

Request for Proposals: Funding for Safe Sleep in Northern Michigan

Made possible by:



Overview:

As a recipient of grant dollars from the Michigan Children's Trust Fund, the Traverse Bay Children's Advocacy Center and its local council must commit to raising awareness and providing support around the issue of safe sleep in Grand Traverse, Kalkaska, and Leelanau counties. In accordance with this requirement, the Local Council for this region is requesting proposals from nonprofit organizations that wish to purchase and distribute safe sleep materials in their area as well as educate community members about safe sleep practices.

Goals and Objectives of Project:

The purpose of this project is to grant safe sleep funds to nonprofit organizations with the capacity to carry out safe sleep education and distribution of resources to infant caregivers within Grand Traverse, Kalkaska, and Leelanau counties. Successful proposals should include plans for purchasing materials (i.e. safe sleep sacks, pack and plays, etc), as well as delivering face to face education to those receiving materials.

Eligibility:

Nonprofit organizations serving Grand Traverse, Kalkaska, or Leelanau counties that provide safe sleep programming to infant caregivers may apply for these funds. Proof of 501(c)(3) status must be included with proposals.

Amount and Length of Award:

The TBCAC's Local Council will be dedicating \$1,800 to this project overall. This amount will be divided among each of the three counties (Grand Traverse, Kalkaska, and Leelanau), allowing up to \$600 to be granted per organization. This is a one time mini-grant, 100% of which must be spent within a 5 month period.

Timeline (2016):

March 11th - Proposals are due.

March 25th - Final decisions are made by local council and applicants are notified.

August 19th - All materials must be purchased and distributed.

September 2nd - All grant reports, receipts, etc. must be submitted.

Budget Information:

In creating the budget that should accompany your proposal, it is important to keep in mind that 100% of funds must be used for purchasing safe sleep *products*. Funds may not be used to pay staff, reimburse mileage, etc. Thus, receipts for all purchases must be obtained, saved, and submitted as a part of the reporting process.

Grant Reporting Requirements:

Because the goal of this project is to promote safe sleep awareness and education in Grand Traverse, Kalkaska, and Leelanau counties, it is important that grantees are able to make contact with recipients of safe sleep materials. In order to evaluate this process, grantees will be required to submit a report that includes information surrounding the recipient's county of residence, what interaction/education took place, how materials are being used, etc. Grantees are expected to illustrate their evaluation and reporting plans as a part of their proposal submission.

Deadline/Review Process:

Proposals for safe sleep funds must be submitted **no later than Friday, March 11th at 5pm**. Proposals will be reviewed by the TBCAC Local Council and **final decisions will be made by Friday, March 25th**.

Contact Information:

All proposals should be submitted electronically to hrodriguez@traversebaycac.org. If you have questions regarding this request or about the project, please feel free to contact Hannah Rodriguez, TBCAC Prevention Coordinator, at (231) 929-4250 or at the above email address.

Application Checklist:

___ Narrative (2 page limit)

- Organization information
 - Describe the organization's history, mission, and goals.
 - Describe the specific program or individuals that will be involved with this project (include the primary project contact and their information).
- Purpose of Grant
 - How will this grant be used within the context of the organization's overall mission?
 - What are the overall goals for this grant and how will you reach these goals?
 - What activities will be involved with this grant and who will carry them out?
 - How will this grant impact or improve safe sleep work that is already being carried out by your organization (if applicable)?

- Evaluation/Reporting
 - What will serve as your criteria for success with regard to this grant?
 - How will you document, evaluate, and measure your impact?
 - How will this evaluation translate into your grant report?

___ Budget

- What is the total amount being requested (up to \$600)?
- If applicable, describe how purchases from these funds will be distributed amongst the specified counties (Grand Traverse, Kalkaska, Leelanau).
- Description of materials that will be purchased using these funds (type, amount, quantity, etc).

___ Copy of 501(c)(3) status