



April 11, 2013

Dear Community Champion:

Mattapan United is excited to release the **Request for Proposals (RFP) from Community Champions** and invite you to join us in this exciting time and opportunity for the Mattapan community by submitting a plan for implementation of one or more of the strategies outlined in Year I of the Mattapan United Community Contract.

As you know, Mattapan United is a community-driven initiative funded by the Greater Boston Local Initiatives Support Corporation that aims to improve the quality of life for Mattapan residents. The multi-year strategies in our Community Contract are the result of nearly three years of planning and the feedback you have given us through surveys, one-on-one interviews, community assemblies, Action Group meetings, and more. Thank you for your tireless efforts.

Community Champions will drive the implementation of all our multi-year efforts. At this time, we seek nonprofit community organizations and individuals such as you to serve as the lead 'point-of-contact' to ensure successful and sustainable implementation of our **first-year** plans.

Mattapan United now has funding available to support your 1st year efforts. Funding is limited however, and the RFP is a competitive application. While we hope you will join us in this next phase by responding to the RFP, we cannot guarantee your proposal will be funded at this time. **With or without a request for funding, we ask that you please respond to the RFP by submitting a plan that details how you propose to champion any of the multi-year strategies so that we can monitor our progress towards meeting the goals in the MU Community Contract.**

The deadline for submission of all proposals is **5:00 PM, Thursday, May 2, 2013**. A Technical Assistance (TA) Session has been scheduled to answer any questions you may have as you prepare to respond to the RFP. The TA session will be held on **Thursday, April 18, 2013, from 4:00 PM to 6:00 PM** at the ABCD Mattapan Family Service Center located at 535 River Street in Mattapan, MA.

Details on grant guidelines are contained in the following pages. For more information, please visit www.mattapan-united.org, contact Karleen Porcena, Lead Organizer, at karleen.porcena@bostonabcd.org, or call 617-298-2045.

Thank you for your interest in, and commitment to, the people of Mattapan.

Sincerely Yours,

Robert Jenkins

Robert Jenkins, Co-Chair
Mattapan United Steering Committee

Cassandra Cato Louis

Cassandra Cato Louis, Co-Chair
Mattapan United Steering Committee

Overview



PROPOSAL NAME

Request for Proposals from Community Champions

ISSUE DATE

Thursday, April 11, 2013

Available Electronically at: www.mattapan-united.org

Available in Hard Copy at: ABCD Mattapan Family Service Center, 535 River Street, Mattapan

TECHNICAL ASSISTANCE SESSION

Thursday, April 18, 2013, 4:00 PM – 6:00 PM

ABCD Mattapan Family Service Center, 535 River Street, Mattapan

SUBMISSION DEADLINE

5:00 PM, Thursday, May 2, 2013

Electronic submission to: karleen.porcena@bostonabcd.org

*Hand-delivery to: Karleen Porcena, Lead Organizer, Mattapan United
ABCD Mattapan Family Service Center, 535 River Street, Mattapan, MA 02126

*Via United States Postal Service (USPS) to: Karleen Porcena, Lead Organizer, Mattapan United
ABCD Mattapan Family Service Center, 535 River Street, Mattapan, MA 02126

*All proposals must be **RECEIVED** by 5:00 PM, Thursday, May 2, 2013 to be considered*

Grant Guidelines



- I. About the RFP from Community Champions:** The RFP from Community Champions is a competitive application to identify nonprofit community organizations and individuals to drive implementation of Action Strategies identified for Year I of the Mattapan United Community Contract.
- II. Purpose of Grants:** Grant funds are targeted at implementation of Action Strategies along the following areas: (1) Community Fabric; (2) Business Development; (3) Housing; (4) Safety; (5) Open and Clean Spaces; (6) Jobs; and (7) Health.
- III. Eligibility:** The RFP is open to nonprofit community organizations and individuals that demonstrate strong ties, interest, and/or commitment to building a stronger, safer, healthier and more vibrant Mattapan community through implementation of strategies identified in Year I of the Mattapan United Community Contract. Collaborations are encouraged. Individual applicants must meet minimum threshold requirements for sound professional accounting and fiscal responsibility.
- IV. Contract Period:** The contract period is June 1, 2013 to December 31, 2013.
- V. Competitive Proposals:** ‘Highly competitive’ proposals meet the criteria below. ‘Competitive proposals’ will meet most of these criteria.
1. Clearly identify specific strategy or strategies to champion
 2. Are implementable within the contract period of June 1 to December 31, 2013
 3. Demonstrate strong ties, interests, and/or prior or current involvement with the Mattapan community/Mattapan United.
 4. Have clear goals and related steps, tasks, actions, or activities
 5. Have a clearly defined work plan and timeline for implementation
 6. Have appropriate human resource capacity/capacities and anticipated budget projection(s) for successful implementation
 7. Identify concrete, measurable outcomes and how these will be assessed
 8. Are able to leverage additional financial and/or non-financial resources to assist with implementation
 9. Promote new or continuing coalitions, agreements, partnerships, and/or working relationships such as inter-generational alliances or organizational collaborations
 10. Have potential for long-term sustainability and/or impact

VI. Submission Requirements A:

1. Complete Sections I, II, and III of the RFP
2. If your proposal includes a funding request to Mattapan United, attach a budget AND a narrative describing what the budget entails
3. **PLEASE NOTE:** If your proposal does not include a funding request to Mattapan United *at this time*, there is no need to submit the budget and narrative attachment. **However,** if you are interested in moving forward as a Champion, we ask that you still complete and submit the RFP so that we may track the progress of our implementation of the Community Contract
4. Attach resumes/ biographies for individual(s) that will be involved with implementation
5. Attach a copy of your IRS Determination Letter showing tax-exempt status **OR**
6. If you are an individual applicant(s), attach a copy of the IRS Determination Letter for your Fiscal Agent
7. *If applicable*, attach Collaboration Agreement(s)/Letter(s)

Submission Requirements B:

1. Your proposal should address the criteria identified in Section V above
2. All documents must be typewritten and submitted in Microsoft Word, Excel, or PDF formats
3. Be sure to use the recommended page length stated for each section
4. Be sure to use the recommended font size stated for each section
5. If submitting a hard copy via hand-delivery or US Mail, please provide **three (3) copies of all materials.**
6. If submitting by Email, only one copy of your proposal attachment is required

VII. Deadline: All proposals must be received by 5:00 PM, Thursday, May 2, 2013.

VIII. Review Process: An Ad-Hoc Review Committee will read, score, and rank proposals against the extent to which they align with each of the criteria listed in Section V. Committee members may contact you with additional questions.

IX. Awards: Awards range from \$2,000 to \$15,000 depending on the scope of the project. Grant 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. Grant funded activities must adhere to federal laws and regulations regarding non-partisanship at all times. 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.

X. Notification: Applicants will be notified of the status of their award in writing (electronically or via hard copy) on or before Friday, May 17, 2013. For additional information or questions, please visit www.mattapan-united.org, contact Karleen Porcena,

Lead Organizer, Mattapan United at karleen.porcena@bostonabcd.org, or call us at 617-298-2045.