

Tampa Kiwanis Club 100th Anniversary Grant Rules for Submitting Proposal

As part of The Kiwanis Club of Tampa's 100th anniversary, the Tampa Kiwanis Foundation is announcing a Request for Proposal for a grant of \$100,000 to a 501-C-3 not for profit organization located in Hillsborough County, Florida. The focus of this grant is to build quality in the Early Learning System (such as early childhood development or school readiness.)

1. Eligible Applicants:

Organizations must be designated tax-exempt by the Internal Revenue Service to be eligible for the 100th Anniversary Grant. In addition, the following types of organizations or activities will not be eligible for the Grant:

- Direct grants to individuals or families.
- Political candidates or organizations.
- Religious organizations.
- Organizations with a limited constituency, such as fraternal or social groups.
- Athletic organizations.

2. Mandatory Proposal Requirements:

Proposals must meet all the following requirements to be considered:

- Addresses early childhood development and / or early childhood school readiness.
- The main focus of the proposal is to serve Hillsborough County children.
- The grant is for a capital expense and / or new program development to build additional capacity. The grant cannot be used to offset current operating budget shortfalls
- All sections of the application are completed on the application form provided on the Tampa Kiwanis website. The application and the required attachments will be submitted electronically as one single document following the rules described in the next section, "Format of Application".

3. Application:

- Use of Online Application:

All sections of the 100th Anniversary Grant Application are to be completed on the Tampa Kiwanis web site. <https://www.tampakiwanis.org/>

- Required Attachments:

The application must include the required attachments labeled:

- Attachment A. Current Operating Budget.
- Attachment B. Current Board of Directors.
- Attachment C. Current Corporate Contributors.
- Attachment D. Audited Financial Statement from Last Full Year Available
- Attachment E. IRS Letter of Tax-Exempt Certification:
- Attachment F. Three reference letters.

- Electronic Submission:

- The Application will be made through tampakiwanis.org/kiwanis-100th-anniversary-grant/
- Applications must be submitted electronically, with a time of receipt by Kiwanis dated at the latest, 11:59 PM on Monday August 5, 2019.
 - Applications submitted after that time will not be accepted.
 - It will be the responsibility of the applicant to meet this deadline. The excuse of an electronic submission problem or a delay between your sending the application and our receiving it will not be acceptable.

4. Bidders Conference Call:

- Prior to that date, there will be a “Bidders Conference Call” on July 17, 2019 at 10:00 am during which we can answer your questions. Participation is encouraged but not required. If you have registered prior to Noon, on July 16, you will be sent the telephone number and directions to join the conference call.
- The “Bidders Conference” will be the interested parties’ opportunity to ask questions before we enter a period of restricted communication to prevent any agency from having an unfair advantage.

5. Schedule after Submittals:

- Applications will be scored by the Tampa Kiwanis Foundation and finalists will be asked to present to the Foundation Board.
- Prior to or after the presentation, there may be a request for additional information or a site visit.
- While our goal is to identify our grant recipient prior to the September 27, 2019, we reserve the right to postpone the decision or not make an award.

6. Scoring Criteria for the Grant Award:

- The scoring will be a combination of evaluation of the required sections of the application and extra points for optional sections.
- Scoring criteria for required sections of application (Up to 100 Points) are:
 - Consistency with Kiwanis emphasis on early childhood development (Up to 30 points).
 - Community impact, including documentation of how the proposal will improve early childhood development and projected impact. Both qualitative and quantitative impact (such as the number of children served) should be shown. (Up to 30 points).
 - Recognition of Kiwanis Club of Tampa and its mission (Up to 20 points).
 - How impact of grant will be measured. (This reporting will be a future requirement of the grantee) (Up to 20 points).
- While not required, additional points will be given for the following:

- Extent to which there are matching funds for the grant. For example, since the Kiwanis grant is for capital and capacity building, will there matching funds to cover any additional operating budget needed? (Up to 15 points).
- Extent to which there is an opportunity for Kiwanis member and members of its sponsored youth programs to volunteer to support the grantee and the funded initiative (Up to 10 points).

7. Review Schedule:

- Applications will be scored by the Tampa Kiwanis Foundation and finalists will be asked to present to the Foundation Board.
- Prior to or after the presentation, there may be a request for additional information or a site visit.
- The Board of the Tampa Kiwanis Foundation will determine the final award recipient and there is no appeals process. Their objective is to identify the grant recipient prior to the Kiwanis Club of Tampa 100th Anniversary Dinner on September 27, 2019. The Board of the Tampa Kiwanis Foundation reserves the rights to delay the award of the grant or not award the grant to any of the applicants.

8. Post Grant Award:

- Payment:
 - The grant is a one-time grant for the October 2019 to September 2020 fiscal year. After the grant is awarded, the grantee will be advised of the specific mechanism for invoicing and payment.

- Up to half of the grant (up to \$50,000) will be available for immediate invoicing consistent with the grant agreement. The rest will be available after the satisfactory review of the six-month report and site visit (as described in next section).
- Reporting and Site Visit:

Grant recipient will be required to provide a brief 6-month report of how grant is being used AND a 12-month status report of progress in meeting the measurement of success. There will be a 6-month site visit. The Grant recipient will be given directions for this reporting and for the visit. As noted above, the awarding of the second half of the grant will be contingent on the review of the six-month report and site visit that will provide proof that the grant is being used as intended and is consistent with the project budget.

The grantee also agrees to allow site visits at the request of the grantor.

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