

**The Town of Bristol/Roger Williams University
Cooperative Committee**

Fund for Civic Activities Grant Application

Revised September 2018

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OVERVIEW

The Town of Bristol/Roger Williams University Cooperative Committee (the Committee) was formed in September 2007. Its charge is to:

- Make recommendations to the Town Administrator and University President for the allocation of \$25,000 per year of funds that have been pledged by RWU as part of their voluntary agreement with the Town, to be used for civic activities. These recommendations will be agreed upon by majority vote.
- Discuss items of mutual interest and/or concern to the Town and the University and make recommendations to the Town Administrator and University President regarding resolution of such matters.
- Operate as a forum to raise other issues involving the Town and the University relationship

Membership on the committee is comprised of 12 individuals, with equal representation from the Town of Bristol and Roger Williams University.

Grants from the \$25,000 Fund for Civic Activities (FCA) may support a broad range of projects and services proposed by individuals or non-profit organizations that work toward enhancing the civic experience in the Town of Bristol.

Applications will be accepted, and grants made, two times per calendar year: once in the spring and once in the fall.

Questions about grant requests, application procedures, or technical issues should be directed to either:

KC Ferrara
Director, Feinstein Center
Roger Williams University
(p) 401.254.3765
(f) 401.254.3523
(e) kferrara@rwu.edu

Dr. John J. King
Vice President of Student Life
Roger Williams University
(p) 401.254.3042
(f) 401.254.3863
(e) jjking@rwu.edu

OPERATING FRAMEWORK & REVIEW PROCESS

The Town of Bristol/Roger Williams University FCA was created to augment civic engagement and enhancement opportunities within the community of Bristol. Its purpose is to promote community involvement and civic engagement for all members of the Bristol community. With this in mind, we feel it is appropriate that the operational framework be structured with a keen focus on currently unfunded and topical needs of the community. Basically, the requests should drive the selection process.

The Committee will accept applications from individuals and non-profit organizations operating in the Bristol community for a charitable purpose. By signing this form you certify that you are a non-profit organization or are acting on your own behalf.

The Town of Bristol/Roger Williams University Cooperative Committee will review proposals. The Committee will make recommendations on all grant awards. All grant recommendations are subject to final review and approval of the Bristol Town Administrator and the President of Roger Williams University, whose decisions are final. .

All applications will be evaluated utilizing the Request for Proposals evaluation form. This evaluation form is available to all applicants and should be read in conjunction with the application's instructions.

All funding recipients must submit a grant report and may be asked to provide a presentation to the Committee. The grant report is due NO LATER THAN one year following receipt of grant funds.

Selection Categories

The Grant Committee will focus primarily but not exclusively on the following categories to facilitate the selection process for the panelists. They will also assist the board in tracking the needs of the community as FCA seeks to enhance the civic opportunities in the Town of Bristol.

Adult Education
Cultural & Historical
Civic & Government
Languages
Life Skills
Performing and Visual Arts
Reading & Literacy
Science, Technology, Math and
Engineering (STEM)

Sports & Recreation
Vocational & Technical
Community Service
Health & Wellness
Senior Services
Environment & Sustainability
Other, at discretion of the Committee

GRANT GUIDELINES

The goal of the Fund is not to replace or be a substitute for public support for the Town's budget, but instead to enhance the projects, programs and services for all residents of the Town of Bristol.

FCA funds are not intended to become part of an organization's or project's annual budget, as subsequent proposals will be considered independently and are not guaranteed to be awarded repeatedly.

1. ELIGIBILITY

Individuals and non-profit organizations that work toward enhancing the civic experience/community life in Bristol are invited to apply for grant funding.

Proposals should positively impact the civic experience for Bristol residents, with particular attention to those populations who may be typically underserved. Proposals should not request money to replace existing public funding.

- Preference will be given to proposals that request funding for direct costs of new initiatives.
- Volunteerism and matching funds, either in-kind or cash, are encouraged by the Bristol/RWU FCA.
- A maximum of one grant per organization will be awarded per funding cycle.
- Reapplication for the same project (in the next funding cycle) may be made by letter, referencing the previous application and noting any changes. Your application must include amount of funds being requested in current grant cycle.
 - Incomplete applications will not be considered.

2. AWARDS

The Fund has \$25,000 per year available to grant.
No one grant award will exceed \$2,500.

3. PROPOSAL DEADLINE AND PROCEDURE

Grant proposals must be submitted no later than the following:

SPRING: April 15 (unless a general extension is announced)
FALL: October 15 (unless a general extension is announced)

4. NOTIFICATION

Notification of funding will be made by mail by the following dates:

SPRING: May 15
FALL: November 15

4. REPORTING

Organizations and individuals receiving funds are expected to submit a detailed grant report within 12 months of the receipt of FCA funds.

The grant report should include the following information:

- Have the funds awarded been spent?
- What was purchased/funded with the award?
- What impact did the grant have on the population you serve (i.e. your clients, Bristol residents, etc.) and the community at large?
- If the grant project is part of a larger campaign, please provide a status report on the campaign.
- If the project involved collaboration with other organizations, please comment on its effect on the project.
- Grant recipients are encouraged to include photographs, testimonials, press reports, or other items that demonstrate the impact of the grant.

Grant reports can be

1. sent electronically to kferrara@rwu.edu
2. mailed to: Bristol/RWU Fund for Civic Activities
Roger Williams University
One Old Ferry Road
Bristol, RI 02809
Attn: KC Ferrara

APPLICATION and RE-APPLICATION INSTRUCTIONS

RE-APPLICATIONS ONLY: Organizations applying for additional funds for projects previously supported by the FCA must include a completed grant report (detailed on page 6) and a rationale for additional funding. The dollar amount of funds requested in the current cycle must be stated.

NEW PROJECT APPLICATIONS follow steps 1-5.

1. Application must include a completed cover sheet (page 8) and include it with the materials listed below. *If completing the online application, the cover sheet is not necessary.*
2. Provide a narrative description of the project including;
 - a. the purpose
 - b. intended audience/beneficiary
 - c. anticipated results or benefits to the community
 - d. projected timeline

Applicants are encouraged to utilize the FCA Proposal Evaluation Form, included in this packet, as they develop proposals.

3. Include a detailed budget containing your project costs.
 - a. Specify any other grants or funding being sought in support of the project.
 - b. If other funds are being used/sought, please explain your ability to leverage FCA monies with other funds or funding sources.
 - c. If the proposal is intended to cover a portion of costs in a larger project, please include the entire budget as the context of how FCA funds will be used.
4. Applications from organizations must be signed by an officer/advisor. If you are completing the online application, provide the officer's contact information.
5. Application must cite a reference for the proposed project. Include the reference's contact information.

RE-APPLICATIONS AND NEW PROJECT APPLICATIONS may be submitted:

- online at <https://rwu.edu/about/partnerships-initiatives/town-bristol-rwu-cooperative-committee/fund-civic-activities/app>
- electronically to kferrara@rwu.edu
- mailed to: Bristol/RWU Fund for Civic Activities
Roger Williams University
One Old Ferry Road
Bristol, RI 02809
Attn: KC Ferrara

The Town of Bristol/Roger Williams University Fund for Civic Activities REQUEST FOR PROPOSAL

*PLEASE ATTACH THIS FORM TO THE COVER OF YOUR PROPOSAL
If completing the online application, the cover sheet is not necessary.*

All applications will be reviewed by the Bristol/ RWU Cooperative Committee and are subject to final review and approval of the Bristol Town Administrator and the President of Roger Williams University.

Applicant Information

Organization Name:

Address:

Name of Person Completing Application:

Applicant Telephone/Fax:

Applicant E-Mail:

Authorized Official signature:

Authorized Official Telephone:

Reference *(person not affiliated with the organization who can speak to the organization's character and purpose):*

Reference contact information:

CRITERIA FOR JUDGING PROPOSALS

All applications will be judged on the following criteria:

1.) Merit

- Goal-Oriented
- Need-based
- Uniqueness
- Innovation

2.) Community Connection

- Longevity and Sustainability
- Group Size/Impact
- Cultural Significance

3.) Clarity and Attainment

- Feasibility/Credibility
- Accountability

TYPES OF PROJECTS OR ACTIVITIES

The Fund will support a broad range of projects and services. These include, but are not limited to:

- Academic and educational enrichment projects
- Professional training and improvements
- Recognition programs and other services
- Materials
- Supplies
- Equipment

Proposals should clearly indicate if this is a one-time request or a request for recurring funding. While no decision on future/recurring funding will be made at the time of the initial request, the committee will evaluate those projects deemed to have merit on a recurring cycle if so requested.

NOTE: Grants will not be made for lobbying or political activities or to individuals.

PROPOSAL EVALUATION FORM

The following form is utilized by the committee in the review and selection process.

Each of the following review criteria should be given a numerical score of 1 (low consideration) to 5 (exemplary) after considering the application in its entirety. In determining these ratings, the panelist should assess how creative the applicant has addressed each review criteria.

Value to Community (50%)

- What is the purpose of the project?
- Will the project enhance the civic experience in the Town of Bristol?
- Is the project innovative and/or creative?
- Does the project have any quality of uniqueness?

Score: _____

Merit (25%)

- Are there good indications that the project will be supported in the community?
- How many individuals will participate in or benefit from the project during the first year?
- What is the expected participation for future years?
- Does the project have an expectation of succeeding in future years? If so, how will the project sustain itself in future years?
- That is, does it have an expectation of longevity, both financially and in other ways? Does the project promote knowledge, understanding and respect for cultural diversity within the community?

Score: _____

Clarity & Attainment (25%)

- What is the goal of the project?
- Does the application clearly state what is intended to be accomplished by the project?
- Does the application present evidence that what is proposed is achievable?
- Does the applicant have past experience that supports the likelihood that the project will succeed in carrying out its objectives?
- Absent any solid experience, does the application present any evidence that gives you confidence that the project will be carried out with a good chance of success?
- How much personal time does the applicant plan to spend on the project throughout the year?

Score: _____