

Mock RFP - For Practice GRANTS ALERT Economic Stimulation Program

Scope:

The recent turn-down in the national economy threatens the economic growth of many communities. Therefore, the Department of Economic Development is inviting applications from local entities, including municipalities, state agencies, non-profits, Community Based Organizations, and Native American Pueblos and Tribes to develop programs that will result in the stimulation of the local economy. DED awarded funds may be used to develop programs that will

Program 1: pay down small business loans; or

Program 2: develop small business incubator programs; or

Program 3: provide seed money for small business start-ups that emphasize ethnic/cultural products; or

Program 4: the establishment of small business training programs (emphasizing start-up, administration, operation, accounting procedures, and inventory control).

Deadline: December 31, 2004 Funds: \$20 million The project period is two years.

Eligibility: Public and private not-for-profit organizations, Municipalities, State Agencies, Native American Pueblos and Tribes, Councils of Governments, and Community Based Organizations.

Areas: Proposals must identify one programmatic emphasis, e.g., Program 1, 2, 3, or 4. Organizations that desire to apply for more than one program must submit a separate proposal for each individual program. Projects should: include a community notification element regarding the availability of DED program services (i.e., Program 1, 2, 3, or 4); involve state, county, and city or community service providers, and community leaders; and establish an advisory committee made up of at least five successful small business owners who are not currently participating in this, or any other, DED economic stimulation program. A ten percent match (either in-kind or cash) is required based on the total program cost. Example: if the total program cost is \$100,000, then the match must be \$10,000 with funds requested equaling \$90,000. Letters of commitment must be submitted to substantiate matching partner participation.

Project Purpose: The purpose of this program is to provide grant funds to eligible applicants who will in turn develop programs (1, 2, 3, or 4 above) that will result in the stimulation of the local economy.

CRITICAL REVIEW ELEMENTS

The application should address each of the following:

Appropriateness of project	15 points
Feasibility of objectives	25 points
Qualifications and experience of key personnel	10 points
Adequacy of resources and environment to support project	10 points
Assurance of communication of results	10 points
Appropriateness of grant budget, and likelihood of applicant's continued financial support of project after grant period	10 points
Evaluation Plan	20 points

	Category	Funds Requested	Match From LSU	Match From Partners
a.	Personnel			
	Program Director - FTE@ \$3,200/month for 12 months = \$38,400 - 40 hrs/week - 50 weeks/year) will coordinate all program elements, compilation of all reports, final evaluation.	\$20,000	\$ -0-	\$18,400
	Student Workers - 10 Graduate students from Southern University and Louisiana State University Colleges of Education and Social Work to work with clients in Library and in setting up family reading programs. 10 hours/week average for each student @ \$6.75/hr for 30 weeks.	\$20,250	\$ -0-	\$ -0-
b.	Fringe @ 22.5%	\$9,056	\$ -0-	\$4,140
c.	Travel Student Worker travel to homes for 30 weeks - estimated total weekly mileage of 100 miles @ \$.26/mile = \$26/week = \$780	\$ 780	\$ -0-	\$ -0-
d.	Equipment			
	LCD Projector - capable of projecting computer generated slide shows for workshops - InFocus 660 with Infra-red remote and audio capabilities.	\$6,399	\$ -0-	\$ -0-
	Laptop Computer - Toshiba Satellite 325 laptop; 6 GB HD, 233 MHZ Pentium, 32 MB RAM, 56Kb PCMCIA modem, 24X CD-ROM used to create database for program and computer generated slide shows	\$1,699	\$ -0-	\$ -0-
e.	Supplies			
	Office Supplies - tape, staples, general	\$ -0-	\$ 300	\$ -0-
	Computer Supplies - diskettes, inkjet cartridges, etc.	\$ -0-	\$ 300	\$ -0-
	Literacy Program CD-ROMs From Follett	\$ -0-	\$ -0-	\$1,000
f.	Contractual			
g.	Construction	\$ -0-	\$ -0-	\$ -0-
h.	Other	\$ -0-	\$ -0-	\$ -0-
i.	Total Direct Charges	\$58,184	\$600	\$23,540
j.	Indirect Charges (@ 16%)	\$9,309	\$96	\$3,766
k.	Totals	\$67,493	\$696	\$27,306
l.	Program Income	\$ -0-	\$ -0-	\$ -0-

First Six Months Following Funding - Event Flow						
	30 days	60 days	90 days	120 days	150 days	180 days
T A S K S	Establish Community/Police teams Have flyers printed Determine dates for town meetings Establish advisory committee	Continue Community/Police teams Have flyers printed	Community/Police teams Distribute Flyers Conduct 1 st town meeting First Advisory Committee Meeting	Community/Police teams	Community/Police teams Second Advisory Committee Meeting	Community/Police teams Continue Conduct 2 nd town meeting

Work Plans with Milestones

Year 1 - Event Flow and Milestones

Date: 1st Three Months Following Funding

Tasks

Month 1	<p>Begin Community Relations Program</p> <ol style="list-style-type: none"> 1. Establish Community/Police teams 2. Have flyers printed 3. Determine dates for town meetings 4. Establish advisory committee
Month 2	<ol style="list-style-type: none"> 1. Continue Community Relations Program 2. Have first meeting with advisory committee 3. Begin Officer interview process
Month 3	<p>Milestone #1 - Identify Community Policing Officers</p> <ol style="list-style-type: none"> 1. Continue Community Relations Program <p>Milestone #2 - Complete distribution of flyers Milestone #3 - Conduct 1st Town Meeting Milestone #4 - Advisory Committee Meeting</p>

Time Lines

ACTIVITY	30 days	60 days	90 days	120 days	150 days	180 days	210 days
Establish Community/Police Teams	█						
Print and distribute flyers	█	█					
Conduct Town Meetings			█			█	
Advisory Committee Meetings			█		█		█
Community Policing Officer Assignments			█	█	█	█	█