

FY2020 OLHSA Community Mini-Grant Initiative Application Guidelines

Purpose: To support the community in addressing the causes and conditions of poverty in Oakland and Livingston Counties through grant funding for service projects in the following program areas that support OLHSA's 2016-2021 Strategic Plan:

1. Programs to bridge the gap between employers and the low-income community.
2. Programs that build capacity for families and the community.
3. Programs that increase community development, engagement, and education.
4. Programs that streamline services to better serve clients.

OLHSA's Strategic Plan with sub-objectives in each of the categories above is Attachment A.

OLHSA has the mission to empower families and communities to gain the knowledge, skills and resources needed to improve their quality of life. Our vision is to break the cycle of poverty, reaching the day when all families and communities thrive.

Available Funds: OLHSA Community Mini grant initiative funds will be awarded on a competitive basis via a Request for Proposal (RFP) process. This is a federally funded project through the Community Services Block Grant (CSBG) Program. A total of \$60,000 will be available to fund mini-grant applications. Grants will range from \$7,500-\$10,000 dependent on the number of awarded applications.

All applications for funding must be a joint application of no less than two non-profit organizations. Three awards will be granted; one application per recipient up to \$10,000.00 each. The collaborative grant mission must provide services in the community that alligns with OLHSA's mission and vision.

Acceptable RFP Submissions would include:

- One joint application of no less that two non-profit organizations, showing collaborative efforts to address OLHSA's Strategic Plan.
- Narrative should be developed collaboratively on the need, service delivery and intended impact the collaberation will have on the community.
- Budgets for each orgainization's efforts must be submitted Example, if two non-profit organizations are collaborating then two budgets for each organization should be included in the submission. Each organization will be awared separate funding to work collaboratibvely on the services identified in the joint application.

Funds must be used for direct services/program operation. Funds will not support general agency overhead.

All funds must be expended for services between February 1, 2020 through September 30, 2020.

Eligible Applicants:

1. Local 501(c)(3) organizations with annual operating budgets of a minimum of \$100,000 but less than \$250,000.
2. Only one application per 501(c)(3) organization is accepted for the OLHSA Community Mini-Grant Initiative.
3. Organizations previously awarded through OLHSA’s Mini-Grant are eligible to apply. No priority will be given to previous awardees.
4. The RFP process will request disclosure of any potential conflicts of interest (i.e. relative that works at OLHSA, affiliation with an OLHSA board member).

Sub-Grant Award:

1. Grant awards may be less than requested per application.
2. Organizations will receive 50% of their award after receipt of a signed contract.
3. The remaining balance is a reimbursement payment received after the end of the program period as specified in the contract.
4. Submission of all receipts, evidence of payment showing the full expenditure of funds and the outcomes report is required before receiving reimbursement payment.

Requirements:

1. The target population must be at or below 125% of poverty or demonstrate that it will serve a low-income census tract. FY 2020 guidelines are as follows:

Family Size	1	2	3	4	5	6	7	8
Annual Income	\$15,613	\$21,138	\$26,663	\$32,188	\$37,713	\$43,238	\$48,763	\$54,288

2. Comply with all contract requirements. The organization’s failure to comply with client income eligibility documentation procedures and other requirements outlined in the grant agreement will result in termination of funding, reimbursement of any previously released funds, and the exclusion of the entity from future funding consideration.
3. Funded entities must provide documentation of client eligibility and required outcomes report on or before October 15, 2020. If the documentation and a written report are not received, the organization will not receive the second installment of grant funds.

4. Funded entities must participate in data collection and evaluation activities as well as attend any meetings with OLHSA to accomplish such purpose.
5. Funded entities must name OLHSA as a Certificate Holder on the organizations general liability insurance policy.
6. Funded entities must recognize OLHSA mini grant on promotional materials related to the mini grants.
7. Expenses must be incurred between February 1, 2020 and September 30, 2020.

Submission: Proposals must be received no later than 4:00 p.m. December 30, 2019. Late submittals will not be accepted.

All applications and supporting documents must be submitted electronically to Barbara Jackson at barbaraj@olhsa.org.

Required documents: Joint Application, including program narrative, budget narrative (each organization must submit a budget narrative), Checklist and Signature page, summarized work plan, and Budget form in Excel form (each organization should submit a Budget form).

Proposal inquiries must be submitted electronically via email no later than 5:00 pm. on December. 2, 2019 and submitted to barbaraj@olhsa.org. Responses to all questions will be posted on OLHSA’s website under Latest News and Events on the home page, no later than 5:00 p.m. on December 10, 2019.

Scoring of Applications:

This is a competitive Request for Proposal (RFP) process. We will utilize a scoring rubric in the evaluation of all proposals. Attachment B contains the scoring rubric for this proposal.

Notification of Award: Applicants will be notified of final award decision no later than January 20, 2020.

Important Dates	
Application Release Date	November 12, 2019
Proposal Inquiries Due	December 2, 2019 (5PM)
Responses to Questions Posted	December 10, 2019 (5PM)
Submission of RFP	December 30, 2019 (4PM)
Notification of Award	January 20, 2020