



Request for Proposals June 2009

Empower Lewiston is the non-profit organization established in 1999 when the two downtown census tracts, census tracts 201 & 204, received the federal designation of a USDA Round II Enterprise Community due to the high rates of poverty and the need for economic development. As of December 24, 2008, our federal designation officially ends with an additional year to utilize our remaining USDA funding for the benefit of our Enterprise Community.

In our ten years, we have supported the creation of *public spaces* such as the B Street Community Center, the Marsden Hartley Cultural Center, Museum L/A, and the Kennedy Park Skate Park; the *development of entities* such as Outsource Works, a budding social enterprise dedicated to providing a flexible alternative work setting for downtown residents, and Lots to Gardens, now a successful community gardening, neighborhood beautification and youth leadership program; and partnerships dedicated to advancing the *personal goals of individuals* through the teamwork of the L-A CA\$H Coalition, Casey's Rural Family Economic Success Initiative, College for ME-Androscoggin, Coastal Enterprises IDA Home Ownership Program and the Downtown Education Collaborative.

We recently completed the Downtown Neighborhood Action Plan with other members of the City's Downtown Neighborhood Task Force. This plan which incorporates many elements of Empower Lewiston's Strategic Plan is now before City Councilors. Proposals that address the goals and objectives of "The Third Place", the Downtown Neighborhood Action Plan will be given priority. The plan can be accessed at <http://www.ci.lewiston.me.us/development/dntf/dntf-files/DNTF-ActionPlan02-2009.pdf>

We will give priority to proposals that:

- Build and strengthen community capacity.
- Promote community resident participation and engagement.
- Foster collaboration among different community agencies, businesses, neighborhood groups and/or City government.
- Reflect a comprehensive approach to community concerns.
- Leverage other funding and resources.
- Demonstrate a well-planned long-term sustainability plan.
- Can serve as models for a wider audience of community entities.

GRANT GUIDELINES

Following is Empower Lewiston's grant making program, eligibility criteria, and the procedures to follow in submitting your proposal. Please review these guidelines and the application process carefully and submit your proposal in the requested format.

Proposals **MUST** be for the benefit of downtown Lewiston and its residents.

Applicant Eligibility: Applicants must be a non-profit corporation with proof of 501(c)(3) or have a 501(c)(3) fiscal sponsor.

Ineligible Uses: Capital building projects, lobbying or religious purposes. As Empower Lewiston grants are made available through the USDA Federal EZ/EC program, Empower Lewiston funding may not be used as a match for other federal funding.

Grant Awards: \$25,000 or under for new proposals. \$15,000 or under for successful applicants of earlier round for the same project/proposal. *For maximum community benefit, please request funding amount at level truly needed for proposal rather than simply request what's the maximum available. Budget justification will be carefully reviewed.*

Proposal Copies & Deadline: Please submit 15 COPIES with paper or binder clips for ease of copying. NO STAPLES. Please add proposal title and page number on headers and/or footers. All grant proposals must be received by **5 PM at Empower Lewiston, 57 Birch St. , Lewiston, ME 04240 by July 1, 2009.** NO EXCEPTIONS. Any questions, please call us at 777-5144. Awards will be announced by July 24, 2009.

Reporting: Successful applicants will be required to submit quarterly reports.

SPECIAL NOTE: All Empower Lewiston awarded funding will need to be expended by December 31, 2009.

THE GRANT APPLICATION PROCESS: Applicant must submit items I-V as outlined below.

I. Cover Sheet (on agency letterhead):

1. Proposal Title:
2. Applicant Entity:
3. Amount of Funds Being Requested
4. Primary Contact Person:
5. Contact Information:
 - a. Physical Address
 - b. Mailing Address
 - c. Telephone Number
 - d. Fax Number
 - e. Email Address
6. Signature of Executive Director and/or Board President

II. Narrative Proposal: The narrative should address the following questions. Although there is no page requirement, proposals should address questions fully and as concisely as possible.

1. What is the name of the project or program?
2. What is the need to be addressed? (1 page summary)
Remember – the problem is not your need - it's the community's need
3. What are the gaps in how it is being addressed?
Gaps can be programmatic, population, time/seasonal, material, etc.
4. Who else is addressing the need?
5. How are you proposing to address the need, including any collaborative aspects?
Paint a clear and specific picture of your project or program!
6. What resources do you need to solve the problem?
This can be volunteers, funds, donations, in-kind support. It is important to show community support for what you are doing and commitment from partners.
7. How will things be different, solved or improved when you are done?
8. Are there problems or barriers that you can foresee and how will you overcome them?
We all run into roadblocks when we try something new. Think through what you are going to do and how you will address difficulties when they arise. This is not seen as a negative!
9. How will you know that you are succeeding? What will you measure in order to see how you are doing and what you can change to do it better?
10. What are the qualifications and experience that make your program the right one to take on this work?
Experience, history, key accomplishments, qualifications of staff and volunteers, relationships in the community...
11. How will this activity be sustained after the grant process?

III. Tasks and Funding

(Feel free to adjust table to your proposal needs; amount in the last box of each table should be the SAME)

Task Description	Task Leader	Start Date	End Date	Budget \$
			TOTAL	

EXPENSE CATEGORY	EL MONEY\$	OTHER MONEY\$	TOTAL MONEY\$
Personnel ¹			
Travel & Meetings			
Equipment			
Supplies			
Marketing/Outreach			
Office Overhead ²			
Misc Items ³			
TOTALS			

IV. Budget Justification

Describe in a paragraph or two your justification for above budget. How have you arrived at the numbers in the table above. Are personnel full-time? part-time? What is their rate of pay? Cost of benefits? Anticipated travel? Rate of mileage? Estimated or actual cost estimates? Etc.

Also identify SOURCES of funding for amounts listed in column "Other Money\$", i.e. Federal sources, State, foundations, donations, etc.

¹ Includes: salary, FICA, pension, benefits

² Includes: rent, utilities, telephone, Internet, etc.

³ If used, specify what is included in a footnote



V. Proof of 501c3 Status or Fiscal Sponsorship

VI. Supporting Partners/Residents' Contact Information

No letters of support are required. However, please provide a sheet with contact information (*include phone numbers and/or emails*) for partners involved with this proposal and/or residents' supporting this proposal.

Applications will be reviewed by Empower Lewiston's Board of Directors. Applications will be considered based on the priorities listed on page 1. To ensure your application is complete, please use the following checklist:

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|------|--|-------|
| I. | Cover Sheet on Agency Letterhead | _____ |
| II. | Narrative addressing items 1-11 | _____ |
| III. | Tasks and Funding Table | _____ |
| IV. | Budget Justification | _____ |
| V. | Proof of 501 (c)(3) Status or Fiscal Sponsorship | _____ |
| VI. | Supporting Partners/Residents' Contact Information | _____ |