



Notice of Funding Opportunity

Request for Proposals (RFP) for the City of Chicago DFSS My CHI. My Future. Micro-Grant Program

Issued By: SGA Youth & Family Services

Submission Deadline: 4/12/2024 at 5 pm Central Time

Introduction

SGA Youth & Family Services (SGA) is excited to release the 2024 My CHI. My Future. (MCMF) Micro-Grant Notice of Funding Opportunity. In December 2023, SGA was selected by the Chicago Department of Family & Support Services (DFSS) to administer this first-ever DFSS MCMF Micro-Grant program. SGA has been serving Chicago's youth and their families since 1911, and we are proud to partner with DFSS in this initiative to make small grants available to community-based, youth-serving organizations to create new or enhance existing opportunities for positive youth engagement in specified Community Strategy Regions.

Micro-Grant Program Priorities & Impact

The DFSS MCMF Micro-Grant Program seeks to provide funding for out-of-school time programs that support healthy community ecosystems for youth. Through the implementation of the Micro-Grant Program, SGA and DFSS seek to strengthen community-based approaches to address the ongoing impact of the COVID-19 pandemic on youth by providing support for engaging and meaningful programming for youth and families in their communities.

The Micro-Grant Program is exciting and important because it:

- Increases after-school opportunities for youth.
- Builds agencies' capacities to develop programs and apply for funds.
- Helps enrich and expand small agencies' programs.
- Measures youths' feelings of safety, engagement, and belonging in their communities.

The Micro-Grant Program is part of a portfolio of Community Strategies under the MCMF initiative. The MCMF vision is that:

Every young person in Chicago connects to a variety of rich, engaging, safe, and youth-centered out-of-school time experiences that empower them to discover and cultivate their talents, passions, skills, and identities; develop as physically, mentally, and emotionally healthy members of society; build relationships and networks with peers and mentors; and explore multiple pathways to college, careers, trades, entrepreneurship, and life-long learning.

Access and participation in Chicago's diverse out-of-school opportunity ecosystem must be equitable (not equal) across race, gender identities, disability, age, immigration status, income,



neighborhood, and other identities, resulting in all young people (as well as their families, mentors, and caring adults) leveraging community assets and the city’s resources to build positive futures for themselves and their communities.

Programs should emphasize the holistic well-being of young people by addressing their needs, providing opportunities to learn new skills, helping them to develop positive relationships with peers and adults, and helping them to feel a sense of belonging. Successful applicants will demonstrate their program’s alignment with an identified community need and will be able to demonstrate that the activities have been developed with youth input and to reflect youth voice.

Scope of Work

Successful micro-grant applicants will prioritize fostering positive youth development through accessible, equitable, and strengths-based approaches. Programs should achieve the below goals at a minimum:

- Ensure youth participants feel safe.
- Ensure youth participants are interested and engaged.
- Ensure youth participants feel a sense of connectedness and belonging in their community.

Organizations awarded Micro-Grants will address these goals through the following activities:

1. Design and implement a new or existing youth program (e.g., youth council, after-school enrichment program, family-focused event).
2. Incorporate youth voice, interests, and needs in the design of the proposed program.
3. Connect programming to the specific needs and interests of the target community.
4. Offer programming during out-of-school times (e.g., evenings, weekends, holiday long weekends, or school breaks).
5. Provide adequate staffing and operational infrastructure to implement the proposed program.

Target Population

The focus of the micro-grants is on serving youth ages 6-24 years old in 15 MCMF Community Strategy Regions covering 19 Community Areas. Several of the MCMF Community Strategy Regions are made up of more than one Community Area. These 19 Community Areas, listed in Table 1, ranked high on the [Chicago Community Vulnerability Index](#) and/or the [UIC Chicago Community Area Economic Hardship Index](#). MCMF is strategically aligning with these two risk indices and Mayoral initiatives, such as the Community Safety Coordination Center (CSCC), to have a presence in communities with the highest needs where MCMF can have a meaningful impact.

Table 1. MCMF Community Strategy Regions and Community Areas included within Regions

MCMF Community Strategy Region	City of Chicago Community Areas Served
Auburn Gresham	Auburn Gresham
Austin	Austin
Back of the Yards	New City
Belmont Cragin	Belmont Cragin
Brighton Park	Brighton Park



Chicago Lawn	Chicago Lawn
Gage Park	Gage Park
Garfield Park	East Garfield Park
	West Garfield Park
Greater Englewood Area	Englewood
	West Englewood
Greater Grand Crossing	Greater Grand Crossing
Greater Roseland Area	Pullman
	Roseland Area
	West Pullman
Humboldt Park	Humboldt Park
Little Village	South Lawndale
North Lawndale	North Lawndale
South Shore	South Shore

Eligibility

This is a competitive program that provides small grants to grassroots and community-based organizations to create new or enhance existing out-of-school time youth programs that meet the specific interests and needs of young people in their neighborhoods. Successful applicants must meet several eligibility requirements:

Physical Address: It is required that the applicant organization have a physical address where the programming will take place within the chosen Community Strategy Region **or** have a Memorandum of Understanding (MOU) or linkage agreement with a partner’s program site located in the Community Strategy Region. If using a partner agency program address, applicants will be required to submit the MOU or linkage agreement if awarded a grant. Please verify that the program physical address is located within a Community Strategy Region using the City of Chicago Boundaries - Community Areas Map <https://data.cityofchicago.org/Facilities-Geographic-Boundaries/Boundaries-Community-Areas-current-cauq-8yn6>. To do this, follow the instructions below.

1. After opening the Community Areas Map, look for the icon of an arrow pointing to an “X” in the top lefthand corner of the map. (It says “Navigate to location” if you hover over it.) Click this icon.
2. A box will open with a field stating, "Enter address here." Enter the address using the format: Street number and name, City, State, Zip Code. Click "Go."
3. The selected address will appear as a blue dot on the map. Zoom out slightly and click on the blue dot to see a data box.
4. Look for the line with "Community", and the corresponding community area will be listed.

Each organization can submit only one application per Community Strategy Region. Agencies that serve multiple communities may apply in multiple Regions, but they must target only one Community Strategy Region per application.



Target Population: Programs must serve youth ages 6-24 years old, and at least 50% of the participants must be from at least one of the underrepresented populations as described below:

- Individuals with disabilities (i.e., physically impaired, visually impaired, etc.)
- Individuals attending Options High Schools
- Individuals who are English as a Second Language learners
- Individuals that are experiencing homelessness/unstably housed
- Individuals placed in the foster care system
- Individuals who are justice involved (i.e., parole, probation)
- Opportunity youth defined as out of school and out of work

Micro-grant recipients will be responsible for recruiting youth for their respective programs and will be expected to explain in their application how they will achieve participation of at least 50% of underserved populations.

Non-profit Status/Fiscal Sponsor: Applicants must be a tax-exempt nonprofit organization or have a fiscal sponsor. Proof of 501(c)(3) status (IRS Determination Letter), either the applicant's or the fiscal sponsor's, must be submitted if awarded a grant. If a fiscal sponsor is used, the applicant must certify in the application that the fiscal sponsor is aware of the application and has agreed to receive and disburse the funds on the applicant's behalf if awarded. The applicant must also submit the fiscal sponsorship agreement if awarded a grant.

Certificate of Insurance (COI): As a condition of receiving grant funding, applicants who are awarded a grant will need to provide a valid Certificate of Insurance (COI). Additional information can be found in the "Insurance Requirements" section on page 11 of this RFP.

Unique Entity ID (UEI): All organizations *or their fiscal sponsors* must have a Unique Entity ID (UEI) (12-character alphanumeric ID assigned to an entity by SAM.gov), since the Micro-Grant Program funding is supported by federal funding via the City of Chicago. To be clear, if your organization is using a fiscal sponsor, you will provide proof of their valid UEI. Your organization does not need to have one.

- If your organization has an active or inactive registration in SAM.gov, it has already been assigned a UEI. It is located on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID.](#)
- If your organization is not a registered entity in SAM.gov, your organization will need to obtain a UEI. It will require the following organizational information below. You may be required to provide documentation to validate these items during the process to obtain a UEI, so you should complete this as early as possible before the grant application deadline.
 - Legal Business Name
 - Physical Address
 - Start Year or Year of Incorporation



- State of Incorporation

Follow the steps below to obtain a UEI:

1. Go to [SAM.gov](https://sam.gov) and select "Sign In" from the upper right corner of the webpage.
 - a. When you select sign in, you will be prompted to accept the U.S. Government System terms to sign into the SAM.gov website. Select the green "Accept" button.
 - b. If you do not have a SAM.gov account, you must create one. SAM.gov uses Login.gov for usernames and passwords. [View more help with using Login.gov](#). Once you create your user account, return to SAM.gov to complete your profile.
2. Once you sign in, the system navigates you to your Workspace. On the "Entities" widget, select the "Get Started" button.
3. On the next page is a welcome screen. Select the "Create New Entity" button.
4. Continue by following the steps outlined in the Quick Start Guide for Getting a Unique Entity ID (attached in this pdf) or the ["Get a Unique Entity in SAM.gov" YouTube video](#).

For additional information on obtaining and viewing a UEI and other SAM.gov issues, contact the Federal Service Desk (FSD), which is a free technical support service desk for user assistance. Visit [FSD.gov](https://fsd.gov) to search frequently asked questions, chat live with a support agent, submit a web form, or call for assistance.


FSD Call and Live Chat Hours:
Monday - Friday from 8am - 8pm EST
U.S. calls: 866-606-8220
International calls: +1 334-206-7828
DSN: 94-866-606-8220

Proof of a Unique Entity ID will be required if awarded a grant. It can be a printout or screenshot of the Unique Entity ID page or SAM registration (if applicable). If your organization has an existing SAM registration, follow these steps to [download the SAM registration information](#). If you have a UEI but no SAM registration, provide a printout or screenshot similar to the below example.



Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:

Your Unique Entity ID will
be displayed in this area 

VERIFIED SAM RECORD

Doing Business As: _____

Year of Incorporation _____

State of Incorporation _____

If you now believe you may need to complete a full entity registration, select **Continue Registration**.
Otherwise select **Go to Workspace** to return to your workspace.

[Continue Registration](#) [Go to Workspace](#)

Grant Process and Funding

\$600,000 in total will be distributed in micro-grants across the 15 MCMF Community Strategy Regions. **\$40,000 in grant funding will be designated for each Community Strategy Region.** If no applications are received for a Region, if there are not enough applications that meet the minimum scoring threshold for a Region, or if not all of the designated funding has been awarded for a Region, the application process will be re-opened *for those Regions only* soon after the awards are announced. If after the re-opening of those specific Regions there are still not enough eligible applications from a given Region that meet the scoring threshold, unallocated funds may be awarded to an application in another Region that meets the scoring threshold.

Grant requests should be a minimum of \$2,500 and a maximum of \$10,000. The grant funding must be for youth programming and is not to be used for general operating expenses.

- Funds may be used for all or part of a youth program (e.g., youth council, after-school enrichment program, family-focused event).
- Funds may be used for new or to enhance existing programming.
- Funds may **not** be used for general operating expenses (e.g., rent, payroll for hours not directly related to funded programming, materials or supplies not directly related to funded programming).
- Funds must be used for out-of-school time programming (e.g., evenings, weekends, holiday long weekends, or school breaks).



The grant application and performance period is March 8, 2024 – December 31, 2024. The application will be available on the grant portal on March 8, 2024, and the **deadline is April 12, 2024 at 5 pm Central Time**. The application, funding, and reporting timeline is listed in Table 2 below.

Table 2: Micro-Grant Application, Funding, and Reporting Timeline

Phase	Schedule
Application Open on Portal	March 8, 2024
Application Webinar	March 19, 2024
FAQ Deadline	April 4, 2024 at 5 pm Central Time
Application Deadline	April 12, 2024 at 5 pm Central Time
Application Review Process	April 2024 – May 2024
Expected Awards Announcement	May 2024
Grant Contract Period	June 2024 – December 31, 2024
Grant Reporting Deadline	January 31, 2025

Evaluation Process

Each eligible proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria. Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive and, therefore, subject to rejection. All responsive proposals will be reviewed and scored by an evaluation committee made up of individuals from a full range of disciplines, including youth service, mental health, job training, operations, human resources, and finance. Evaluators will score the applications according to the selection criteria outlined below. Applications can receive a maximum score of 50 points.

SELECTION CRITERIA	POINTS
<p><u>Community Need</u></p> <ul style="list-style-type: none"> The applicant articulates a clearly defined need for the proposed program in the target community area. The applicant clearly demonstrates a connection to the community. 	10
<p><u>Youth Voice</u></p> <ul style="list-style-type: none"> The applicant provides a clear connection between the proposed program and the MCMF and Micro-grant mission and vision. The applicant articulates how the proposed program includes and utilizes youth input. The applicant articulates how the proposed program reflects the interests of youth in the target community. 	10
<p><u>Strength of Proposed Program</u></p> <ul style="list-style-type: none"> The applicant clearly describes the proposed program (the planning process, how the program works, who is involved, who is served). The proposed program planning and activity timelines are clear and achievable 	20



<p>within the grant contract period.</p> <ul style="list-style-type: none"> • The applicant articulates how the proposed program strengthens healthy community ecosystems for youth. • The applicant clearly describes how the proposed program will a) make youth feel safe, b) ensure that youth are interested and engaged, and c) ensure that youth feel a sense of connectedness and belonging in the community. 	
<p>Organizational Capacity</p> <ul style="list-style-type: none"> • The applicant articulates adequate staffing to implement the proposed program. • The applicant demonstrates the necessary organizational infrastructure to implement the proposed program. 	5
<p>Target Population & Budget</p> <ul style="list-style-type: none"> • The applicant articulates a plan to recruit participants ages 6-24 with at least 50% of participants from an underrepresented population. • The applicant provides a completed budget template with reasonable budget expenses that match the grant amount requested. 	5

Decision Process

Each Community Strategy Region has its own maximum funding allocation of \$40,000. In effect, the review process will treat each Community Strategy Region as a separate competition. Applications will be reviewed by Community Strategy Region and will be ranked by score. Those applications meeting the scoring threshold will be funded from highest to lowest score, as funding permits within that Community Strategy Region. The highest scoring proposal, or proposals in the case of a tie, will receive the full request. Subsequent proposals may be funded at their full amount, in order of score, as funds permit. It is possible that not all proposals that meet the scoring threshold will be funded, based on score and availability of funds. It is also possible that lower scoring proposals within the threshold will receive a partial award, depending on the number of proposals within the threshold per Community Strategy Region. In that case, SGA will work with the applicant to revise the scope of work. If no applications are received for a Region, if there are not enough applications that meet the minimum scoring threshold for a Region, or if not all of the designated funding has been awarded for a Region, the application process will be re-opened *for those Regions only* soon after the awards are announced. If after the re-opening of those specific Regions there are still not enough eligible applications from a given Region that meet the scoring threshold, unallocated funds may be awarded to an application in another Region that meets the scoring threshold.

All funding decisions will be reviewed by DFSS to ensure that grantees are in compliance with the City of Chicago before any awards are announced or distributed.

Grant Reporting

In the application, as a requirement for grant funding, the applicant will need to agree to participate in the required evaluation and programmatic reporting, including submitting a final report via the grant portal by the date specified in the award notice. The report will include, but not be limited to, whether the funding was fully expended during the grant period on programs targeted to youth and



communities in the recipients' focus MCMF Community Strategy Region, and a description of if, and how, the recipients feel that the micro-grants contributed to a stronger community youth ecosystem through creating or improving opportunities for youth and families in their focus MCMF Community Strategy Region. Awardees will also be required to administer a satisfaction survey to program attendees using a QR code provided by SGA, gathering basic demographic and location data and measuring the following program outcomes:

- % of attendees surveyed during or after attending a micro-grant-funded program will report feeling a sense of safety (85% is the goal).
- % of attendees surveyed during or after attending a micro-grant-funded program will report feeling interested/engaged (85% is the goal).
- % of attendees surveyed during or after attending a micro-grant-funded program will report feeling a sense of connectedness and belonging within their community (85% is the goal).

Submission Information

Pre-proposal Webinar

A pre-proposal webinar will be held on **Tuesday March 19 at 1:00 pm Central Time**. Attendance is not required but is advised. Information about the webinar can be found on the About Micro-Grants webpage. **If you plan to attend, you must register prior to the webinar's start.** (<https://sga-youth.org/micro-grants/about-micro-grant-opportunities.html>). A link to the recorded webinar, as well as Frequently Asked Questions (FAQs), will be available online on the webpage after the webinar for those who cannot attend the live scheduled time.

Submittable Grant Portal

To complete an application, applicants will need to set up a free Submittable account in the grant portal if they do not already have a Submittable account. Click [here](#) to set up a Submittable account or to begin the application. It is recommended that the applicant set up the Submittable account as soon as possible to make sure that it works smoothly and there are no glitches. Note that once the application starts, the applicant does not need to complete it all at once and may continue later.

Contact Information

Applicants are encouraged to submit all questions regarding the Micro-Grant Program, application content, grant funding, and submission via email to: youthmicrogrants@sga-youth.org.

Technical questions regarding Submittable accounts, passwords, and grant portal access should be directed to the Technical Support feature on the Submittable website and/or application. Their technical support team operates Monday-Friday, 9 am-5 pm MT with a guaranteed response within 24 business hours but typically within a few hours. Additional help and resources can be accessed through their 24/7 Help Desk, with easy search features, videos, and guides. To access help resources from the Submittable website or within the application, click on the small orange circle with the white magnifying glass in the lower right-hand corner.



Prioritizing Diversity and Valuing Lived Experience

SGA honors and values diverse partnerships. SGA strongly encourages BIPOC-led organizations with budgets under \$1,000,000 and start-ups to submit a proposal for consideration.

In addition, SGA encourages organizations providing programming in shelters and/or with new arrivals to apply.

Additional Assistance and Support

It is SGA's intention that this is an accessible, fair, and welcoming application process.

Interested applicants who would like to be put in contact with an individual who can provide information about the Micro-Grant Program in Spanish can email youthmicrogrants@sga-youth.org. Please leave a contact telephone number for a return call. (The application needs to be completed in English.)

Applicants with disabilities may contact the Micro-Grant Program at youthmicrogrants@sga-youth.org or by phone at 312-447-4350 and other means to request and arrange accommodation. Please allow at least two weeks prior to the application deadline so that reasonable accommodations can be made.

FAQs

FAQs submitted to SGA will be posted on the webpage following the pre-proposal webinar and again at least one week prior to the submission deadline. All questions need to be submitted to youthmicrogrants@sga-youth.org by **April 4, 2024 at 5 pm Central Time**.

Application Notes

- It is recommended to submit earlier than the deadline in case of any technical issues that the applicant may face. This is a firm deadline, and no exceptions will be made.
- The application will autosave and you can logout and then log back in to finish the draft application at a later time.
- The character limits in the application include spaces and punctuation.
- The application has a "Collaborator" feature so that an applicant can invite others on their team to review or input content within the application.
- The applicant must use the Budget Template that is provided in the application.
- **Absolutely no late applications will be considered.**

Basis of Award

SGA, per DFSS funding guidelines, may consider additional factors in selection to ensure systems-level needs are met; geography and ability to serve specific sub-populations. SGA reserves the right to seek clarification of information submitted in response to this RFP and/or to request additional information during the evaluation process and make site visits and/or require applicants to make an oral presentation or be interviewed by the review subcommittee, if necessary. Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive, and therefore, subject to rejection. Selections will not be final until approved by the City of Chicago and SGA



and the selected applicant has fully negotiated and executed a contract. Neither SGA nor the City of Chicago assumes liability for costs incurred in responding to this RFP or for costs incurred by the selected applicant in anticipation of a fully executed contract. Receipt of a final application does not commit the department to award a grant to pay any costs incurred in the preparation of an application.

A. Grant Agreement Obligations

By entering into a grant agreement with SGA, the successful applicant is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. SGA anticipates that payment will be conditioned on the applicant's performance in accordance with the terms of its grant agreement.

B. Funding Authority

This initiative is administered by DFSS using American Rescue Plan Act funds. Consequently, all guidelines and requirements of DFSS and the City of Chicago and the American Rescue Plan Act, and Uniform Guidance (2 CFR part 200) must be met. This includes but is not limited to requirements related to allowable activities and costs, cash management, reporting and eligibility. Record retention is required until December 31, 2031. Additionally, all SGA subawardees who receive Micro-Grant funding must agree to participate in periodic monitoring by City of Chicago selected auditors and comply with the Single Financial Audit Act if applicable.

C. Insurance Requirements

Applicants must provide and maintain at the applicant's own expense, during the term of the Agreement and during the time period following expiration if the applicant is required to return and perform any work, services, or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Agreement.

1. Commercial General Liability

Commercial General Liability Insurance or equivalent must be maintained with limits of not less than \$1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury, personal injury, and property damage liability. Coverages must include but not be limited to the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent).

2. Sexual Abuse and Molestation Insurance

Sexual Abuse and Molestation Insurance must be maintained with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Notwithstanding the provisions of this paragraph, if the Commercial General Liability coverage includes coverage for Sexual Abuse and Molestation at these limits (and does not exclude or limit such coverage), then the requirements of this paragraph shall not apply.



D. Background Checks

If assignment of personnel is required for the proper completion of the Services, then you will assign immediately and maintain for the duration of the Services, a staff of competent personnel that is fully licensed, equipped, competent and qualified to perform the Services.

If you provide any Services to children, you shall, at your own cost and expense, comply with all applicable Federal, State, and local laws, ordinances, policies, procedures, regulations, rules, requirements, and executive orders relating to background checks, fingerprinting, and screening procedures as in effect from time to time (the “**Legal Requirements**”). In connection with the Services, you will not permit any adult, whether a member of your staff or otherwise, to be involved with the Services or to have direct contact with children if any applicable Legal Requirements would prohibit such adult from having such involvement or contact.

Post-Grant Award

Required Documentation After Receiving Grant Award

Applicants who receive a grant award will be required to submit the following documents when returning the signed grant agreement as a condition to receive the grant funding:

- Proof of 501(c)(3) status (either the applicant organization's or fiscal sponsor's IRS Determination Letter)
- Proof of a valid UEI Number (either the applicant organization's or fiscal sponsor's)
- Valid Certificate of Insurance (COI)
- MOU/Linkage agreement for use of partner program space (if applicable)
- Fiscal sponsorship agreement (if applicable)