

2020 Emerging Opportunities Program Guidelines **DRAFT**

Online Application and Guidelines:

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

Application Due: March 27, 2020 at 12:00 pm (noon)

The City of Madison is seeking to fund proposals in 2020 that seek to enhance the quality of life of its residents. The Emerging Opportunities Program (EOP) was established to support new innovative programs and promising projects and activities that are developed with resident engagement and in collaboration with 501c3 community based organizations. **Importantly, the EOP should not be viewed as an ongoing funding source for programming or organizational costs.**

The focus of these funds are to address emerging opportunities or unanticipated needs that focus on either an identified geographic area or marginalized populations and support community-defined needs, projects, activities or programs. Proposed projects can begin as early as **May 2020** and must be completed by **December 31, 2020**.

Proposals for programs, projects, or activities are welcome in the following topical areas that fall under the purview of the City of Madison's Community Development Division (CDD):

- Access to affordable quality programs, services, and activities for children, youth, adults, seniors and families
- Employment training and support
- Positive youth engagement and leadership development
- Responding to needs of youth facing multiple barriers to academic success
- Access to affordable services that address homelessness
- Capacity building for newer smaller organizations who have recently (in the past 2-3years) obtained their 501c3 status

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

Residents who have graduated from community building cohorts such as CDD's Community Building and Engagement, Neighborhood Organizing Institute, Proyecto La Fuerza, Cultivating Transformational Leadership (Progress center for Black Women), Building Bayview Leaders (Bayview), Community Ambassadors, Urban Triage Inc., Justified Anger, or Bayview resident project are highly encouraged to apply.

Proposals from Community Based Organizations (CBOs) who are new or have innovative ideas that respond to collaborative or community based planning processes or community school processes are also highly encouraged to apply. These may include [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 March 20, 2020 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 Dates:** Warner Park-March 12, 8-4; Villager Computer Room-March 16, 8-4; Southwest Employment Center March 18, 8-4(?); Life Center March 20, 8-4(?)



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Funds Available

It is expected that at least \$150,000 will be available for programs, projects or activities in 2020. ***This will be the only allocation process for the EOP program for 2020. No awards will be made for amounts less than \$3,000 or more than \$20,000.*** Contracts will be developed after awards are finalized by the Conference Committee. At the time the contract is completed 100% of the award will be made available.

Strong Proposals Will...

- 1) **Demonstrate community interest and engagement** in the development of the proposed activity or project.
- 2) Demonstrate the project or activity is likely to have a **positive impact on a specific population or geographic area** in the City of Madison. Applicants living in an **NRT areas** are strongly encouraged to apply.
- 3) Be led by a resident or residents who have received **community building training**.
- 4) Identify an **emerging situation or unanticipated opportunity** that warrant resources and attention through **new programs, activities, or projects**.
- 5) Be well **planned and innovative**.
- 6) Finish program, project, or activity by the **end of the calendar year 2020** or have a sustainable plan for funding after the completion of the EOP grant.

Eligibility

- 1) Funds are available to support only those programs, projects, or activities that will entirely, or primarily, benefit the City of Madison or its residents.
- 2) Only one proposal from each group, individual, or agency will be considered within each application cycle.
- 3) Eligibility is limited to resident or residents who live in the City of Madison and have secured a fiscal agent or CBO's that have obtained tax exempt status under 26 USC §501(c)(3). 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. Potential applicants who are unclear on the process or availability of agencies that would qualify as fiscal agents, please contact Nancy Saiz at 266-6520.
- 4) Proposals must request City funding ranging from \$3,000-\$20,000 dollars. Proposals requesting City funding outside of this range will not be considered.
- 5) Eligible expenditures include stipends, staffing, program operations, equipment and supplies. Capital purchases related to purchase of vehicles or property will not be considered. All awarded funds must be utilized by December 31, 2020. Any remaining funds not expended by this date will not be available for project use.
- 6) Organizations applying for capacity building funds should be newer organizations who have recently (in the past 2-3 years) obtained their 501(c)(3) status.



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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](http://www.cityofmadison.com/dpced/communitydevelopment/funding/2019-emerging-opportunities-program/150/). If the applicant is not a 501(c)(3) organization they should utilize a fiscal agent in the performance of the proposed activity or project, and must complete and submit the [Fiscal Agent Roles and Responsibilities](#) form to the EOP applications mailbox, by the application due date. Fiscal agents will be required to attend workshops or meet with City staff. 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 Friday March 27, 2020**. ***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.***

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 funding decisions. The mix of program types, target populations and geographic distribution will also be taken into account.

	Scoring Criteria	Points Available
1	Extent to which the proposal is well-planned and innovative.	10
2	Extent to which the proposal clearly states intended results and is likely to have a positive impact on a geographic area or specific population.	10
3	Extent to which the applicant demonstrates or reports sufficient capacity, experience and/or support to carry out the proposed program, activity, or project.	10
4	Extent to which the proposal builds on City, neighborhood, school, or community based planning processes or reports. This includes proposals stemming from work by graduates of community building cohorts in the City of Madison.	5
5	Extent to which the proposal demonstrates relevant engagement of residents and community.	10
6	Extent to which the proposal planning or implementation reflects collaboration or coordination with the fiscal agent (as applicable), appropriate service providers, organizations, or resources.	5
7	Applicant is a resident or group of residents who has identified and is working with a fiscal agent.	5
8	Extent to which the proposal presents an adequate and detailed budget and demonstrates program, project or activity can be completed in the calendar year or that a reasonable sustainability plan is in place.	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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Review Process

The CDD administers these funds. A review group comprised of city staff will review and score proposals using the stated criteria and concepts.

Applicants that receive a score of at least 30 on their proposal will be invited to do three-minute presentations on their proposals to the CDD Conference Committee. The Conference Committee is comprised of members of the City's Community Development Block Grant Committee and the Community Services Committee. City staff scores **will provide a starting point** for Conference Committee's discussion and decisions. The Committee considers other factors beyond the applicant score in their funding recommendations, e.g. the distribution of funds across program types and support of efforts geographically or demographically across the city. The Conference Committee will make final funding decisions.

Timeline

Application is available on the CDD Funding Opportunities website: Date	EOP Workshops: March 12, 16, 18, 20, 2020	Application due March 27, 2020 at 12:00 pm CST (noon)	Conference Committee meets to hear presentations and finalize funding decisions. Week of April 27 – May 8, 2020	All decisions will be made public. May 15, 2020	Awardees will receive Notification with award and next steps. DATE Awardees will be required to present to Conference Committee Members	Projects and activities must be complete. December 31, 2020
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Contracting and Reporting Requirements

All allocated funds will be administered through MOUs with the City of Madison, Community Development Division. Funded agencies will be required to submit a final program and expense report. 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 focus areas, and contact information.