

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

In Partnership with The Fruit Belt Community Land Trust



**April 23, 2021 | BNMC Spark RFP opens**

**April 30, 2021 at 5:00 PM | Submission of Questions deadline**

**May 7, 2021 at 5:00 PM | Answers posted on BNMC website [www.bnmc.org](http://www.bnmc.org)**

**May 21, 2021 at 5:00 PM | Proposals Due**

## ABOUT THE BNMC:

BNMC drives economic growth and development in Buffalo and Western New York by serving as a catalyst for innovation. Our work in creating quality public space throughout our 158-acre campus allows our member institutions focus on ground-breaking research and innovation in the fields of medicine, bioinformatics, and life sciences. The campus frequently serves as a test site for innovative new technologies in transportation, infrastructure improvement, and health and wellbeing.

BNMC nurtures innovation at its 120,000 square foot innovation center located at 640 Ellicott Street, a place where businesses of all types and stages in their development cycle can access the support and resources necessary to fuel their growth. In addition to its innovation center, BNMC manages a number of additional properties on the campus that are home to a number of companies in the field of scientific and other research.

**The work of the BNMC foregrounds collaboration, partnership and equitable economic growth and development.**

## ABOUT THE FRUIT BELT COMMUNITY LAND TRUST:

Fruit Belt Community Land Trust (FB-CLT), creating permanently affordable housing and generating community wealth through collective ownership of land in the historic Fruit Belt neighborhood. FB-CLT fosters democratic participation in community wealth building strategies, including affordable housing development, opt-in owner occupied rehabs, cooperative businesses and other values-aligned development, which build a community-controlled economy, strengthen the distinct qualities and historical character of the Fruit Belt, and serve the common good. The FB-CLT believes that 100% community control is paramount, as well as resiliency planning that prioritizes the retention of the neighborhood's distinct qualities and historical character. FB-CLT also values people and long-term stability of the Fruit Belt neighborhood over short-term growth and profits. The FB-CLT is committed to continuing to nurture the spirit of unity that has always existed in the Fruit Belt through the preservation of affordable housing and empowerment of residents as decision-makers. Lastly, FB-CLT champions development without displacement through the negotiation of community benefits agreements, collective ownership of land, proposing progressive public policies and reforms, as well as anti-displacement strategies and investment in locally owned and community-controlled businesses that meet the needs of the Fruit Belt.

## OVERVIEW:

The BNMC and the FB Land Trust are pleased to announce a Request for Proposals for BNMC Spark Micro-Grant Awards. The program will fund 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, the FB Land Trust and the local community. The BNMC's key goals include:

- Building an inclusive and collaborative culture of innovation that drives economic development and creates vibrant, healthy communities.
- Ensuring our district is attractive, welcoming, and accessible – a quality place to work, live, visit and invest in.

Preference will be given to proposals that **have more than one organization working together**, demonstrate strong community support, have strong community engagement plans, and contribute to advancing an inclusive, vibrant community. We will give priority to projects that take place within two square miles 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*
- *Social emotional health/mental health well-being*

## USE OF AWARD REQUIREMENTS:

**There is \$40,000 available to the community through this RFP. The maximum award amount for each project will be \$4,000**

We encourage applicants to submit proposals that can be completed with the amount of funding awarded through RFP, or that require the amount of funding requested to fill the final gap in existing funds raised elsewhere. The funds must be spent in 2021, however, proposals can be part of an overall initiative the goes beyond 2021.

Awardees agree to use any award granted through this RFP solely for implementation of its final proposal and agree to use reasonable effort to implement and maintain the project and allocate other any 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 process. Applicants will be able to consult with the BNMC for design assistance if selected to advance beyond the first round of submissions.

During the 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 to be available 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, continuing documentation will have to be provided throughout the implementation phase to track progress. A final grant summary will be required at the end of 2021.

## ELIGIBILITY:

Applicants must be 18 years or older 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: teams, community groups, for-profit companies, and non-profit organizations operating within a two mile radius of the campus are all encouraged to apply.

Although individuals may apply, the BNMC strongly 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. If you have questions, please submit them to [community@bnmc.org](mailto:community@bnmc.org) by April 30 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 May 7 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](http://www.bnmc.org/spark)
- Applications and supporting documentation can be submitted to:
- By email: [community@bnmc.org](mailto:community@bnmc.org)
- By mail to:

**Kyria Stephens**  
**Buffalo Niagara Medical Campus**  
 ATTN: BNMC Spark  
 640 Ellicott Street  
 Buffalo, NY 14203

## 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? 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? Is there a strong plan in place?

## ANTICIPATED REQUEST FOR PROPOSALS SCHEDULE:

All To be Determined but here is an example of last year's timeline

- April 23, 2021 | BNMC Spark RFP Opens
- April 30, 2021 at 5:00 PM | Submission of Questions Deadline
- May 7, 2021 at 5:00 PM | Answers Posted on BNMC Spark Website ([bnmc.org](http://bnmc.org))
- May 21, 2021 at 5:00 PM | Proposals Due
- June 4, 2021 at 5:00 PM | Semi-Finalists Announced
- June 11, 2021 | Semi-Finalists Present Initiatives to Advisory Panel
- June 18, 2021 | Awardees Announced

## APPLICATION GENERAL INFORMATION

**Proposal/Initiative Name:**

**Name of Organization Applying:**

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|-----------------------|-------------------------------------|
| <i>Contact Person</i> | <i>Organization (if applicable)</i> |
| <i>Address</i>        | <i>City/State/Zip</i>               |
| <i>Phone</i>          | <i>Email</i>                        |

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*Type of Legal Entity (i.e. – 501 c3, Corporation, etc.)*

**Partner Organization Name (if applicable):**

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|-----------------------|-------------------------------------|
| <i>Contact Person</i> | <i>Organization (if applicable)</i> |
| <i>Address</i>        | <i>City/State/Zip</i>               |
| <i>Phone</i>          | <i>Email</i>                        |

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*Type of Legal Entity (i.e. 501 c3, Corporation, etc.)*

**Additional Team Members (if applicable):**

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**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. Does your initiative have committed or proposed funding sources in addition to this grant award? If yes, please describe (include 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? *Please note that the maximum amount to be awarded will not exceed \$4,000.00.*
9. Please complete the funding sources and uses table below.

| Funding Sources |                  | Funding Uses |                |
|-----------------|------------------|--------------|----------------|
| Source          | Projected Amount | Expense Item | Projected Cost |
|                 |                  |              |                |
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|                 |                  |              |                |
| <b>Total</b>    |                  | <b>Total</b> |                |



10. How will you determine success on your proposal? *Please note that 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.