



Grant for Senior & Community Centers

Request for Proposals

RFP Issued
September 1, 2020

Applications Due
October 13, 2020

Background

The St. Louis City Senior Fund was created by a voter supported ballot initiative in November 2016. The approved legislation allows the City of St. Louis to levy and collect a property tax of five cents per hundred dollars of valuation, “for the purpose of providing services to persons sixty years of age or older.”¹

Our vision is for the City of St. Louis to be an aging-friendly city where older residents can age in place.

We support this vision by providing grants to local nonprofits and government entities to help older adults continue living in the home and community that best serves their needs and interests. All grants from the Senior Fund are directed to serve residents in the City of St. Louis who are 60 years or older.

Purpose of this RFP

Senior and community centers often serve as a hub for older residents to come together for activities that reflect their experience and interests and connect to resources that help them stay healthy and continue living in their home and neighborhood. This funding opportunity is intended to support centers located within the City of St. Louis, that have defined geographic service areas, and currently provide programs and services for older adults. We are accepting proposals that will begin in our current fiscal year, **FY2021**. Requests are accepted for:

Capital or Technology Improvements

Funding for planning for capital improvements or one-time expenses for facility improvements and repairs or purchase of equipment, technology, or other durable assets that build capacity and strengthen a center’s ability to serve clients and has a useful life of more than one year.

Facility improvements may include renovations to improve accessibility, energy-efficiency, or safety or other refurbishments of existing spaces to improve the use or aesthetics of where older residents use programs and services. Equipment may include food storage and other kitchen appliances, furniture, computers, audio-visual equipment, vehicles, or other substantial items needed to carry out services. Technology may include development of databases to manage data on clients and services, set up of a third-party database, software licenses with a useful life of more than one year, or other needs.

¹ City of St. Louis Ordinance Number 70314

These grants are not intended to fund portions of larger capital projects unless you have all of the remainder funding already confirmed. These grants are also not intended to pay for annual costs to lease equipment from a third party.

General Operating Support

Organizations can apply for funding for day-to-day operations of services for older City residents. Funding may be used to cover day-to-day activities or ongoing expenses, such as: staff salaries, rent, utilities, supplies, general facility and vehicle maintenance, staff training, etc.

Requests under this category cannot replace or supplant existing funding; applicants must be able to explain and document in the application narrative why general operating funds are needed (e.g., recent loss of funding, need for coverage of costs that are not supported by confirmed funding sources). This is not intended to be unrestricted funding; applicants will be asked to specify and report how funds will be used.

Award Budget and Timeframe

- Organizations can apply for one-year grants up to \$25,000 for capital and technology improvements and up to \$7,500 for general operating expenses.
 - We currently have up to \$200,000 budgeted for this funding opportunity.
 - We anticipate grant requests will range from \$2,500 to the maximum grant award depending on the scope of the request.
- The Senior Fund requires that applicants do not request more than 50% of their organization's annual budget. We also prefer that applicants do not request more than 75% of the total cost, though we recognize that some requests for the purchase of equipment or facility improvements may require 100% investment due to lack of additional sources.
 - For requests that may in part benefit services for clients that are not 60 years or older and St. Louis City residents, we expect that additional funding sources will contribute to total project costs.
- Grants from the Senior Fund are meant to build upon, not take the place of or supplant, existing program and service funding.
- Grants awarded under this RFP will begin in the Senior Fund's current fiscal year, FY2021. Award start dates are scheduled for January 1, 2021.

Administrative or Indirect Expenses

General indirect expenses are not supported with this funding opportunity.

Award Limitations

There are some things we will not fund, including:

- Grant Awards to Individuals
- Start-up Organizations
- Loans
- Scholarships
- Travel That is Not Related to Delivery of Services
- Conferences
- Research
- Special Events
- Film or Video Projects
- Nursing Homes and Assisted Living Facilities
- Funds to Retire Debt
- Reimbursement for Efforts Already Completed
- Building or Land Purchases

Organization Eligibility

- Senior or community centers located within the City of St. Louis, that have defined geographic service areas, and serve older City residents, 60 years or older, out of their location (based on when COVID-19 guidelines are not in place).
- Applicants must have a 501c3 or be a City of St. Louis Governmental Entity.
- Have policies and procedures in place to manage finances and can provide documentation of past financials when requested (e.g., audited financial statements, IRS 990, other documentation).
- Provide services that fit within the vision of the Senior Fund as stated in the request for proposals.
- Organizations can submit only one proposal for this specific funding opportunity; you can request support for a capital or technology improvement and/or general operating support for the proposal.
- Current grantees are eligible to apply if they submit a proposal for funding that is different from what the Senior Fund currently supports for their organization.

Information Session

An informational session about this and other funding opportunities will be held:

September 9, 2020 | 3-4:00pm

This session is optional; potential applicants are not required to participate. The session will be held via Zoom. If you would like to attend, please RSVP via email to info@stlseniorfund.org. Slides from the session and Q&A will be posted on the Grants page of our website.

Application Process

The application and instructions are posted on our website, stlseniorfund.org. Applications include a proposal narrative, budget, and supporting documents.

Applications are due by the end of the day, 11:59pm, on **October 13, 2020**. We prefer your submission to be sent via email to info@stlseniorfund.org. Submissions can also be mailed or delivered to *St. Louis City Senior Fund, 333 S. 18th Street, Suite 200, St. Louis, MO 63103*. If you plan to deliver your application, please contact our team at least a day in advance to schedule a time.

Applications will be reviewed by Senior Fund staff, Program and Grants Committee members, and external reviewers. Funding recommendations will be presented to the Senior Fund's Executive Board to be approved or declined by vote. Award notifications will be sent no later than December 1, 2020 for a grant start date of January 1, 2021.

<p style="text-align: center;">Proposal Timeline</p> <p style="text-align: center;">Request for Proposals Released September 1, 2020</p> <p style="text-align: center;">Applications Due October 13, 2020 by 11:59pm</p> <p style="text-align: center;">Award Notification December 2020</p> <p style="text-align: center;">Start Date of Grants January 1, 2021</p>

Tips for Capital and Technology Request Applications

Requests should:

- Have a clear timeline and project budget, including adequate reserves for contingencies and possible cost overruns.

- Have evidence of a plan to maintain capital or technology improvements moving forward.
- Be ready to implement so it can be completed in a reasonable period of time (grant awards are for one-year).
- Describe how the request improves programs and services for older St. Louis City residents.

Note: Clear, single projects tend to be reviewed more favorably than requests for a variety of unrelated items.

Reservation of Rights

The Senior Fund reserves the right to reject proposals submitted, to request additional information or clarification from any or all applicants, and/or negotiate changes with applicants at any time before, during, or after the award process. Grant awards are made at the sole discretion of the Senior Fund. No entitlement to funding for any organization at any level is expressed or implied.

Each applicant, in seeking, receiving, or possessing a request for applications and/or in submitting an application in response does release, indemnify, and hold the Senior Fund and its various employees, representatives, and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the Senior Fund as a result of issuing requests for applications, making any revisions thereto, conducting a selection process and subsequent negotiations, and making a final recommendation and/or entering into a grant agreement. The Senior Fund will not be responsible for any expenses incurred in the preparation or presentation of any proposal.

Questions

Please contact us with questions about this request for proposals or any other information regarding the St. Louis City Senior Fund. The primary contacts are:

Jamie Opsal
Executive Director
jopsal@stlseniorfund.org
(314) 535-6964, Ext 12

Stephanie Herbers
Program Manager
sherbers@stlseniorfund.org
(314) 535-6964, Ext 24