



2010 Proposal Guidelines Neighborhood Revitalization (Requests Outside the Target Areas)

Category Description

In 2010, PPND will be focusing 75% of its investments within the following four Target Areas: East End (Bloomfield, East Liberty, Friendship, Garfield, and Lawrenceville); Greater Uptown (Uptown and portions of Oakland and Hill District); Allegheny City (Allegheny West, Central Northside, East Allegheny/Historic Deutschtown); and South Hilltop neighborhoods. The remaining 25% of our investments will be spent outside of these areas. All organizations engaged in neighborhood improvement outside the corridors described above may apply for funding by following the guidelines contained within this document. Decisions regarding applications received will be made by PPND's Investment Committee based on the criteria at the end of this document. Grant requests will be competitive and award amounts made will be moderate.

PPND's Priorities for Funding

Proposals will be accepted from Community Development Organizations and/or Community Based Organizations within the city of Pittsburgh for either activities or geographies not represented by a proposal from a multi-neighborhood CDC within the four Target Areas described above.

To be considered for funding, CDCs and CBOs must meet Minimum Threshold Criteria (next page).

To be competitive for funding, CDCs and CBOs should describe programs that address one or more of the following activities:

- Investments in the physical environment through neighborhood planning, development, or greening strategies;
- Commercial development services to improve business mix and district vitality;
- Community engagement and resident leadership development;
- Services that meet community needs such as health/wellness, education, employment/economic opportunity, and public safety;

Applicants should have active, supportive partnerships with other neighborhood-serving agencies and should direct their programming in response to relevant community plans and market realities. Only those proposals with very high scores in Proposal Scoring System (final page) will be funded.

Minimum Threshold Criteria

In order for your proposal to be reviewed and considered for funding, your organization should completely meet each of the following criteria. Within the Proposal Guidelines on the following pages, you will be asked to submit particular items that will respond to your eligibility. 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, you will be asked within the application to 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

Within the cover sheet, applicants should identify the census tract(s) in which they are conducting activities. To meet this requirement, the applicant 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, you will be asked to describe how your organization is representative of the neighborhood or geographic area you serve. It is essential for capacity 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.)

Proposal Guidelines for Organizations Meeting Minimum Threshold

** If any required document listed below has already been submitted to PPND, you do not need to resubmit. **

Cover Page – Please supply the following:

- Organization's Name and Contact Information.
- Amount Requested.
- Name of Contact Person and Title.
- Board Chair Contact Information – mailing address, phone number, and email.
- Census Tracts in your Service Area.
- Signature of Board Chair and Executive Director.

Proposal

What you propose to do and where

2010 Strategy and Purpose

- What do you intend to accomplish in 2010? Be specific about your work program and briefly put it in context of your current programs and projects.
- If your proposed activities relate to a neighborhood plan or complement other activities in the neighborhood, please describe. If no neighborhood plan is in place, is your proposal strategic and/or contributing to the development of a neighborhood plan?
- If community organizing will be incorporated into your strategy, please describe the organizing need and approach.

Geography

- Identify the geography in which you will conduct your proposed activities. Describe the community development need. Provide a map of specific program areas and/or specific project sites. Include previous project sites and provide context of your neighborhood/sector of the city. **Note: Map is required.** Click [here](#) to access a neighborhood map.

Collaboration

- Describe your partners and specific roles in and support for your proposed activities. If partnerships are formalized, please describe the relationship. If you are pursuing a type of strategic restructuring with a partner organization, please describe.

Organizational Development

- Describe how your proposal will move your organization toward new organizational or programmatic levels. Describe your organizational development needs and your plan for addressing them in 2010.

Who you are [While every applicant should complete the Board of Directors' information (3rd bullet), the remainder of this section needs to be completed only if you have not received PPND funding in the past 3 years. Letters of support for previous awardees are optional and will improve your competitiveness.]

- Describe the history and mission of your organization. Limit: 150 words.
- Describe your organization's board of directors' level of financial contribution, selection process, and plan for leadership development. Limit: 150 words.
- **Please complete the board of directors' composition, demographic profile, and attendance spreadsheets found [here](#) (please open and complete all 3 tabs). (Note: PPND's best practice target is 75% board member attendance and a board that is racially and socio-economically representative of the neighborhood.)**
- Per the Minimum Threshold Criteria above, identify the option for community representation that best describes your organization and describe in a narrative or bulleted list limited to 250 words. Enclose with your attachments the verifications for your organization's community representation definition.
- **Attach letters of support, including those from clients of your services. At least three letters of support are required if you have not received recent PPND funding.**

- If the organization has a long-range strategic plan, please include it as an attachment.
- Describe the qualifications of the personnel who will carry out the activities described in your proposal. Describe their skills, experience, current responsibilities, and plan for professional development. You may consider using a matrix to submit this information. If narrative, limit to 300 words. Do not submit job descriptions or resumes.

Budget and financial materials – Please submit the following:

- 2010 consolidated organizational budget. Detail which sources are secured.
- 2009 Budget vs. Actual Report with variance explanations for large differences; Unaudited Balance Sheet; and Statement of Activities (through 10/31/09).
- Loan schedules for outstanding loans and schedule of outstanding lines of credit.
- Audit for the most recent fiscal year and management letter to the board of directors from the auditor. (Please contact PPND to discuss this requirement, if a 2008 audit is not available.)
- Copy of Form 990 from 2008.
- 2009 PA Charitable Organization Registration Statement – [form BCO-10](#).
- If new grantee, IRS letter acknowledging 501(c)(3) status.

Format requirements and attachment checklist

- Please provide two (2) copies of the proposal, **unbound** and unstapled. Do not put your proposal in a binder. Use envelopes, rubber bands, or binder clips.
- Please also send an electronic version of the proposal to talia@ppnd.org.
- Minimum font size is 10 point; margins must be one inch all around.
- Take advantage of your word processing software's "word count" feature.
- Map of program boundaries and project sites.
- Board attendance, composition and demographic profile spreadsheets.
- Letters of support from community partners and "customers."
- Verifications of community representation.
- Long-range, organizational strategic plan, if applicable.
- Budget and financials, listed above.

Questions

PPND's Program Officer and Deputy Director are available to answer questions prior to the proposal deadline. It is encouraged and strongly recommended that applicants ask questions and even have a program officer review your submission and provide feedback prior to the deadline.

Sarah Dieleman Perry	412 471-3727 x12	sarah@ppnd.org
Maureen Hogan	412 471-3727 x20	maureen@ppnd.org

See the following page for information about Application Q & A sessions.

Deadline

Proposals are due by 5:00 p.m. on Monday, December 7th, 2009. Funding decisions will be complete in January, 2010.



PPND Proposal Q & A Sessions

For Applicants Outside Target Areas

In order to assist applicants to prepare their proposals for 2009 PPND funding, PPND Program Officers will be holding two Proposal Q & A sessions. Applicants can ask questions, bring drafts to review, and get help developing 2009 work plans.

Q & A Session One
Wednesday, October 14, 2009
2:00 – 4:00 p.m.
PPND Conference Room
425 Sixth Avenue, Suite 1740

Q & A Session Two
Friday, November 6, 2009
8:30 – 10:00 a.m.
PPND Conference Room
425 Sixth Avenue, Suite 1740

Kindly notify us if you plan to attend. Please email or call Talia Piazza at 412-471-3727 x14 or send email to talia@ppnd.org to reserve your space.

PPND Program Officer and Deputy Director are available to answer questions any time.

Sarah Dieleman Perry	412 471-3727 x12	sarah@ppnd.org
Maureen Hogan	412 471-3727 x20	maureen@ppnd.org

Be sure to take advantage of the resources available on the PPND website's "How to Apply" page: <http://www.ppnd.org/apply/categories.shtml>

Applications for 2010 funding must be received by 5:00 p.m. on Monday, December 7, 2009.

PPND 2010 Proposal Scoring System

Investments Outside Target Areas

For your information, PPND is providing these scoring criteria in order that you understand the rating system for your proposal.

MINIMUM THRESHOLD CRITERIA

- Basic Financial Documentation
- Serving Low- to Moderate-Income Communities
- Compliance with Contracts held by PPND Partners
- Community Representation

POINTS CRITERIA

Performance

15 POINTS

Evidence of ability to successfully implement strategies and projects.

- Realization of all or most goals from past PPND contract; for unmet goals, a reasonable explanation and plan for completion or approved substitution completed within contract period. Targets were met on time.
- If a new organization, evidence of accomplishments of other programs and grants. Verification through a third party, such as ACCBO, DCED, or URA.

Active and engaged Board of Directors

10 POINTS

- Board attendance list reveals active and engaged directors, as evidenced by at least 75% of the board attending on a regular basis, with little or no consecutive missed meetings by individuals; limited director turnover.
- Board and membership group that is representative of the community's diversity.

Staff Capacity

10 POINTS

- Is there experienced staff to do the proposed activities and/or have qualified consultants been identified?

Quality of Proposed Activities

25 POINTS

- Proposal supports PPND priorities.
- Activities are well-matched to address neighborhood need.
- Consistent with neighborhood plan or if no neighborhood plan, proposed activities are strategic and/or help to develop a neighborhood plan.
- Proposed activities will result in neighborhood change – outcomes are identified and can be measured.
- The activities are realistic, doable.

Community Support, Collaboration, and Representation

15 POINTS

- Quality of community support – from other organizations and from residents/business owners/customers.
- Quality of collaboration – a variety of means to achieve this from relationships with other organizations, to joint projects, and/or participation in industry working groups.
- Quality of community representation.

Creativity/Stretching

5 POINTS

- The organization is reaching and will accomplish a lot with the grant. The organization will move forward and will make the most of the resources.
- The proposal is creative, resourceful, etc.

Financial Health

20 POINTS

- Rating based upon liquidity, credit-worthiness, revenue diversification, operational soundness, leverage, and audit.