



## Invitation to Apply for Funding Summer/Fall 2021: Youth Engagement Pop-Up Event Series

***May 05, 2021***

### Project Information:

- **Grant Period:** June 20, 2021 – October 31, 2021
- **Submit Application:** [camparan@auroragov.org](mailto:camparan@auroragov.org)
- **Staff Contact/Program Manager:** Christina Amparan, Youth Violence Prevention Program Manager, [camparan@auroragov.org](mailto:camparan@auroragov.org)

### Application & Funding Schedule:

Date	Required Action
May 05, 2021	Application release date
May 10, 2021	If applicants have any questions, those will be due by the identified date. Please ensure your questions are submitted to <a href="mailto:camparan@auroragov.org">camparan@auroragov.org</a> . Questions will be answered during the information session and made available by May 17 <sup>th</sup> , 2021.
May 13, 2021	<b>Required First Step for Applicants- Information Session:</b> If you are planning on applying for funding, you will be required to attend this information session in preparation of your application submission. Attendees will be given access to the application and supporting documents. Please register for the information session by registering <a href="#">here</a> or by going to the following link <a href="https://forms.gle/M8Vc8aZkxtQLj8Y37">https://forms.gle/M8Vc8aZkxtQLj8Y37</a> <ul style="list-style-type: none"><li>• Go to this <a href="#">link</a> to access the City Council Wards Map.</li><li>• Virtual Meeting, 3:30 – 5:00 p.m.</li></ul>

May 19, 2021	Information Session Meeting Minutes & Question Responses will be emailed to those that attended the session.
<b>May 26, 2021 Proposals due by 3:00 p.m. MST:</b>	<ul style="list-style-type: none"> <li>Applications that are incomplete and/or not received by the deadline will not be considered. It is the responsibility of the applicant to verify that the proposal was received by the deadline. A confirmation will be sent once your application has been successfully submitted.</li> </ul>
Week of June 6 <sup>th</sup>	<ul style="list-style-type: none"> <li>Anticipated announcement of funding. It is highly recommended that you thoroughly review the application guidelines to determine if you may be eligible to apply before attending the information session.</li> </ul>

### Who We Are:

The Youth Violence Prevention Program is a newly funded initiative in place to implement a public health approach and intervention level efforts that are based on national models and best practices to prevent and address the youth violence crisis occurring in the City of Aurora. Both intervention and prevention level strategies will be implemented through a multi-disciplinary approach to include community-based efforts such as youth engagement pop-up events to increase neighborhood protective factors.

This program falls under the Housing and Community Services Department that aims to maintain community appearance and enhance the quality of life in Aurora's neighborhoods. This is accomplished through a combination of community outreach, housing programs, code enforcement, animal services and numerous neighborhood improvement programs and services.

### Purpose/Available Funding:

A young person can be involved with youth violence as a victim, offender, or witness and is currently a leading cause of death and nonfatal injuries in the United States. Homicide is the third leading cause of death among youth aged 10 to 24 years, with most of these incidents resulting from firearm violence. Last year, nearly half of the 38 total homicides in the City of Aurora involved individuals 25 years of age or younger. In response, the City of Aurora has funded the Youth Violence Prevention Program to tackle this issue more strategically through a combination of public health and intervention level efforts that are based on national models and best practices to prevent and address youth violence such as violent behavior resulting from gun and gang violence.

The Aurora Youth Violence Prevention Table will be created and be inclusive of a multi-disciplinary group that includes youth, parents, city and community leaders that can work collaboratively to create and support strategies meant to be used in combination and across sectors to prevent youth violence and to support protective community environments that reduce exposure to community-level risks. Addressing youth violence is complex and cannot be accomplished by city government alone and will require community-wide commitment and public partnerships.

As such, the Youth Violence Prevention Program will be releasing this funding opportunity to fund the increase of frequency of summer youth pop-up events in communities where youth violence is more likely to occur. Community connection is a protective factor that can help prevent youth violence and support youth, families and the greater community. These events are the most effective when they are community-led, with identified organizations in multiple communities taking the lead on coordinating and hosting the events.

**The goals of these events are to provide:**

- Opportunities to increase connectedness to family or other caring adults;
- Create frequent and positive shared activities with parents and other caretakers;
- Increase positive engagement with trusted adults; and
- Increase involvement in pro-social activities; and
- Increase awareness of available resources/services in the City of Aurora.

**Our Approach:**

- *Community-Informed:* We approach funding and decision-making power to the very communities impacted by funding decisions.
- *Evidence-based Practice:* We believe in well-researched interventions, programs and services that incorporate ethics, client preferences, and culture to guide and inform the delivery of services.
- *Data-Driven:* Youth Violence Prevention Program is committed to harnessing the power of data to assess opportunities, measure progress, and evaluate impact and improve performance.
- *Partnerships:* The challenges we face in Aurora and around the country are increasingly complex, and neither the private nor the public sector can solve them alone. That's why the Youth Violence Prevention Program will focus on building partnerships across sectors to share ideas and resources toward a common purpose to amplify our impact.

**Funding Philosophy:**

The Youth Violence Prevention Program funding philosophy focuses on seven key areas for creating lasting change. Funding proposals must meet a minimum of two key areas.

- Promote family environments that support healthy youth-development
- Access to quality education
- Strengthening youth skills
- Connect youth to caring adults and activities
- Create protective community environments
- Intervene to lessen harms and prevent future risks
- Promote diversity, equity and inclusion

We are dedicated to delivering structural, systemic change for our community; we must think about the world as it could be rather than marginally improving the world as it is. We are locally driven and community centered.

## About this Invitation to Apply & Funding Agreement:

### Non-Discrimination

Grantees as well as their employees, contractors and volunteers shall not discriminate against any employee, applicant for employment, contractor, subcontractor or patron because of race, color, creed, age, religion, gender, sexual orientation, national origin, disability or veteran status.

### Use of Funds:

Funds must be used to supplement (not supplant, replace, or redirect) any Federal, State, and local funding currently provided for the program. The proposer agrees to comply with all Federal, State, and local laws and regulations applicable to the funding source authorizing any program or activity funded through this RFP and with all laws, policies, procedures, ordinances, and regulations of the City of Aurora.

**Funds can be used for a variety of purposes**, including but not limited to: providing additional staffing support, Youth Pop-up event expenses and expenses for supplies and materials with appropriate justification. No more than 10% of the amount requested is allowed for indirect/administrative costs (e.g. background checks, insurance, evaluation support, etc.)

Partnerships are highly encouraged. Please note that it is the grantee's responsibility to ensure that any and all vendors/subcontractors that provide direct service to participants meet the minimum insurance, minimum safety and other requirements outlined in this RFP and in the sample contract.

### Bonus Points for Location of Program:

While programs can be located anywhere in the City of Aurora, bonus points will be awarded to sites physically located in Northwest Aurora communities found in Council Member Wards I, III, and IV. **The physical street address of where the program services are delivered to the identified target population must be included in the proposal and will be used to verify eligibility for bonus points.**

### Eligible Applicants:

Applications will be accepted from any not-for-profit community-based organization, any City of Aurora agency or State agency that directly serves youth and developing organizations and small LLCs or sole proprietors that can meet the service delivery requirements in the agreement. Organizations must demonstrate prior experience in providing successful youth programs to be eligible to apply.

## **Program Specific Requirements:**

### **Performance Contract**

The City and the Youth Violence Prevention Program requires awardees to enter into a contract with the City to receive grant awards under this program which will require awardees to agree to various terms and conditions and to monitor, document and report on processes and outcomes. Awardees will receive the full award amount within 30 days of submitting the required Agreement with the City. The City and the Youth Violence Prevention Program has the right to negotiate all contract terms.

- Only one request per organization, which cannot exceed \$10,000.
- Youth Engagement Pop-ups must take place in the City of Aurora.
- Funding is intended to support in-person events, maximizing outdoor space, when possible and follow all COVID-19 safety guidelines.
- Funding is intended to support youth who live in the City of Aurora at no cost to families.
- Organization must submit an event safety plan (template to be provided) if awarded funding that includes:
  - COVID-19 safety protocols
  - Attendee and staff safety protocols
- Organizations must track unduplicated attendance for youth and adults.
- Organization must identify which and how attendees will become aware of available resources/services in the City of Aurora.
- Funded organizations will be asked to administer a youth and parent surveys (to be provided), host a site visit (if allowed under COVID-19 guidelines), complete an end of program report and/or participate in an interview to share successes and challenges.

### **Minimum Grant Requirements:**

- All organizations must meet and maintain the Minimum Insurance Requirements listed in Appendix A and secure, at their own expense, a current Certificate of Insurance showing coverage for all required insurance in hard copy prior to the initiation and execution of any contractual agreement.
- If event will be hosted in a city-owned building, a pre-meeting must be scheduled with the facility to discuss event logistics.
- Organization must indicate whether they are receiving funding from the City & County of Denver to fund pop-up events in Denver. If, so, please indicate the amount, number and description of events and locations.
- Organizations must provide proof that its event organizers have participated in the State's Mandatory Reporter Training within 2020 – 2021 calendar year. If staff have not completed this training, they are able to complete it [here](#), at no cost.
- Organization must provide the necessary information describing the event, how it will help to engage youth and families and help support violence prevention.
- Organization's must track deliverables in the Scope of Work, such as attendance and outcomes.
- Attendance in relevant grantee related trainings and convenings.
- Invoices must be submitted monthly, with appropriate back-up provided, unless otherwise agreed upon.

### **Program Monitoring:**

Grantees must submit a report 30 days after the end of the 2021 grant period. All grant recipients will receive at least one site visit or interview per year. The site visit will include Youth Engagement Pop-up event observation and can include contract compliance, including event safety protocols. At the end of the 2021 grant period, all grantees will be provided a link to complete a report via an electronic form.

### **Performance Contract**

The City and the Youth Violence Prevention Program requires awardees to enter into a contract with the City to receive grant awards under this program. Awardees will be required to agree to various contract terms and conditions such as use of funds, non-discrimination, indemnification, and insurance clauses. Awardees will be required to monitor, document, and report processes and outcomes. The City and the Youth Violence Prevention Program has the right to negotiate all contract terms.

### **Post Grant Award Requirements:**

- All grantees are required to submit a Scope of Work that summarizes the proposal and outlines specific goals and a Certificate of Insurance that meets the City of Aurora's Minimum Insurance Requirements (see Appendix A) within two weeks of receiving the grant award notice.
- Grantees must have a purchase order (see Appendix B for a sample purchase order) with the City prior to expending any funds. Funds will be distributed on a reimbursement basis preferably monthly only and must be accompanied by adequate documentation (payroll records, receipts, etc.)
- All modifications to the services and/or budget that exceed 5% in any category must be preapproved in writing by sending an e-mail to [camparan@auroragov.org](mailto:camparan@auroragov.org).
- All grantees must submit a report (using the template provided). Due date: November 30, 2021.

### **Acknowledgement of City of Aurora Funding**

All grantees are required to acknowledge the City of Aurora in printed materials, publications, advertisements and signage related to the funded programs and/or services. Grantees are prohibited from acknowledging the City of Aurora as a funder, sponsor, contributor or any other type of supporter for any program or service other than those specifically set forth in the Application and Agreement. Acknowledgements may take the form of a statement such as "Financial support for [name of organization or project] is provided in part by the city of Aurora." The logo for the city of Aurora may be used in addition to a statement or instead of a statement when space is limited. The city emblem may be found here:

- Vendors must use the flyer template to advertise their event to support the collective marketing effort of the full pop-up event series.

## **Review Process:**

### **Determining Awards**

Vendor applications will be reviewed by the Youth Violence Prevention Program and partner stakeholders. The Youth Violence Prevention Program reserves the right to reject any application and any part of a proposal at its sole discretion that it deems to be in the best interest of the City. Expenses for developing a proposal are entirely the responsibility of the applicant. The Youth Violence Prevention Program reserves the right to issue additional requirements for the application process. The Youth Violence Prevention Program will score each proposal and determine which applicant shall receive grant awards from the City.

- Each proposal will undergo a technical review to ensure the application meets the minimum requirements. Incomplete applications or those that do not follow instructions will not be accepted. There is no guarantee that submission of a proposal will result in review, or funding at the requested level.
- Reviewers will be asked to self-identify all conflicts of interest before the process begins. A conflict of interest exists when a reviewer is employed by, volunteers for, serves on the Board of, consults with or has founded an applicant organization. Reviewers with conflicts will not review those applications.
- A diverse review team will be selected by the Youth Violence Prevention Program Manager. Each member of the review team will independently review and score each application using a specified scoring card.
- The review team will meet to discuss each application, determine final scores, and make funding recommendations. All application decisions are final. The Youth Violence Prevention Program reserves the right to make smaller discretionary awards to support specific portions of a proposal that is not being considered for full funding.
- Proposals will be rated on the following:
  - Ability to leverage resources to expand and/or enhance programming
  - Ability to increase the community's awareness of resources/services
  - Applicants that are culturally responsive to the community
  - COVID-19 safety protocols
  - Location of Youth Engagement Pop-ups Events

## **Grant Application Process:**

We strive to make our application process as simple and unbiased as possible.

### **Application Format:**

- Narrative formatting requirements:
  - Must use the template and stay within the text limits
  - Font: 12-point Calibri or Arial
  - Page size: Standard 8 ½ x 11
  - Spacing: Single-spaced, with paragraphs, and 1" margins on all sides

- Page numbering: Bottom right hand corner (Include Program Name on each Page), following the format of “Page \_\_ of \_\_”
- Each document should be saved as its own PDF. Each document should be numbered and titled with the applicant name and document title (example: 1\_ProgramX\_Budget.pdf; 2\_ProgramX\_OrganizationalNarrative.pdf, etc.).
- Filled out an event summary information sheet [here](#)
- Narrative, Budget and Budget Narrative on pages 9 - 11
- Required Attachments

### Required Financial Attachments:

1. Budget:
  - Organizational Operating Budget please use template provided on page 11.
  - Pop-Up event budget with narrative on what your organization is requesting money for. Please use template on page 11.

### Other Required Attachments:

1. Comments on Sample Purchase order (Appendix C, if applicable)
2. Certificate of Good Standing with the Colorado Secretary of the State (New grantees only)
3. Completed I.R.S. W9 Form
4. Evidence that staff have participated in the State’s Mandatory Child Abuse/Neglect Reporter Training
5. Complete the Aurora Youth Resource/Services Inventory Survey

### Supporting Materials:

Appendix A – Minimum Insurance Requirements/Certificate of Insurance Example  
 Appendix B – Sample Purchase Order

### Summary Information:

Fill out Summary Information [here](#).

If you are missing the summary information your application will not be accepted.

Submit application here: [Link to be added](#)



## Narrative:

**Instructions:** Please keep your answers concise using the template below, which includes word limits. If you are applying for summer and after-school funds, please answer each question separately within the same text box: Summer: After school: *Please note the text limits in each section.* **The narrative and budget pages will be emailed to you after attending the Information session.**

<b>Organization Name:</b>	
<b>Organization Contact Name/Info:</b>	
<b>Instructions:</b> Please keep your answers concise using this template. <i>Please note the text limits in each section.</i>	
1. Tell us about your organization, why you exist and what outcomes you hope to achieve. Please share specific examples on how you ensure quality and measure success?	Text Limit: 150 words
2. Please describe how the efforts you are planning on implementing with these funds will be separate from programming traditionally offered by your agency.	Text Limit: 150 words
3. Please share your primary partners for these events, the target demographic, how youth will be recruited, event timeline and schedule for the day of the event.	Text Limit: 150 words
4. Please describe what procedures you have in place to ensure the safety of youth during the event. (e.g. all staff are background checked; low staff to student ratio, etc.). This also includes your COVID-19 protocols.	Text Limit: 150 words
5. What role did youth play in advising this application?	Text Limit: 150 words
6. Where are you planning to host your Youth Pop-Up events(s) and is the facility/location	Text Limit: 150 words

<p>already secured? If not secured, please list the steps taken to secure the site and what your back-up plan is. Why was this location chosen?</p>	
<p>7. How many youth and what ages do you plan to serve?</p>	<p>Text Limit: 150 words</p>
<p>8. How much funding are you requesting and how will it be used? Beyond funding, what other supports would your organization benefit from?</p>	<p>Text Limit: 400 words</p>
<p>9. What resources/services will you make your attendees aware of? Do you need any assistance securing agencies to attend to provide resource information?</p>	<p>Text limit: 150 words</p>
<p>10. Are you receiving funding for the City &amp; County of Denver for pop-up events in the that municipality? If so, please indicate the amount, number and description of events and locations.</p>	

### Budget/Budget Narrative:

Please provide the overall organizational budget and funding sources for the organization, as well as the specific budget amounts requested from this grant. This helps the Youth Violence Prevention Program see the overall picture of your organization and funding streams.

<i>Overall Organization Budget/Revenue</i>				
Source	Funds Requested	Committed	Pending	Total
<b>Funds requested from the Youth Violence Prevention Program</b>	\$0.00			\$0.00
Government Grants (including 21 CCLC, etc. please list)		\$0.00	\$0.00	\$0.00
Foundations (please list)		\$0.00	\$0.00	\$0.00
Fees/Earned Income		\$0.00	\$0.00	\$0.00
Donations/Corporate/Individual Support		\$0.00	\$0.00	\$0.00
Other (please list)		\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Budget/Narrative for Funds Requested: Grant Period: June 20, 2021 - October 31, 2021.**  
**Budget should not exceed \$10,000.**

<b>Program Staff Salaries/Fringe Benefits (detail each position)</b>	\$
Narrative --	
<b>Partners/Specialty Services (detail each example)</b>	\$
Narrative --	
<b>Pop-up Event Supplies/Materials (provide a moderate level of explanation)</b>	\$
Narrative --	
<b>Food</b>	\$
Narrative --	
<b>Operating Expenses (LIMITED TO 10% OF TOTAL REQUEST)</b>	\$
Narrative --	
<b>Other</b>	\$
Narrative --	
<b>GRAND TOTAL</b>	<b>\$</b>

### Checklist:

Responses to the Youth Violence Prevention Program RFP shall consist of the following components, which should be completed in the order listed below. This checklist is provided to help ensure a complete proposal. It is not necessary to submit this checklist with your proposal.

- Information Session Registration: [Click Here](#)
  - Applicants must attend.
- Event Summary Information (filled out here): [Click Here](#)
- Narrative
- Budget/Budget Narrative
- Other Required Attachments
  - Comments on Sample Purchase
  - Certificate of Good Standing with the Colorado Secretary of State
  - Scope of Work Summary
  - Completed I.R.S. W9 Form
  - Evidence that staff have participated in the State's Mandatory Child Abuse/Neglect Reporter Training