

**REQUEST FOR PROPOSALS
MICRO-GRANT PROGRAM
FOR SURROUNDING COMMUNITIES OF
BUFFALO NIAGARA MEDICAL CAMPUS**

Buffalo Niagara Medical Campus, Inc.
640 Ellicott Street
Buffalo, NY 14203

January 16, 2019 | BNMC Spark RFP opens

February 12, 2019 at 5:00 PM | Submission of Questions deadline

**February 15, 2019 at 5:00 PM | Answers posted on BNMC website
www.bnmc.org/spark**

February 28, 2019 at 5:00 PM | Proposals Due

ABOUT THE BNMC:

The Buffalo Niagara Medical Campus, Inc. (BNMC) is a multi-anchor social enterprise focused on driving innovation in partnership with our community. Our team plays a significant role in creating positive change that builds a vibrant, innovative environment. We focus on improving infrastructure, managing our transportation system, creating a culture of health and wellbeing, driving innovation, and working with our partners to continue to build an innovative district that reflects the best of our community.

OVERVIEW:

The BNMC is pleased to announce a Request for Proposals for BNMC Spark. BNMC Spark is a micro-grant program which will showcase creative ideas and strategies to support partners and stakeholders within the neighborhoods surrounding the Buffalo Niagara Medical Campus.

We invite community members and organizations to submit proposals to receive funding for initiatives that advance the goals of BNMC and the local community. The BNMC's key goals include:

- *Cultivating a safe, accessible, active and inclusive district that fosters health and wellbeing and is supported by smart, sustainable infrastructure.*
- *Driving innovation, job growth, and economic development.*
- *Strengthening our community with economic opportunities benefiting local youth, residents, businesses, and neighborhoods.*

Preference will be given to proposals that demonstrate strong community support, have strong community engagement plans, and that contribute to advancing an inclusive, vibrant community. We will give priority to projects that take place within one mile of the Medical Campus.

Proposals that focus on one or more of the following topics will also be given preference:

- *Access to healthy food and active living opportunities;*
- *Neighborhood walkability and enhanced transportation options;*
- *Neighborhood beautification;*
- *Arts and culture;*
- *Energy and sustainability;*
- *Youth and education;*
- *Access to jobs and economic opportunities*

USE OF AWARD REQUIREMENTS:

There is \$40,000 available to the community through this RFP. No grant will be issued for more than \$3,500.

We encourage applicants to submit proposals that can be completed with the amount of funding being asked for through this RFP, or that require the amount of funding requested to fill the final gap in existing funds. The funds must be spent in 2019; however proposals can be part of an overall initiative that goes beyond 2019.

Awardees agree to use any award granted through this RFP solely for implementation of its final submission, and agree to use reasonable effort to implement and maintain the proposal and allocate

other resources as proposed in its application. Please be aware that the Advisory Panel reserves the right to reward a lesser amount than requested.

APPLICATION ENTRY PROCESS:

Applicants will need to submit a detailed proposal through the attached RFP application, plus any supporting documentation required in the application (Please consult “Instructions for Submissions” section for specific requirements). Incomplete applications will be disqualified from this RFP Micro-Grant process.

Proposals will be reviewed in two separate rounds. The information collected from the initial application will identify semi-finalists in the competition. Applicants will be able to consult with the BNMC for design assistance if selected to advance beyond the first round of submissions.

During a second round, semi-finalists may be asked to prepare a more detailed project proposal, including more detailed plans, budget and maintenance overview. Each semi-finalist will be expected at for an in-person review with the RFP Advisory Panel. After all reviews have been completed the Advisory Panel will make their final decisions on awardees. Following the selection of awardees, applicants will need to provide continuing documentation throughout the implementation phase to track progress, as well as a final grant summary at the end of 2019.

ELIGIBILITY:

Applicants must be 18 years or older to be able to sign a grant agreement. Individuals that apply must partner with a legally incorporated entity with the capacity to act as a fiscal agent (i.e. LLC, 501 c(3), etc). Funds will not be awarded to individuals.

This is an open call for ideas: Individuals, teams, community groups, for-profit companies and non-profit organizations are all encouraged to apply.

Although individuals may apply, the BNMC encourages multidisciplinary teams in order to promote the most creative, innovative, and collaborative initiatives that will enhance our community.

Applicants must either be located in the community in which the initiative is taking place or must include a letter of support from a community organization that is located in the community in which the initiative will take place.

INSTRUCTIONS FOR SUBMISSION:

- Application(s) should include information about the team, main contact person, neighborhood where it will be taking place, and a detailed summary of the initiative. Submissions must include a brief overview of the team qualifications and implementation plan.
- Questions regarding this RFP will be accepted via email or on our website. If you have questions, please submit them at www.bnmc.org/spark by February 12 at 5:00 PM. We will compile all questions and create a Q&A document which will answer the questions to the best of our ability. This Q&A document will be shared no later than February 15 at 5:00 PM by posting it on our website.

- Electronic submissions should not exceed a file size of 20MB.
- Proposed initiatives may be temporary or permanent in nature.
- Additional information about the competition can be found at: www.bnmc.org/spark

Applications and supporting documentation can be submitted:

- By Google Form no later than **February 28, 2019 by 5:00 PM** at www.bnmc.org/spark
- If you are unable to complete the Google Form, please contact Kyria at kstephens@bnmc.org and we will send you a PDF.

EVALUATION CRITERIA:

The selection of semi-finalists as well as the finalist(s) shall be based on the following criteria:

1. **Community Support & Engagement:** Does the initiative have strong community support and will the community be engaged throughout the initiative?
2. **Community Benefit:** Will the initiative benefit current residents or businesses and help advance an inclusive, vibrant community?
3. **Creativity:** Does the initiative propose innovative uses? Does it inspire, and help people realize the assets of our surrounding communities?
4. **Feasibility:** Does the individual/team have the resources to carry out the proposal? Is the proposal achievable from a technical standpoint? How will the micro-grant impact the organization?
5. **Time and Capacity to Implement:** Does the individual/team have the time and capacity to implement the initiative? Are we likely to see the initiative come to fruition in a reasonable timeframe and is there a strong plan in place?

ANTICIPATED REQUEST FOR PROPOSALS SCHEDULE:

- January 16, 2019 | BNMC Spark RFP opens
- February 12, 2019 at 5:00 PM | Submission of Questions deadline
- February 15, 2019 at 5:00 PM | Answers posted on BNMC website (www.bnmc.org/spark)
- February 28, 2019 at 5:00 PM | Proposals due
- March 5, 2019 at 5:00 PM | Semi-Finalists announced
- March 15-21, 2019 | Semi-Finalists present initiatives to Advisory Panel
- March 28, 2019 | Awarded applicants announced

APPLICATION GENERAL INFORMATION

Proposal/Initiative Name:

Name of Organization Applying:

Contact Person	Organization (if applicable)
Address	City/State/Zip
Phone	Email
Type of Legal Entity (i.e. 501 c3, Corporation, etc.)	

Partner Organization Name (if applicable):

Contact Person	Organization (if applicable)
Address	City/State/Zip
Phone	Email
Type of Legal Entity (i.e. 501 c3, Corporation, etc.)	

Additional Team Members (if applicable):

Name	Email	Organization
Name	Email	Organization
Name	Email	Organization
Name	Email	Organization
Name	Email	Organization
Name	Email	Organization
Name	Email	Organization
Name	Email	Organization

APPLICATION BACKGROUND INFORMATION:

Have you applied for the BNMC Spark Micro-Grant Program before? Yes/No

If yes, please provide a short description of your previous proposal.

APPLICATION PROPOSAL OVERVIEW:

1. Please provide a written description of the initiative that you wish to implement or fund. Keep in mind that the Advisory Panel will be looking for proposals and organizations that showcase creative ideas and strategies to support partners and stakeholders of the neighborhoods surrounding the Buffalo Niagara Medical Campus. The description should include reference to where the initiative will take place, and how it will be implemented, financed, managed and maintained. Applicants will become completely responsible for maintaining the proposal past the grant schedule, if applicable.
2. What specific skills or experience does the proposal team have that will support the implementation of the proposal?
3. Were neighborhood residents involved in the planning of this initiative? How will residents be engaged throughout the initiative, and if applicable, after the grant period is over?
4. Describe how this proposal will support the BNMC key goals that were listed in the RFP Overview section.
5. Please provide a summary scope of work for the proposal, identifying important tasks that need to be accomplished and anticipated completion dates of those tasks, including the overall initiative’s completion date.
6. Are there committed or proposed funding sources in addition to this grant award? If yes, please describe, including the sources and uses of the funding.
7. Are there in-kind contributions as part of this proposal (staff time, etc.)? If yes, please describe.
8. What is the requested grant amount? The maximum amount that will be awarded is \$3,500.
9. Please complete the funding sources and uses table below.

Funding Sources		Funding Uses	
Source	Projected Amount	Expense Item	Projected Cost
Total		Total	

10. How will you determine success on your proposal? The success metrics can be qualitative or quantitative.
11. Please attach any Letters of Support from other community organizations located in the neighborhood where the initiative will be taking place.