

2019 Emerging Opportunities Program Guidelines

Online Application and Guidelines:

<http://www.cityofmadison.com/dpced/communitydevelopment/funding/2019-emerging-opportunities-program/150/>

Application Due: October 16th, 2018 at 12:00 pm (noon)

The Emerging Opportunities Program (EOP) was established to support new, promising projects and activities that are developed with relevant resident engagement to address emerging opportunities or unanticipated needs. **Importantly, the EOP should not be viewed as a source of funds, beyond a year or two, for ongoing program or organizational costs.**

What We Fund

The City of Madison is seeking proposals that address issues of poverty and racial inequality. The EOP's intent is to support efforts in areas that fall under the purview of the City of Madison's Community Development Division (CDD), for example:

- Access to affordable quality services and activities for children, youth, adults, seniors and families
- Employment training and support
- Community engagement and capacity building
- Access to affordable housing and services that address homelessness
- Economic development and job creation
- Organizational capacity building for agencies working in the above areas

Services that propose behavioral health, substance use, or disability impacts or outcomes are seen outside the funding purview of CDD and **are not likely to receive funding.**

While proposals in all the above areas will be considered, CDD has an interest in proposals that will support **positive youth engagement and leadership development** and respond to needs of youth facing multiple barriers to academic success. We also welcome proposals that require **one-time expenditures** designed to **build organizational capacity** in organizations operating in the areas identified above to better serve residents and communities. These proposals may cover, for example, costs associated with specific staff training or development, targeted consult/technical assistance, or small equipment or software. EOP funds should be seen as an opportunity to pilot a project or program or purchase training, goods or services that will leave the organization better prepared to respond to client needs, contribute to long term sustainability, or develop organizational fundraising capabilities.

Preference will be given to quality proposals from organizations or group of residents (who have secured a fiscal agent) not previously funded through other CDD funding processes. Proposals that emerge from or respond to collaborative or community based planning process, community school processes, reports or data sets are highly encouraged. These may include (but are not limited to) [neighborhood planning processes](#), the [MOST Effective Practices](#), the [Homeless Services Consortium's Community Plan to Prevent and End Homelessness](#), the [Dane County Youth Assessment](#), or the [Neighborhood Indicators](#).

Application Workshops: *Potential applicants are required to attend a workshop or schedule a conversation with City Staff (Nancy Saiz at 266-6520) on their proposal prior to 4:30 pm on October 5, 2018 to be eligible to apply. Applications will not be accepted from entities that have not attended a workshop or consulted with staff on their proposals.*

Workshop Location

Goodman Maintenance Facility

[1402 Wingra Creek Pkwy](#)

[Registration Link](#)

Workshop Dates

September 21: 10am -12pm or 2pm - 4pm

Walk-in hours: 8am - 10am & 12pm – 2pm

September 28: 9:30-11:30am or 1:30-3:30pm

Walk-in hours: 11:30am-1:30pm



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Funds Availability

It is expected that at least \$150,000 will be available for projects in 2019. ***This will be the only allocation process for the EOP program for 2019. No awards will be made for amounts less than \$5,000, or more than \$25,000.*** In the past, awards have averaged between \$10,000 and \$15,000. Very few awards have been made for \$25,000. Contracts will be developed after awards are finalized by Common Council. At the time the contract is completed, up to 40% of the award may be made available. Awardees can bill on a monthly basis for expenses incurred. However, 10% of the total award will be withheld until final service and expense reports are received.

Strong Proposals Will...

- 1) Demonstrate **resident and community interest and engagement** in the development of the proposed project. Proposals that emerge from or respond to recent collaborative planning processes are encouraged, for example- neighborhood planning processes, the community schools engagement processes, or other efforts from which collaborative strategies have emerged.
- 2) Address **emerging opportunities or unanticipated needs** that warrant resources and attention at this time and will resolve issues or address problems that adversely affect quality of life for low income city residents and;
- 3) Propose projects that will be initiated as early as **February 2019** and must be completed by **December 31, 2019**.

Award Criteria

Applications will be scored based on the following criteria. Total scores will contribute to the discussion on funding recommendations. Application scores will be an important, but not the sole factor, in making decisions. The mix of program types, target populations and geographic distribution will also be taken into account.

	Criteria	Points Available
1	Extent to which the proposal is well-planned, clearly states its intended results, is likely to have a positive impact for low income residents, and proposes a specific benefit to the City of Madison.	15
2	Extent to which the applicant demonstrates or reports sufficient capacity, experience and/or support to carry out the proposed program or project.	10
3	Extent to which the proposal aligns with city, neighborhood or community based planning processes or reports.	10
4	Extent to which the proposal demonstrates relevant engagement of residents and community in the proposed project or program.	10
5	Extent to which the proposal's planning or implementation reflects collaboration or coordination with appropriate service providers, organizations or resources.	5
6	Applicant has not previously been the recipient of CDD funding	5
7	Extent to which the proposal presents an adequate and detailed budget and demonstrates strategic planning for any future funding needs.	5
	Total Points available (City staff evaluating proposals will not recommend any proposal that does not score over 30 points.)	60



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Application

All EOP-related information including the required application form, the Fiscal Agent Information packet and form, additional information on contracting requirements, and updated timelines are available on the [City of Madison Community Development Division Funding Opportunities website](#). If the applicant is not a 501c(3) organization and will be utilizing a fiscal agent in the performance of the proposed program or project, the fiscal agent must complete and submit the [Fiscal Agent Roles and Responsibilities](#) form to the EOP applications mailbox, by the application due date. Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be included in information given to reviewers or committee members, or considered in the evaluation of proposals.

Submit your proposal to EOPapplications@cityofmadison.com by **12:00 noon on Tuesday, October 16, 2018**. **Proposals are time stamped electronically as they are received. Proposals received in the CDD office stamped after 12:00 pm will not be accepted. No exceptions will be made.**

Review Process

The City’s Community Development Division administers these funds. A review group comprised of city staff drawn from various city agencies (CDD, Neighborhood Resource Teams, Planning, Public Health, Parks, Mayor’s Office, among other agencies) will review and score proposals using the stated criteria and concepts, and provide preliminary recommendations to the CDD Conference Committee. All members of the review group and subsequent committee and Council bodies will be screened for potential conflicts of interest. The Conference Committee is comprised of members of the City’s Community Development Block Grant Committee and the Community Services Committee. Reviewers’ scores **will provide a starting point** for these recommendations. However, other factors will also be considered in formulating the review group recommendations, e.g. the distribution of funds across program types and support of efforts geographically or demographically across the city. The Conference Committee will forward its recommendations to the Common Council for final action.

Aggregated scores (by criteria) for each proposal will be posted on the [CDD website](#) as soon as the scoring phase of the review process is completed.

Timeline

Application is available on the CDD Funding Opportunities website:
September 14, 2018

EOP Workshops:
Friday, Sept 21
10-12 or 2-4
Walk in hrs:
8-10, 12-2
Friday, Sept 28
9:30-11:30 or
1:30-3:30
Walk in hrs:
11:30-1:30

Application is due at 12:00 pm CST (noon)
Tuesday, October 16, 2018

Conference Committee meets to hear presentations and finalize recommendations
Week of Nov. 26 – Dec. 19, 2018

Common Council finalizes decisions.
January 22, 2019

Mandatory contract development meeting for funded projects
TBD



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Applicant Presentations to Conference Committee

The Community Development Division Conference Committee will review and make funding recommendations to the Common Council on EOP proposals. All applicant agencies that receive a score of at least 30 on their proposal will be invited to present on their proposals. Applicant agencies have the option of making a presentation of up to three minutes on their proposal to the Conference Committee at their scheduled meeting. Applicants will receive an email to schedule their presentations after all applications are received.

Eligibility

1. Funds are available to support only those projects that will entirely, or primarily, benefit the City of Madison or its residents.
2. Only one proposal from each group or agency will be considered within each application cycle.
3. Eligibility is limited to non-profit organizations, agencies that have obtained tax exempt status under 26 USC §501(c)(3) OR groups that can secure, fiscal agents, organizations that have obtained such status. Please see the Fiscal Agent packet available on the Funding Process website for more information. Organizations that are identified to serve as Fiscal Agents on behalf of applicants will be asked to indicate their understanding of the City's expectations and agreement to act on the applicant's behalf. If an organization needs a fiscal agent and is unclear on the process or availability of agencies that would qualify as fiscal agents, please contact Nancy Saiz at 266-6520.
4. Services or projects currently receiving funding through a prior EOP process, or any other City funding, are not eligible to apply for additional or expansion funds for the currently funded programs or projects. However, programs that have contracts that will expire on or before December 31, 2019 are eligible to apply for funds. Proposals smaller than \$5,000 will not be considered, proposals received for over \$25,000 will be considered but no award will be made for more than \$25,000 and the proposal may not score well within the budgeting criteria.
5. Eligible expenditures include personnel costs, program/project supplies and costs, and space costs. In awarding grants, the City may identify specific uses for allocations. Capital purchases related to purchase of vehicles or property will not be considered. All awarded funds must be utilized by December 31, 2019. Any remaining funds not expended by this date will not be available for project use.

Contracting and Reporting Requirements

All allocated funds will be administered through contracts with the City of Madison, Community Development Division. Funded agencies will be required to submit project and expense reports. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be expected to attend a **mandatory meeting** on contracting and reporting requirements. City purchases of service contracts include requirements regarding nondiscrimination, consideration of vulnerable populations, Affirmative Action, and mandatory insurance coverage. If you have any questions about these requirements or processes, please contact the Community Development Division at 266-6520 or program specific staff listed on the [CDD Funding Opportunities website](#).

Contact Us! CDD staff are committed and willing to help interested groups understand and work through program requirements. Call Nancy Saiz at 266-6520 or check out the staff directory on our [website](#) for a list of staff, their focal areas, and contact information.