



Support of Teenage Career Development: Closing the Opportunity Gap

Request for Proposals
July 2019

Community Foundation of Westmoreland County

The Community Foundation of Westmoreland County was founded in 1995 by local leaders of Westmoreland County to encourage philanthropy, build a sense of place and embrace the spirit of community. Merging with The Pittsburgh Foundation in 2010, The Community Foundation of Westmoreland County continues to work with county residents to encourage that spirit of giving and investment in community organizations and residents. Our mission is to encourage local residents to become *philanthropists*, to provide *grants* that support a wide variety of non-profit organizations, and serve as a *community leader*.

The Youth Philanthropy Internship Program

The Community Foundation of Westmoreland County recently launched a summer Youth Philanthropy Internship Program. The purpose of the internship is to involve high school students in the community and teach them about philanthropy. Interns begin the summer by researching community needs and visiting local nonprofits to better understand the issues that are most pressing in our county. The internship culminates with youth developing their own RFP process around a community issue they are concerned about. Our grantmaking team has chosen to focus on successful post-secondary transitions.

Statement of Need

At the heart of our mission, the Community Foundation of Westmoreland County is called to serve the most vulnerable of our populations. As the Youth Philanthropy Interns, we believe that it is critical to provide teenagers, ages 13 to 19, with a foundation for success. Success here is defined as post secondary education or work force engagement. Teenagers are in a critical developmental stage of life, where providing programs to benefit their futures is a worthwhile endeavor. By beginning earlier, it is possible to engage students when they should be developing initial postsecondary education and career aspirations accompanied by an appropriate academic plan. These programs are necessary in order to ensure that all teenagers in our community have an equal opportunity for future success.

Research has found that kids who are involved in extracurricular, and mentoring activities are *400 percent* more likely to go to college than those who aren't. However, many schools have a pay-to-play policy making it impossible for students in a lower socioeconomic stand-point to participate. A Stanford University study showed that of the 1,000 most socioeconomically disadvantaged school districts, only 6.8% have test scores at or above the national average. Despite the economic burden of post-secondary education, it is a step many students need to take to reach their goals. Whatever specific paths young people pursue, it is increasingly clear that the skills needed for work often mirror those required for admission to and success in postsecondary education. Blending career-oriented and academic courses could help students avoid premature career decisions, while enabling them to see the practical application of academic subject matter. Additionally, teenagers entering their professional career often struggle. Surveys have shown that graduates of high school regularly do not meet employer standards in academic areas and professional skills, such as collaboration and good work habits (National Association of Manufacturers, 2005; Peter D. Hart Research Associates, 2005). These studies demonstrate the need and vast benefits of career readiness support for teenagers.

Grant Overview

The Community Foundation of Westmoreland County's Youth Philanthropy Program is committed to the support and development of teenagers entering post secondary education or the workforce. We envision a world where all teens are able to access the resources and opportunities for building a sustainable career. We hope to address the educational and professional inequity among all teenagers in the county specifically those who fall at or below 200% of the federal poverty line. The United States Census Bureau reports that 27% of people in Westmoreland County are living with an income under this line. We are interested in improving this by supporting programs that provide educational and professional groundwork through training, mentorship, and networking opportunities. While the total amount to be disbursed is \$35,000, the average grant award will be in the range of \$5,000-\$20,000. Please consider (and include, if applicable) additional sources of funding when submitting your project idea and grant request. The grantees will be required to show how funds have been implemented, upon request, within a year's time.

Eligible Applicants

Applications must be a 501(c)3 nonprofit organization in Westmoreland County. Eligible applicants also include:

- Nonprofit Organizations
- Cities, Townships, Boroughs, or Municipalities
- Institutions of Higher Education
- Community Development Corporations
- Faith Based Organizations
- Civic or Community Groups
- Neighborhood Organizations

Any city/neighborhood-based group is eligible to apply, even if they are not an incorporated 501(c)(3) nonprofit organization. Groups without nonprofit status will need to partner with a 501(c)(3) group or a local governmental entity to serve as the Fiscal Agent (see below).

A Fiscal Agent must:

- Be a 501(c)(3) charitable organization (or a local governmental entity) and in good standing with the IRS
- Provide a letter indicating a willingness to function as a fiscal agent, and
- Provide a 501(c)(3) IRS determination letter

Examples of *eligible programs* include, but are not limited to:

- Programs that benefit youth between the age range of 13-19
- Programs that serve teenagers at or below 200% of the poverty line
- Workforce Development/Employment Readiness
- College Preparation Programs
- Trade School Support/Development
- Mentoring Programs
- Summer Initiatives
- In School, After School, or Out of School Programs

Grants will *not* be awarded to:

- Programs only operating outside of Westmoreland County
- Programs that are exclusively scholarships
- For-profit entities and businesses
- Individuals seeking grants
- Political groups

Review and Selection Process

Applications will be reviewed based on the following criteria:

- The program takes place within Westmoreland County
- The program benefits youth between the age range of 13-19
- The program provides benefits to those at or below 200% of the federal poverty line
- The proposed program exhibits quality and provides potential impact
- The program maximizes partnerships to limit duplication of services through skill sharing, volunteer time, services provided, and the involvement of multiple organizations
- The applying organization has a track record of success working with this population and the capacity to complete the project as described
- The proposal's budget and timeline are realistic
- Primary focus lies in improving the quality of futures for teens in vulnerable situations

Additionally, applicants will be asked to submit the following information:

- Copy of 501(c)(3) designation letter, if applicable
- Current Board Member roster, if applicable

- Proposed project budget
- Copy of 2019 Operating budget
- Copy of latest audit/financial review

Application Process

To apply for this funding opportunity, the application along with additional information can be found in our online system. You can access your existing organizational profile or create a new one at: https://www.grantinterface.com/Home/Logon?url_key=pittsburgh

Support of Teenage Career Development: Closing the Opportunity Gap timeline:

Friday, July 12, 2019	RFP Released
Sunday, July 28, 2019 by Midnight EST	Application Due Date
Thursday, August 1, 2019	Grants Announced
Thursday, August 8, 2019 at 5 PM	RFP Check Presentation

To apply for this funding opportunity, the application along with additional information can be found in our online system. You can access your existing organizational profile or create a new one at <https://www.grantinterface.com/Home/Logon?urlkey=pittsburgh>.

Application is due Monday, July 28th, 2019 at 12:00 am. All applications must be submitted using the online application portal through our parent organization, The Pittsburgh Foundation.

Note: Selected applicants *must* send a representative (may be an employee, volunteer, board member, etc.) to an RFP check presentation ceremony at the Community Foundation Office on **Thursday, August 8th, 2019 at 5 PM.**

Questions

Support of Teenage Career Development: Closing the Opportunity Gap is a program of the Community Foundation of Westmoreland County. Assistance will be available to answer any questions about the development of possible proposals or the completion of the application. Please direct inquiries or questions to Aubrey Marquis at YPIP@cfwestmoreland.org.

For technical assistance, please contact Jennifer Steinmetz at steinmetzj@pghfdnorg or 412-394-4272.

CFWC Support of Teenage Career Development Grant

The Pittsburgh Foundation

PROJECT OVERVIEW

Organization's Size*

Number of workers and volunteers.

Character Limit: 250

Project Name*

Name of Project.

Character Limit: 100

Name(s) and Title(s) of Project Leaders*

Character Limit: 500

Amount Requested*

Character Limit: 20

Total Project Cost*

Character Limit: 20

Project Start Date*

Character Limit: 10

Project End Date*

Character Limit: 10

Geographic Area Served*

Character Limit: 250

Program Goal*

Describe how this program will specifically create or improve support systems in the lives of teenagers who fall below 200% of the federal poverty line. Provide a solution that will give teenagers a foundation for future success through one or more meaningful relationships.

Character Limit: 10000

Description of Community Work*

Please give a brief description of your organization's day to day work in the community.

Character Limit: 10000

Project Design*

Describe program objectives, activities, strategies, staffing, partners, timelines and explain how the design will enable you to address the problem or need. Identify the project as a new or continuing program.

Character Limit: 10000

Sustainability*

Specify your plans for financing the project at the termination of the grant. List other financing sources or strategies that you are developing, or currently exist.

Character Limit: 10000

Measurement*

Outline your plan to document progress and results. How will you measure expected outcomes and the effectiveness of your activities? What will be your criteria for success? What tools will you use to evaluate your program and organization (records, surveys, interviews, pretests and post tests, community feedback, etc.)?

Character Limit: 10000

Will you be using a fiscal sponsor?***Choices**

Yes

No

If you answered yes, you must provide the following attachments:

- A letter indicating a willingness to function as a fiscal agent, and
- A 501(c)(3) IRS determination letter.

Fiscal Sponsor Agreement Letter

File Size Limit: 5 MB

Fiscal Sponsor 501(c)(3) IRS determination letter.

File Size Limit: 5 MB

REQUIRED ATTACHMENTS

Proposed Project Budget*

File Size Limit: 5 MB

Copy of 2018 Operations Budget*

File Size Limit: 5 MB

Copy of projected 2019 Operating Budget*

File Size Limit: 5 MB

Annual Budget*

File Size Limit: 5 MB

Additional Comments/Information

- Anything that will provide us with a better understanding of your organization, goal, or past successes
- Examples of this include letters of support, quotes, data, etc.

Character Limit: 5000 | File Size Limit: 10 MB