

## **Request for Proposals**

The North Charleston Weed and Seed is requesting proposals for contracts for services. These contracts are to be awarded to community based agencies and organizations, non-profit organizations (501 c3), schools, units of government, and Weed & Seed residents. The planned term for use of these monies is October 1, 2009-September 30, 2010.

All contracts to be issued are contingent upon the North Charleston Weed & Seed receiving continuation 2009-2010 funding as expected.

It is anticipated that there will be available money to be allocated for both adult and children/youth activities. Adult activities could include such items as GED, ESL, computer classes, home maintenance/improvements, community organizing, financial literacy, parenting, prisoner re-entry initiatives, and other activities.

Youth activities could include such items as athletics, after-school programming, scouts, tutoring, moral development, employment training, summer jobs, financial literacy, summer camp programming, and other activities. In the past the contracts for services have ranged between \$1,000 and \$10,000. It is anticipated that there will be a total of \$17,037 available for adult activities and \$17,037 available for children/youth activities.

The use of these funds is strictly limited to providing direct services for the residents and communities of the Weed & Seed Target Area. The Target Area consists of the following North Charleston neighborhoods: Charleston Farms, Ferndale, Russelldale, Singing Pines, and Highland Terrace/Liberty Park.

The contract program operates through an application and review process. The goals of this program are:

1. Provide the means to community based agencies and organizations, non-profit organizations (501 c3), schools, units of government, and Weed & Seed residents to engage in preventing criminal or violent behavior, treating its victims, and improving the quality of life in Weed & Seed neighborhoods.
2. Help community based agencies and organizations, non-profit organizations (501 c3), schools, units of government, and Weed & Seed residents receive increased publicity; aiding their ability to achieve sustainability for their programs or agencies.

## **REQUEST FOR PROPOSALS**

### **Introduction**

Weed and Seed is foremost a strategy—rather than a grant program—which aims to prevent, control, and reduce violent crime, drug abuse, gang activity, and other forms of social disorder through local collaborations. Funds for this program are made available by the Department of Justice, Office of Justice Programs, Community Capacity Development Office, and allocated by the North Charleston Weed and Seed Steering Committee.

### **Purpose**

The goal of the national Weed and Seed strategy is to encourage “The coordinated efforts of law enforcement, social service agencies, the private sector, and the community to help crime from recurring.” This can be accomplished by concentrating a broad array of human services on the target areas to create an environment where crime cannot thrive. Prevention, intervention and treatment should include youth services, school programs, community and social programs, and support groups designed to develop positive community attitudes toward combating drug use and trafficking, violent crime, and gang activities.

### **Funding Specifics**

All funded projects will take place between October 1, 2009 and September 30, 2010. The number of grants awarded is contingent upon available Weed and Seed funding. Requests may be partially funded. Grants will usually be awarded in amounts ranging from \$500 to \$10,000 depending on individual submissions and availability of funds. North Charleston Weed and Seed can provide funding for seed, gap and enrichment programs that meet our purpose.

### **Eligibility for Funding**

Applicants for more than \$250 must be a community based agency or organization; a non-profit 501c3, school, or unit of government.

Applicants for \$250 or less may be community residents who may apply for community beautification funds of \$250 or less to purchase plants or other beautification items to be planted/placed in conspicuous places in the community. To receive these funds neighborhood associations must have a bank account to put the money into, be a 501c3, or coordinate directly with the Weed & Seed Coordinator to make purchases.

There must be a direct connection between your request and the criminal justice system, improvement of quality of life for neighborhood residents, or overall neighborhood improvement within the Weed & Seed Target Area. The use of these funds is limited to benefiting the residents of the Target Area.

# *City of North Charleston, SC*

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## **Proposal Submission for more than \$250**

Proposals will have 12 point type. Letters of Support will not be accepted. One unbound original and seven copies of the proposal will be delivered to the Mayor's Office at North Charleston City Hall, 4900 LaCross Road, 5<sup>th</sup> Floor, North Charleston SC no later than 4:00 PM on Friday August 28, 2009 and be marked "Attention Weed & Seed Coordinator"; (Paul Fish, 843.822.1189, paul\_fish@charleston.k12.sc.us)

## **Application Requirements**

### **A. Cover Sheet will include:**

1. Agency/group/coalition requesting funding:
2. Agency/group/coalition mailing address:
3. Telephone numbers including FAX:
4. E-mail address:
5. Contact person:
6. Name of person or agency check is payable to:
7. Address check should be mailed to:
8. Project Title:
9. Amount requested:
10. Grant period:
11. Would you describe your project as prevention, intervention or treatment?
12. Brief summary of project (two or three sentences).

### **B. Program Narrative (not to exceed three pages):**

1. Explain how your proposed program connects with the purpose and goals of the North Charleston Weed and Seed project.
2. Define the need in the community your program is addressing and who are the beneficiaries.
3. Explain why you think your program is going to work.
4. Describe how you will work collaboratively within the Weed & Seed community to achieve your outcomes. Include names of partners and their roles in your program.
5. Provide a sustainability plan for your project.  
*(One of the goals of the Weed & Seed project is to provide support to projects that will live beyond the term of funding. Therefore, we prioritize projects that are collaborative ventures that involve resource development and that have plans for long-term sustainability.)*
6. Outcomes: Describe the program's desired outcomes and how you plan on measuring them.

**C. Budget:** Budget form provided for your use.

**D. Budget Narrative:** Provide detailed information on budgeted costs.

# *City of North Charleston, SC*

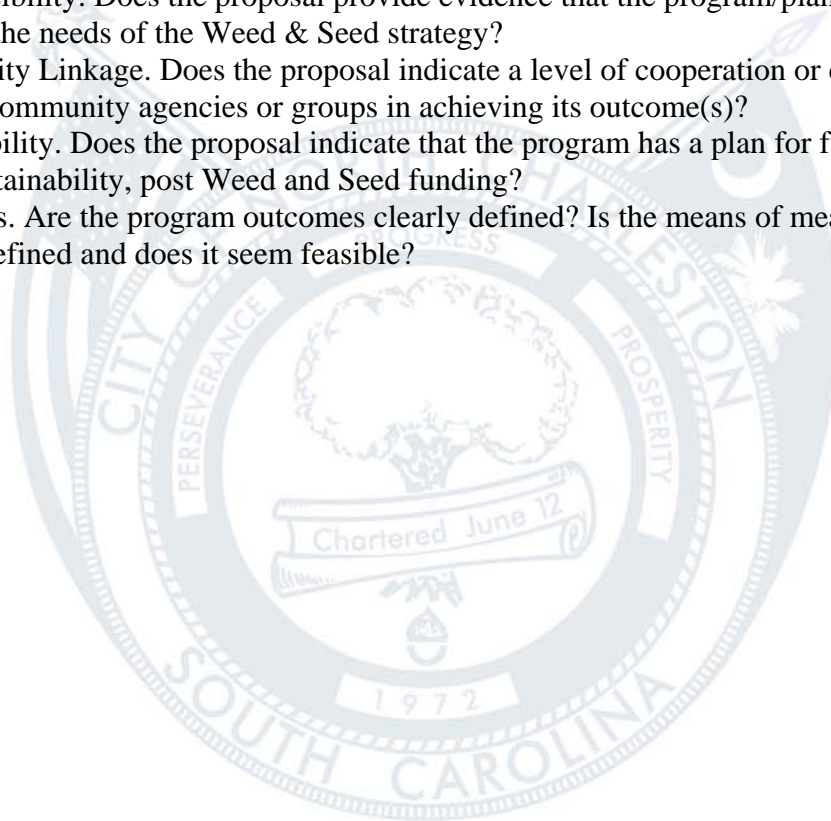
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**E. Background checks:** Attach a copy of your agency's policy on background checks for any personnel that have unrestricted access to program participants.

## **PROPOSAL SCORING**

### **Each proposal will be scored on the following components:**

1. Program Priorities. Does the proposal match the priorities of North Charleston Weed & Seed?
2. Needs & Beneficiaries. Is the need adequately addressed and are the beneficiaries identified?
3. Plan Feasibility. Does the proposal provide evidence that the program/plan will work and satisfy the needs of the Weed & Seed strategy?
4. Community Linkage. Does the proposal indicate a level of cooperation or coordination with other community agencies or groups in achieving its outcome(s)?
5. Sustainability. Does the proposal indicate that the program has a plan for future funding sustainability, post Weed and Seed funding?
6. Outcomes. Are the program outcomes clearly defined? Is the means of measuring the outcomes defined and does it seem feasible?



# City of North Charleston, SC

CITY OF NORTH CHARLESTON

WEED AND SEED PROGRAM

**SUBRECIPIENT FINANCIAL STATUS REPORT**

Please check appropriate box:

<b>Request Number</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Final Payment Request</b>	<b>Yes</b>	<b>No</b>

<b>Invoice Number</b>			
<b>Subgrantee Name:</b>			
<b>Project Title:</b>			
<b>Grant Number:</b>			
<b>Expenditure Period</b>	<b>From:</b>		<b>To:</b>

Expenditure Type		Original Grant Budget	Expenditures This Period	Expenditures To Date	Balance of Grant Funds
1.	Salaries and Wages	\$	\$		\$
2.	Telephone	\$	\$		\$
3.	Postage	\$	\$		\$
4.	Indirect	\$	\$		\$
5.	Advertising	\$	\$		\$
6.	Construction	\$	\$		\$
7.	Other	\$	\$		\$
<b>TOTAL</b>		\$	\$		\$

<b>Requested Reimbursement</b>	\$
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\*\*\* The Grantee must attach proper documentation to support this Request\*\*\*

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Paul Fish, Weed and Seed Coordinator \_\_\_\_\_ Date \_\_\_\_\_