



## Request for Proposals for Healthy Chicago 2.0 Seed Grants

### 2019 Key Dates

|  |                           |
|--|---------------------------|
| Full Proposal Release Date               | February 19, 2019         |
| <a href="#">Informational Webinar</a>    | February 22, 2019 at 10am |
| <a href="#">Intent to Apply</a> Form Due | February 25, 2019 at 9am  |
| Proposal Due                             | March 19, 2019            |
| Contract Start Date                      | May 1, 2019               |
| Contract Timeline                        | May 1 - December 31, 2019 |

PHIMC may, at its sole discretion, extend the application deadline and/or reissue the RFP if insufficient qualified responses are received.

Information and documents necessary for submission will be posted on the PHIMC website and updated regularly: <http://www.phimc.org/2019-healthy-chicago-2-0-seed-grants/>



# Table of Contents

|   |    |
|---|----|
| Summary   | 3  |
| Section I: Background   | 4  |
| Section II: 2019 Healthy Chicago 2.0 Funding Opportunity                                | 5  |
| Seed Grant Proposal Strategies .....  | 6  |
| Section III: Capacity Building Opportunities  | 9  |
| Conducting an effective, community engaged walkability assessment.....                  | 9  |
| Leveraging partners to successfully implement a built environment intervention .....    | 9  |
| Applying a racial and health equity lens to every phase of project implementation ..... | 9  |
| Effectively communicating project findings to impact systems change .....               | 10 |
| Section IV: Eligibility   | 10 |
| Section V: Available Funding and Contract Terms   | 11 |
| Section VI: Key Activities and Dates for Application Process                            | 11 |
| Healthy Chicago 2.0 Seed Grantee Information Session.....                               | 11 |
| Intent to Apply.....  | 11 |
| Application Submission .....  | 12 |
| Section VII: Evaluation of Proposals  | 12 |
| Section VIII: Application Narrative   | 12 |
| Required Supporting Documents .....   | 15 |
| Section IX: Formatting and Submission   | 15 |

## Summary

Public Health Institute of Metropolitan Chicago (PHIMC) and the Chicago Department of Public Health (CDPH) are pleased to announce the availability of funding to advance the [Healthy Chicago 2.0](#) vision of a city with strong communities and collaborative stakeholders, where all residents enjoy equitable access to resources, opportunities, and environments that maximize their health and well-being. The 2019 Healthy Chicago 2.0 Seed Grant aims to build community power to address local conditions that influence health and fund projects that can lead to improvements in the built environment so that residents can live and age well in healthy communities. This funding is aligned with a larger collaborative effort, Elevated Chicago (Elevated), to drive systems change towards greater racial equity in the built environment.

This Request for Proposals (RFP) is available to projects that aim to improve community walkability within a ½ mile radius of one of the seven selected Chicago Transit Authority (CTA) train stops identified by Elevated. By improving walkability, these projects will promote safety, physical activity, social connectedness, and the use of more active modes of transportation like walking and public transit – all of which are good for health.

Eligible projects must:

- Be guided by community-driven efforts to address barriers to walkability
- Be implemented within a ½ mile radius of one or more of the following Chicago Transit Authority (CTA) stops:
  - Green Line 51st
  - Green Line Garfield
  - Green Line Cottage Grove
  - Pink Line California
  - Green Line Kedzie
  - Blue Line Kedzie-Homan
  - Blue Line Logan Square
- Apply a health and racial equity lens in the implementation of proposed project
- Center the proposed project on the experiences of community members who are at higher risk of leaving the community and/or experiencing displacement due to gentrification or disinvestment. Engage community members in all aspects of the project, paying special attention to people of color and low-income residents.

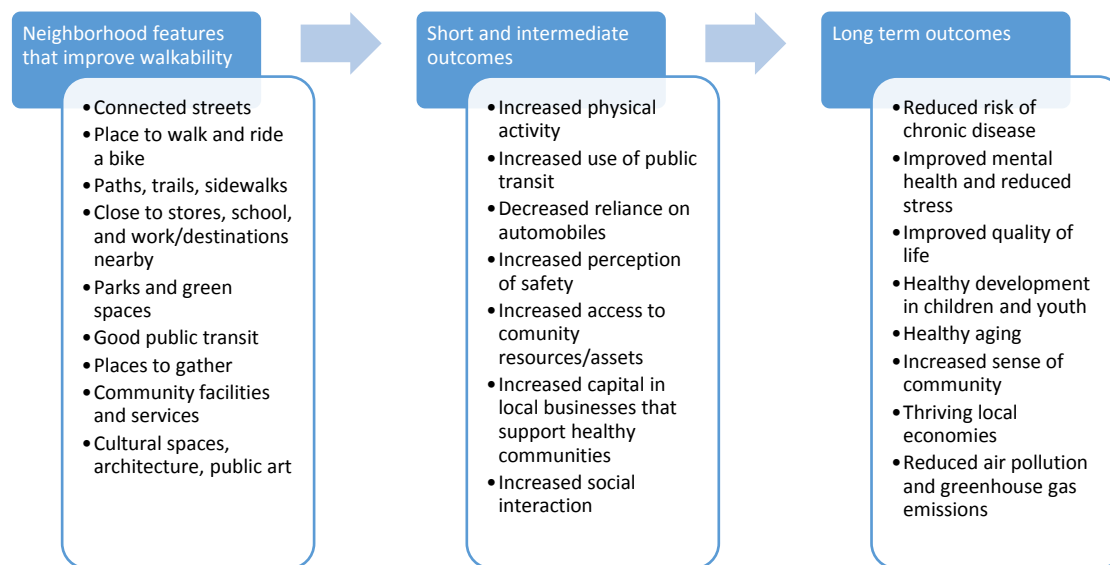
The total award amount for this funding opportunity is \$150,000. The award will fund a cohort of community-based organizations for eight months. Applicants may request up to \$30,000. Funding for this award is made available by CDPH.

# Section I: Background

## *Healthy communities and the built environment*

Our neighborhoods and how they are built influence how healthy we are. Our everyday environments, access to quality schools and healthy food, stable housing, jobs with fair pay, and safe places to exercise and play have a powerful impact on our physical and mental health and social well-being.<sup>1</sup> Fundamental to these root causes of health is the built environment, or the physical parts of where we live, work, study, and play. These places and spaces can include buildings, sidewalks and streets, public transit, parks, and community centers. Community walkability, a key component of a healthy built environment, makes it easier and safer for people of all ages and abilities to be physically and socially active. Creating or modifying environments to improve community walkability improves physical and mental health by providing more opportunities for physical activity, staying socially connected, accessing public transit, and by benefiting local economies and the natural environment.<sup>2</sup> Figure 1 explains how neighborhood features can provide a foundation for healthy living through improved walkability.

Figure 1. Examples of how neighborhood features that improve walkability can lead to improved health



In Chicago, many communities, predominately low income and communities of color, do not have equitable access to the built environment features and assets that contribute to good health.

In 2016, CDPH and more than 100 partner organizations and community stakeholders launched [Healthy Chicago 2.0](#), a community health improvement plan focused on ensuring a city with strong communities and

<sup>1</sup> Robert Wood Johnson Foundation. (2019). Building a Culture of Health: Built Environment and Physical Conditions. Retrieved from <https://www.rwjf.org/en/cultureofhealth/taking-action/creating-healthier-communities/built-environment.html>

<sup>2</sup> Centers for Disease Control and Prevention. (2017). Healthy Living: Designing Walkable Communities Retrieved from <https://www.cdc.gov/features/walk-friendly-communities/index.html>

collaborative stakeholders, where all residents enjoy equitable access to resources, opportunities, and environments that maximize their health and well-being. The plan is guided by four key principles:

- Prioritize health and racial equity
- Emphasize collaboration
- Address the root causes of health
- Leverage data

Healthy Chicago emphasizes and prioritizes the role the built environment plays in influencing health by providing or preventing opportunities for physical activity, adequate transportation, and social connectedness. The strategies outlined in this year's Seed Grant RFP align directly with key objectives from Healthy Chicago 2.0 aimed at improving the built environment and transportation so residents can live and age well in healthy communities and over time reduce inequities in obesity and obesity-related conditions.

PHIMC and CDPH are partnering with Elevated on this funding opportunity. Elevated, a Healthy Chicago partner, is an innovative collaboration of community leaders and organizations, regional nonprofits and planning agencies, funders, public officials, and others, who have come together to advance equitable Transit Oriented Development (eTOD). Elevated's goal is to use eTOD to achieve racial equity in Chicago's built environment in order to improve the health, climate resilience, and cultural vitality of people of color living and working near transit.

Elevated partners have recognized a longstanding pattern in Chicago's neighborhood development undertakings: If residents (particularly low-income individuals and people of color) are engaged in the process, it is usually not in a way that builds their power, ownership, or capacity for future participation. To counteract these patterns, Elevated's workplan development process sought to leverage existing community-led neighborhood plans, capital projects, and programs; prioritize implementation over planning; avoid overpromising to community members; and, whenever possible, build on existing partnerships and collaborations. In doing so, Elevated aims for train stations to be catalysts of development that drive resident and business retention and counteracts the current, and damaging, displacement trends affecting many neighborhoods.

Elevated's [workplan](#) is the result of a collaborative, implementation-focused effort that brought together the 17 members of Elevated Chicago's [Steering Committee](#) and dozens of national, regional, and community partners to identify actionable priorities. Four Community Tables, represented by community-based organizations, advance these priorities and are supported by three cross-site Working Groups and a [Leadership Council](#) comprised of key decision makers and investors in Chicago's built environment. For more information about Elevated, visit [www.elevatedchicago.org](http://www.elevatedchicago.org).

## Section II: 2019 Healthy Chicago 2.0 Funding Opportunity

*Support improvements to the built environment so that residents can live and age well in healthy communities*

This year's Healthy Chicago 2.0 Seed Grant funding opportunity supports community-driven activities and

solutions aimed at improving the built environment to promote community walkability in connection to transit. Applicants will propose projects located within a ½ mile radius of the seven transit stops identified by Elevated (see map). These transit-rich areas are called equitable hubs, or eHubs. Applicants are strongly advised to review the following links to materials and Community Table members for each e-Hub: ([Green Line South](#), [Pink Line – California](#), [Kedzie Corridor](#), [Blue Line – Logan Square](#)). Applicants do not need to be currently engaged in Elevated; however, selected grantees will be expected to collaborate with the eHub’s Community Table to implement their project. Applicants must also explicitly address equity by identifying who will benefit from the strategy selected, how current residents will be engaged throughout the planning and implementation process, and how the project contributes to efforts to achieve health and racial equity.

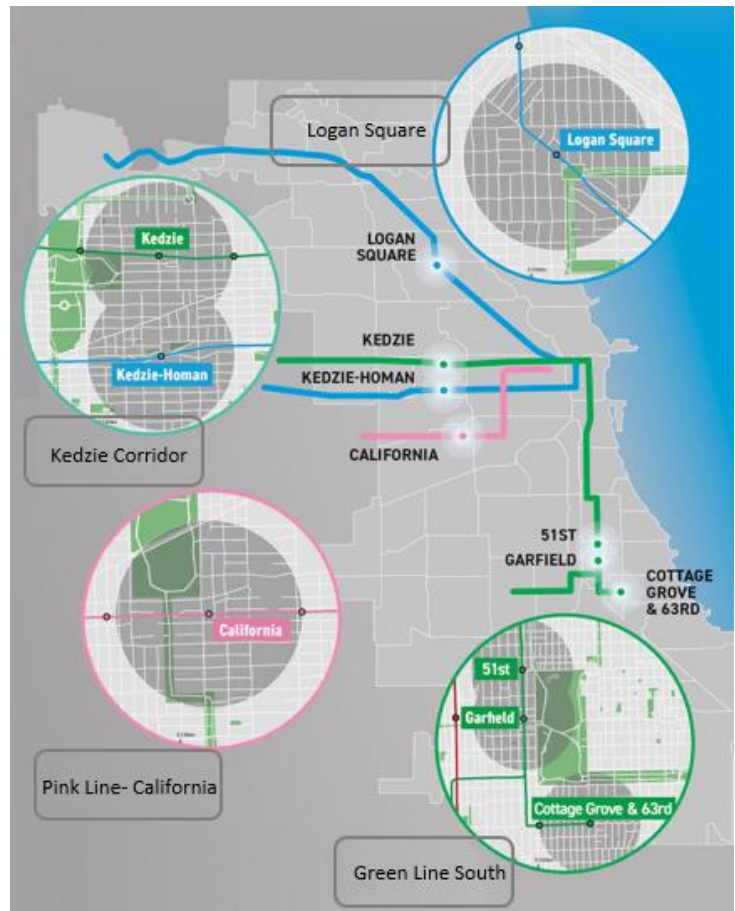
#### *Seed grant proposal strategies*

Funding is available in two strategies. Applicants are required to select one of the two strategies below and to align their proposal accordingly. These strategies align with Healthy Chicago 2.0 goals, objectives, and strategies as well as indicators outlined in Elevated’s [work plan](#).

#### **Strategy 1: Complete Community Walkability Assessments and Action Planning**

Community walkability contributes to health and well-being by allowing residents to get places safely and easily and by increasing opportunities for physical activity and social connection. Walkability assessments can help identify the strengths and weaknesses of walking routes and provide action steps to make improvements that can help address barriers. Examples of factors that affect walkability include sidewalk conditions, motorist and pedestrian behaviors, signage, perception of violence, neighborhood aesthetics, and nearby amenities. Ideally, acceptable walkability assessments should include, but are not limited to:

- At least one route from the selected CTA station to a community identified everyday destination within a ½ mile radius.
- An in depth assessment of the quality and condition of the following for the full route:
  - Crossing streets and intersections
  - Sidewalks
  - Driver behavior
  - Safety



- Comfort and appeal
- Sense of community and place, wayfinding and signage
- Lighting
- Street furniture
- Landscape
- Artistic and cultural assets along the route
- Other community assets along the route
- Community involvement and leadership in every phase of the assessment and action plan.

An in-depth assessment should consider the quality and condition of the above factors at different times of the day and days of the week, and under different weather conditions. The assessment should be centered on racial equity and authentically reflect the perspectives of people of color and low-income people, paying special attention to how different populations experience walkability differently (young residents, seniors, people with disabilities, LGBTQ+ residents, etc.)

Strategies to improve walkability could include changes to infrastructure (e.g. repairing uneven sidewalks, restriping or maintaining crosswalks, installing or repairing pedestrian crossing signals, etc.), improvements to amenities (e.g. improving lighting, installing trash cans, place-making to promote social connectedness, etc.) as well as projects that cultivate and retain local arts and culture.

Applicants selecting this strategy are required to engage the community to complete walkability assessment(s) of the routes that connect the selected CTA station to everyday destination(s). Everyday destinations should be defined by the applicant and community members as assets that support health and well-being in the community. Examples may include grocery stores, schools, parks, faith-based organizations, affordable housing, healthcare organizations, local businesses, community centers or cultural organizations, among others.

**Activities should include, but are not limited to, all of the following:**

- Identify everyday destinations that support health and well-being in the community.
- Conduct walkability assessment(s) to identify barriers to walkability along with improvements that would make the routes that connect the train station to selected everyday destinations more pedestrian-friendly (technical assistance will be available).
- Develop an action plan to address barriers along these routes with a health and racial equity lens to ensure that the project benefits current residents (technical assistance will be available).
- Identify other resources needed (including partnerships with government, businesses, and civic organizations) to implement the recommended improvements.
- Engage experts/community organizations at every phase of the assessment and action plan.
- Identify indicators and metrics to assess the impact of the process (technical assistance will be available).
- Document the project, including both successes and challenges, through creative storytelling to help city agencies and community development organizations better understand systemic barriers and their local solutions (technical assistance will be available).

For communities who have already completed a walkability assessment(s) or related planning effort that

includes the components of a walkability assessment described in Strategy 1, Strategy 2 can support concrete actions steps to move from assessment to implementation of a specific recommendation to improve community walkability. Applicants will be asked to provide supporting documentation of the completed walkability assessment or related planning effort.

**Strategy 2: Begin to implement a built environment intervention to improve community walkability based on a previously completed community-driven walkability assessment.**

Applicants who select Strategy 2 can propose to begin to implement one of the recommendations from a previously completed walkability assessment and action plan or a related planning effort that includes the components of a walkability assessment described in Strategy 1. The applicant must submit supporting documentation that demonstrates this when submitting their proposal application to be eligible for funding under this strategy. The proposed project must be implemented within a ½ mile radius of one of the eligible CTA stops and, similar to Strategy 1, aimed at improving walkability from the CTA stop to community-defined everyday destination(s).

Projects that aim to improve walkability and focus on the safety and accessibility of people walking and accessing public transit are eligible. Projects can also focus on promoting social connectedness by converting underutilized spaces into people-centric places. Examples of low-cost, feasible changes that could be implemented in the eight month contract term include, but are not limited to:

- Creative temporary tactical improvements and cultural programming that support broader changes to the built environment such as Make Way for People (MWFP) People Spots (aka parklets), People Streets, People Plazas, and People Alleys (see [Make Way for People](#) for additional information) where applicants could propose to activate and transform the public way. Projects could also include painted bumpouts to test traffic calming and place-making initiatives; street, alley or parking closures to create additional pedestrian space; and temporary furniture to activate commercial corridors. In general, these types of changes to the street using interim materials can range between \$10,000 and \$25,000.
- Changes to signage that are inclusive, culturally competent, and accessible with regard to age, ability, and language.
- Beautification efforts such as trashcans, planters, signage and wayfinding, etc.
- Murals, sculptures, and other forms of public art.

Applicants may implement one of the examples above or propose a different recommendation aligned with a previously completed walkability assessment or related community planning recommendation. In either scenario, the applicant must describe and justify how the proposed activities aim to improve community walkability.

**Activities should include, but are not limited to, all of the following:**

- Review the findings from previously completed walkability assessment or related planning effort and engage partners to prioritize action steps
- Develop a project plan that prioritizes action steps in support of a built environment improvement with



a health and racial equity lens to ensure that the project benefits current residents (technical assistance will be available).

- Implement action steps to advance a proposed recommendation to improve community walkability with guidance and leadership from community member and organizations, and in collaboration with city agencies.
- Identify indicators to assess the impact of the proposed project on the walkability of the route to the selected everyday destination (technical assistance will be available).
- Engage experts/community organizations at every phase of the project implementation.
- Document the project, including both successes and challenges, through creative storytelling to help city agencies and community development organizations better understand systemic barriers and their local solutions (technical assistance will be available).

Applicants are not limited to the examples in this RFP and may propose other projects that align with community recommendations from a previously completed walkability assessment.

## Section III: Capacity Building Opportunities

PHIMC, CDPH, Elevated, and other partners commit to providing training and technical assistance related to conducting walkability assessments, implementing built environment improvements, measuring metrics and outcomes, applying a racial and health equity lens, and effectively communicating project impact.

### *Conducting an effective, community engaged walkability assessment*

Healthy Chicago 2.0 grantees that implement Strategy 1 and conduct a walkability assessment will receive capacity building and technical assistance on the tools to complete the walkability assessment and subsequent action plan. This will include training on how to conduct a walkability assessment, access to the walkability assessment tool and online data repository, and guidance on prioritization and developing the action plan. This technical assistance will position the applicant to take action on built environment improvements in their community.

### *Leveraging partners to connect to built environment interventions*

CDPH and city agencies such as Chicago Department of Transportation (CDOT), CTA, as well as the Chicago Metropolitan Agency for Planning (CMAP) are available to support Seed grantees in connecting concrete action steps to broader built environment improvements. This includes technical assistance to better understand city regulations, processes, guidelines, design specifications, and permitting. This capacity building opportunity can extend beyond the project grant period and can be applicable to future built environment improvement recommendations.

### *Applying a racial and health equity lens to every phase of project implementation*

Grantees may have varying levels of knowledge on how their work impacts the health and well-being of their

community, especially those whose work is outside of traditional health settings. Since both strategies of this funding proposal require grantees to apply a racial and health equity lens to the implementation of a project to address local conditions that influence health, technical assistance and guidance on this framework are available. CDPH can provide technical assistance on connecting project activities to health, Elevated can provide technical assistance on applying a racial equity lens to project activities, and Elevated's Data & Knowledge Sharing Working Group is available to provide technical assistance on tracking metrics and aligning outcomes with Elevated's work plan.

### *Effectively communicating project findings to impact systems change*

CDPH and Elevated Chicago strive to share the work of community based organizations with broader audiences to foster increased collaboration and knowledge sharing, and to highlight best practices and lessons learned. To help support this effort, the 2019 Healthy Chicago 2.0 grantees will have the opportunity to receive support with their communication strategy from Elevated Chicago partner Rudd Resources, as well as capacity building technical assistance on effective storytelling to communicate the learnings and findings discovered through the implementation of their projects and how they can inform others of opportunities and barriers. This opportunity can support grantees fulfill a required end of term project deliverable to document successes and challenges through creative storytelling.

## Section IV: Eligibility

This RFP is limited to projects within the ½ mile radius of the seven transit stops identified by Elevated.

- Green Line 51st
- Green Line Garfield
- Green Line Cottage Grove
- Pink Line California
- Green Line Kedzie
- Blue Line Kedzie-Homan
- Blue Line Logan Square

Applicants must:

- Be a 501(c)(3) organization or have a 501(c)(3) organization as the fiscal agent.
- Be located in the City of Chicago.
- Be requesting funds for projects/initiatives that will be implemented within the ½ mile radius of selected transit stop.
- Be requesting funds for either Strategy 1 or Strategy 2 outlined in Section II.

PHIMC and CDPH encourage organizations beyond typical health promotion and services organizations to apply for this funding opportunity.

## Section V: Available Funding and Contract Terms

A total of \$150,000 is available for the implementation of the Healthy Chicago 2.0 Seed Grants. Applicants may request up to \$30,000. Not all grantees will receive the maximum requested amount.

Funds must be used between **May 1, 2019** and **December 31, 2019**. Disbursement of funds is based on reimbursement on a monthly basis and requires the submission of monthly vouchers to PHIMC on the forms provided at the time of the award. Successful applicants will receive notification of funding prior to the contract start date.

All grant recipients will be required to comply with the following reporting requirements and activities:

- Participate in a grantee orientation.
- Document their project, including both success and challenges, through storytelling.
- Participate in capacity building trainings and workshops (approximately 10 hours over the duration of the project period).
- Work collaboratively with Elevated Community Table(s) representing the associated transit stop to implement project activities for the duration of the project period.
- Work collaboratively with technical assistance partner on community walkability assessments and action planning.
- Work collaboratively with CDOT on the approval and permitting process for proposed projects (if applicable).
- Provide written midterm and final reports to PHIMC on September 13, 2019 and January 15, 2019.
- Provide PHIMC with monthly reimbursement vouchers due on close of business the 9th of every month.
- Work collaboratively with other Healthy Chicago partners by attending appropriate meetings and sharing information with other partners about the funded initiative.
- Contribute to overall Seed Grants program evaluation to improve and inform future implementation and sustainability efforts.

## Section VI: Key Activities and Dates for Application Process

### *Healthy Chicago 2.0 Seed Grant Information Session*

PHIMC will host an Informational Session for all prospective applicants on **Friday, February 22, 2019 at 10am**. The Information Session will review the goals of the RFP and provide an overview of the application process with an opportunity to ask questions.

Register for the session [here](#).

### *Intent to Apply*

PHIMC strongly encourages all interested applicants to complete and submit their intent to apply and eligibility information by completing a brief “Intent to Apply” form by **9am on Monday, February 25, 2019**. These forms

will be reviewed and applicants will be notified of their eligibility and have the opportunity to receive direct feedback on their proposed project from PHIMC staff. Submitting the form does not commit you to submitting a full application and it is not a prerequisite for submitting a full application.

Click [here](#) to complete the “Intent to Apply” form.

### *Application Submission*

All applications and required documents must be submitted electronically to [rfp@phimc.org](mailto:rfp@phimc.org) by **11:59 PM on Tuesday, March 19, 2019**. No late applications will be accepted for any reason. The applicant is solely responsible for submitting a complete and timely application. Hard copies of the application will not be accepted.

### *Questions*

For any questions related to this RFP, please email [meghana.menon@phimc.org](mailto:meghana.menon@phimc.org).

## Section VII: Evaluation of Proposals

A review panel, consisting of representatives from CDPH, Elevated, PHIMC, and other relevant agencies, will evaluate each application with a standardized scoring rubric. The panel will review, score, and make funding recommendations to PHIMC.

The scoring criteria are listed below.

| Section  | Available Points |
|--|------------------|
| Organization Experience                              | 15               |
| Project Proposal and Alignment                       | 30               |
| Community Driven Implementation and Engagement       | 25               |
| Project Impact, Long Term Vision, and Sustainability | 20               |
| Project Budget and Justification                     | 10               |
| <b>Total Possible Points</b>                         | <b>100</b>       |

## Section VIII: Application Narrative

Maximum of five (5) total pages is allowed for the application narrative sections. The number of pages used to adequately address each section is up to the applicant, as long as the total stays within the overall page limit. Please note, the Cover Page and Project Budget and Justification Forms are not included in the five page limit.

All applicants must provide responses based on the guidance for each section.

### 1) Organization Experience (15 points)

*What is your organization's relationship with the community to be served by the proposal?*

- Provide a brief overview of the organization's history and mission.
- Describe your organization's connection and history with this community. Provide specific examples of prior experience working in collaboration with residents, community groups, and local government.
- Identify the selected CTA stop(s) (from list of eligible stops) and describe your organization's connection to this stop and the surrounding ½ mile radius.
- Describe your organization's capacity and experience implementing the type of project proposed.

### 2) Project Proposal and Alignment (30 points)

*What do you want to do? How are you going to do it? How will your proposed project impact community walkability? How is it aligned with prior assessments, plans, and the Elevated Chicago Workplan?*

- Describe prior community planning efforts informing your proposal.
- Describe how the proposal aligns with Elevated Chicago's Workplan priorities.
- Identify the everyday destination(s) selected for this proposal and describe the connection to the health of the community.
- Describe the goals and activities of the proposal for the selected strategy, which must include activities outlined in Section II (pages 7-9), how it will be implemented within the eight-month project timeline, and the proposed deliverables at the end of the project period.
- Specify the selected strategy from the options in Section II.
  - If selecting Strategy 2, describe prior walkability assessment or community planning efforts informing your proposal as well as the barriers to accessing the selected everyday destination to and from the selected CTA station area and how your project addresses these barriers.
  - If selecting Strategy 2, applicant must describe and justify how the selected recommendation can improve community walkability and include documentation of previously completed walkability assessment or related planning effort.
  - If selecting Strategy 2, applicant must describe if full implementation is feasible in the eight-month project period. If not, applicants must describe how the project deliverables/concrete action steps to move from assessment to implementation will support the implementation of a broader recommendation beyond the project period.

### 3) Community Driven Implementation and Engagement (25 points)

*With whom are you going to collaborate? How will multiple community partners be engaged in the implementation of the project? What is the value gained to the community by your project, particularly as experienced by current residents?*

- Describe how community residents and stakeholders were involved in identifying the selected everyday destinations and will continue to be involved in project activities and have ownership over/investment in the improvements.
- Describe how community residents and experts will be engaged to address concerns of displacement and gentrification.

- Outline how Elevated’s Community Table members, residents, and key partners/collaborators will be engaged throughout the duration of this project.
- Describe how the project will be implemented as part of a larger, coordinated effort between community partners to realize the broader goals of Elevated’s [work plan](#).

#### 5) Project Long Term Vision and Sustainability (20 points)

*How will this project live beyond the life cycle of the grant? What is the long term vision?*

- Describe briefly community and/or route conditions before the project is completed (baseline) and how you envision those conditions will change after the project is completed.
- Identify communication activities and document successes, challenges, and impact of the proposed project.
- Describe what measures will be used to evaluate impact in eight months.
- Describe how the project deliverables can inform the next phases of work to improve the built environment to promote safety, physical activity, social connectedness, and the use of more active modes of transportation like walking and public transit.
- Identify how the proposed project, or components of the proposed project, can be replicated and/or scaled beyond the selected CTA station area.
- If this project will continue operating after the eight-month funding period, explain how it will be supported.

#### 6) Project Budget and Justification Workbook (10 points)

*How will you use the funding?*

- Briefly describe the project budget and how the funds will be used.
- To complete this section, you will need to use the PHIMC Budget and Justification Workbook. These forms provide the format for the required eight-month itemized budget explaining how each line item will be expended.

Budget categories include:

- Salary and wages - Funds may only support a staff position if that staff position is fundamental to completing the project or task associated with the proposed project.
- Fringe
- Contractual Services
- Travel
- Materials and Supplies
- Indirect (calculated as a maximum of 10% of budget)

Applicants should note that funding **cannot** be used to fill gaps in capital campaigns and that all projects must comply with existing city rules and regulations. Additionally, funding is intended to support activities leading to sustainable improvements in the built environment to promote safety, physical activity, social connectedness, and the use of more active modes of transportation like walking and public transit. As such, one-time, stand-

alone events that are not connected to broader efforts are not eligible for funding.

Click [here](#) to download the PHIMC Project Budget and Justification Workbook.

#### *Required Supporting Documents*

The following supporting documents must be emailed with each narrative application following the instructions outlined in Section IV of the RFP.

- Seed Grant Cover Page
  - Please use the template provided [here](#)
- Project Budget and Justification Workbook
  - Please use this [template](#) provided and see Section VIII, 6. for a full description
  - This is a two page workbook. The second worksheet auto-populates the first worksheet. Both worksheets must be submitted with the application.
- Internal Revenue Service 501(c)(3) tax exempt determination letter or certificate
- Organization's operating budget for current year
- Organization's most recent financial audit

## Section IX: Formatting and Submission

#### *Application Formatting Instructions*

Applications that do not fully meet the eligibility requirements outlined in Section II of this RFP, and the instructions in this section, will not be evaluated for review.

Follow these instructions in completing your application:

- Use at least 1.5 line spacing and 11-point font size.
- Applications should have at least one inch margins on all sides.
- The [Cover Page](#) should be the first page of the application narrative. This does not count towards the five page limit for narrative.
- Application narratives must stay within the five page limit.
- Narrative responses should be numbered to reflect the sections outlined in Section VIII.
- Include the application category title, e.g. Organization Experience, at the beginning of each section.
- Include page numbers in the footnotes of the narrative application.
- Attach only the supporting documentation requested or directly related to the application.

#### *Submission Guidelines and Instructions*

All complete applications must be submitted by **11:59 PM on Tuesday, March 19, 2019**. Failure to follow any of the instructions related to content, including page limitations, will result in the proposal being eliminated from consideration. Other than late submission, the most common reasons that proposals are rejected include missing sections of the proposal and failure to include requested documents.

### *File Saving and Naming Conventions*

Documents should be saved in the following format with the corresponding file naming conventions:

- **Narrative Application:** The application Cover Page and five page narrative should be saved in its own file.
  - File naming convention: [agency name]\_Seed\_Narrative Application
    - Example: PHIMC\_Seed\_Narrative Application
- **Supporting Documents:** Each document must be submitted as an individual file. Use the filename instructions outlined below.
  - File Naming Convention (Individual Supporting Documents): [agency name]\_Seed\_[name of required document]
    - Example: PHIMC\_Seed\_501c3 Letter

### *Email Submission*

PHIMC will only accept applications submitted via email.

- All applications and supporting documentation must be submitted in a single email as PDFs to [rfp@phimc.org](mailto:rfp@phimc.org) with the subject line “[agency name] Seed Grant Application”.
- Submission emails must not exceed 30 MB. Emails that exceed this size will not be accepted by PHIMC’s email server system.
- The PHIMC email server will **not** accept .zip files.

### *Email File Attachments*

All application documents should be submitted as PDF file attachments to the email.

- The RFP application and accompanying required supporting documents must be converted to PDF formats.
  - There are many free, downloadable PDF converters. A recommended program is CutePDF Writer - <http://www.cutepdf.com/>.
- If scanning documents into PDFs and/or creating PDFs via Word or another software, the resolution should be set to 300dpi or less.