing Body
(For example, President, Board of Directors)