



2010 Champion Neighborhoods Submission Requirements

Format and Date: No longer than 10 pages, not including attachments to talia@ppnd.org no later than 5pm, December 7, 2009. Full proposal should be sent in Word format, with attachments as PDF.

Submissions for 2010 investments should include the following attachments:

- Cover letter with signatures from Executive Directors of all participating organizations.
- Completed checklist for all participating organizations that Minimum Threshold Criteria have been met. *The lead organization which is identified will be responsible for collecting this information and ensuring that each participating organization meets these criteria.*
- 2010 budget, including needs for implementation of new collaborative structure(s).

Full proposal should include the following:

1. Overview of objectives/priorities for multi-neighborhood service delivery system that answers: *Where?* (neighborhoods will be served) *What?* (services/programs will be delivered) *Who?* (which organizations will serve and what populations will be served) and a brief explanation of how this approach will benefit your community.
2. In addition to the 2010 budget (above), estimate of funding needs beyond 2010 (through 2011 or 2012) that will sufficiently support the neighborhood outcomes you desire. Include technical assistance needs for organizational capacity.
3. 2010 work plan that describes the next steps that will be taken to implement the objectives (above) and answers: *How?* Organize by quarter. Describe responsibilities by organization/staff member. Refer to budget.
4. Description of the multi-neighborhood strategy proposed (or begun) for effective community engagement with residents, CBOs, and others, across neighborhood lines, to ensure active involvement and equitable representation of all members of community in decision-making and to address shared concerns.



2010 Minimum Threshold Criteria Guidelines

Minimum Threshold Criteria

In order for your 2010 proposal to be reviewed and considered for funding, *each participating organization* in the designated corridor area should meet each of the following criteria. **The lead organization which is identified will be responsible for collecting this information from each organization and keeping it on file for PPND review.** If you have any questions about your eligibility to apply, please contact us prior to preparing an application.

Basic Financial Documentation

In order to determine that applicant organizations have basic reporting and financial processes in place, please submit the following:

- Copy of current, un-audited financial statements from 2009 (Balance Sheet, Statement of Activities and Budget vs. Actual Report through October 31, 2009)
- 2010 Budget
- Evidence that all taxes (including property and payroll) are current (contact PPND with questions)
- Copy of IRS Form 990 from 2008
- 2009 PA Charitable Organization Registration Statement – [form BCO-10](#)
- IRS 501(c)(3) Determination Letter (if not already on file at PPND)

Serving Low- to Moderate-Income Communities

CDCs should identify the census tract(s) in which they are conducting activities. To meet this requirement, the CDC should conduct activities in at least one low/moderate-income census tract. Staff will confirm the census tract(s) are currently designated low/moderate income by the [Federal Financial Institutions Examination Council](#).

Compliance with PPND Contracts and with Contracts held by PPND Partners

At time of application, applicants should be in compliance with PPND partners' contracts (i.e., Main Street and Elm Street contract – administered by the URA, and ACCBO contract – administered by the Department of City Planning) if applicable. Those currently funded by PPND should be in compliance with their PPND contract at the time of application.

Community Representation

As part of your application for 2010 funding, please describe how your organization is representative of the neighborhood or geographic area you serve. It is essential for grantees to show that they are representative of the community according to PPND's definitions in order to be considered for funding.

PPND prepared the following "menu" of definitions of community representation based upon input during the fall of 2007 from Pittsburgh's community development stakeholders and practitioners. If you meet one of the definitions, describe it according to the following instructions. In the "Who you are" section of the Full Proposal Guidelines, please identify the option that best describes your organization and describe in a narrative or bulleted list limited to 250 words. Please submit the necessary verifications as attachments to your proposal. Feel free to contact a program officer with any questions you have about these definitions.

OPTION #	DESCRIPTION	VERIFICATION
1	<ul style="list-style-type: none"> • Member-based organization with the members voting to approve board members who are residents, business owners or property owners from the neighborhood. • Regular communication from organization to community and system in place to vet proposals and voice concerns. 	<ul style="list-style-type: none"> • Member database, meeting minutes of most recent board election, list of board members with affiliation (resident, property owner, etc.) • Sample newsletters or other means of communication with community. • Description of proposal/concern system (open public meetings)
2	<ul style="list-style-type: none"> • Board of directors comprised of more than 50% neighborhood residents, property owners, and business owners. • Regular system of communication from organization to community and system in place to vet proposals and voice concerns. 	<ul style="list-style-type: none"> • Board list with affiliation and address. • Sample newsletters or other means of communication with community. • Description of proposal/concern system (open public meetings, etc.)
3	<ul style="list-style-type: none"> • Neighborhood residents and/or business/property owners participate in committees or task forces directing your organization's work. • Regular system of communication from organization to community and system in place to vet proposals and voice concerns. 	<ul style="list-style-type: none"> • Committee lists with affiliation and address for each member. • Sample newsletters or other means of communication with community. • Description of proposal/concern system (open public meetings, etc.)

PPND Minimum Threshold Criteria Checklist

(Submitted to PPND with Proposal)

	ORG #1	ORG #2	ORG #3	ORG #4	ORG #5
FINANCIAL DOCUMENTS					
Balance Sheet					
Statement of Activities					
Budget vs. Actual Report (through 10/31/09)					
2010 Budget					
Evidence that all taxes are current					
IRS Form 990 from 2008					
2009 PA Charitable Organization Registration Statement					
IRS 501 (c) (3) Determination Letter					
SERVING LOW-TO-MODERATE-INCOME COMMUNITIES					
COMPLIANCE WITH PPND CONTRACTS AND WITH CONTRACTS HELD BY PPND PARTNERS					
	OPTION #	OPTION #	OPTION #	OPTION #	OPTION #
COMMUNITY REPRESENTATION					

*The lead organization should collect and retain all verifications for the above on file for PPND review