

REQUEST FOR PROPOSALS

For the **SUN*LV Community Garden Challenge of Spring 2011**

for

Sustainable Urban Neighborhoods of the Lehigh Valley (SUN*LV)

in the amount of up to **\$7,500**

**The Community Action Committee of the Lehigh Valley
1337 East Fifth Street
Bethlehem PA 18015**

Due: March 25, 2011 (Noon)

Introduction

The Community Action Committee of the Lehigh Valley, Inc. (CACLV), located in Bethlehem, Pennsylvania, was created in 1965 to work with and for low-income residents of the Lehigh Valley to combat poverty. The mission of CACLV is to improve the quality of life in the Lehigh Valley by building a community in which all people have access to economic opportunity, the ability to pursue that opportunity, and a voice in the decisions that affect their lives.

Sustainable Urban Neighborhoods of the Lehigh Valley (SUN*LV), a project of CACLV, works with organizations and residents to help support existing community gardens and to assist in the creation of new community gardens in neighborhoods across the Lehigh Valley. This work is accomplished through a website and social network as well as through personal contact and collaboration with residents and a wide range of for-profit and non-profit organizations interested in promoting the growth of community gardens at the heart of sustainable neighborhoods. Our intent is for these gardens to provide immediate benefits in terms of physical activity and fresh food for their participants. The gardens can also serve as neighborhood hubs that foster community building; promote face time among local residents, which fosters more secure neighborhoods; be a vehicle for education and job training; communicate health and nutrition information to hard-to-reach community members; spur economic development and enterprise and increase the values of neighboring properties. With this model, the community garden is not the end-product but an important step which a neighborhood can take to create a better, more sustainable living condition for its residents.

Since its inception in the Spring of 2009, SUN*LV has taken an active role in creating and/or maintaining and developing 14 community gardens in the Lehigh Valley, including the Chestnut Street garden and three others in Allentown, the Maze Garden and three others in Bethlehem, and the South Side Community Garden and the five gardens located in the West Ward neighborhood in Easton. In addition, SUN*LV has instituted an annual tool drive in which gardeners throughout the Lehigh Valley donate tools for in-need community gardeners. In 2010, SUN*LV's efforts impacted the lives of more than 80 families and individuals in the Lehigh Valley.

We believe that a community garden can be a vital part to any neighborhood enhancement project. With local groups and residents in participation, neighborhoods can build a sustainable community with many benefits that contribute to the quality of urban living. As a result, **SUN*LV proposes a challenge to groups or agencies in Lehigh and Northampton counties to submit proposals for up to \$7,500 to create and host a community garden for its members, volunteers, and/or clients.**

Objectives

The objectives of the **SUN*LV Community Garden Challenge of Spring 2011** include the following:

Increase the amount and variety of fresh foods that are grown locally, improving the food security of communities in need;

Meet the food-security needs of families of low- to moderate-incomes in a convenient, affordable, sustainable, and community-enhancing way;

Encourage gardeners and volunteers to develop a strong personal stake in the success of their gardens and the enhancement of their communities;

Increase the capacity and knowledge of food production and nutrition among low- to moderate-income families in the Lehigh Valley;

Build the capacity of SUN*LV and further its mission to build the local food capacity of the Lehigh Valley; and

Engage communities and interested organizations and volunteers in dialogue and action concerning poverty, nutrition, community, and environmental issues;

Scope of Work

Competitive proposals will meet as many of the following criteria as possible (* denotes requirements):

*Proof through documentation of ownership or permission to access land where garden is being proposed;

Demonstration of the garden site's sufficient access to sun and water;

Clear and compelling need for the benefits that the garden can provide and what those benefits are;

Strong volunteer base to assist in organization, construction, and planning of garden activities;

Clear and efficient strategy to gauge community interest in gardening and recruit gardeners and volunteers;

Encouragement of beneficiary gardeners to personally invest themselves in the garden through a fee, volunteer time, etc.

Plan for educational and social activities that will improve the capacity, health, and sense of community of the gardeners;

Plan for the long-term sustainability of the garden, including leadership continuity;

Demonstration of leveraged resources to complete the necessary infrastructure and activities of the proposed garden that SUN*LV funding is not sufficient to cover; and

*Designation of a representative from the applicant's or partners' organizations to serve on the SUN*LV organizing committee for no less than one year, beginning May 2011. This is a 1 to 4 hour per month commitment;

Applicant Eligibility

The applicant, to be eligible for selection for the **SUN*LV Community Garden Contest of Spring 2011**, should submit the following:

Applicant must be a 501(c)3 nonprofit organization or must partner with a 501(c)3 or governmental entity;

Most recent professional financial audit;

Proof of liability insurance in the amount of no less than \$100,000 and a written statement declaring the applicant's willingness to add CACLV as an insured entity.

Proof of ownership or permission to access proposed land; and

Letter(s) of commitment from partners involved in the project on partner letterhead.

Budget Requirements

Evidence of good value and cost-efficiency will be important considerations. Interested applicants shall submit a detailed project budget that includes specific tasks or projects and costs for their completion. The budget should also include costs for the following categories: 1) materials and supplies, 2) outreach and recruitment, and 3) any other anticipated expenses. SUN*LV will be available to coach any interested group through the budgeting process until the submission due date has passed. A sample budget is shown on the last page of this RFP. Note, however, that many of the line items listed in the sample budget can be accomplished for less funds or none at all with the help of volunteers or donated or already existing items.

The proposal should also include a description of leveraged funds and other resources that will be crucial to the implementation of the proposed garden. Leveraging shall include other grant or private funds, in-kind donations, committed volunteer hours (at a rate of \$10 per person per hour), gardener buy-in, and any other appropriate support. Demonstrating the commitment of leveraging through letters of commitment or copies of contracts is strongly encouraged.

Submission of Proposals

Proposals should contain:

1. Cover page with name, address, phone and fax numbers, and e-mail address of applicant and contact person.
2. The text, not to exceed four (4) pages (not including attachments) should include a description of the targeted beneficiaries, approach, and proposed methods to meet the scope of work, including:
 - a. a description of need, target population, and proposed garden site;
 - b. the proposed work plan;
 - c. deliverables and timeline;

- d. an evaluation and sustainability/continuity plan;
- e. credentials of applicant and partners; and
- f. a budget and demonstration of leveraging, as outlined in Budget Requirements.

Benefits of Submission and Selection

All applicants to the **SUN*LV Community Garden Challenge of Spring 2011** will be invited to participate in a free community gardening training program in the spring. Applicants of funded proposals will become eligible to receive more in-depth training in two separate sessions. This in-depth training will be tailored to the unique needs of the participants.

Schedule

1. Please send an email to info@sunlv.org by February 18 stating that you intend to submit a proposal. Your letter of intent should include the name of your organization, the name of a contact person, phone number and email address of the contact person, and a one paragraph summary of your proposal. A hard copy letter of intent can be sent to the address below.
2. A meeting will be held during the fourth week of February for interested parties to have questions answered and obtain any further information about the Challenge. **While attending this meeting is not required, those in attendance will have a great advantage over other applicants due to the detailed information that will be conveyed about what SUN*LV is looking to fund. Only groups who send emails of intent will receive notices of the venue, date, and time of this meeting.**
2. Five copies of the proposals shall be submitted by 12:00 p.m. on March 25, 2011 to:

Community Action Committee of the Lehigh Valley
ATTN: SUN*LV Community Garden Challenge
1337 East 5th Street
Bethlehem, PA 18015

3. Proposals will be reviewed by staff and an advisory committee. Questions about the proposal should be addressed to Lou Cinquino, 610-762-3078, cinquino@yahoo.com.
4. Decisions will be made April 15, 2011. One-to-four proposals will receive funding of up to \$7,500, payable by check by May 1.

Sample Budget - 8 Bed Community Garden

Year 1

Garden tools	\$ 350.00
Lumber for 8 beds (12' x 4' beds; with 2"x12" lumber)	\$ 500.00
Machined corners for 8 beds (32 - 12" aluminum corners)	\$ 360.00
Soil, compost and hauling	\$ 1,000.00
Water reclamation system (\$1/Gallon installed)	\$ 1,000.00
Benches, picnic tables for garden	\$ 1,250.00
Shed (lumber (Posts, studs, joists, rafters), roofing, concrete floor, hardware)	\$ 1,500.00
Fencing (4 sides, @ \$6 per linear ft @ 75' x 100', plus gate)	\$ 2,350.00
Planting materials (seeds, seedlings)	\$ 200.00
Landscape materials (8 x \$35- \$50 shrubs, 2-3 \$100 trees, flowers)	\$ 500.00
Educational Programs, Events	\$ 350.00
Garden design fee	\$ 250.00
Maintenance (Grass Cutting, cleanup)	\$ 300.00
Admin (registrations, gardener recruitment, meetings)	\$ 1,200.00

\$11,110.00

Years 2- 5

Garden Tools	\$ 150.00
Soil, compost and hauling	\$ 500.00
Planting materials (seeds, seedlings)	\$ 200.00
Landscape materials	\$ 150.00
Educational Programs, Events	\$ 350.00
Maintenance	\$ 300.00
Admin (registrations, gardener recruitment, meetings)	\$ 500.00

\$ 2,150.00