



*Rotarians Helping Youth Improve Their Community*



## **Request for Proposal 2010**

### **Project Background:**

The Youth Community Development Team is a joint project of the Rotary Club of Harrisburg, Leadership Harrisburg Area, the Harrisburg School District and Bishop McDevitt High School. It was founded in 2004 with help from the Foundation for Enhancing Communities, the United Way of the Capital Region, the Patriot News and many dedicated volunteers.

Each year, approximately 35 high school juniors and seniors from Harrisburg schools are selected to participate in the 9-month YCDT program. The program encompasses leadership development, community service, involvement and community support. The students identify an area of need in the community and raise funds to make an annual grant to a program that addresses the needs.

The YCDT students have selected the area of "Access to Employment and Employment Support" as their focus for 2010. Non profit organizations in the Harrisburg Area or serving Harrisburg Area residents are invited to apply for a \$6,000 one time grant for programs and activities that target people who are unemployed; specifically, those who are heads of households, have been laid off or let go due to corporate downsizing, and/or have experienced long-term unemployment and difficulty finding a job.

The students have identified the following activities as "high priority" ~ multi-faceted and stepped programs; hands-on support and mentoring; job training services for new skills in areas of employment opportunity; job training services that provide retraining and basic skills; and programs that provide assessments of the job seeker's skills and aptitudes.

The students are looking to fund a program that has a proven track record of success in this area and can demonstrate measurable outcomes and impacts such as: number of successful job placements and rate of job retention; creation of stable environments for the unemployed; and demonstration of new skills on the part of the unemployed.

Consideration will be given to organizations and programs that:

- Have received their 501(c)3 IRS Determination
- Provide services in the Harrisburg Area
- Demonstrate a successful program track record
- Demonstrate measurable and achievable outcomes
- Demonstrate reasonable program to administrative cost ratios
- Demonstrate fiscal sustainability
- Provide volunteer opportunities for YCDT students and Rotary Club of Harrisburg members

### **Total Grant Funds Available:**

\$6,000

**Grant Deadline:**

A full application including all attachments must be received by the Rotary Club of Harrisburg no later than March 5, 2009. Please see page 3 for full application details.

**Grant Review Process:**

YCDT students, their advisors and the YCDT volunteer coordinators will review all applications and attachments and make recommendations for funding. Recommended organizations may be required to attend a YCDT meeting to make a brief presentation and answer questions. Please save the date of April 13, 2010 between the hours of 9:00 - 11:00 AM if you are chosen to be interviewed.

**Term of Grant Award:**

This is a ONE-TIME grant award. Funds will be issued during a regularly scheduled meeting of the Rotary Club of Harrisburg, date TBD. Grant recipient must attend the specified meeting in order to receive the funds.

**Application Detail:**

**One original complete application with all required attachments and 30 copies of the NARRATIVE ONLY must be returned by March 5, 2010 to:**

**YCDT Class of 2010  
The Rotary Club of Harrisburg  
22 South Third Street, 6<sup>th</sup> Floor  
PO Box 11587  
Harrisburg, PA 17108**

Questions may be directed to Una Martone at 213-5035.

An electronic version of the application may be found at [www.hbgrotary.org](http://www.hbgrotary.org) and [www.leadershipharrisburg.org](http://www.leadershipharrisburg.org)

Applications should include the following:

- 1) Brief cover letter on organization's letterhead signed by Executive Director and Board Chair
- 2) Application Summary Sheet (provided)
- 3) Application Narrative – 5 pages maximum, 12 point font, 1 inch margins on all sides
  - a. Description of the applicant organization including mission statement, overview of services provided
  - b. Brief description of proposed program or activity
  - c. Documentation of need
  - d. Expected impact/program outcomes
  - e. Program/activity evaluation criteria
  - f. Other sources of committed funding and plan for program sustainability after the grant funds are used
  - g. Ways in which YCDT students and Rotary Club of Harrisburg volunteers may get involved
- 4) Attachments
  - a. Completed project budget using the form provided
  - b. Organizational or departmental budget
  - c. A complete board list including affiliations
  - d. Summary of agency staff qualification of those involved with the project
  - e. Two letters of support
- 5) ONE COPY OF THE FOLLOWING:
  - a. Current copy of the organization's 501(c)3 letter
  - b. Certificate of registration with the PA Bureau of Charitable Organizations, if applicable
  - c. Most recent audited financial statements

**PLEASE DO NOT STAPLE OR PERMANENTLY BIND YOUR APPLICATION OR INCLUDE SUPPLEMENTAL MATERIALS. PAPER CLIPS AND OTHER BINDER CLIPS ARE ACCEPTABLE.**

2010

**Application Summary Sheet  
Rotary Club of Harrisburg/Leadership Harrisburg Area  
YCDT Class of 2010**

Please type responses.

Organization Name

Address

City State Zip

Website

Contact Person Title

Email Telephone

Name of Program or Activity

Term or Duration of Program or Activity

Total Project Budget Amount of this Request

Brief Project Description

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Geographic Area Served by Project

Primary Target Population

Name of CEO or Executive Director

Name of Board President or Board Designee

Signature of Board President or Board Designee

Date



The Rotary Club of Harrisburg  
22 South Third Street, 6<sup>th</sup> Floor  
PO Box 11587  
Harrisburg, PA 17108  
[www.hbgrotary.org](http://www.hbgrotary.org)



**Program/Activity Budget**

Organization Name:					
Is this program or activity included in your current organizational budget?    Yes            No					
		YCDT Requested Funds	Other Income Amount		Total Program/Activity Budget
<b>PERSONNEL</b>					
Salaries					
Payroll Taxes					
Fringe Benefits					
Contractual Workers					
Other					
<b>Subtotal Personnel</b>					
<b>PROGRAM EXPENSE</b>					
Rent/Mortgage					
Utilities					
Telephone/Communication					
Insurance					
Office Supplies					
Program Supplies					
Maintenance Supplies					
Postage & Delivery					
Professional Services					
Training & Development					
Consultant Fees					
Travel					
Printing/Copying					
Equipment					
Other					
<b>Subtotal Program Expense</b>					
<b>Grand Total</b>					

