



REQUEST FOR PROPOSAL (RFP)
Community Foundation of Greater New Britain
CATALYST FUND

July 5, 2017

The Community Foundation of Greater New Britain is seeking grant applications for up to \$10,000 in grants to be awarded in November 2017 by its Catalyst Fund.

The Catalyst Fund is a giving circle of donors interested in helping to improve the quality of life in Berlin, New Britain, Plainville and Southington. Each year, members select an area of focus for grant making and make a grant of \$10,000 in the chosen focus area. For 2017, the topic selected is **Workforce of the Future**.

For young people who may not be on track to graduate from high school and attend college, there is a heightened need for supports and training to ensure they can compete in today's job market. In addition to training for specific sectors, universally employers cite a critical need for soft, problem-solving and critical thinking skills.

Catalyst will entertain proposals that support non-college bound students who are disengaged/disconnected or those requiring a personalized approach in order to have a successful high school experience that supports employability efforts. Our primary focus is on those aged 16-19. Our interest is in proposals that accomplish one or more of the following:

- Offer the development of soft and interpersonal/intrapersonal skills such as critical thinking, problem-solving, team building and emotional intelligence, or incorporates such skills training into the high school curriculum;
- Offer training that connects young people with the opportunities and experiences needed to become and remain employed in sectors that do not require a college degree;
- Offer direct support and mentoring to youth by pairing them with area business people to ensure a successful transition to employment;
- Provide opportunities for disconnected/disengaged youth to participate in themed academies, project-based or work-based learning experiences or other programs proven to successfully work with this population;
- Provide information at the middle and high schools about career pathways and in-demand sectors;

- Meaningfully engages industry leaders and/or employers to strengthen the connection between what is needed in the workplace and employment opportunities;
- Meaningfully engages school districts and/or community colleges to strengthen the connection between what is needed in the workplace and employment opportunities.

Application Process

To be considered for funding, we ask that you submit a two to three page proposal for no more than \$10,000. **Proposals must be submitted via email by the deadline of Monday, August 14, 2017.**

Following a review of all applications received by Foundation staff and members of the Catalyst Fund, a representative from your organization *may* be asked to attend the Catalyst Fund meeting on September 14th and possibly our final meeting on November 9th. We will notify organizations of this decision at the end of August but ask that you put these dates on your calendar in case your presence is requested. Final grant decisions will be announced in November.

For more information about The Catalyst Fund, additional copies of these materials or questions about this grant opportunity please contact me at the Foundation office (jwruck@cfgnb.org or 860.229.6018 x307).

Sincerely,

Joeline Wruck
Director of Community Initiatives

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Grant Application Guidelines

Please prepare a two-three page proposal that includes the following:

1. Name and address of organization, including telephone, fax, email, name and title of Executive Director and the name and title of the contact person for this application.
2. A brief description (1-2 paragraphs) of the organization's mission, primary programs and services and the results have you achieved for the people you serve in the past three years.
3. The specific purpose for which funds will be used (1-2 sentences) including the total cost of the project and the amount you are requesting. Please include a line item income and expense budget, in-kind, and cash support.
4. Specific results you are committed to achieving with this funding. What will be the primary benefit to the participants as a result of your program? Please be very specific about the level of change that will constitute success. By results we ask that you not focus on your activities or services, but rather, what people gain from them.
5. Description of the method or approach you will use to achieve these results. Please let us know why you choose this approach and what evidence supports using it.
6. A description of how you will document your results.
7. Indicate if the project will continue at the end of the grant period. If so, how will it be sustained? What will be the impact of having received the grant in two years' time?
8. Indicate if the organization has applied for other sources of funding for this project. If so, how much was requested and what is the status of the application(s)?

Attachments

Include the following additional information for your organization or the organization that will serve as your fiscal agent with your application.

- Project budget (income and expenses, including names of other funding sources)
- Current and most recent year's annual operating budget for the organization (income and expenses)
- Most recent audited financial statements, management letter, and notes
- IRS 501(c)(3) ruling letter
- Signed Certificate of Non-Discrimination (attached)

Community Foundation of Greater New Britain
CERTIFICATE OF NON-DISCRIMINATION*

The governing board of _____

maintains the following policy of non-discrimination:

1. No person is excluded from agency programs or benefits because of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law.
2. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law with regard to hiring, assignment, promotion or other conditions of staff employment.
3. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law on the agency's governing body.

I certify that the practices of this organization conform to the policy of non-discrimination stated above.

Typed or printed name of President or Board Chairperson

Date

Signature of President or Authorized Official

*The Community Foundation of Greater New Britain will not knowingly support organizations, projects and programs that discriminate in their employment practices or delivery of programs or services on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law. We therefore require that all grant applicants submit a signed Certificate of Non-Discrimination confirming compliance with all applicable local, state and federal anti-discrimination laws.