

**Department of Family and Support Services  
Mayor Daley's 2009 Summer Mini Grant Program  
Request for Proposals (RFP)**

**Introduction**

Mayor Daley's Summer Mini Grants Program, administered by the Department of Family and Support Services (DFSS), provides funding to non-profit, community-based organizations for summer programs that serve youth ages 10 to 18.

This year applications will be accepted for three different types of program models; enhancement, apprenticeship and internship. Additionally, DFSS is continuing its interest and support in funding programs that demonstrate awareness of **one** of two themes; eco-friendliness and peace. While incorporating these themes into the proposed program are **not mandatory** to the success of the application, extra consideration will be given to those applications which do incorporate principles from **one** of the themes below:

**Eco-Friendliness**

DFSS is interested in applications that own the idea that the Earth is our most precious resource. Eco-Friendly programs should emphasize and/or teach the following:

- Respect for the environment through heightened awareness of how it works.
- The principles and practices recycling; reducing consumption, reusing resources and recycling materials.
- How to live in an environmentally responsible manner in an urban setting; heightening awareness of our carbon footprint.
- How to create green space, repair or reuse renewable resources, reduce consumption and/or increase recycling in your neighborhood.
- Repairing the community, city or world physically

**Peace**

DFSS is also interested in funding programs that can demonstrate how they contribute to stopping the violence effecting Chicago's youth. Extra consideration will be given to those applications that seek to teach non-violent alternatives. Peace/anti-violence programs should strive to teach some or all the following tools:

- Self acceptance
- Accepting others
- Letting go or resolving anger
- Resolving conflicts
- Finding balance
- Repairing the community, city or world physically
- Contributing positively

All Mini Grant applications need to fit into one of the three program models described below.

### **Summer Enhancement Grants (10 -12 year olds)**

Summer Enhancement Grants provide supplemental support to existing summer programs, e.g. day camp. They are designed to add depth and breadth to traditional summer programming.

### **Summer Apprenticeship Grants (13 -15 year olds)**

Summer Apprenticeship Grants provide meaningful summer activities to 13 -15 year olds with an emphasis on career exploration. This may include activities that educate and involve youth in vocational, career development and /or community service projects. Agencies may offer youth monetary or other gifts under this program model.

### **Summer Internship Grants (16 -18 year olds)**

Summer Internship Grants fund projects that allow youth ages 16 -18 the opportunity to create and implement their ideas through independent study, community activity and career exploration under the direction of an adult supervisor. Agencies may offer youth stipends under this program model. In accordance with the Department of Labor, stipend amounts must correspond with a minimum wage per hour (more information on wage requirements can be found at <http://www.state.il.us/agency/idol/laws/Law205.htm> or by calling the Child Labor Hotline at 1-800-645-5784 or 312-793-2804).

### **Award Amount**

Award amounts will range from \$250 to \$2,000 per applicant. No applicant will receive more than one award per program model per site. The city of Chicago will make every effort to distribute funds at the start of summer programs. However, if funding is delayed, programs should be prepared to operate as scheduled.

### **Eligible Applicants**

The Department of Family and Support Services (DFSS) invites proposals from non-profit organizations such as community-based agencies, faith-based groups and block clubs operating in the City of Chicago. To be eligible for funding, applicants must show proof of their IRS 501(c)(3) non-profit status. Agencies that already receive funding from DFSS may apply however preference will be given to those organizations that are either 1) not currently funded; or 2) currently receive less than \$50,000 in annual funding from DFSS.

### **Submitting an Application**

Please read these instructions carefully and complete the on-line application found at [www.cityofchicago.org/fss](http://www.cityofchicago.org/fss) or <http://cysmis.cyscopa.com/Minigrants/Main/>. Additionally, all applicants will need to submit a supplemental packet of information to the Department of Family and

Support Services for their applications to be considered complete. Please submit one original of the supplemental packet by **May 4, 2009 by 4:00 pm** to:

Summer Mini Grant Application  
Department of Family and Support Services  
1615 W. Chicago Ave. 2<sup>nd</sup> Fl.  
Chicago, IL 60622  
Attn: Lisa Davis

To assure that your agency is given full consideration, please submit both your on-line application and supplemental material application no later than May 4<sup>th</sup>, 4:00 pm. The on-line application portal will not process or accept applications after the May 4<sup>th</sup> due date.

### **Support**

DFSS will host two informational workshops for anyone who is interested in applying for the Summer Mini-Grants program. This will provide you with an opportunity to ask questions about the application process, the three program models and other program requirements. The workshops will be held:

#### **April 22, 2009**

5:00 pm – 7:00pm

DFSS

1615 W. Chicago Ave. 1<sup>st</sup>. Fl

#### **April 28, 2009**

10:00 am – 12 noon

The Martin Luther King Center

4313 S. Cottage Grove Ave.

DFSS has established an informational hotline for those who need more specialized assistance. The Hotline number is 312-743-6313. Call the hotline number when you have questions and someone will get back to you within 24 hours.

### **Proposal Guidelines**

#### **Summer Enhancement Grants**

- ☼ All youth participants enrolled in your program must be between the ages of 10 and 12 and be full-time residents of the City of Chicago.
- ☼ Funding is expected to enhance existing summer programming for 10-12 year olds and will not be provided to create new, stand-alone programming.
- ☼ For additional consideration, applications should demonstrate how they engage youth around **either** eco-friendliness or peace themes. Double consideration will not be given to applications that strive to do both.
- ☼ Ideal programs will engage at least 10 youth per site.

- ☀ Proposals must outline how youth are to be supervised.
- ☀ Funding can be used for any program related expense except religious materials.
- ☀ All funded applicants will be asked to submit clean DCFS CANTS (included in this application) background checks for staff working with kids under the Mini Grant program.
- ☀ Every agency must submit a Federal Employer Identification Number (FEIN) and IRS tax-exempt letter with their grant application.
- ☀ Funds will be distributed after awarded agencies have signed a letter of agreement.
- ☀ All funded applicants will be required to submit an end-of-summer written report (photos and video accompaniments are encouraged) that includes receipts for expenditures directly related to the program.

### **Summer Apprenticeship Grants**

- ☀ All youth participating in your program should be between the ages of 13 and 15. Youth must be full-time residents of the City of Chicago.
- ☀ Ideal programs will serve between 7 and 20 youth per proposed site.
- ☀ For additional consideration, applications should demonstrate how they engage youth around **either** eco-friendliness or peace themes. Double consideration will not be given to applications that strive to do both.
- ☀ Proposals must outline how youth are to be supervised.
- ☀ Funding can be used for any program related expense except religious materials.
- ☀ All funded applicants will be asked to submit clean DCFS CANTS (included in this application) background checks for staff working with kids under the Mini Grant program.
- ☀ Every agency must submit a Federal Employer Identification Number (FEIN) and IRS tax-exempt letter with their grant application.
- ☀ Funds will be distributed after awarded agencies have signed a letter of agreement.
- ☀ All funded applicants will be required to submit an end-of-summer written report (photos and video accompaniments are encouraged) that includes receipts for expenditures directly related to the program.

### **Summer Internship Grants**

- ☼ The majority of the youth members participating in your program should be between the ages of 16 and 18 and be full-time residents of the City of Chicago.
- ☼ Ideal programs will serve between 2-3 youth per proposed site.
- ☼ Proposal must outline what the interns will accomplish through the proposed activities.
- ☼ Proposals must outline how youth are to be supervised.
- ☼ Funding can be used for any program related expense except religious materials.
- ☼ All funded applicants will be asked to submit clean DCFS CANTS (included in this application) background checks for staff working with kids under the Mini Grant program.
- ☼ Every agency must submit a Federal Employer Identification Number (FEIN) and IRS tax-exempt letter with their grant application.
- ☼ Funds will be distributed after awarded agencies have signed a letter of agreement.
- ☼ Each funded applicant will be required to submit an end-of-summer report that includes an essay, video and/or pictures of the funded activities and receipts including proof of stipend payments to youth as applicable and expenditures directly related to the program.

### **Program Ideas**

We are interested in original, home grown, ideas that work for kids and communities but here are some ideas to get your creative juices flowing!

### **Peace Program Ideas**

- ☼ Address issues on topics of human rights, community, family, culture, democracy, conflict and peace.
- ☼ Peace Rally.
- ☼ Series of Seminars that focuses on aspects of conflicts and discussing possible resolutions.
- ☼ Art of Peace - express vision of Global Unity and exchange with someone in another part of the city, state or world.
- ☼ Learning and visiting the different cultures in Chicago.
- ☼ Volunteering your time to assist with an organization in a community other than your own.

- ☼ The study or practice of meditation, yoga or martial arts (taught with a non-aggressive focus).

### **Eco-Friendly Program Ideas**

- ☼ The study or practice of meditation, yoga or martial arts (taught with a non-aggressive focus).
- ☼ Art from recycled, reused and natural materials.
- ☼ Vegetable gardens.
- ☼ Native plant gardens.
- ☼ Repairing bicycles, furniture or other objects.
- ☼ Neighborhood composting projects.

### **Summer Enhancement Program Ideas**

- ☼ Arts and crafts
- ☼ Drama
- ☼ Science Camp
- ☼ Triathlon or Sport Camp
- ☼ Community Clean Up
- ☼ Culture and Cuisine

### **Summer Apprenticeship Program Ideas**

- ☼ Counselor in Training
- ☼ Web Design
- ☼ Blogs or on-line magazines
- ☼ Photography
- ☼ Babysitting class

### **Summer Internship Program Ideas**

- ☼ Camp Counselor
- ☼ Assistant Triathlon Trainer
- ☼ Summer Entrepreneur
- ☼ Community Organizer
- ☼ Marketing Intern
- ☼ Video Production Intern

### **FAQs**

#### **1. How much money can my organization apply for?**

Award amounts will range from \$250 to \$2,000 per applicant.

#### **2. What is the difference between the program models?**

Summer Enhancement Grants are aimed to providing enhancing experiences to youth ages 10-12 that are in camp or other summer day care arrangements. Apprenticeship Grants are aimed at providing meaningful pre-employment and career-readiness experiences for youth ages 13-15.

Internship Grants are available to youth ages 16-18 allow a youth an opportunity to create and implement their ideas through independent study,

community activity and career exploration or that have an idea for a program or activity that they want to initiate in their community or for agencies who wish to hire a summer intern.

### **3. Can my organization apply for all of the program models?**

Yes. Priority is given to agencies not currently funded by DFSS or for those who receive less than \$50,000 in funding from DFSS.

### **4. Can my organization apply multiple times for different programs?**

Organizations can submit one Youth Enhancement, one Apprenticeship and one Internship grant application per site. For example, if your agency has two sites, one serving the Englewood community and one serving the Uptown community you may choose to submit up to six complete applications in total – one of each kind grant for each site.

### **5. How can the money be used?**

The grants can be used to provide for any and all materials and experiences that will enhance youth's summer experiences (including staff salaries). **The grants cannot be used to purchase religious materials or materials not directly related to the proposed program or supplies for personal use.** Summer Apprenticeship Grants and Summer Internship Grants may provide monetary gifts and stipends for their youth volunteers. Summer Enhancement Grants will not pay youth participants.

### **6. Do I have to pay the youth in my program?**

While we encourage that Mini Grant apprentices and interns are paid in some way, shape or form, it is not mandatory. Apprenticeship and Internship Grants allow for youth participants to be offered some form of payment.

Apprenticeship Grants which engage youth ages 13-15, can offer youth gift-stipends (cash, gift cards etc...) for their participation. It is anticipated that these gifts would not exceed more than \$150 per participant. Internship Grants which engage youth of legal working age (16-18) may offer a stipend or wage. Legally, the stipend amount must represent the calculation of number of hours worked x the (at least minimum) wage per hour. A greater description of wage requirements is available on the application budget pages.

### **7. What about background checks?**

All funded applicants will be asked to submit clean DCFS CANTS background checks for staff working with kids under the Mini Grant program. This is a free service provided by DCFS. A link to this form is included in the on-line application. The appropriate form (DCFS Form CFS 689) can be downloaded online at: <http://www.state.il.us/dcf/docs/cfs689.pdf>. Processing these forms takes about six to eight weeks so please plan accordingly.

### **8. What are you looking for?**

We are looking for the best, most creative, programs possible. Enhancement Grants programs should provide engaging and developmentally appropriate activities aimed at widening the experiences and world views of children 10 – 12 years old. Apprenticeship Grants programs should provide community-based pre-employment opportunities for youth ages 13-15. Internship Grants programs may be youth developed and entrepreneurial in nature but they don't have to be. All programs should allow youth the opportunity to explore, learn and contribute to their neighborhoods and city while learning about themselves.

### **9. What about the new themes: Eco-Friendliness and Peace?**

DFSS is interested in receiving applications that raise awareness about the effects of violence in the lives of Chicago's, the nations and the world's children and/or our reducing our carbon footprint and improving our environmental practices. Incorporating these themes is not mandatory to receiving funding for a Mini Grant. However, applications that incorporate one of these themes will receive extra consideration for funding.

### **10. Is this a loan? Do we have to repay the money grant for our project?**

No. You will not have to repay the grant.

### **11. When will we know if we are funded?**

All applicants will be informed of their funding status by May 30, 2009.

### **12. If I am funded when (and how) will I be able to access my grant award?**

Due to changes in our contract process, all funded applicants will be sent their entire grant allocation shortly after July 5 via the United States Postal Service **or**, if they have previous contracts with DFSS or the City of Chicago via electronic fund transfer (EFT). **This makes it especially important that the mailing address in your application is a place where your agency is guaranteed to receive mail.**

### **13. What is expected of grant recipients?**

Grant recipients will be expected to write a final report at the end of the program. This report will describe the program's outcomes and provide documentation (photos, quotes, etc...) demonstrating the program's impact and include a detailed record of how the grant was expended, including all relevant receipts. There may be additional opportunities for grant recipients to present projects or perform through their local Regional Consortiums. Recipients will also be asked to provide proof of stipend payments to youth as applicable. Reports are due to DFSS by **September 25, 2009**. Recipients should be available during the year for interviews and other press related opportunities.

#### **14. Who can I contact if I have additional questions?**

You can contact Mini Grant Hotline at 312-743-6313 if you have any additional questions about this application. Additionally, DFSS will be holding two technical assistance conferences on April 22 and 28, 2009. Please refer to the Support section of this RFP for further details.

#### **The On-Line Application**

This year the Mini Grant program is rolling out an on-line application. The application can be found on: <http://cysmis.cyscopa.com/Minigrants/Main/> or [www.cityofchicago.org/FSS](http://www.cityofchicago.org/FSS).

All persons applying for a Mini Grant **must** complete and submit this application on-line. Aside from the supplemental information required, no paper applications will be accepted.

The on-line application does not allow for applicants to submit multiple proposals as one big application. Each application will need its own separate submission.

The on-line application is not capable of saving your work and allowing you to go back and access it. Please plan on entering your application at one time.

Please list a mailing address where your agency reliably receives mail as this year all checks will be distributed by the US Postal Service or Electronic Fund Transfer.

Please list an e-mail address that is routinely checked. An e-mail will be automatically sent after your application has been submitted as confirmation of DFSS's receipt.

The outline of the application is:

- 1.) Cover Page
- 2.) Short Answer Questions
- 3.) 8-10 Week Program Time Line
- 4.) Budget
  - a.) Supplies & Equipment
  - b.) Professional Services
  - c.) Transportation
  - d.) Participant Gifts/Wages (Apprentice and Internship applications only)
  - e.) Other Expenses
- 10.) Checklist for Supplemental Activities
- 11.) Signature Page

***We look forward to receiving your application!***