

BIRMINGHAM CHANGE FUND'S REQUEST FOR PROPOSALS: STEM & MENTORING

WHAT IS THE BIRMINGHAM CHANGE FUND?

The Birmingham Change Fund (“BCF”) is a giving circle of African-American professionals who collectively pool their time, talent, treasure, and testimony with the goal of creating positive change in Birmingham. As a component fund of the Community Foundation of Greater Birmingham, we have been in existence since 2004.

The mission of the Birmingham Change Fund is to identify, cultivate, and raise resources that improve the quality of life for African-Americans living in the Birmingham region. BCF fulfills this mission by gathering contributions, educating members and the community about the power of collective philanthropy, and broadening awareness of issues affecting African-Americans in the Birmingham region.

Additionally, we fund non-profit partners and community based organizations in developing and implementing programs that support our current objectives.

OUR GOALS

One goal of this Request for Proposals (“RFP”) is to develop and/or enhance an effective extra-curricular model that addresses achievement and participation gaps that exist among middle school aged students of color in the areas of science, technology, engineering, and mathematics (“STEM”) in Birmingham City Schools. Another goal of this RFP is to provide effective mentoring to students of color in Birmingham City Schools who will participate in the proposed extra-curricular program that addresses the aforementioned achievement and participation gaps in STEM.

Specifically, the selected grantee(s) will be tasked with designing, implementing, and evaluating a program designed to cultivate measurable academic success in STEM while providing students with mentors that will help to develop them academically and personally. Therefore, each applicant should set forth the way(s) in which it plans to work collaboratively with other organizations to bring about BCF's goal of addressing achievement and participation gaps in STEM among students of color in Birmingham City Schools.

The program designed should be replicable and should not be totally reliant on the grantee(s) in order to be successful once the initial implementation has been conducted and deemed successful (i.e., other funders should be able to find other grantees and produce similar results). Applicants should be open to the possibility of working closely with another organization (or organizations) that would help enhance BCF's goal of

addressing gaps in STEM education among students in Birmingham City Schools. Applicants are welcome to submit applications collaboratively with another organization.

WHO CAN APPLY

Applicant organizations must meet the following criteria:

- Nonprofit corporation with proof of 501(c)(3) tax-exempt status
- Strong board and/or advisory group involvement and competent leadership
- Must have filed 2015 or most recent IRS Form 990
- Meet the Community Foundation of Greater Birmingham's funding requirements

WHO IS THIS PROPOSAL TARGETING?

The program should target Birmingham City School students in grades 6, 7 and/or 8.

OBJECTIVES

As a result of participating in the designed program, the following measurable objectives should be obtained:

- Students' in-class test scores should improve in STEM subjects
- Students should exhibit improved interest in STEM subject areas and STEM careers and such improved interest should be demonstrated qualitatively and/or quantitatively
- Students should receive mentoring that helps them to achieve their academic goals and that helps them develop personally in terms of their work ethic and confidence; such achievements and development should be demonstrated qualitatively and/or quantitatively

GRANT EXPECTATIONS & COMPLIANCE

Salaries and/or benefits for existing staff, and routine operating and administrative expenses (except project-related legal and professional fees) are not eligible for funding.

Grantee holds full legal and financial responsibility for project.

Grant funds are subject to audit; receipts must be kept by grantee for three years.

Grantee must complete basic accountings and reports, to be furnished by email quarterly.

Additionally, the selected grantee(s) will be invited to engage with BCF in a variety of ways. Throughout the duration of their grant, award recipients will be asked to:

- Attend at least one BCF monthly meeting during the execution of your program.

- Acknowledge BCF in printed materials and communications, such as Annual Reports, Fact Sheets, and Blogs. Grantee should speak to press, policy leaders and/or elected officials as necessary.
- Participate in BCF Final Evaluation that is to include (but not limited to) a final report and presentation that shares key findings, products, tools and/or processes that have resulted from project efforts.

HOW MUCH ARE THE POTENTIAL GRANT AWARDS AND FOR HOW LONG?

Award amounts can be up to \$10,000.00 per year for up to 2 years and not to exceed \$20,000 over the course of the award period. After funding is provided for the first year, BCF is not required to provide funding for a second year. Funding for the second year of the grant shall be at BCF's sole discretion based on factors important to BCF's goals, including but not limited to the success demonstrated by the grantee(s) during the first year of the grant.

KEY DATES

- **March 15 2016** – Open date/start date for receiving applications.
- **April 8, 2016** – Final date to submit completed applications.
- Funding awards to be announced not later than **June 1, 2016**

APPLICATION CONTENTS

Your application must include:

1. Cover letter (on organization's letterhead, signed by organization's director)
2. Executive Summary (1 page)
3. Narrative (up to six pages using size 12 Times New Roman font) to include:
 - **Goals and objectives**
 - **Target population**
 - **Project activities:**
 - Must include pre- and post- assessments of students
 - One trip outside of the Birmingham area (preferred)
 - Program must include STEM tutoring or career exploration exercises
 - Program must include mentoring
 - Detailed timeline for implementation
 - **Project Budget**
 - **Key staff (with attached resumes)**
 - **Plan for measuring project results**
 - **Organization Background**

- Mission
- Major activities
- Credentials for carrying out project

4. Appendices

Please attach the following:

- Appendix I: Certificate of Incorporation and By-Laws
- Appendix II: Verification of tax-exempt status (IRS determination letter)
- Appendix III: List of officers and Board of Directors
- Appendix IV: Staff Biographies and Key Staff Resumes
- Appendix V: Current Annual Report (if available)
- Appendix VI: Consultant/subcontractor commitment letters (if applicable)
- Appendix VII: Support letters or endorsements (limited to maximum of two)

Submit your application and supporting documents to grants@birminghamchange.org by Friday, April 8, 2016. Arrangements can be made to receive hard copy applications as well by calling David Scott at (205)807-9202.

CRITERIA FOR SELECTING A GRANTEE

Grantee proposals will be reviewed for alignment with BCF's stated objectives and priorities, as well as quality in the following six areas:

- 35% -- Innovation of approach to instruction, engagement & project implementation
- 15% -- Proposal soundness and quality
- 10% -- Measurability
- 25% -- Grantee capacity to implement as evidenced by samples of work or prior experience
- 5% -- Target population
- 10% -- Scalability & sustainability

QUESTIONS

For more information please contact Bobby Maxena at (205)243-8217 or via e-mail at maxenab@gmail.com; David Scott at (205)807-9202 or via e-mail at dwscott10@gmail.com; Learn more about the Birmingham Change Fund at www.birminghamchange.org.