



## Frequently Asked Questions Final Call for Community Champions

### 1. What is Mattapan United?

Mattapan United (MU) is a community-driven initiative to improve the quality of life for Mattapan residents. Funded by the Greater Boston Local Initiatives Support Corporation (LISC) and grounded in LISC's Resilient Communities/Resilient Families' comprehensive community building model implemented in fifteen cities across the country, MU brings together residents, educational and civic leaders, business owners, nonprofit organizations, and local and State officials to collaborate on planning and implementation of a Community Contract to build a stronger, safer, healthier and more vibrant Mattapan community.

### 2. What is a Champion for Mattapan United?

Champions are the drivers for implementation of strategies outlined in MU's Community Contract. These individuals and/or community organizations are the 'point-of-contacts' that work in collaboration with the MU Steering Committee to garner the necessary agency, partner, political, and financial supports needed for successful and sustainable implementation of strategies.

### 3. Where can I find more information on Mattapan United and the Community Contract?

For additional information, please visit [www.mattapan-united.org](http://www.mattapan-united.org).

### 4. Are there specific roles for Champions?

Community Champions are the LEAD for project implementation and may assume several different roles, including but not limited to: (1) Coordinate and facilitate discussions, monitor progress and ensure follow-up on strategies outlined in the Community Contract; (2) Identify and help secure financial and non-financial resources for the same; (3) Identify and engage community partners and key stakeholders in meetings and discussions regarding implementation; (4) Work in alignment with existing agencies, coalitions, and nonprofits to implement strategies; (5) Market and promote the MU Community Contract to the broader Mattapan community ; and (6) Demonstrate and achieve measurable impact towards implementation of strategies identified in the MU Community Contract.



**5. Am I eligible to become a Champion for Mattapan United?**

Champions for Mattapan United are individuals and/or community organizations that are able to demonstrate strong ties, interest, and/or commitment to building a stronger, safer, healthier and more vibrant Mattapan community through implementation of strategies identified in the MU Community Contract. Collaborations are encouraged. Individual applicants must meet minimum threshold requirements for sound professional accounting and fiscal responsibility.

**6. What steps do I take to become a Champion for Mattapan United?**

Champions for Mattapan United must respond to a Request for Proposals (RFP) by submitting a plan to the MU Steering Committee that demonstrates their commitment to act as LEAD for the implementation of specific strategies outlined in the MU Community Contract.

**7. What will the “RFP from Community Champions” involve?**

At a minimum, the RFP issued by Mattapan United will require individuals/community organizations that are interested in becoming Champions to: (1) Demonstrate strong ties, interest, and/or commitment to the Mattapan community; (2) Identify a specific strategy or strategies they propose to champion; (3) Identify financial and non-financial resources needed and available to assist with implementation; (4) Identify measurable outcomes and how these will be assessed; and (5) Identify the timeline/workplan for implementation of strategies championed.

**8. What is the Timeline for Project Implementation and the RFP?**

Proposals will be accepted for projects scheduled to operate between June 1 and December 31, 2013. Existing Champions and participants at the April 4 Community Assembly that express an interest in becoming Champions, will be invited to respond to an RFP. The RFP will be made available on Thursday April 11, 2013 in hard copy at the ABCD Mattapan Family Service Center located at 535 River Street in Mattapan, MA 02126 and through online distribution at [www.mattapan-united.org](http://www.mattapan-united.org) . The deadline for all proposals—whether submitted electronically, via US Mail, or hand-delivered—is 5:00 PM, Thursday, May 2, 2013. All proposals must be received by 5:00 PM, Thursday, May 2, 2013.

**9. What is the process for review and selection of proposals?**

Proposals will be read by a MU Review Committee and scored and ranked against several criteria including, but not limited to: (1) Extent to which the proposal addresses a specific strategy or strategies outlined in the Community Contract; (2) Extent to which the proposal addresses a specific strategy or strategies that has not been championed by another individual or community organization; (3) Extent to which the proponent(s) has demonstrated strong ties, interest, and/or commitment to the Mattapan community; (4) Ability to contribute one’s own financial and/or non-financial resources, including partnerships and collaborations, to assist with project implementation; and (5) Extent to which outcomes are measurable and sustainable. Applicants will be notified of the status of their award in writing on or before Friday, May 17, 2013.

**10. Is funding available?**

Funding is available. Awards range from \$2,000 to \$15,000 depending on the scope of the project; most projects will fall somewhere in between these two endpoints.



**11. How can funds be used?**

Funding is available to support implementation of year 1 strategies outlined in the MU Community Contract.

**12. Are there specific categories, items and/or activities that will not be funded as part of an implementation strategy?**

Implementation funds may not be used to support individuals or community organizations that discriminate based on age, race, color, sex, religion, national origin, disability, family status and employment, receipt of public assistance, or sexual orientation.

Further, and as a general rule, implementation funds will not support capital improvements, capital campaigns, re-granting, cash support payments, stipends, prizes, gifts, gift cards, gift promotions, recognition events, ceremonies, entertainment and related entertainment fees.

**13. When will funds be made available and how will they be awarded?**

Grant payments will be awarded as reimbursements upon submission of invoices to the ABCD Mattapan Family Service Center located at 535 River Street in Mattapan, Massachusetts, 02126. Invoices must list approved expenses and include relevant receipts and/or paperwork indicating the date the actual expense was incurred. PLEASE NOTE: Members of Mattapan United's Steering Committee and/or staff from ABCD may contact you if they have questions or need additional information in order to process your request.

For the Contract Period June-December 2013, Grantees may submit invoices for reimbursement during the months of June, August, and November 2013 and January 2014. Grants payments are awarded approximately 4-6 weeks from date of submission.

**14. Who do I contact for more information?**

For additional questions or information, please contact Karleen Porcena, Lead Organizer, Mattapan United at [karleen.porcena@bostonabcd.org](mailto:karleen.porcena@bostonabcd.org) or at 617-298-2045 ext. 245.