



Meeting Basic Needs of Families and Adults: Food and Housing

Requests 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

In 2017, The Community Foundation of Westmoreland County launched a summer internship program for students interested in philanthropy and the nonprofit sector. This program involves the participation of youth and young adults in local hands-on, enriching experiences surrounding philanthropy and education via the nonprofit sector. The valuable exposure the interns attain during this program is accomplished through interaction with local nonprofits in understanding the most pressing needs in our county and how non-profit organizations systematically provide relief. One manner in which this goal is achieved is through our grantmaking team, which has chosen to promote the fulfillment of families adults' basic needs.

Statement of Need

At the heart of our mission, we are passionate about addressing the basic needs of Westmoreland County families, young adults, and adults age 16 or older living at, near, or below 200% of the federal poverty line. Our two key areas of focus are accessibility to housing needs and food insecurity. We will be supporting intervention programs that assist adults and families living in poverty to equip them with skills and resources needed to move forward. We feel that in order to fulfill every individual's needs for safety, belonging, and self-esteem and growth, their basic



physiological needs must first be addressed. Every person and family deserves an equal opportunity to develop into their full potential as a productive member of society.

If hard-working adults earn a minimum wage by working a 40-hour week, their annual income is only \$13,920, or \$28,900 for two-income households. This falls below the federal poverty line. There are many individuals and families living slightly above the poverty line, not receiving public aid or funding because they are not living in poverty according to governmental standards. However, they are one disaster away from plummeting into poverty. 65,000 individuals are in this demographic in Westmoreland County, a 7% increase since 2000. The percentage of our population living at or below basic needs income is 27%. We are passionate about assisting these adults and families so that they are able to earn a living and provide for their families.

We are aware of the need for vulnerable individuals to obtain medical care, housing, and more drastic forms of support. However, we believe that if we are first able to meet their basic needs for food and housing, they will be able to access those resources themselves. This support not only provides for their needs, but empowers them to become self-sustaining and successful members of society.

Grant Overview

The Youth Philanthropy Interns at The Community Foundation of Westmoreland County are committed to ensuring families, adults, and young adults have access to these basic needs ultimately promoting economic stability and family self-sufficiency. As a group, we envision a world where families of lower socioeconomic status are able to access the resources and information they need in order to be thriving citizens. While we will not fund programs that exclusively help children, we will aid families. We feel that if we support adults, then their children will also receive the benefits. 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.

Eligible Applicants

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

- Non-profit organizations
- Housing programs for those afflicted by homelessness and housing insecurity
- Programs that address food insecurity
- Transportation for those in need of physical access to food and housing services
- Cities, Townships, Boroughs, or Municipalities
- Community Development Organizations
- Civic or Community Groups



- Neighborhood Organizations
- Faith-based groups

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 ineligible programs and groups include:

- Capital campaigns or fundraising events
- Individuals
- Endowment funds or non-operating foundations
- Religious organizations for religious purposes - specifically, programs which use funds for inherently religious activities such as evangelism, worship, or religious instruction
- Political groups
- For-profit entities and businesses
- Public or private schools secondary level or lower
- Scholarships
- Programs that take place outside of Westmoreland County
- Programs exclusively for children

Review and Selection Process

Applications will be reviewed based on the following criteria:

- The program takes place within Westmoreland County;
- The proposed program demonstrates quality and potential impacts;
- The proposal maximizes partnerships to limit duplication of services through skill sharing, volunteer time, services provided, and the involvement of multiple organizations;
- The program's primary focus regards addressing the basic needs of Westmoreland County families living at, near, or below 200% of the federal poverty level as described in the RFP's statement of need;



- The proposal's budget and timeline are realistic;
- The applying organization has a track record of success working with families at, near, or below the poverty line;
- The applying organization has the capacity for tracking and measuring success.

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

- Proposed project budget
- Copy of 2018 operations budget
- Copy of projected 2019 operating budget
- Optional: additional information (i.e. letters of support, quote, supporting documentation)

APPLICATION PROCESS

Friday, July 12, 2019 at 5:00 PM	RFP Released
Monday, July 28, 2019 by Midnight EST	Application Due Date
Thursday, August 1, 2019	Grantees Announced
Thursday, August 8th, 2019 5:00 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.**

Questions

Meeting Basic Needs of Families and Adults: Food and Housing is a program of The Community Foundation of Westmoreland County. Assistance will be available to answer



questions about the development of possible proposals or the completion of the application. Please direct RFP inquiries or questions regarding the Youth Philanthropy Internship Program to Aubrey Marquis at YPIP@cfwestmoreland.org.

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

CFWC Meeting Basic Needs of Families and Adults: Food and Housing 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