



REQUEST FOR PROPOSALS: LOTS OF GREEN

Lots of Green is a program to revitalize blighted community resources through a large-scale greening campaign in one Pittsburgh neighborhood. Lots of Green will refurbish vacant property and provide open and safe green spaces in the community ready for future development.

OPPORTUNITY

Vacant lots and unused land abound in many Pittsburgh neighborhoods, sitting dormant and in need of development. Reclaiming these lots using a clean-and-green strategy addresses issues of community connections, public health and safety, and reversing urban decay.

SCOPE

Proposals are not limited to this description and may also include programmatic elements, websites, marketing, and other activities that enhance the effectiveness of the initiative.

Lots of Green should:

- Be based in one Pittsburgh neighborhood with the cooperation of community members and stakeholders
- Establish or enrich partnerships between a community development company, active neighborhood associations, advocacy groups, and community members
- Present strategies for acquiring access to sites, testing and evaluating the soil, grading and planting the ground and, where necessary, the cultivation of a community garden/urban farm
- Incorporate community residents as volunteer laborers in reclaiming the lots

Project Managers will be responsible for the following outcomes:

- Comprehensive land stabilization campaign executed in participant community
- At least one productive community garden/urban farm within the Lots of Green network

FUNDING RANGE

Funding for this project will cover the costs of a pilot project to green vacant lots in one participant community. Sprout will consider funding requests of up to \$20,000 for this project.

REQUEST FOR PROPOSALS (RFP)

The Sprout Fund invites community members to submit their approach to this proposed project, one of five identified during the Engage Pittsburgh civic engagement initiative. Proposals should present an innovative and effective realization of the idea described in this request. If awarded, the successful project team will be engaged to implement their proposal.

Proposals will be evaluated according to the answers to the questions asked and each applicant's ability to fulfill the project requirements and achieve the desired outcomes described in the RFP.



PROPOSAL PROCESS

BACKGROUND

Engage Pittsburgh began in September 2006 with The Idea Round Up, where over 300 participants from Pittsburgh and the surrounding communities of Allegheny County brainstormed more than 100 ideas for community projects. The dialogue continued throughout late 2006 and early 2007 online at WWW.ENGAGEPITTSBURGH.ORG to refine the original ideas and propel the strongest projects to the forefront.

Five ideas have made it through to become contenders for a share of \$100,000 in project funding. The Sprout Fund is requesting proposals from the Pittsburgh community to move these exciting, innovative projects forward.

TIMELINE

Proposals are due **NO LATER THAN 5PM, THURSDAY, MAY 24, 2007.**

Decisions will be announced in **LATE JUNE 2007.**

Funding will be distributed for project activities beginning in **JULY 2007**

HOW TO SUBMIT

Applications are encouraged to be submitted via email attachment to:

ENGAGE@SPROUTFUND.ORG

Applications can also be faxed, mailed, or hand-delivered to:

The Sprout Fund
4920 Penn Avenue
Pittsburgh, Pennsylvania 15224-1609
Tel: (412) 325-0646 Fax: (412) 325-0647

Please contact Sprout prior to submitting a proposal if you have any questions or need further clarification.

PROPOSAL FORMAT

Eligible proposals **MUST** include 3 components: a coversheet, your narrative, and several attachments.

COVERSHEET

PROPOSAL INFORMATION:

- Name of Engage Pittsburgh Project for which you are applying
- Proposed Project Name (if different)
- Total Project Expenses
- Funding Amount Requested

CONTACT INFORMATION for Project Manager(s):

- Name(s)
- Organization(s) (if applicable)
- Complete Mailing Address(es)
- Telephone(s)
- Email Address(es)



PROPOSAL FORMAT (CONTINUED)

NARRATIVE

In no more than 2000 words, please address the following questions:

1. **ORGANIZATION/TEAM DESCRIPTION:** Describe your organization and/or project team. Who are your staff and/or your collaborators? What skills and/or experience do you and/or your organization possess that demonstrates your ability to successfully execute the project?
2. **IMPLEMENTATION PLAN:** Describe the components, features, and activities of your project, specifying any relevant dates. Where will the project take place? How will access to land be acquired? What strategies and practices will be used to reclaim the lots? How many lots will be reclaimed and who will do the work? How will the project incorporate a community garden and/or urban farm into the project?
3. **PROJECT GOALS:** What goals have you set for the project? How many lots will be greened? When will the community garden and/or urban farm be open and producing? What do you hope to learn from the project?
4. **PROMOTION AND MARKETING:** How will you build an audience for your project? How will the project be presented outside of the participating community?
5. **PARTNERSHIPS:** What partnerships and/or collaborations are necessary to your project? Please detail the specific partnerships you've established or want to establish in the pilot community.
6. **COMMUNITY CONNECTIONS:** At what stage(s) does the project engage the community and how? What role will community members have in the project and how will they be included? Who does the project serve and how?
7. **MEASURES FOR SUCCESS:** How will you determine the success of the project? What measures will be used to assess how well the goals of the project are met?
8. **PROJECT SUSTAINABILITY:** At this stage in project development, what goals and/or ideas do you have for sustaining your initiative after Engage Pittsburgh funding has expired? What does the future hold for the reclaimed lots?

ATTACHMENTS

- **BUDGET:** Please use the standardized budget form provided by Sprout to detail revenues, expenses, and the amount of Sprout's support that would go toward particular expenses. If after providing your budget in the required format, you believe that it is not a sufficient representation of the details on the revenues and expenses for your project, you may email a spreadsheet with additional details.
- **TIMELINE:** Please list when the activities described in your implementation plan and elsewhere in the proposal will take place. A list of activities with corresponding approximate dates is sufficient.
- **REFERENCES:** Please provide the complete contact information for 2 professional references that can address you or your organization's relevant project experience.
- **SUPPORTING DOCUMENTS AND/OR IMAGES (Optional):** Please submit any others additional materials with your application which will be helpful in evaluating your proposal.