

**REQUEST FOR PROPOSAL (RFP)**

**Community Foundation of Greater New Britain**

**CATALYST FUND**

July 2023

**The Community Foundation of Greater New Britain is accepting grant applications of up to $15,000 for one grant to be awarded in November 2023 by the Catalyst Fund.**

The Catalyst Fundisa 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 and award a grant in the chosen focus area. A grant from the Catalyst Fund does not prevent an organization from applying for or receiving funding through other CFGNB initiatives or through the Community Response Grant process. For 2023, the topic is **Prison ReEntry.**

The process of reentering the community for formerly incarcerated people is extremely challenging due to the many barriers these individuals face without supports and/or a re-entry plan to ensure a successful transition back home. Coupled with this lack of support are the myriad of co-occurring issues facing these individuals such as housing, health, employment, education, mental health, substance abuse, and other needs, Successful reentry requires a multi-pronged approach including collaboration among state and municipal governments, communities, and justice involved people.

The CFGNB seeks applications for funding from community-based nonprofit organizations to enhance or implement evidence-based and holistic responses to improve reentry and support successful transitional planning for individuals who are currently, or were formerly, involved in the criminal justice system.

**Catalyst will entertain proposals for new or expansion of existing programs that support currently and formerly incarcerated individuals to gain direct services, support, knowledge and skills to transition successfully from incarceration and into the community.**

Examples of eligible activities and programs to be funded include, but are not limited to:

* Court, criminal legal, and education and employment systems navigation
* Meaningful employment pathways including job retention and career advancement support
* Services to improve health outcomes and coordination for mental health, addiction and primary care treatment
* Pre-release and transition planning to ensure successful reentry
* Gender-specific and culturally responsive trauma informed programming and services
* Individual and/or group mentoring
* Peer supports
* Educational, literacy, and vocational services
* Services to support family reunification and restoration (Families must be from Berlin, New Britain, Plainville or Southington)
* Assistance in securing safe and affordable housing
* Staff training to improve competency in working with and supporting the needs of individuals who are, or have been, incarcerated

**Eligibility and Additional Criteria:** Community-based 501-c-3 organizations are eligible to apply. Catalyst will prioritize proposals that demonstrate:

* Applicant has demonstrated providing reentry services for individuals
* Those providing the services (including partners if there are any) are qualified to do so by lived experience, work experience, education, or a combination of these factors in all areas of the organization.
* Services are culturally responsive and designed to support currently and formerly incarcerated individuals gain knowledge, skills, and support; connect or reconnect with cultural roots and supportive communities; and obtain long term, living wage employment in order to transition successfully from incarceration and into the community
* Services are provided year-round, at times that are accessible for participants  
  There is a clear connection between the services offered and the benefit participants will receive
* Applicant has a method to assess if the services have a positive impact on participants and uses data to improve services and make decisions
* Costs are reasonable based on the proposed level of services and outcomes

**Application Process**

To be considered for a grant of up to $15,000, please submit a proposal of no more than four (5) pages using the guidelines included in this document.  **Applications must be received via email by the deadline of Monday, August 21, 2023 and sent to** [**jwruck@cfgnb.org**](mailto:jwruck@cfgnb.org)**.**

Following a review of all applications received, a representative from your organization may be asked to attend the Catalyst Fund evening meeting on September 12th. We will notify organizations of this decision in the early part of September but ask that you put the September date on your calendar in case your presence is requested. Final grant decisions will be announced in November of this year.

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 & Program Services

**CATALYST FUND**  
**Grant Application Guidelines**

Please prepare a proposal of no more than 5 pages that includes the following:

1. Name and address of organization, including telephone, 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.
3. Describe your organization’s experience providing culturally responsive reentry services to incarcerated or formerly incarcerated individuals. (For this RFP, culturally responsive is defined as being respectful, knowledgeable, and experienced in priority and focus populations’ cultures, languages, and life experiences so that they may feel valued and successful.) If you work with partners, what do they do? Describe the qualifications of your partners.
4. Describe the priority and focus populations your organization proposes to serve. Describe your organization’s experience working with the priority and focus populations. Please tell us how many you anticipate will be served by this project.
5. Describe the services for which you are requesting funding; in your response include the following: what the services are; where services will be offered; when services will be offered, and how participants will benefit from the services offered. Please tell us how many you anticipate will be served by this project.
6. Describe how you will know if the services you provide have a positive impact on participants. In your response, include the following: how you will measure success and what quantitative and qualitative data you will use and how you will use data to improve services and make decisions.
7. Please include a line item income and expense budget, in-kind and cash support. Indicate if the organization has applied for other sources of funding for this project, the amount requested and the status of the application(s).
8. Please include a project timeline for your project.
9. What is the sustainability for the project for it to continue at the end of the grant period?

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 annual operating income and expense budget for the organization (not required for school districts)
* 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.

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Typed or printed name of President or Board Chairperson Date

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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.