

*1. Request for
Proposal*

**Henry Street Settlement
Community Advisory Board (CAB) Funds
*Request for Proposals for COVID-19 Community Response Projects***

Henry Street Settlement (HSS) is pleased to release this Request for Proposal (RFP) for its latest round of Community Advisory Board Funds (CAB Funds). Our Community Advisory Board (CAB) consists of a diverse range of Lower East Side residents and Henry Street program participants. Because of their proximity to and knowledge of the needs of those we serve, our CAB members have a unique and insightful perspective on how additional financial support can be utilized to make a difference in our community.

For the fourth year, Henry Street will be allocating up to \$5,000 of its general operating support resources to the CAB, which will lead a 6-month participatory budgeting process to determine how to best spend this funding to support the Henry Street and Lower East Side communities. **Because the COVID-19 pandemic continues to deeply impact the community we serve, this year's CAB Funds will be exclusively awarded to projects that support a community-based response to a need, challenge, or consequence brought about by the ongoing pandemic.**

Both CAB Members and Henry Street program staff can apply for this funding, but projects that have a public-facing and community-led component will be prioritized. Funds may be awarded to individual program teams and individual community leaders, or they may be utilized to support collaborations between HSS programs, CAB Members, and the LES community at large.

Proposals will be assessed based on how creatively and clearly the proposed project responds to a pandemic-related community need, and projects are expected to be highly inclusive of the LES community in their implementation and execution. Proposals to purchase supplies for a specific Henry Street program are discouraged, as these projects do not tend to be highly inclusive of the LES community at large.

The HSS leadership and community engagement teams are available to support CAB Members and program staff as they are considering ideas and preparing applications. We look forward to hearing your ideas and receiving your proposals, and we thank you for all that you have done and continue to do on behalf of our community during this incredibly challenging time.

Submission Guidelines:

The submission should include a 1-2 page narrative, as well as a proposed budget. Requests can range from \$500-\$2,000 based on need. We have not determined the exact number of awards. The CAB will review every proposal and invite all applicants to present/answer questions about their proposals at a Virtual CAB meeting in the Spring of 2021. Awards will be announced in June 2021 and grantees will have until June 2022 to spend the funds.

The proposal should include the following sections:

Project Summary. Please clearly summarize your project, include the specific funding amount requested, a short description of your project, and how the project would impact the LES and Henry Street communities. (1 paragraph)

Project Need. Please describe **the need** for your project, and describe how this project will respond to a community need that is related to or resulting from the COVID-19 pandemic. In other words, why is your project needed and why is it needed now? (1-2 paragraphs)

Proposed Approach and Implementation. In this section, please provide a detailed description of how you will carry out your proposed project and how you plan to include the community (as you define it) in your project's implementation. In doing so, please identify any additional collaborators (i.e. other program teams, community groups, volunteers, etc.) you may rely on to implement your project and explain how Community Advisory Board members who are interested in your project could be involved. (1-2 paragraphs)

A NOTE ON SAFETY: In the above section, please include a clear description of how you plan to prioritize COVID-19 safety precautions when implementing your project, especially if there is an in-person component.

Timeline. In this section, please outline your proposed timeline for this project. Identify each step of your project from start to finish.

Budget. Please provide a proposed budget for your project, either in the text itself or as a separate attachment.

Timeline:

January 20, 2021 – CAB Funds RFP is officially released.

January 20, 2021—First CAB meeting of the New Year. ***CAB Funds RFP will be reviewed & discussed, and all interested applicants are welcome to join.***

February 2021 – One-on-One Meetings to support with CAB Funds proposals

March 5, 2021 – All proposals for funding are due by 5pm. Submit via e-mail to Talia DeRogatis at TDeRogatis@HenryStreet.org

March 2021 – CAB members will review all applications and will select which proposals to assess further through conversations with applicants.

April & May 2021 – CAB Meetings will be spent learning about and assessing each proposal, offering feedback, and inviting applicants to submit proposal revisions (if necessary).

June 2021 – CAB meets for final discussion of each proposal and a final vote on how to allocate funds.

June 2021-June 2022– Awards are announced and project implementation begins. CAB members are invited to participate in project implementation and updated as projects are completed.

Contact Information:

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