Call for Proposals

Drexel University's Lindy Center for Civic Engagement is excited to announce the theme for 2016 Community Partner Mini Grant: Non-Profit Capacity Building. The Community Partner Mini Grant funding is designed to provide assistance to non-profits who seek to build sustainable, mutually beneficial partnerships with the Lindy Center.

2016 Funding Theme

The theme for this funding cycle is Non-Profit Capacity Building. Our goal is to provide a pathway to better align Drexel resources and supports that will enhance the work of our community partners. The Mini Grant award will total $5,000, which includes funding to support capacity building services in-kind (up to $2,500) AND a cash award of no more than $2,500.

Examples of in-kind Drexel-affiliated capacity building services include, but are not limited to:

- Connection to a large student volunteer pool through an academic course (CIVC101) or student group (where appropriate) Value: $500-$1,000
- Drexel Community Scholar student leadership position for Fall 2016 (where appropriate) Value of student pay: $2,000
- Opportunity to present workshop or education series at PHENND Conference: Service Leaders' Summit (pending topic) Value: Included
- Advocacy and connection for Co-op student internship position or College of Arts and Sciences Emerging Scholar (introduction, connection, follow up) Value: Included
- Drexel Edits services and promotion opportunity with Good Morning Neighbors radio show (business services) Value determined by organizational need
- Consultation, research and potential academic connection with Westphal College of Media and Design Value determined by organizational need
- Co-author publishing opportunity with Journal of Community Engagement Value: Included
- Tuition vouchers for classes as non-degree seeking student in Goodwin College of Professional Studies courses Value: range from $200-$1,000
- Space reservation on campus pending availability and topic relevance Value determined by need and availability
- Additional opportunities pending interest and availability

The total budget for the award is $5,000. Non-Profit Capacity building services in kind will total up to $2,500. The cash award will total $2,500 and should be used towards relevant supplies needed to
Proposals will be evaluated based upon the following criteria:

- Completed applications include detailed narratives that offer compelling support related to the ways organization can benefit from capacity building services. Applicants should demonstrate how these services will enhance, strengthen and leverage the mission of the organization.

- Applications should also show evidence of organizational capacity. Capacity can be demonstrated by providing examples of fiscal responsibility and financial health, programmatic performance, leadership strength (including board governance and staff turnover), and sustainability plan.

- Where applicable, applications should highlight the strength of any existing partnerships between the applicant and the Lindy Center and/or Drexel affiliated groups

- As it relates to the project budget, the project will be evaluated on the ability to bring together diverse interests and/or organizations, level of innovation/originality of project and proposed impact.

**Application Requirements and Evaluation**

All applicants must complete the attached application in its entirety, and provide supplemental documents as requested. Although the total project budget might surpass the $5,000 grant (including services in kind and project budget), funding requests cannot exceed this amount.

Up to two organizations can be listed on the application. The primary applicant must be a recognized non-profit organization. Applicants must provide proof of current recognized 501(c) 3 non-profit status by submitting their IRS Tax Exemption certificate along with their application.

Projects may take place within a school setting; however, school-based applications must be submitted jointly with a non-profit organization as the primary contact and grant recipient.

All proposed projects must begin prior to December 31, 2016. They may extend beyond this time period, but a portion of the project must occur during this time.
Opportunity to Present

All grantees will be invited to participate in a panel discussion during our regional Service Leaders’ Summit conference, with the potential of additional presentation opportunities. The Service Leaders’ Summit brings together college students, faculty, nonprofit professionals, and community organizers to share passionate ideas and practical skills for building a better Philadelphia.

Past Grant Recipients

Grantees from the 2014-2015 funding cycle may reapply for the 2016 grant. However, there is a maximum of two consecutive awards per organization.

Reporting Requirements

Grant recipients will be required to submit both a midterm and final report on their projects. The midterm report will be due on November 13, 2016. The final report will be due on February 5, 2017. All expenditures must be documented in a budget narrative provided to the Lindy Center.

Deadline for Application Submission

All applications are due by Monday, March 11, 2016 at 5pm. Please email or fax applications to Kelly Sheard, Assistant Director for Community and School Partnerships at kas553@drexel.edu or (215)895-6288. Grant recipients will be notified by April 8, and funds will be available no later than May 30. Please note that this date is based upon timely receipt of an award acceptance packet and non-profit status documentation from the grant recipient.

Timeline Summary

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Application Deadline</td>
<td>March 11, 2016</td>
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<tr>
<td>Award Announcement</td>
<td>April 8, 2016</td>
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<tr>
<td>Award Acceptance Letters Due</td>
<td>April 18, 2015</td>
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<tr>
<td>Funds Issued to Recipients</td>
<td>May 30, 2016</td>
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<td>Midterm Report Due</td>
<td>November 30, 2016</td>
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Community Partner Grant Application

Final Report Due: February 28, 2017

Application Checklist

___ Completed application form

___ Letter of support from Drexel partner (Attachment, Optional)

___ IRS Tax Exemption Form/Proof of 501(c) 3 status (Attachment, Required)

___ Budget Narrative (Attachment, Required)

Grant Application

I. Applicant Information

Were you a 2014-2015 grantee?  ___Yes    ___No

Primary Contact:
Position/Title:
Organization:
Email:
Phone Number:
Address:

Secondary Contact (optional):
Position/Title:
Organization:
Email:
II. Proof of Non-Profit Status

EIN:

Please attach a copy of your IRS Tax Exemption form as proof of your 501(c) 3 status.

III. Project Information

Organization Name:

Is this a(n):  __ Existing organization with new project
                __ New organization and new project

Narrative: Please provide a 2-3 page proposal which includes the following information:

• A brief overview of the organization, including the scope of work, number of people served and future strategic plans
  Description of proposed program
• Specify how Drexel in-kind resources will help you to achieve your goal. Examples of in-kind resources are provided above, but applicants are encouraged to offer additional suggestions.
• Information about program management, staffing and overall strength of organization
• Information about any existing partnership between the Lindy Center, Drexel student organizations, or academic or administrative department.
• Proposed budget with narrative
IV. **Budget**

What is the specific amount requested for this project?

Use the form below or attach a complete budget. Please attach a detailed budget narrative as well.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Description</th>
<th>Total Cost</th>
<th>Lindy Grant Cost</th>
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If the funding you are requesting is part of a larger project budget, please list the other sources of match funding and in-kind support below (Note: Match is not required for consideration, but will be weighed in the overall application evaluation):

Are you receiving funding or in-kind support (i.e., use of space, donation of supplies) for this project from any other Drexel department?
Letter of Support (Optional)

Please attach a short letter of support from your Drexel partner, stating the nature of your partnership and explaining their role in this proposed project. The letter should include:

- Name and role of the Drexel partner (Student, Drexel Community Scholar, faculty member, staff, etc.)
- The nature of your partnership and/or their involvement with your organization to date
- The length of this partnership or their involvement with your organization
- Their contact information

This letter should be submitted with your application packet.