



## Supporting Safer Communities Program (SSC Program) Request for Proposal Guidelines

The purpose of these **Guidelines** is to provide an executive summary of key information in the Request for Proposals (RFP), to help prepare and guide Applicants in submitting an Application, and share the process after submission. **You must review the entire RFP thoroughly before starting your Application. The full RFP document provides all the details** for the Supporting Safer Communities Program (SSC Program), all requirements that Applicants need to follow and comply with, and the processes the Carrie Meek Foundation (CMF/Foundation) will use to receive applications, review and evaluate submissions, make funding decisions, determine awards, and work with grantees.

### 1. **SSC Program Timeline**

- RFP Release: April 5, 2023
- Deadline for Receipt of Questions: April 21, 2023
- Deadline to Submit Request for Assistance to Submit your Application: May 5, 2023
- Application Due Date: May 12, 2023
- Evaluation Process: May – June 2023
- Projected Award Notification Date: July – August 2023

### 2. **Services Areas for Funding Summary**

The Carrie Meek Foundation will award grants that best achieve the overarching goals of the SSC Program, as well as the goals for each of the Service Areas for funding. The **1) Background** section of the RFP highlights the Miami-Dade County Commission's support of the County Mayor's approval for the Carrie Meek Foundation to manage and administer \$8.1 million over a three-year period for the County's Community Violence Intervention (CVI) Initiative and describes the Foundation's Supporting Safer Communities (SSC) Program and its overarching goals. This section also provides complete descriptions for each of the Service Areas and the goals for each one.

The RFP includes three main Service Areas: **High-Risk Interventionists** to be deployed into communities; **Reentry Services** for individuals returning from incarceration; and **Mental Health & Victim Outreach Services** that support survivors and individuals impacted by gun violence. In Section 2) General Definitions section-item j, the RFP includes a special definition and consideration for "Grassroots Groups": Organizations that are community-based small groups or entities or groups of people led by individuals that may have no formal organizational structure, that conduct Projects or Initiatives, and/or provide direct services to the community and that have all the following characteristics:

1. Are based in, and serving, a community/neighborhood impacted by community gun violence.
2. Are targeting residents who live in or come from a community/neighborhood impacted by gun violence.
3. Have leaders (formal or informal) who have lived experience that informs their work.

4. Have strong relationships, access, and credibility with residents and stakeholders.
5. Have demonstrated experience organizing and providing formal or informal services, support, and activities in and for their community.
6. Have an annual operating budget of no greater than \$500,000.00 and paid staff of 15 or less people (not counting employees hired for a specific time limited contract).

Applicants that meet this definition can submit an application for projects and initiatives that address any of the three Service Areas above, and/or those stated under *“Develop and/or expand community-rooted efforts that can achieve.”* These areas relate to Youth engagement and Community wellness through food education and security.

An Applicant’s single proposal submission for grant funding can incorporate multiple service areas. Regardless of an Applicant’s approach to its proposed services, supports and activities, all applications will be reviewed in the context of their connection to the SSC Program’s anti-violence goals delineated in the Background section.

### **3. Who Can Apply to the SSC Program**

The Application process for all Service Areas is open to Grassroots Groups, individuals, small neighborhood-based organizations, and faith-based, civic and other established community-serving organizations, and any existing 501(c)(3) organizations that provide interventions that address the factors driving gun violence. Grants can only be paid to an organization with 501(c)(3) status. The Application process is open to groups or individuals without 501(c)(3) status if (a) it already has a Fiscal Agent with 501(c)(3) status and that organization is identified in the Application; OR (b) it requires assistance in creating a relationship with a 501(c)(3) Fiscal Agent and indicates this need in the Application.

All services that are proposed must be delivered in Miami-Dade County and must serve residents of the County. Faith-based organizations cannot use Grant Funds to advance or promote a specific religious belief and services must be delivered without consideration of membership in any specific religious organization or faith.

### **4. Number of Applications per Applicant**

An Applicant may only submit one, single application. However, the Project or Initiative being proposed can be one that addresses and incorporates one or more of the Program Service Areas (*as per RFP Section 7.5 – Submissions May Address Multiple Service Areas*). For example: the Applicant’s project or initiative could potentially be one that is being done by a grassroots group, whose program approach includes high-risk interventionists, working with victims, and individuals returning from incarceration.

Applicants will be asked to indicate which Program Service Area(s) they and their work are most directly aligned with: *i.e., whether they fit the definition of a Grassroots Group, and the Program Service Area(s) addressed or reflected by their proposed approach.*

The only exception to submitting only one application is for a fiscal agent for a collaborative that also manages its own direct service program.

### **5. Award Amount and Grant Period**

The maximum grant amount for any award is \$500,000.00. The Grantee Grant Cycle is 18 months. Grantees shall be awarded a contract for 18 months. One-time community engagement

events or short-term immersive activities proposals may be awarded a contract for less than 18 months, to be determined at the discretion of the Foundation.

## **6. Application Submission Process**

The Foundation provides two options for submission: **Electronic Submissions** - the primary option, and **Paper Submissions - not encouraged**, by mail or in-person delivery. Both are described and defined in RFP Section 7- Application Submission; sections 7.1 and 7.2 respectively.

**Electronic Submission:** The Foundation will use the online submission platform Submittable.com. This is the preferred method for submissions. For an applicant, the first simple step is to create a Submittable account (if they do not already have one; creating a username and password) using this link to the online application [Apply.CarrieMeekFoundation.org](https://Apply.CarrieMeekFoundation.org) or login in if they already have a Submittable account.

In the online application you will write and/or upload required information, documents and supplemental materials such as:

- Applicant’s mission, who and what neighborhoods it services, and key contacts
- Organizations Current Annual Budget
- The Service Area(s) the application aligns with
- Project Approach
- Project Budget & Funding Request Information
- Outcomes & Evaluation
- Capacity Building Needs
- Collaboration & Partners
- Supplemental information that will support your work

**Paper Submissions:** Upon request and approval by the Foundation, paper applications for applicants that face technology barriers that prevent them from using the online Submittable system will be accepted. Applicant must notify the Foundation of its intent to submit a paper version of its application. Paper submissions must provide all the same information as is required for the electronic version and must be received by the Foundation by the deadline stated in this RFP. Paper submissions may be submitted in hard copy form, either send by mail or hand-delivered to the offices of the Foundation at 4000 NW 142nd Street, Opa-locka, Florida 33054.

**ADA or other Special Accommodations:** The Foundation will make available office hours at designated times and locations throughout the Miami-Dade County community for Applicants requiring special technical assistance and ADA accommodations. These designated office hours and locations will be publicly noticed on the Carrie Meek Foundation website, and additionally on social media sites, local media, digital media, and through community outreach resources.

Upon special request by Applicants who cannot attend any of the designated office hours and locations, CMF will strive to meet customized requests. Customized requests for ADA and technical assistance accommodations must be made at least five business days in advance and by no later than May 5, 2023, by contacting the Foundation to schedule an appointment with Foundation staff. Requests for assistance can be made by phone at 305-537-6791 or through the Foundation’s email: [SaferCommunity@CarrieMeekFoundation.org](mailto:SaferCommunity@CarrieMeekFoundation.org). You may reference these guidelines in RFP Section 7.4 ADA and Special Technical Assistance Accommodations.

## **7. Process After Application Submission**

- a) **Responsiveness Review:** Each application will be reviewed to determine if the application is responsive to the submission requirements in the RFP. A responsive application is one which follows the requirements of this RFP, includes all documentation, is submitted in the format outlined in this RFP, is of timely submission, and has the appropriate signatures as required on each document. The Foundation will conduct an initial review of each Application submission to ensure the Application is fully completed and provides all of the information requested in the RFP. Each Application determined to be responsive to the RFP will be reviewed and evaluated by the Foundation. Applications deemed non-responsive will not be eligible for further consideration for grant award.
- b) **Evaluation of Applications:** The Foundation will engage a Review Team and a Selection Committee to conduct reviews and evaluations of responsive applications. The Review Team comprised of internal and external members will rate applications determined to be responsive in accordance with the Application Evaluation Criteria. The evaluation criteria and how they will be applied are defined in detail in the RFP, sections 8.4 and 8.5. Applications determined to warrant further consideration will be forwarded to a Selection Committee who will complete the evaluation selection process and make recommendations for negotiations and grant award.
- Selection of Applications:** The ratings for each application from all Review Team members will be provided to a Selection Committee of internal staff, individuals with appropriate experience and knowledge of the service areas, and may include representation of external Review Teams members to consider submissions in the context of overall goals for the SSC Program and the strength of each submission relative the entire pool of submissions. The Selection Committee may elect to hold oral presentation interviews with applicants. Afterwards, the Selection Committee will make determinations of the strongest applicants to be selected for negotiations and potential awards.
- Award Notifications:** Based on the steps above, the Foundation will make award determinations based on the strength and merits of the application and a grant allocation resulting from negotiations, if required. Award notifications are projected for July-August 2023.
- c) **Negotiations & Contract Agreements:** The Foundation will engage in negotiations with organizations selected for an award. This process will include reaching agreement on the final scope of work, funding amount and all terms related to a grant. These negotiations may include creating opportunities for collaborations with other organizations that the Foundations considers to be in the best interest of advancing the SSC Program goals. In the event the Foundation and applicant Awardee cannot reach agreement, the Foundation reserves the right to terminate negotiations with the applicant.

You should carefully review the entire RFP for full details. Sections 7 and 8 of the RFP detail the application submission and evaluation process.