



## NEWTOWN-SANDY HOOK COMMUNITY FOUNDATION, INC.

P.O. BOX 194 | NEWTOWN, CT 06470 | NSHCF.ORG

### **REQUEST FOR PROPOSAL (RFP) Sandy Hook School Support Fund**

April 7, 2014

The Newtown-Sandy Hook Community Foundation, Inc. (the Foundation) is soliciting grant applications for its first round of grant making in 2014 from the Sandy Hook School Support Fund (the Fund). For this round, the total amount available for grants of this type is \$40,000. Given the Foundation's limited resources, it is anticipated that grants to individual organizations will range between \$5,000 and \$10,000. However, grant awards may vary depending on the scope and type of project. For information about the Foundation, the Fund, or the process for determining community needs, please see the attached report.

We are encouraging proposals that support the following;

- **Expansion of public education and training** that will help those that come into contact with adults and young people (i.e. community members, parents, school personnel, clergy, medical professionals) to identify, understand and respond to signs of trauma, mental health concerns and/or address barriers that keep those who need mental health services from accessing them. Examples include Mental Health First Aid and programs that educate the community and reduce the stigma of a mental health concerns. Programs should be:
  - Targeted to maximize impact. Please specify the target population(s) for your public education and/or training program;
  - Evidence-based or have a demonstrated track record with data to support effectiveness;
  - Either provide training to a large number of individuals or fund training trainer(s) within the Newtown community who can provide ongoing training to community members even after the funding period.
- **To develop, strengthen or expand therapeutic programs/interventions** that assist with the recovery from those impacted by the tragedy at Sandy Hook Elementary School. Examples include programming in non-traditional therapies in order to provide comfort and relief from symptoms of trauma.
  - Applicants should provide data that supports the likely effectiveness of the proposed initiative to support trauma recovery for individuals (adults and/or children).

The Fund will not provide grants for individual counseling services.

#### **Application Process**

To be considered for funding, we ask that you submit a two-three page proposal based on the attached guidelines. **Proposals must be submitted by the deadline of 5:00pm on**



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**May 9, 2014.** Electronic submission is strongly encouraged.

**How Grant Decisions Are Made**

Each proposal is evaluated with respect to available dollars and alignment with our priority areas for this round. During the review process, staff or committee members may initiate contact with an organization if additional information is needed or if a site visit is requested. After careful review members of the Distribution Committee of the Fund will make recommendations to the Foundation's Board of Directors for final approval. Applicants will be notified by e-mail of grant decisions. Final grant decisions will be made in late May.

For more information about The Newtown-Sandy Hook Community Foundation, additional copies of these materials or questions about this grant opportunity please contact Jennifer Barahona, Executive Director by email ([jbarahona@nshcf.org](mailto:jbarahona@nshcf.org)) or phone (203-460-0687).



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**SANDY HOOK SCHOOL SUPPORT FUND  
Grant Application Guidelines**

Please prepare a two-three page proposal that includes the following:

1. Name and address of organization, including telephone, fax, email, name and title of Executive Director (or equivalent) and the name and title of the contact person for this application.
2. A brief description (1-2 paragraphs) of the organization's mission, primary programs and services and the results have you achieved for the people you serve in the past three years.
3. The specific purpose for which funds will be used (1-2 sentences) including the total cost of the project and the amount you are requesting. Please include a line item income and expense budget, in-kind, and cash support.
4. Description of the project including specific results you are committed to achieving. What will be the primary benefit to the participants as a result of your program? Please be very specific about the level of change that will constitute success. (By results we ask that you not focus on your activities or services, but rather, what people gain from them. For example, 85% of training participants will report gains in their knowledge of how to identify someone with mental health issues based on a pre and post-survey.)
5. Description of the method or approach you will use to achieve these results. Please let us know why you choose this approach and what evidence supports using it.
6. A description of how you will document your results.
7. Indicate if the project will continue at the end of the grant period. If so, how will it be sustained?
8. Indicate if the organization has applied for other sources of funding for this project. If so, how much was requested and what is the status of the application(s)?

Attachments

Include the following additional information for your organization or the organization that will serve as your fiscal agent with your application.

- Project budget (income and expenses, including names of other funding sources)
- Current and most recent year's annual operating budget for the organization (income and expenses)
- Most recent audited financial statements
- IRS 501(c)(3) ruling letter
- Signed Certificate of Non-Discrimination (attached)
- Letters of agreement **if** this is a collaborative proposal (not letters of support)



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**CERTIFICATE OF NON-DISCRIMINATION\***

**The governing board of \_\_\_\_\_ maintains the following policy of non-discrimination:**

1. No person is excluded from agency programs or benefits because of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law.
2. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law with regard to hiring, assignment, promotion or other conditions of staff employment.
3. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law on the agency’s governing body.

I certify that the practices of this organization conform to the policy of non-discrimination stated above.

\_\_\_\_\_  
Typed or printed name of President or Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President or Authorized Official

\*The Newtown-Sandy Hook Community Foundation will not knowingly support organizations, projects and programs that discriminate in their employment practices or delivery of programs or services on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law. We therefore require that all grant applicants submit a signed Certificate of Non-Discrimination confirming compliance with all applicable local, state and federal anti-discrimination laws.