

Eckington Civic Association

Request for Initial Concepts (RFIC) for Small Grants 2022

Deadline: Noon EDT Monday, March 14

1.0 Overview, Purpose, and Funding Levels

The Eckington Civic Association (ECA) is a membership organization that promotes the civic welfare of Eckington, a community in northeast Washington, D.C.

The ECA is requesting initial concepts for programs, projects, or activities that will serve Eckington residents. The ECA will consider concepts for projects within the following categories:

- **Improving the environment and health** – environmental, sustainability, or health programs, projects, or services that improve the quality of life for Eckington residents
- **Promoting community engagement** – programs or projects supporting community engagement and/or providing opportunities for neighbors to connect with each other
- **Supporting our youth** – programs offering skill building, education, mentorship, civic engagement, or other community-building activities for Eckington youth
- **Enhancing traffic, biking, & pedestrian safety** – educational or other programs promoting safety on Eckington’s roads and sidewalks

The ECA will award grants in two tiers:

- Tier 1: \$200-\$500
- Tier 2: \$501-\$1000.

As noted in Section 4, applicants can submit a “scalable” project for consideration, indicating what may be possible with a Tier 1 grant, and additional impact that could be achieved with a Tier 2 grant.

The ECA expects to award up to \$3,000 in total grants through this opportunity.

2.0 Exclusions

The ECA will NOT fund political campaigns or lobbying/campaigning activities.

3.0 Award Process and Timeline

The award process will follow the following process and timeline:

- 1) This is a call for *initial* concepts, which will describe the proposed approach and provide a brief overview of the timeline and budget anticipated for implementation. **Initial concepts will be due no later than March 14 at noon Eastern.** (Further submission directives appear in section 4.)
 - a. Questions from interested candidates should be sent to eckingtoncivic@gmail.com, with subject line “Questions – ECA 2022 RFIC” and received no later than March 4 at noon Eastern. The ECA will endeavor to respond to all questions by March 8 and will post an aggregated Q&A on the website at that time.
- 2) Upon closure of the concept submission window on March 14, the ECA will then conduct an initial evaluation of concepts to identify the candidates who will be invited to submit a formal proposal in the form of a short “pitch” presentation to members at the April ECA meeting.
- 3) The ECA expects to issue invitations for pitch presentations by approximately March 21. Those not invited will also be informed around this time.
- 4) Candidates invited to offer a pitch will prepare a presentation for ECA members, to be delivered at the April 11th ECA meeting (7:00 – 8:30 p.m.).

4.0 Submission & Eligibility Criteria

A. FORMAT AND CONTENT

PLEASE NOTE: FAILURE TO FOLLOW ALL FORMAT, CONTENT, AND ELECTRONIC SUBMISSION REQUIREMENTS WILL DISQUALIFY THE PROPOSAL.

Concepts should be submitted electronically and be no longer than 4 pages (with section limits noted below), Calibri font size 12, with a minimum of one-inch margins. Concepts must include the information listed below, and respondents may include other pertinent information as appropriate.

Submissions must include the below sections, which address the following:

- a) **Concept summary (1 page limit).** Please describe the proposed program/project. This should also describe the anticipated impact of the program, including any proposed key performance indicators (KPI) (i.e., a verifiable outcome or milestone which will confirm the program has achieved its objectives.) As noted above, applicants can propose a scalable activity; if this is the case, please distinguish between KPIs for the Tier 1 budget and the Tier 2 budget.
- b) **Budget (1/2-page limit per budget).** Please include a high-level budget in table format, including salaries, direct costs (e.g., travel, food, permits, etc.). If proposing a scalable project (i.e., one which could take place with a \$200 - 500 budget or scaled to have additional impact with a \$501 - \$1000 budget), please provide two budgets.

- c) **Implementation plan and timeline (1 page limit).** Please provide a short narrative describing how you will implement the program, including a timeline and key milestones.
- d) **Organizational background and experience (1/2-page limit).** Please briefly describe your organization (if applicable) and experience or qualifications related to the proposed grant activities.
- e) **Assumptions and Risk (table, 1 page limit).** Please provide a four-column table (see example below), listing any assumptions or requirements over which you have limited control which could affect your ability to complete the proposed program/activity (e.g., permits, COVID, etc.) Please assess the degree of the risk/potential impact, the likelihood, as well as any steps you plan to take to limit that risk, or to respond in the event it occurs. Note: Proposals with “high” risk will not be penalized. We want to understand that you have thought about the risks and have plans to prevent or mitigate them.

Assumption/Risk	Likelihood of risk (low, medium, high)	Possible degree of impact	Prevention/Mitigation
e.g., rain could impact planned event	Moderate	High	Plan the event for a warmer month at outdoor space with a partial roof
e.g., program depends on permit from x	Low (agency is very likely to approve)	High	We will apply early and refrain from any other expenditures until approval is secured. If necessary, we can delay implementation until permit received.

Concepts should be emailed to eckingtoncivic@gmail.com with the subject line “ECA Grant Concept,” followed by your organization’s name. All initial concepts should be submitted no later than noon EDT on March 14.

B. QUERIES DURING THE PROPOSAL PROCESS

Respondents may submit queries regarding the proposal process. Any queries should be directed to eckingtoncivic@gmail.com, with the subject line “Questions – ECA 2022 RFIC”.

The ECA will collect queries until Noon Eastern Standard Time on March 4. The ECA will share all questions and responses for the benefit of respondents on the ECA website: <https://eckingtoncivicassociation.com/>. The ECA aims to reply to all questions by March 8.

C. EXPECTATIONS IF FUNDED / METRICS AND REPORTING

The ECA will not impose onerous reporting requirements but expects that grantees will provide periodic updates on progress and milestones, including any significant adjustments to the timeline, and will submit a short final report describing performance against key metrics and performance indicators (e.g., residents engaged, impacts achieved, etc.) indicated in their proposals.

Grantees must track all expenses and receipts and will submit brief financial reports aligned with the approved grant budget.

5.0 Evaluation Criteria

Concepts will be assessed against the following eligibility criteria. Any concepts not meeting these requirements will be disqualified.

- 1) Concept includes all required sections
- 2) Concept submitted by the timeline
- 3) The proposed activity or program will serve Eckington residents

Eligible concepts will be evaluated according to the following criteria:

Criteria	Points (out of 20)
Widely accessible. While programs may target a particular demographic among Eckington residents (e.g., youth, low-income residents), they should be accessible to all Eckington residents of that demographic.	4
Alignment with ECA and grant objectives. Promotes equity within Eckington, fills urgent needs, serves an underserved population, or brings new or bolstered amenities and services to Eckington residents.	5
Feasibility. The proposed program, implementation plan, and timeline are feasible and realistic. The applicant has thought through key assumptions and has identified appropriate strategies and steps to mitigate any risks.	5
Sustainability or durability of impact.	3
Experience/qualifications. The organization or individual applying has the necessary experience or qualifications to successfully implement the proposed project.	3