

**Mt. Pleasant Community Zone, Inc.**  
**(MPCZ)**  
**COVERSHEET**  
(Available on Disk)

Must be returned with Proposal

**ORGANIZATION**

Organizational Name \_\_\_\_\_

Legal Name (if different): \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ Internet address \_\_\_\_\_

Executive Director/President \_\_\_\_\_

Project Title \_\_\_\_\_

Primary contact for project \_\_\_\_\_

Title \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Fiscal Agent (if different from above) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

ORGANIZATION DESCRIPTION (indicate **primary category with \***)

- |  |   |
|--|---|
| <input type="checkbox"/> Advocacy Group        | <input type="checkbox"/> Faith-based Organization       |
| <input type="checkbox"/> Civic/Community-Based | <input type="checkbox"/> Health & Human Services Agency |
| <input type="checkbox"/> Consortium/Coalition  | <input type="checkbox"/> Education (Preschool-12)       |
| <input type="checkbox"/> Other _____           |   |

**TAX STATUS (Check appropriate status)**

Tax-exempt 501 (c)(3) or 501 (c)(9) organization (enclose IRS document)  
Tax I.D. Number: \_\_\_\_\_

**-OR-**

Currently in Advance Ruling Period (enclose IRS document)  
 Not a 501(c)(3) entity – Name of fiscal sponsor \_\_\_\_\_  
Fiscal Sponsor Tax I. D. Number \_\_\_\_\_

**If organization is non-exempt, include tax information and cover letter from fiscal sponsor.**

**PROJECT**

**PRIMARY PROGRAM AREA** (select all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Economic Development           | <input type="checkbox"/> Physical Environment     |
| <input type="checkbox"/> Community & Family Empowerment | <input type="checkbox"/> Education (Schools Only) |

**BUDGET**

AMOUNT FROM THE MPCZ REQUESTED \$ \_\_\_\_\_

AMOUNT REQUESTED FROM OTHER FUNDERS \$ \_\_\_\_\_

TOTAL PROJECT BUDGET: \$ \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

MT. PLEASANT COMMUNITY ZONE, INC.  
(MPCZ)  
(Available on Disk)

THE PROPOSAL MUST INCLUDE ALL OF THE FOLLOWING ITEMS IN THE **ORDER LISTED** AND IN **THE APPROPRIATE FORMAT**

- **Proposal Cover Sheet**
- **Proposal Elements – maximum of 8 pages, numbered pages, double-spaced.**
  - Executive Summary
  - Agency Description
  - Project goals, objectives, activities, target population, location of project
  - Evaluation Plan: expected outcomes, data, timeline.
  - Project personnel
  - Project Partners
  - Project Budget
  - Budget narrative
- **Appendices**
  - Resumes and job descriptions of key project personnel **and job descriptions** of new project personnel (**do not include as part of the proposal detail**)
  - Current Annual Report (please indicate if none available)
  - List of Board Members **with business affiliations** (may be included in Annual Report)
  - Recent list of major contributors (may be included in Annual Report)
  - Prior year **audited** Financial Statements if applicable
  - Copy of IRS Determination Letter or Notification Letter
  - Letter of collaboration from partnering agencies and organizations
- **Original and two (2) copies of proposal – NO FAXES, NO E-MAILS**

**Request for Qualifications from Selected Organizations  
Only**

**Mt. Pleasant Community Zone, Inc.  
(MPCZ)**

**Format**

**Proposal Elements**

(Format Available on Disk)

I. **Project Title** \_\_\_\_\_

II. **Executive Summary** – The executive summary provides an overview of the project (goals, objectives, proposed activities and amount of funding being requested). The proposed project should relate to **one** of the MPCZ's Strategic Program Areas goals and objectives (**See The Mt. Pleasant Comprehensive Community Revitalization Plan**). Identify which Strategic Direction and goal(s) the proposal will address.

**Be certain the proposal addresses the following elements. (Add additional pages as needed and label each in the proposal.)**

- A. Include a description of the sponsoring agency and its qualifications to administer the project. If using a separate fiscal agency, please include a brief description in this section.

**B. Define**

**Strategic Area(s)**

**Project Goals**

**Project Objectives**

**Project Activities**

**Target Population (number to be served, brief description)**

**Location of Project**

### **C. Evaluation Plan**

**What are the expected outcomes of the project?**

**What data will be collected?**

**How often will the data be collected? (Timeline)**

**D. Include precise information on the role of all project personnel. Attach job descriptions.**

E. Describe all partners who will collaborate on the project, their role and responsibilities.

A signed letter from collaborative partner(s) agreeing to roles and responsibilities should be included in the Appendix.

## **F. Project Budget**

- Provide the **entire** project budget and indicate the portion of the budget the MPCZ is asked to support.
- Include descriptions of all other sources of project support and contributions (financial and in-kind), if applicable.
- **NOTE:** MPCZ will allow up to 9% in indirect cost (indirect cost must be itemized and included in the total grant request, not in addition to).
- For that portion, provide a budget narrative that fully describes each budget line item in a separate short paragraph.

## **Appendix**

1. Job descriptions (must be included).
2. Current Annual Report, if applicable.
3. List of Board Members with their business affiliations.
4. Recent list of major contributors.
5. Prior year **audited** Financial Statements, if applicable.
6. Copy of determination letter granting IRS 501 (c) (3) tax-exempt status.
7. Letter of Collaboration from partnering agencies and organizations.

## **Copies**

**NO FAXES OR E-MAILED PROPOSALS WILL BE ACCEPTED**

**Please do not bind proposals. Submit one original and two copies to:**

Barbara A. Mosby  
Grants Manager  
Mt. Pleasant Community Zone, Inc.  
3438 East 137<sup>th</sup> Street  
Cleveland, Ohio 44120

## **For Assistance**

The Mt. Pleasant Community Zone (MPCZ) will provide assistance in the preparation of proposals, as appropriate. Please contact Barbara Mosby, at 216/752-3492.

Mt. Pleasant Community Zone, Inc.  
October 2006



MT. PLEASANT  
COMMUNITY ZONE

3438 East 137<sup>th</sup> Street  
Cleveland, Ohio 44120  
(216) 752-3492 - Office  
(216) 752-3497 - Fax  
Web Site: [www.mpcz.org](http://www.mpcz.org)  
[www.mtpleasantneighborhood.com](http://www.mtpleasantneighborhood.com)

**GUIDELINES for COMMUNITY  
COLLABORATION & SUPPORT**

## Mission

The Mt. Pleasant Community Zone (MPCZ) supports the aspirations of individuals and families in the Mt. Pleasant Community through direct service provision and grants.

MPCZ manages the implementation of the Mt. Pleasant Comprehensive Community Revitalization Plan (**The Plan**) by coordinating, supporting, serving as an information clearinghouse, monitoring, funding, and evaluating the involvement of the organizations, agencies, and institutions committed to carrying out the activities under one or more of the strategic directions: economic development, education, physical environment, **and** family and community empowerment.

**MPCZ** follows its guiding principles:

- **To build on assets of the community**
- **To expand the capacity of leaders, organizations, and agencies to collaborate; and**
- **To increase the overall impact of everyone's work in the community through coordination, collaboration, and planning.**

**MPCZ accomplishes** its work through support and collaboration with others who share The Plan's mission and vision. **MPCZ** will evaluate its work and share the results with the Mt. Pleasant Community and beyond.

**The Plan** consists of four strategic elements:

1. Economic Development
2. Education
3. Physical Environment
4. Family and Community Empowerment

**Requests for support are made directly to MPCZ via the Process described in this brochure. Responsive support and collaboration will be made through activities of the 2008 Work Plan and the four strategic areas.**

## Guidelines for the Mt. Pleasant Community Zone Grant Applications

### Grant Application Process

#### **Request for Qualifications (RFQ)**

MPCZ will be seeking proposals that relate to one or more of the activities of its 2008 Work Plan and the strategic program areas under the Mt. Pleasant Comprehensive Community Revitalization Strategic Plan.

#### **Goals:**

**Economic Development** – Expand opportunities for Mt. Pleasant residents to increase income and wealth.

**Education** – Expand the value of educational opportunities and benefits available to Mt. Pleasant residents resulting in increased numbers of graduates with viable options for pursuing life-long learning, career goals, or entrepreneurial opportunities.

**Physical Environment & Safety** – Maintain and improve the visual appeal of Mt. Pleasant, its functional capacity, sense of safety, and level of community investment.

**Community & Family Empowerment** – Empower individuals and families in the Mt. Pleasant Community to reach their full potential.

**Budget:** The MPCZ will allow up to 9% in indirect cost. The indirect cost must be itemized and included in the total grant amount, not in addition to.

The Mt. Pleasant Community Zone will allow up to 9% in indirect cost. The indirect cost must be itemized and included in the total grant amount, not in addition to.

## Eligibility

Funding eligibility is limited to community-based organizations or agencies with documented non-profit 501 (c) 3 status or fiscal agency with a 501 (c) 3 status that are located in and/or provides services with in the Mt. Pleasant Community. The applicant organization must have a governing Board of Directors and an Executive Director who is responsible for the day-to-day management of the organization. Applicants must be in good financial standing and must have the appropriate organizational capabilities to receive and administer grant funds.

## Limitations

**MPCZ** does not fund the following:

- Capital Campaign Projects
- Fundraising Events
- Endowment Funds
- Lobbying
- Projects outside of the Mt Pleasant Community that do not directly benefit Mt. Pleasant residents
- Biomedical Research/Biomedical Technology
- Debt Retirement
- Support to Individuals
- Religious Institutions for Religious Purposes

## Community Collaboration & Support

**MPCZ** is committed to working in partnership with all those seeking support & collaboration throughout the application process. This process has been designed to encourage consultation and collaboration between applicant and **MPCZ**. It is designed to minimize the steps necessary to complete a request.

### Request For Qualifications (RFQ)

RFQ applications will only be accepted from pre-selected organizations/agencies whose activities correspond and directly impact the activities of MPCZ's 2008 Work Plan and the strategic program areas under the Mt. Pleasant Comprehensive Community Revitalization Strategic Plan.

As a function of the partnership between MPCZ and the organization/agency, MPCZ's staff is available to offer support and guidance throughout the proposal preparation.

Organizations/agencies are highly encouraged to consult MPCZ with any questions that arise.

### No e-mails or faxed copies.

Send an original and two copies to:  
Barbara A. Mosby, Grants Manager  
Mt. Pleasant Community Zone, Inc.  
3438 East 137<sup>th</sup> Street  
Cleveland, Ohio 44120

## Presentation

### Purpose

Once received, the proposal is reviewed to determine its support of the objectives of **The Plan** and the mission and vision of MPCZ by the Community Collaboration & Funding Support Committee. If the proposed project is determined to be within one of the four strategic areas of **The Plan and 2008 Work Plan activities**, a presentation will be scheduled.

The purpose of the presentation is threefold:

1. To establish a relationship between MPCZ and the applicant agency/organization.
2. To allow the Committee to gain a thorough understanding of the proposed project and its activities.
3. To allow the organization/agency to become familiar with MPCZ.

### **Responsibilities**

It is at this point the partnership and collaboration between MPCZ and the organization/agency is established. Each has specific responsibilities to the other in this phase of the Application and

Evaluation Process.

It is the responsibility of the organization/agency to:

1. Assemble the principals of the proposed project, key agency personnel, and any other individuals they deem important to the project discussion.
2. Provide a description of the overall mission, vision, and work of the organization/agency.
3. Provide an in-depth description of the proposed project.

It is the responsibility of MPCZ to:

1. Provide the agency with a detailed description of the work of MPCZ.
2. Fully describe the Application and Evaluation Process.

### **Review Process**

**RFQs** are reviewed on two levels:

1. The MPCZ staff
2. Community Collaboration and Support Funding Committee of the MPCZ's Board will make the final decision.

### **Decision Making Process**

In deciding whether or not to fund a proposal, MPCZ assesses the degree to which the project:

1. Addresses a significant strategic area of **The Plan**, has potential for significant impact on the Mt. Pleasant Community, and is consistent with The Plan's mission and vision, and the activities of the 2008 Work Plan.
2. Has clear goals, measurable outcomes, collaborative partnerships; a budget that reflects the overall proposed project (indirect cost must be itemized and included in the total grant request, not in addition to); and a plan for evaluating progress.
3. Has the capacity and willingness to work with MPCZ Evaluation Team in establishing an evaluation plan and procedure.

*Organizations/agencies are kept apprised of the progress of the proposal review process.*

**Funded by:**



**4208 Prospect Avenue, Cleveland, Ohio 44103**