Notice of Funding Opportunity

Request for Proposals (RFP) for the Chicago Department of Public Health (CDPH) Community-Centered Wellness Microgrants Program (Round 1)

Issued By: SGA Youth & Family Services

Total Funding Available: $130,000

Grant Award Size: $2,500 – $20,000 per award

Submission Deadline: *Wednesday, September 9, 2026, at 11:59 PM (CST)*

Introduction

SGA Youth & Family Services (SGA) - proudly serving Chicago's youth and families since 1911 - is excited to launch the **Community-Centered Wellness Microgrants Program**. Backed by CDPH, this initiative aims to invest directly in Chicago's neighborhoods by funding community-led health promotion and wellness events.

We invite grassroots and community-based organizations (CBOs) to apply for funding to expand or sustain existing high-impact, culturally responsive, and trauma-informed wellness activities. Together, our goal is to bring essential health screenings, referrals, care and wellness directly to communities most impacted by health inequities.

Core Objectives & Definition of a Successful Community Wellness Program

The primary objectives of the Community Wellness Program are to:

- **Increase Awareness & Access:** Bring free or low-cost health, wellness, and social services directly to residents.
- **Enhance Local Events:** Leverage local insights to address priority health needs across all age groups.

- **Build Capacity:** Support grassroots groups with the funding and technical assistance needed to host successful community activities.

To be considered a successful and competitive project, applicants must demonstrate:

- **An Existing Program**: Applicants must have an existing event or program and propose to use CDPH funds to enhance or expand it with an eligible wellness activity.
- **Service Expertise**: Proven expertise in service delivery, including qualified staff, adequate resources, and clear methodology.
- **A Successful Track Record:** How your current wellness programs are making a real difference in the community.
- **Community Ownership:** How community members actively guide your programs, make decisions, and share ongoing feedback
- **Equitable Reach:** Clear, intentional ways you connect with and support people facing the biggest barriers to health and wellness.

CDPH Core Priorities & Principles

Through this grant administration model, CDPH advances its mission to work with communities and partners to create a fair, safe, resilient, and Healthy Chicago. The overarching goal is that by the end of the grant period Chicago residents will have measurably increased access to essential health resources, services, and community-based support where individuals and communities thrive and achieve their optimal health and wellness.

CDPH investments are guided by three core principles:

1. **Trauma prevention and trauma-informed services:** Creating environments and services that actively prevent harm and promote healing. This includes integrating trauma-informed frameworks and restorative practices that address root causes of poverty and violence and ensuring physical and emotional safety.
    - **Framework Integration:** Embedding trauma-informed care frameworks into service delivery standards and training all staff.
    - **Root Cause Prevention:** Developing prevention strategies that address the root causes of trauma, such as poverty, violence, and systemic discrimination.
    - **Safe Spaces**: Ensuring service environments are physically and emotionally safe, with built-in feedback mechanisms for participants.
    - **Restorative Practices:** Promoting restorative practices that acknowledge harm and support both individual and collective healing processes.

2. **Cultural Responsiveness:** Ensuring all services and communications are tailored to diverse cultural, linguistic, and social needs of the communities served, including multi-lingual support and community-driven practices. Key practices include:
    - **Diverse Workforce:** Building and sustaining a workforce equipped to engage across the community's cultural diversity and proficiency in the languages spoken by residents.
    - **Language Access**: Providing interpretation, translation, and culturally relevant materials in multiple languages.
    - **Traditional Knowledge:** Incorporating community-driven practices, traditions, and knowledge into service models and program design.
    - **Community Expertise:** Engaging with community leaders and cultural experts to continuously assess and adapt services for relevance and effectiveness.

3. **Health in All Communities**: Intentionally prioritizing resources to communities facing significant health challenges using disaggregated data and targeted strategies to close life expectancy gaps. Strategies involve:
    - **Targeted Program Design**: Structuring funding formulas and program designs to prioritize historically underserved communities.
    - **Community Voices:** Engaging community members in participatory budgeting and decision-making processes related to health equity initiatives.

Funding Tiers & Grant Structure

A total of **$130,000** will be awarded directly to CBOs. To ensure funding reaches the neighborhoods experiencing the greatest relative need, allocations are split by region: **South Region (52%)**, **West Region (32%)**, and **North Region (16%)**.

Applicants may apply for funding under one of three tiers based on the scale and estimated reach of their activity.

Please Note: You may apply for a lower tier even if you expect to exceed its minimum reach. A single organization can receive one microgrant during this grant cycle to host one or several events.

Table 1. Microgrants Funding Tiers

Tier	Award Range	Minimum Participant Reach Required
Tier 1	**$15,000 – $20,000**	**5,000+ participants**
Tier 2	**$7,500 – $14,999**	**750 – 4,999 participants**
Tier 3	**$2,500 – $7,499**	**50 – 749 participants**

Community Health Landscape and Program Rationale

Chicago has a robust network of community-based organizations that play a vital role in advancing public health at the neighborhood level. Across the city, these organizations host community health fairs, workshops, and outreach events that connect residents to health information, preventive services, and social resources. These events serve as trusted spaces where residents can access screenings, learn about available services, and engage with local providers and organizations. CDPH has a long history of partnering with community organizations to promote health education and expand access to care. However, the number of community events across Chicago exceeds the department's capacity to provide direct support at each event.

Significant geographic disparities in health insurance coverage, socioeconomic conditions, and access to care contribute to the wide gap in life expectancy observed across Chicago neighborhoods. Communities facing higher barriers to care often experience delayed treatment, limited preventive services, and poorer health outcomes. To address these problems, CDPH is implementing the Community-Centered Wellness Microgrant Program that will direct health resources to the communities with the greatest need.

Table 2. CDPH Microgrants Community Strategy Regions

Region	City of Chicago Community Areas	Total Communities
South Region *(52% of funds)*	Auburn Gresham, Burnside, Chatham, East Side, Englewood, Fuller Park, Greater Grand Crossing, Morgan Park, Roseland, South Chicago, South Deering, South Shore, Washington Heights, West Englewood, West Pullman, Woodlawn	16
West Region *(32% of funds)*	Austin, Brighton Park, Chicago Lawn, East Garfield Park, Humboldt Park, New City, North Lawndale, South Lawndale, West Garfield Park	9
North Region *(16% of funds)*	Albany Park, Avondale, Belmont Cragin, Rogers Park	4

Eligibility Criteria

To apply for a microgrant, your organization must meet the following baseline requirements:

- **Legal Status**: Be a registered **501(c)(3) not-for-profit** organization (or utilize a designated fiscal sponsor). Organization must be registered in Chicago.
- **Local Presence:** Have an office located within the **City of Chicago** from which services are actively offered.
- **City Standing:** Be in **good standing** with the City of Chicago.
- **Funding Restriction:** Organizations currently receiving CDPH funding for other projects *are* eligible to apply. However, you **cannot** use this microgrant to fund a specific health activity or event that is *already* directly supported by a CDPH grant.
    - Funds must be used to either enhance ***or*** expand an existing program.
- **Cost Share:** Microgrants cannot be the *sole* financial support for the activity; the proposing CBO must have other resources (in-kind support, volunteer hours, or other funding) contributing to the event.

Eligible Activities & Event Standards

Microgrants can fund a single large-scale event or a cohesive series of smaller activities (in-person, or virtual settings if recorded for public access). Eligible uses of funds include, but are not limited to:

- **Non-Clinical Preventive Services:** Blood pressure, glucose, cholesterol, BMI, stress assessments, and HIV/STD/STI screenings accompanied by a linkage to care.
- **Cancer Screening Awareness:** Education, outreach, and direct referrals/linkages to care for breast, cervical, prostate, and colorectal cancers.
- **Access to Benefits:** Education and direct enrollment support for public benefits (WIC, SNAP, Medicaid, senior assistance, pharmacy support).
- **Resource Navigation & Community Cohesion:** Community walks, fitness classes, youth/family sports, nutrition workshops, and economic education.

All funded projects must design their environments to meet the following standards:

- **Trauma-Informed & Safe:** Fostering vibrant, family-friendly, and inspiring environments that promote individual and collective healing.
- **Culturally & Linguistically Responsive:** Tailored to local needs, reflecting community pride, and providing necessary translation/interpretation services.
- **Community-Driven:** Built using direct input and feedback from neighborhood residents.

Submission Process

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

- **Physical Address:** Respondents can only apply for a Community Area in which they can demonstrate a physical address or have a Memorandum of Understanding (MOU) or linkage agreement with a partner that has a site in the Community Strategy Region. Respondents are advised to verify that their location is in the selected Community Area before they submit their application. To determine the Chicago Community Area where an address is located, visit: https://data.cityofchicago.org/Facilities-Geographic-Boundaries/Boundaries-Community-Areas-Map/cauq-8yn6
    - Applicants must submit the following **mandatory documentation** at the time of application submission to be considered for funding:

1. **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.
2. **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).
3. **Fiscal Sponsorship Agreement:** Executed fiscal sponsorship agreement, if applicable.

Additional Application Elements:

- **A brief project budget and detailed justification** showing how the microgrant funds will be used and what other sources/in-kind resources are supporting the event.
- **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

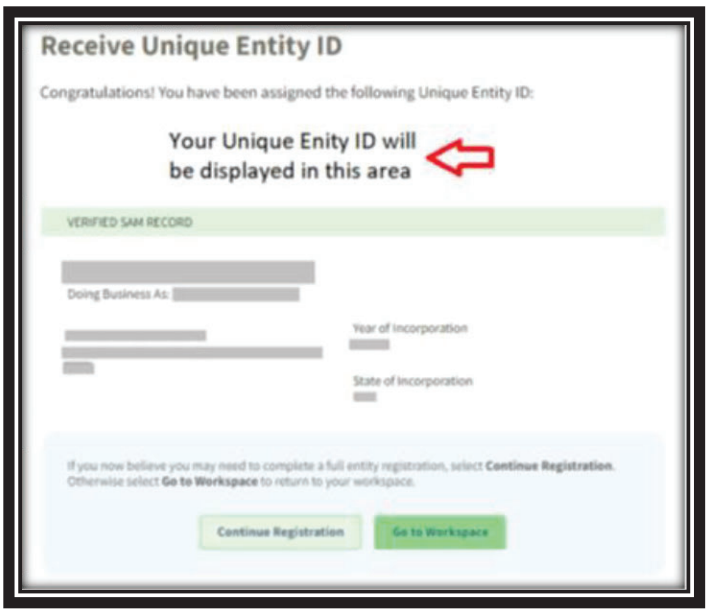
Follow the steps below to obtain a UEI:

1. Go to SAM.gov 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 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 example below.



RFP Timeline & Key Dates

Phase	Date & Time
Open Application	Monday, August 17, 2026
Pre-Proposal Webinar	Tuesday, August 25, 2026, at 1 PM (CST)
FAQ Deadline	Friday, August 28, 2026, at 5 PM (CST)
Applications Due	Tuesday, September 9, 2026, at 11:59 PM (CST)
Review Period	Early - Mid September 2026
Awards Announcement	Mid - September 2026
Program Period	Thursday, October 1 - Monday, November 30, 2026
Grant Reporting Deadline	30 days after the project end but no later than December 15, 2026

Evaluation Process

Each proposal will be evaluated by the selection criteria and eligibility and strengths of the proposal components. Failure to fully submit a complete proposal and/or fully respond to all proposal requirements will result in an ineligible submission subject to rejection.

All eligible proposals will be reviewed and scored by an evaluation committee with expertise in a range of discipline and expertise that include – mental health, social services, finance, program and grants management. Evaluators will score the applications according to the selection criteria outlined below.

Selection Criteria

Applications will be reviewed using a weighted scoring process out of **100 points**:

SELECTION CRITERIA	POINTS
Location & Priority Community Focus • Project takes place directly within a designated high-need community area.	**10**
Feasibility of Outreach Plan • Clear, actionable implementation plan that realistically matches the chosen funding tier's population target.	**15**
Program Description • Detailed workplan, timeline and expected outcomes	**20**
Program Readiness • Demonstrated capacity and staffing structure to support event	**15**
Community-Centered Design • Demonstrates strong cultural responsiveness, a trauma-informed environment, and direct resident input.	**15**
Alignment with CDPH Core Priorities • Trauma prevention and trauma-informed services • Cultural Responsiveness • Health in All Communities	**5**
Partnerships & Resource Linkage • Strong evidence of external collaborations and clear pathways to refer residents to health and social services.	**15**
Budget & Cost Proportion • The requested budget is reasonable, justified, and proportional to the scope of the proposed activity.	**5**

Decision Process

All funding decisions will be reviewed by CDPH to ensure that grantees are in compliance with the City of Chicago before any awards are announced or distributed. Respondents who are current CDPH delegates whose existing contract(s) with CDPH are not in good standing will not be considered. Agencies not eligible include those that have had a City contract terminated for default; are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

Post-Award & Reporting Requirements

Post-Award Documentation

Applicants selected for a grant award must submit the following documentation alongside their signed grant agreement prior to the release of funds:

- **Unique Entity Identifier (UEI):** Proof of a valid UEI number (for either the applicant organization or its fiscal sponsor).
- **Certificate of Insurance (COI):** A valid, current COI meeting grant program requirements.
- **Partner Space Agreements:** Executed MOU or linkage agreement confirming the authorized use of partner program space, if applicable.

Your organization will receive orientation and hands-on technical assistance from SGA Youth & Family Services to support event planning, permitting, and marketing. Awarded CBOs must agree to:

- Include official **City of Chicago (COC) and CDPH branding** on all promotional assets (pre-certified by our team before publication).
- Administer a brief, provided **participant satisfaction survey** at your event (targeting a 90% satisfaction rate).
- **Track and report data metrics** within 15 days of your event completion, including (but not limited to):
    - total attendees
    - estimated insurance status of participants
    - number of and type screenings provided
    - number of health education sessions completed
    - number of care referrals distributed
- **Net-30 Reimbursement:** SGA Youth & Family Services will issue a streamlined grant payment to your organization no later than 30 days following the successful event completion and reporting.

Proposal Submission Resources

Pre-Proposal Webinar

A pre-proposal webinar will be held on Tuesday, August 25, 2026, at 1 PM (CST).

Attendance is not required but strongly recommended. 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/wellness-microgrants). 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 Grants 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. 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. Please note that applicants can save their progress and return to complete their submission at any time before the deadline. 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.

Submittable Notes:

- **Character Limits:** All application text fields are subject to strict character limits, which **include spaces and punctuation**.
- **Team Collaboration:** The application platform must include a built-in "Collaborator" feature, allowing applicants to securely invite team members to review, edit, and input content collaboratively.
- **Budget Submission:** Applicants are strictly required to use the standardized Budget Template provided within the application portal.

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 wellnessmicrogrants@sga-youth.org **by Friday, August 28, 2026, at 5 pm Central Time**.

Technical Assistance & Additional Support

Applicants are encouraged to submit all questions regarding the Micro-Grant Program, including eligibility, application content, grant funding, and submission via email to:

wellnessmicrogrants@sga-youth.org

This email is monitored during regular business hours Monday – Friday 9:00 am – 5:00 pm.

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 wellnessmicrogrants@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 wellnessmicrogrants@sga-youth.org or by phone at 312-447-4350 and other means to request and arrange accommodation.

Please allow at least one week prior to the application deadline so that reasonable accommodations can be made.

Important: *While we will do our best to support applicant needs during the submission process, SGA cannot guarantee technical or program-related support within the final 24 hours prior to the deadline.*

It is recommended to submit earlier than the deadline in case of any technical issues that the applicant may face. **No late applications will be considered.**

Basis of Award

SGA, per CDPH 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 Term and 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.

The term of contract(s) executed under this RFP will be from October 1, 2026 – November 30, 2026. There will be no opportunity for continuation or renewal. This contract will operate on a reimbursement basis only. No advances will be given.

This initiative is administered by CDPH with federal Public Health Infrastructure Grant (PHIG) funds. Consequently, all guidelines and requirements of CDPH, the City of Chicago and the Centers for Disease Control and Prevention (CDC) must be met. Additionally, all delegate agencies must comply with the Single Audit Act if applicable. Should a selected Respondent's contract be terminated or relinquished for any reason, SGA reserves the right to return to the pool of Respondents generated from this RFP to select another qualified Respondent.

B. Funding Authority

This initiative is administered by CDPH using federal Public Health Infrastructure Grant (PHIG) funds. Consequently, all guidelines and requirements of CDPH and the City of Chicago and the CDC, 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, 2033. Additionally, all SGA sub awardees who receive Microgrant 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.

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).

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.