



Request for Proposals

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Summary

What is CEO?

The Commission on Economic Opportunity for the Greater Capital Region, Inc. (CEO) was established in 1965 as part of a larger system of Community Action Agencies throughout New York State and across the nation. CEO provides the overall leadership, policy guidance, coordination and support necessary to successfully deliver a wide range of human services in fulfillment of our mission:

CEO creates partnerships and develops opportunities for social and economic growth and empowerment in individuals, families, and communities.

Remember the saying: “Give a man a fish and he’ll eat for a day; teach a man to fish and he’ll eat for a lifetime”? If there was ever an idea that defines what CEO does, that is the one. We believe people have the power to change. We believe everyone can build the life they want if they have the right tools. We also believe that addressing the issue of poverty is not about handouts – it is about empowerment.

Our services empower people to develop independence in all aspects of life. CEO gives people the tools they need to build financial stability and lead healthier, happier lives. Our programs work with individuals, families, and the larger community to improve quality of life by meeting social, emotional, financial and educational needs. The agency is a major force in improving the lives of more than 13,000 disadvantaged Rensselaer County residents annually through various services and supports.

CEO’s programs are designed to be stepping stones to long-term success. They focus on education, skill building and connecting people to needed resources. Our goal is to break the cycle of poverty by targeting poverty at its root causes – removing barriers and supporting change.

What is Community Action?

Community Action Agencies are nonprofit private and public organizations established under the Economic Opportunity Act of 1964 to fight America’s War on Poverty. CEO was founded in 1965 as the Community Action Agency serving Rensselaer County. The primary mission of all Community Action Agencies is to help people to help themselves in achieving holistic wellness and self-sufficiency. There are approximately 1,000 Community Action Agencies nationwide, all of which are dedicated to coordinating a response to the unique needs found in their communities.

What is Seeds for Success?

The concept behind the **Seeds for Success** initiative is deeply rooted in the philosophy of Community Action. Through this initiative, CEO seeks to provide essential support to build resources that are directed toward meeting the needs of the most vulnerable citizens in our local community. Our goal is to work within our community to plant the seeds of positive action throughout Rensselaer County and the Greater Capital Region, and enhance opportunities to meet identified and underserved needs.

Application Guidelines

Funding Priorities

The **Seeds for Success** initiative is intended to provide funding support to organizations to provide essential services to address needs in the local community. This one-time grant opportunity is designed to provide seed money to launch needed supports that otherwise would not be available. The funding is not intended to supplant existing funding sources.

Eligibility

Eligible applicants will meet the following requirements:

- Qualify as a recognized not-for-profit organization under Section 501(c)(3) of the Internal Revenue Code, or have the fiscal management support of a qualifying organization; and
- Provide services to residents of Rensselaer County.

The selection committee will not consider for funding:

- Individuals, foundations, or government agencies; or
- Applications received after the deadline.

Selection Process

A selection committee comprised of key stakeholders will convene quarterly to select award recipients for the **Seeds for Success** initiative. The selection committee reserves the right to request a site visit to aid in the selection process.

Maximum Award

The **Seeds for Success** initiative is a mini-grant opportunity. The maximum award for funds will not exceed \$5,000 per awardee.

Requirements of Awardees

- Expenditure of all grant funds within one year of receipt of award;
- Submission of a final report upon expenditure of grant funds or at the end of the funding year, whichever comes first (reporting form will be provided);
- Inclusion of CEO's name and logo in public facing materials and any publicity of the funded project; and
- Coordination with CEO team to make available awardee's name and logo, if applicable, for use in CEO's public facing materials and publicity related to the **Seeds for Success** initiative.

Application Requirements

Applications should not exceed 5 pages in length (excluding cover page and attachments) and should include the following:

Cover Page

- 🚀 Project title
- 🚀 Organization name
- 🚀 Organization address
- 🚀 Organization website address
- 🚀 Main contact name
- 🚀 Main contact phone number
- 🚀 Main contact email address
- 🚀 Total funding request
- 🚀 Signature of authorized representative

Narrative





- 🚀 Organization information
 - 🚀 Mission, goals, objectives
 - 🚀 Target population
 - 🚀 History
 - 🚀 Current programs/services and accomplishments
 - 🚀 Board description – composition, role in organization, frequency of meetings
- 🚀 Project description
 - 🚀 Description of need
 - 🚀 Purpose of requested funds
 - 🚀 Measureable outcomes
- 🚀 Implementation timeline
- 🚀 Sustainability plans (if program is to continue beyond funding period)

Budget Breakdown and Project Resources

- 🚀 Budget breakdown
- 🚀 Budget narrative
- 🚀 Other funding sources in place (if applicable)
- 🚀 Plans for raising the balance of project funds

Submission Details

Applications for **Seeds for Success** funds will be accepted on an ongoing basis annually, and will be reviewed and awarded quarterly. Application review periods are designated as:

-  January 1 through March 31
-  April 1 through June 30
-  July 1 through September 30
-  October 1 through December 31

Submission Details

Applications may be submitted by mail or email to:

Katie Fike
Chief Planning Officer
CEO
2331 Fifth Avenue
Troy, NY 12180
kfike@ceoempowers.org

Confirmation of application submission will be sent to the email address listed on the cover page. Additional information may be found at any time on CEO's website at: <http://www.ceoempowers.org/resources/seeds-success/>.

Questions

All questions related to the application process should be directed to Katie Fike, Chief Planning Officer, by phone at 518-272-6012 ext. 262 or email at kfike@ceoempowers.org.