

Request for Application



City of Minneapolis
Health Department

Blueprint Approved Institute
February 12th, 2016

Proposals Due by: 4:00 p.m. Monday, March 7th 2016

February 12th, 2016

To prospective applicants,

Attached, is a Request for Application (RFA) for the second cohort of the “Blueprint Approved Institute.” (The Institute) The Institute helps a select number of organizations to build capacity through monthly training sessions on issues relevant to youth violence prevention and general organizational capacity.

As part of the institute, participating organizations will receive \$3,000 to support their participation in the training sessions as well as a \$3,000 micro-award to implement a youth-led, violence prevention project, for a total award amount of \$6,000. Selected organization will be eligible to send up to 3 individuals to participate in the cohort

There will be an in person pre- meeting on Monday February 22nd, 2016 at Hennepin County’s North Regional Library from 5:30pm-6:30pm. In addition, there will be a pre-proposal conference call on Thursday, March, 3rd 2016 at 12:30 p.m. Dial in at: 1-877-685-5350 and enter passcode: 612673355. Participation in one of the pre-conference session is not required, but it is encouraged for all organizations considering responding to this RFA.

If you plan to submit a proposal under this RFA, please send an email notification of intent to apply by March 1st, 2016. Applications **will** still be accepted if no email notification of intent was sent. Notification of intent to apply is non-binding and is for the sole purpose of planning for enough proposal review panel members. Email notification of intent to apply should be sent to Health@minneapolismn.gov with the subject line “YVP Blueprint Approved RFA 2016 Intent to Apply.”

The completed application is due no later than 4:00 p.m. on Monday, March 7th 2016.

Thank you for your consideration.

Sincerely,



Gretchen Musicant
Commissioner of Health

The Institute will have its kick-off meeting on March 22nd 2016 and will run through January of 2017.

Program Overview

\$30,000 will be available to fund 5 programs for the period of March 15, 2016 – January 31, 2017. 5 organizations will receive a total of \$6000; \$3000 will compensate organizations for staff time spent in the capacity building institute and \$3000 will support the implementation of the youth led project. Qualified organization include non-profit organizations, neighborhood associations, faith based organizations, business associations, and any other organization that serves the city of Minneapolis’ residents and businesses-within the eligible areas-who adhere to the program requirements and [meet City of Minneapolis contract requirements](#).

The institute consists of two sessions per month led by the City of Minneapolis and our partners focused on topics relevant to organizational capacity building. Session will consist of in person group meetings, one on one meetings, webinars and phone conferences. Some of the topics that will be covered are:

- Implementing evidence based practices
- Grant writing
- Program evaluation
- Financial management
- Developing a referral network
- Youth worker professional development
- Board organization and development
- Contract requirements for the City of Minneapolis

Key Dates:

RFA Released	February 12 st , 2016
Informational Meetings*	Feb. 23 rd 2016 5:30-7:00pm at North Regional Library March 3 rd , 2016 12:30pm-2pm Conference Call Dial in at: 1-877-685-5350 and enter passcode: 612673355
RFA Applications Due	March 7 th , 2016
Applicants will be contacted to schedule in person interviews on 3/11 and 3/14	
Grant Recipients Announced On or Before	March 16 th , 2016
Initial Institute Meeting	March 22 th , 2016 9:30-1:30

***Participation in the informational meetings/conference call is not mandatory, but strongly encouraged for everyone considering submitting an application**

Questions about this request for proposals (RFA) can be submitted via e-mail to health@minneapolismn.gov

**2016 City of Minneapolis Health Department
“Blueprint-Approved” Youth Violence Prevention Initiative**

Program Details

1. Background

The Blueprint-Approved Institute is an initiative from the Minneapolis Health Department that builds on the work done in past years for the “Blueprint-Approved Micro-grants.” This program works to address violence prevention among youth and within the community. The “Blueprint-Approved Institute” is designed to help organizations and individuals build capacity through educational sessions and through funds for organizations working to address the goals that are highlighted in the [City of Minneapolis’ Blueprint for Action to Prevent Youth Violence](#). The five goals of the Minneapolis Blueprint for Action to Prevent Youth Violence are:

- i.** To foster violence-free social environments
- ii.** To promote positive opportunities and connections to trusted adults for all youth
- iii.** To intervene with youth and families at the first sign of risk
- iv.** To restore youth who have gone down the wrong path
- v.** To protect children and youth from violence in the community

The Minneapolis Health Department believes that building the capacity of organizations and individuals working in violence prevention is an important task in order to increase the effectiveness of Minneapolis communities and residents to prevent and respond to youth violence. The Minneapolis Health Department also believes the programming provided by the organizations as part of the institute is critical because of its ability to provide youth with opportunities to engage in peaceful, prosocial activities and connect with positive adult leaders.

2. Eligibility and Program Requirements

In order to be considered eligible for the Blueprint-Approved Institute:

- Qualified organization include for-profit and non-profit organizations, neighborhood associations, faith based organizations, business associations, and any other organization that serves the city of Minneapolis’ residents and businesses-within the eligible areas-who adhere to the program requirements and [meet City of Minneapolis contract requirements](#).
- Organizations must work in areas relevant to youth violence prevention and view their work as violence prevention work.
- Organizations must work in communities that have been identified as high risk for crime and/or other socially undesirable behavior.
- Individuals who are interested in expanding their capacity to provide youth violence prevention services in a professional capacity are also encouraged to apply.

Any participating organization or individuals must be willing and able to:

- Commit one but no more than three staff members from the organization to participate in all training sessions (approximately 12 hours per month) for twelve months. Individuals should have sufficient management capabilities to make changes in their organization. **Individuals must maintain a 90% attendance rate. Participants will be allowed 3 absences. Any additional absences will result in a 10% deduction of grant funding.**
- Work on capacity building activities between training sessions.
- Share organizational documents with other institute cohort members, such as expense documents, board structure, mission, vision, and other documents as needed.
- Implement a summer youth violence prevention initiative

3. Funding and Appropriate Expenses

Organizations will receive a total award amount of \$6000. This award will be broken down into two parts: \$3000 will be paid to compensate organizations for staff time spent in the Blueprint-Approved Institute training and \$3000 will be given for funds for a youth violence prevention micro-grant to implement a youth project.

Funds paid out for the youth violence prevention micro-award may be used for: materials, supplies, printing, copies, food, education dissemination, salaries, outreach expenses, and other items that have been agreed to—and outlined—in the budget document that will be written as part of the Blueprint Approved Institute. Ineligible costs include: purchase of equipment like computers, monitors, printers, fax machines, telephones, or similar equipment; activities that occur before the execution or after the expiration of the program; or any activity that does not serve to further the goal of “Blueprint Approved” Youth Violence Prevention Initiative while positively engaging with at-risk youth in Minneapolis.

4. Payment

Organizations will be compensated for their time spent at trainings for the capacity building institute. Organizations will be provided monthly payments of \$250 per month for a total of \$3,000. Full completion of all training is required for full payment. Amounts received will be reduced for missed training, in proportion to the amount of time missed. Invoices should be submitted monthly for timely payment.

All funding provided for youth projects will be provided as reimbursement for actual costs and expenses incurred in the conduct of the organization’s project. Organizations may request up \$1,500 in advanced funding at the start of the project to cover necessary start-up costs. All costs, including those covered with any advanced funding, must be documented and accounted for by the organization. Organizations receiving funding must be able to provide the City with receipts for all purchases made with grant funds as well as evidence of staff time requested under this grant.

5. Evaluation Criteria

Applicants participating in the Blueprint-Approved Institute will be considered based on the organization, the individual(s) participating in the training, and the expected benefit from participation. The specific criteria for each category are outlined in detail below:

1. The Organization
 - Organization’s experience and strengths in working with youth at risk of involvement with violence in Minneapolis
 - Organization’s vision and/or philosophy to reduce youth violence, with clear description of intended outcomes and activities to achieve outcome
 - Demonstrated ability to implement youth focused project.
2. The Individual(s)
 - The individual has sufficient organizational power to implemented the changes in organization
 - The strength of the individual’s personal/professional experience related to youth violence prevention
 - The alignment of the individual’s vision with the goals of the Blueprint
3. The Intended Benefit of Participation in the Institute
 - Organizational needs aligned with intended trainings provided by Blueprint Approved Institute
 - Clear statement of how involvement in the institute will help the organization and individuals to

better meet their goals.

6. Application Instructions

A maximum of six (6) pages can be submitted for review by the City of Minneapolis. Please note that the applicant's cover sheet and supplemental materials will not be counted toward the page limit. The application MUST detail the names of all persons applying; the applicant's location and general contact information; a LIST OF ALL primary contact(s); and answers to application questions.

Completed Blueprint Approved Institute applications are due no later **than Monday March 7th**, 2016 at 4:00 P.M., via email to health@minneapolismn.gov

Paper and mailed applications will not be accepted; please do not mail or drop them off to the City of Minneapolis office. It will not be accepted.

Please complete the application and email it to:
Subject Line: Blueprint Approved Institute RFA
health@minneapolismn.gov

Application – Cover Sheet

Please complete the following information related to your organization and the people from your organization who are applying

Organization Information	
Name of Organization:	
Organization address:	
Phone:	
Website:	
Mission Statement:	

(We encourage you to have more than one person from your organization participate)

Name of Applicant #1	
	Title:
	Phone:
	Email Address:
Name of Applicant #2	
	Title:
	Phone:
	Email:
Name of Applicant #3	
	Title:
	Phone:
	Email Address:
How many people are on your board?	
For how many years has your organization been in operation?	
What is the primary geographic area you serve?	
What was your annual budget for 2015?	

<p>How many full time and part time employees are at your organization?</p>	
<p>Please copy and paste your mission statement in the space to the right</p>	

Application Questions

Please answer the questions below. Each section should be no more than two pages double-spaced. Please note that additional attachments (resumes, program materials) will not be counted towards the page limit.

Please note

Only one application per organization will be accepted. However, we recommend 2-3 participants per organization to the Institute. If more than one participant from the organization plans on participating, the questions marked with asterisks (***) below need to be answered by each applicant.

Please consider the five areas of the blueprint when answering

- i. To foster violence-free social environments
- ii. To promote positive opportunities and connections to trusted adults for all youth
- iii. To intervene with youth and families at the first sign of risk
- iv. To restore youth who have gone down the wrong path
- v. To protect children and youth from violence in the community

Section 1

Please provide information about your organization

1. How do you as an individual or your organization fulfill its goal to prevent or reduce the impact of youth violence in Minneapolis? If you currently operate under a vision and mission statement please include it in this section. If not, please describe the philosophy your organization uses in its youth violence prevention approach.

Answer (max 750 words)

2. Please share an example of current or past efforts that your organization has lead or participated in related to youth violence prevention. In this section please describe your youth violence prevention programs and/or how your organization interacts with youth at risk of involvement with violence.

Answer (max 750 words)

Share information about the Individual/s applying to participate in the BP Approved Institute.

1. Please explain your commitment to youth violence prevention as individuals. In this section you may include the number of years you have committed to addressing youth violence. This could include employment, volunteer, board membership and any other relevant experience related to youth violence prevention efforts. **** Please also include any relevant personal experience that compels you to work on the issue of youth violence prevention.

Answer for Applicant #1 (max 750 words)

Answer for Applicant #2 (max 750 words)

Answer for Applicant #3 (max 750 words)

2. Please share any professional goals you have as well as goals related to youth violence prevention. How will participation in the institute help you to achieve these goals? ****

Answer for Applicant #1 (max 750 words)

Answer for Applicant #2 (max 750 words)

Answer for Applicant #3 (max 750 words)

- 3.** Please share your personal philosophy on youth violence prevention. This section could include information about how you engage with youth, what motivates you to do this work, what needs to change to improve youth violence prevention outcomes or any other relevant information about your personal approach to youth violence prevention.

Answer for Applicant #1 (max 750 words)

Answer for Applicant #2 (max 750 words)

Answer for Applicant #3 (max 750 words)

Capacity building needs

1. Please describe how participation in the Blueprint Approved Institute will benefit you. This section should include skills you hope to improve such as: budgeting, grant development, organizational structure and use of evidence based practice.

Answer for Applicant #1 (max 750 words)

Answer for Applicant #2 (max 750 words)

Answer for Applicant #3 (max 750 words)

Additional Information

Please attach any program materials that would help the selection committee better understand your work. This could include brochures, newspaper articles, presentation outlines/PowerPoints, etc.

If you need this material in an alternative format please call the Minneapolis Health Department at (612) 673-2301 or email health@minneapolismn.gov.
Deaf and hard-of-hearing persons may use a relay service to call 311 agents at (612) 673-3000.
TTY users may call (612) 673-2157 or (612) 673-2626.
Attention: If you have any questions regarding this material please call 311 or (612) 673-2301;
Hmong - Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 311 or (612) 673 3000;
Spanish - Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 311 or (612) 673 3000;
Somali - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 311 or (612) 673 3000.