



63 Union Street
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Sustainable New Bedford – Mini Grants – Request for Proposals

I. Purpose:

SEEAL (The Southeastern Environmental Education Alliance), under the auspices of the *Community Foundation of Southeastern Massachusetts*, has grants available for environmental education, stewardship, and sustainability-related projects that benefit New Bedford. Non-profits, schools, service agencies, and businesses in collaboration are eligible to receive the grants.

II. Eligibility & Grant Amount:

All projects must:

- 1) Benefit the City of New Bedford
- 2) Include an educational component
- 3) Address the reduction of toxic chemicals, pesticides, and/or harmful emissions

Preference will be given to projects that are:

- 1) Collaboratively planned and led
- 2) Recommended by the Mayor's Sustainability Task Force Report in one of the ten categories; jobs, transportation, waste, energy, health, food, education, community involvement, water, and/or environmental justice. The Mayor's Sustainability Task Force Report can be found online at, www.ci.new-bedford.ma.us/Mayor/PressReleases2008/Sustaining_New_Bedford_09.02.08.pdf, or at the Mayor's Office.
- 3) Led by Minority and/or Women Business Enterprises (MBE, WBE).

Applicants can apply for grants up to \$5,000. Collaborations between non-profits, schools, businesses, service agencies, and/or community groups are encouraged to apply. State registered non-profits such as organizations with a 501(c)(3) status are required to be the lead applicant. Individuals may not apply. *Minority and/or Women Business Enterprises (MBE, WBE) are highly encouraged to apply.* Individuals may not apply.

III. Grant Timeline:

Application deadline is April 30, 2009. Grants will be awarded in May 2009. The project must end no later than November 15th, 2009. Two thirds of the grant will be given at grant start date, upon signature of the grant's terms and conditions, and the remainder will be awarded upon receipt of the (provided) final report and other fulfilled reporting and media requirements. See section V.

IV. Application Process:

The application should be in Times New Roman, font-size 12, and have one inch margins on all sides. Incomplete proposals, or those that do not meet the criteria set forth in this Request for Proposals, will not be considered. The 4-page application must be submitted electronically, and include specifically:

- 1) Two-page cover page, downloadable from www.seeal.org,
- 2) One-page executive summary of the project which should include at least:
 - a. Project Timeline
 - b. Name & mission of organization or group
 - c. Project description
 - d. Target audience and number of people to be reached
 - e. Evaluation criteria
- 3) One-page detailed, itemized budget for project expenses. Please also note the annual budget for your organization, as well as any project in-kind contributions.

Please submit both one paper proposal and one electronic proposal. no later than 4:00 p.m., on April 30th, 2009. The paper copy should arrive to the Community Foundation office, at 63 Union Street, New Bedford, MA 02790, and the electronic copy should be emailed as an attachment to jmarshall@seeal.org. If you will need assistance to submit an electronic proposal, contact jmarshall@seeal.org, no later than April 15th, 2009.

V. Report and Media Requirements:

At the end of the project, a final report, which will be provided, must be submitted to describe grant outcomes and evaluation results. During the life of the grant, awardees are required to distribute at least one press release to publicize the grant's efforts. Photos must be submitted with final report which will be displayed on SEEAL's website. This press release (and all related media and project information) must include this statement:

This project was made possible in part by; the City of New Bedford, the Southeastern Environmental Education Alliance (SEEAL), the Community Foundation of Southeastern Massachusetts, and the Environmental Protection Agency (EPA).

Logos will be provided upon request. Press releases must be approved by SEEAL before release.

VI. For Materials, Questions, and Electronic Proposal Submittal:

Jennifer Marshall, SEEAL Coordinator

www.seeal.org

jmarshall@seeal.org

508-493-4343

Deadline: April 30, 2009