



Southeastern Environmental Education Alliance
63 Union Street
New Bedford, MA 02740
508-493-4343
www.seeal.org
jmarshall@seeal.org

Request for Proposals

Sustainable New Bedford – Youth Energy Audit Training

Deadline: April 30, 2009

(4:00 p.m. to jmarshall@seeal.org, and 63 Union Street, New Bedford, MA 02790)

I. Background

SEEAL (The Southeastern Environmental Education Alliance), under the auspices of the *Community Foundation of Southeastern Massachusetts*, is subcontractor of a grant awarded to the City of New Bedford, titled “Sustainable New Bedford.” This two-year project, 2008-2009, is funded by the Environmental Protection Agency.

Under the “Sustainable New Bedford,” grant, proposals are sought to lead youth energy audit and weatherization trainings for New Bedford’s young adults and high schools students. Trainings, audits, summer internships and school-wide presentations should be designed to build leadership and job skills, while increasing community awareness about the need for improved energy efficiency. This project’s overall objective is to help get the city’s youth ready to tackle leading issues of climate change and energy efficiency, in the Greater New Bedford area.

Project proposals should be aligned with SEEAL’s mission to improve environmental awareness and promote stewardship, and the “Sustainable New Bedford” grant’s goal of reducing the release of harmful chemicals into the natural environment and lowering the use of pesticides in New Bedford, including the reduction of carbon emissions of New Bedford residents and businesses through reduced energy consumption.

II. Project Overview

Eligible projects will work with New Bedford youth, in and after school, and in summer programs. It is encouraged that proposals provide stipends to New Bedford youth for summer internships. Preference will be given to interactive community projects that educate and empower residents, business owners and New Bedford youth to evaluate and reduce their present energy usage. Youth should be able to understand and explain the ecological impact of energy usage and educate residents and businesses about increasing energy efficiency. Toward that end, households and/or businesses should be informed about the steps they can take to save energy and reduce their ecological footprint. The grant recipient will provide resources to New Bedford residents, youths, and businesses, delineating which supplies residents and businesses will need to make their home more efficient and which local outlets offer the most efficient products.

Recipients are encouraged to create pamphlets and educational materials to distribute to New Bedford residents. This grant encourages the involved youth to train other youth including peer presentations at New Bedford schools. Journals tracking residents', youths' and businesses' energy and ecological awareness could be designed to provide feedback that will help participants to build effective communication media. We encourage the development of a certificate to be awarded to successful participants for their work concerning the reduction in release of harmful chemicals into the environment.

III. Grant Amount & Eligibility:

Organizations can request up to \$37,000. 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.*

IV. Grant Timeline:

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

V. Application Process:

Applicants are required to submit the two-page cover sheet, downloadable from www.seeal.org, and a proposal of no more than 5 pages that include the project outline and a one-page detailed itemized budget. All five pages 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.

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 at the Community Foundation office, 63 Union Street, New Bedford, MA 02790, and the electronic copy should be emailed to jmarshall@seeal.org, as an attachment. If you need assistance to submit an electronic proposal, contact jmarshall@seeal.org, no later than April 15th, 2009.

Proposals should include at least:

- Project Title
- Project Dates
- Name & Mission of Collaborative Organizations
- Contact Information for Partner Leaders
- Size of Grant Requested and Budget, as well as any Match Support
- Project Objectives
- Description of Program

- Target Audience & Number of People to be Reached
- Measurable Outputs Associated
- Evaluation Criteria

VI. Output:

We strongly recommend that in your proposal, you include outcome measurements related to the numbers and types of:

- New Bedford youth who will be trained to conduct basic energy audits in New Bedford to lower energy use and chemical emissions into the environment.
- Basic energy audits in New Bedford to be conducted by said trainees.
- Public presentations in New Bedford to be given about the reduction of chemical discharges into the natural world caused by non-renewable energy sources.
- Community outreach project in New Bedford regarding harmful chemicals in our environment caused by non-renewable energy sources.
- Certificates awarded at completion of project to New Bedford youth
- Energy efficiency pamphlets for residents and businesses to be distributed in New Bedford which will include information regarding harmful chemical releases into the natural world caused by non-renewable energy sources.
- Public service announcement (created by all students involved) to air locally about chemical emissions into the environment caused by non-renewable energy sources
- Press releases that publicize the project and students' efforts regarding chemical discharges into the natural world caused by non-renewable energy sources (please see below for details)

VII. Outcome

The overall outcome of this grant should be to: 1) reduce the release of damaging chemicals into the environment from fossil fuel usage, including emissions from energy use, and to 2) increase awareness regarding chemical emissions into the environment caused by non-renewable energy sources.

Target Audience: New Bedford youth of all ages, homeowners, businesses

Evaluation recommended: Pre and post test of participating students for energy awareness, confidence levels, etc. Pre and post-project evaluation of at least one home/business that received an energy audit, to measure actual energy reduction.

Timeframe: May 15th – November 15th 2009

VIII. Selection Process:

Respondents will be evaluated on:

- Appropriateness (does it fit the RFP) and need of project
- The organization's/collaborative's ability to achieve the goals set forth in the proposal including the qualifications and relevant experience of the organization/collaborative partners

- Project plan
- Ability of project to have lasting impact
- Originality/creativity in approach to workforce development and/or family literacy
- Cost effectiveness

IX. Reporting and Media Requirements:

Awardees are required to submit brief monthly reports to highlight successes and challenges, to SEEAL. An end-of-the-grant report, using the provided Final Report format, is required to describe grant outcomes and evaluation results. During the life of the grant, awardees are required to distribute at least two press releases to publicize the grant's efforts. All press releases (and all related media and project information) must mention the grant's sponsors: The City of New Bedford, SEEAL (Southeastern Environmental Education Alliance), the Community Foundation of Southeastern Massachusetts (CFSEMA), and the Environmental Protection Agency (EPA). Logos will be provided upon request. Press releases including this information must be approved by SEEAL before release. Pictures of each phase of the project must also be submitted as the project progresses.

X. For Questions and Proposals Submittal:

Jennifer Marshall
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(508) 493-4343

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