

C.A.R.E. Grant

Collaborate – Achieve – Reach – Explore

2018-2019

Greater Flint Educational Consortium (GFEC) is offering grant opportunities to consortium members to develop cooperative programs, expand current programs, or offer support for current successful programs between K-12 Districts and our Higher Education Partners: Baker College-Flint, Kettering University, Mott Community College, and University of Michigan-Flint.



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Grant Description

- Individual maximum grant awards will be \$3,000 per project - \$4,000 for previously funded projects.
- Total funding for 2018-19 C.A.R.E. Grant will be \$20,000.
- **Applying districts must be current with GFEC dues.**
- **Applications must be submitted by Friday, December 7, 2018.**
- Grant application proposals will be reviewed and approvals will be announced in February 2019.
- *In-kind contributions will be required from both partners (K-12 and Higher Education) as part of the application process. Dollar amounts will need to be reflected on application budget sheet for all in-kind contributions.*
- Applications will be reviewed by a committee and approved by the GFEC Board of Directors.
- Grant application does not guarantee award.

Grant Outline

- Grant awards are offered for consortium partnership projects that create and enhance increased cooperation for students between K-12 and Higher Education partners in Genesee County.
- Applications will be considered for new projects and/or enhancement to existing projects.
- Existing projects will be considered if they are expanded to include additional contact time or a larger student population. Funding may be provided only for added costs incurred for expansion.
- Grant proposals must be student-based projects.
- Grant awards will be based on project description, student population served, post evaluation, and consideration of sustainability.
- Grant funding is available to Elementary, Middle School, and High school programs.
- Proposed project must be in conjunction with K-12 school and one or more of the Higher Education partners listed above.
- Project must be completed by September 1, 2019.

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REQUEST FOR PROPOSAL

GREATER FLINT EDUCATIONAL CONSORTIUM (GFEC)

C.A.R.E. GRANT
COLLABORATE – ACHIEVE – REACH – EXPLORE

RFP # GFEC – 020119

Submission Due Date: Friday, December 7, 2018
By 3:00 p.m.

Section I: Proposal Statement of Work

Purpose:

Greater Flint Educational Consortium (GFEC) is issuing this Request for Proposals (RFP) seeking responses for projects that develop cooperative programs, or expand current cooperative programs between K-12 Districts and our Higher Education Partners; Baker College-Flint, Kettering University, Mott Community College, and University of Michigan-Flint.

GFEC is looking for innovative *new* programs that help connect K-12 students with post-secondary education opportunities. These programs must be student-based; where the students are the beneficiaries and the focus of the program. The program partnership must be built to include at a minimum; at least one K-12 and one Higher Education Partner. The program must present ways to bring K-12 Students to Higher Education Partners or ways to bring Higher Education Partners to K-12 Students in such a way that will help create interest and excitement in post-secondary education opportunities.

GFEC will also consider funding for the expansion or support of successful *existing* programs that bring K-12 Students to Higher Education Partners or bring Higher Education Partners to K-12 Students to help them make the connection to post-secondary education. The expansion project must present ways that include additional contact time or a larger student population.

The objective of this RFP is to develop *new* programs or enhance or support *existing* programs that introduce K-12 students to post-secondary opportunities that help them make the connection with post-secondary education opportunities. Three propriety programs have been identified. Please identify which program priority will be used for program build.

Priority 1: Travel-Out. Programs that K-12 Students travel out to Higher Ed Partners.

Priority 2: Travel-In. Programs that Higher Education Partners travel to K-12 Students.

Priority 3: Travel-Both. Programs to Include both, travel-out and travel-in activities.

A total of \$20,000 is available countywide, up to a maximum amount of \$3,000 per grant - \$4,000 for previously funded projects. **The proposal submission deadline is Friday, December 7, 2018 by 3:00 p.m.**

Award notifications are planned to be announced in February 2019 with projects to commence upon acceptance and signing of the grant award contract. In-kind contributions will be required from both partners (K-12 and Higher Education) as part of the application process and must be included in budget sheet.

Applications will be reviewed by a committee approved by the GFEC Board, using an evaluation rubric that contains items from the topics outlines in Section II D (Evaluation and Award Process). The highest scoring responses that total up to the \$20,000 amount available will be forwarded to the GFEC Board for final review and award approval.

Eligibility Requirements:

- Entity must be a GFEC consortium member in good standing (GFEC members include K-12 districts in Genesee County and Higher Education Partners; Baker College-Flint, Kettering University, Mott Community College, and University of Michigan-Flint).
- Proposed project must be at a minimum in a partnership with one K-12 school and one or more of the Higher Education Partners listed above.
- Funding is available for Elementary, Middle School, and High School programs.
- Project must be completed by September 1, 2019 and must take place within Genesee County.

Section II: Proposal Information

Contact Information:

Dr. Steve Tunnicliff, Associate Superintendent
Communications & Development
Genesee Intermediate School District
(810) 591-4426
stunnicliff@geneseeisd.org

Lisa Hook, Administrative Secretary
Communications & Development
Genesee Intermediate School District
(810) 591-4541
lhook@geneseeisd.org

Proposals:

To be considered for the award, bidders must submit a complete response to this RFP in their proposal response outline presented in Section III (Proposal Format) and the completed proposal must be received by 3:00 p.m. Friday, December 7, 2018.

Electronic Submissions can be emailed to Lisa Hook at lhook@geneseeisd.org.

Hard Copy Submissions can be mailed or hand delivered to:

Genesee Intermediate School District
Communications & Development
2413 W. Maple Ave.
Flint, MI 48507
Attention: Greater Flint Educational Consortium (GFEC)

The technical proposal must be signed in ink or by electronic signature by the authorized official to bind the bidder to its provisions.

Make sure RFP # GFEC – 020119 appears in the subject area of the email submission or in the case of mailing or hand delivery, it must appear on the outer mailing envelope.

Please Note: Proposals received after 3:00 p.m. Friday, December 7, 2018 will not be accepted. Make sure to plan your method of delivery accordingly.

Economy of Preparation:

Proposal responses need to be presented simply and economically with straightforward and concise presentation of the Bidder's ability to meet the minimum requirements of the RFP. Bidders should focus on completeness and clarity of content.

Evaluation and Award Process:

Proposal responses will be evaluated and awarded using a two-step process.

The first step will be an evaluation of the proposed project using an evaluation rubric to score if and how well the proposed project meets the proposal's purpose and if the eligibility requirements are met.

Evaluation Criteria outlined 1-4 in Step One below:

Step One – Evaluation:

1. Project Description
2. Project Outreach
3. Project Evaluation
4. Project Budget

Step Two – Award:

In the second step of the process; the highest scoring proposal responses that total up to the \$20,000 maximum amount available will be forwarded to the GFEC Board for final review and award approval.

Bidder Costs:

GFEC is not liable and will not reimburse any Bidder costs incurred prior to signing the Grant Award Contract by all parties.

Proposal Response Submission:

All RFP responses; electronic, mail, or hand delivered must be received on or before 3:00 p.m. on December 7, 2018.

Bidders are responsible for the timely submission of their proposals. GFEC will not accept and has no obligation to accept any proposal that is not received by the submission deadline date and time.

Section III: Proposal Format

Proposal Response Outline:

To be eligible for an award, each Bidder must submit a completed proposal response to this RFP using the format specified below, Items 1-13. Proposal narratives should not exceed the one page Executive Summary (1) plus three-six pages limit for the remaining narrative (2-12). Items in the appendices (13) is NOT included in the 4-7 page response limits. Proposal narrative must be in at least a 12-point font and single spaced.

1. **Executive Summary.** Provide a brief abstract (statement) overview outline of your proposal that includes the following information (1 page limit).
 - Organization Name
 - Principal Investigator(s) (PI)
 - Project Title
 - Project Duration
 - Summary of Work to be Performed (3-5 sentences)
 - Primary Objectives for the Project
 - Target Audience (beneficiaries) being served
 - Dollar amount being requested from GFEC
 - Dollar amount of in-kind contributions and funds from other sources
 - Total project cost

2. **Organizational Information.** Provide organizational information as outlines below:
 - State the full name, address, phone number and facsimile number of the submitting organization and fiscal agent.
 - State the full name, address, phone number and facsimile number of the school district and higher education partner(s).
 - Please include information in regards to previous grant administration experience and/or previous collaborative projects.

3. **Statement of Need.** Provide in succinct terms a one to two sentence statement that describes the need for this type of project.

4. **Project Description.** Describe in detail the design of your project; what you will achieve with your project using the following headings:
 - *Need.* Expand on the statement of need identified above, present your case to include why are you proposing this project, what are the facts that back up and verify the need for your project. If this is an existing project, provide data, which demonstrates previous success.
 - *Target Audience.* Identify the target audience; what are their needs and how your proposed project will help meet their needs. How many students and/or teachers are involved and what are their demographics? How will they become aware or involved in your project?
 - *Objectives.* Expand on the objectives outlined above in the Executive Summary. Your objectives need to be simple, understandable, and as quantitative as possible. Clearly explain how you plan to achieve your expected outcomes and what the impact(s) will be.
 - *Statement of Work.* Expand on your summary of work provided in the Executive Summary. Provide specific detail and demonstrate how your program's work meets the criteria defined in the scope of work of the RFP. If proposed project is to expand a current program, provide the name of your program and a brief overview of the program. Include the location for your project and area(s) that will be served along with your sustainability plans.

5. **Project Participants.** Who are they? Include key participants who will work on the project and a short description of their qualifications and what are their planned contributions to the project.
 - Organization and Personnel
 - Partners/Collaborators
6. **Project Timeline.** Provide a project timeline that outlines the project from implementation to completion. Please make sure the timeline begin date is after the anticipated award (February 2018) and grant contract acceptance and sign date. Note timeline milestones (process indicators) within the timeline. If desired, a timeline in table format can be added to Section 13 Appendices.
7. **Project Evaluation.** What will be the systematic collection and documentation of information that will help determine the success of the program's outcomes and what can be done in order to improve the program's effectiveness and guide decision-making with regards to future program success? Include all evaluation tools (pre-post surveys) that will be used for evaluation in Item 13 Appendices.
8. **Outcomes.** What are the expected outcomes for the project? Please identify and document the anticipated results and benefits that will be realized from the proposed activities during the project period and after the project period. Use qualitative and quantitative data to include the beneficiaries of the project, the population served, number of students, demographics of area, etc.
9. **Budget.** See Item 13 Appendices for Budget Narrative and Itemized Budget.
10. **Prior Experience.** Please describe any prior experience of your organization you feel relevant that helps prepare you for the successful completion of the proposed project and meet all budget responsibilities.
11. **Bidder's Authorized Official.** Please supply in this section the name, title, and signature of Bidder's authorized official to bind the bidder to its provisions.
12. **Additional Information and Comments.** In this area, please include any other information believed to be helpful and pertinent, but has not been specifically asked for in the RFP.
13. **Appendices (Supporting Documentation).** Please include all required supporting documentation in this section along with itemized Budget and Budget Narrative.

Proposal Submittal:

Proposals may be submitted electronically to Lisa Hook, lhook@geneseeisd.org.

Hard copies may be mailed, or hand delivered to:

Greater Flint Educational Consortium

2413 W. Maple Ave.

Flint, MI 48507

BIDDERS ARE RESPONSIBLE FOR MAKING SURE THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL OR NOTED ON THE OUTSIDE ENVELOPE OF THE HARD COPY: RFP # GFEC – 020119.

Section IV: Contractual Terms and Conditions

Grant Terms and Conditions

- The Grant. The proposals selected will be subject to the terms and conditions listed in the RFP.
- Term of Work. The term of work will be completed as specified in the Bidder's approved application and must be completed by September 1, 2019.
- Modifications to Scope of Work. Any modification to the Bidder's approved application must be approved in writing, prior to the modification, by the GFEC Executive Director, John Hemingway.
- Award of Grant. Bidder will be notified of the grant awards in February 2019.

Grantee Responsibilities

The Bidder will be required to assume responsibility for all grant activities in the approved application and in combination with standard and accepted business and accounting practices.

Acceptance of Proposal Content

If awarded the grant, the contents of the proposed project in the application will become the grant obligations.

Project Control and Reports

Within two weeks of the proposed project end date, the Grantee will submit to the Greater Flint Educational Consortium, a two-page report outlining the accomplishments and financial data listing expenditures charged to the grant.



C.A.R.E. Grant 2018-2019
Project Reimbursement Form



INSTRUCTIONS FOR COMPLETING FORM:

1. PLEASE PRINT CLEARLY
2. FOR DISTRICT REIMBURSEMENT COMPLETE SECTIONS I & IV ONLY
3. FOR INDIVIDUAL REIMBURSEMENT COMPLETE SECTIONS I, II, III (IF APPLICABLE) & IV

- Issue Check to District
 Issue Check to Individual

SECTION I

School District: _____
 Building: _____
 Participant Name: _____ Position: _____
 Name of Activity: _____
 Date(s): _____

SECTION II - W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION (ON REVERSE SIDE)

SECTION III - REIMBURSEMENT OF C.A.R.E. GRANT EXPENSES

Date	Activity/Description		Expenses Incurred
<i>Please be sure to attach all supporting documents.</i>			
Total:			\$ -

**Some reimbursable expenses may not apply to all activities/programs.*

SECTION IV

Participant Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Account # _____
 PO # _____
 Approved By:
 Department Administrator _____ DATE _____
 Business Services _____ DATE _____

BUSINESS SERVICES USE ONLY

Vendor Created	
Vendor Number	
W-9 Sent	
W-9 Completed	
Verified on EPLS	

Please submit to:

Lisa Hook, Administrative Secretary
 Genesee Intermediate School District
 Greater Flint Educational Consortium
 2413 West Maple Avenue
 Flint, MI 48507
 Phone: (810) 591-4541 Fax: (810) 591-4420
 Email: lhook@geneseeisd.org