



REQUEST FOR PROPOSALS

Training Tomorrow's Leaders Engaging Youth in Conservation Careers

PROPOSAL DUE DATE: April 9, 2021 by 12:00 PM (noon) Eastern Time

OVERVIEW

The National Association of Resource Conservation and Development (RC&D) Councils will accept proposals through 12:00 PM, April 9, 2021 from local RC&D Councils for the purpose of engaging youth in technical training and career exploration by implementing curriculum recently developed by NARCDC.

Two curricula have been developed. Councils shall indicate which curriculum they plan to implement on the application form.

- Soils Curriculum: https://narcde-my.sharepoint.com/:b:/g/personal/mail_narcde_org/EZie5icy7zBNsK14kTInKW0BsaP3r9G1jFKuc6jo1Z6m1w?e=UI9cDz
- Urban Ag & Food Security: https://narcde-my.sharepoint.com/:b:/g/personal/mail_narcde_org/EfyaNy8qFuZHRHXsUcEVi7oBW3jImxt8WH2dvH6cadY_yQ?e=5YKvIJ

Up to \$10,000 will be provided to deliver training using designated curriculum. Awarded councils will be responsible for recruiting at least three (3) youth to complete the program, providing the instructor / course mentor, and for connecting youth with local professionals for the career exploration component. A final project is required - examples include a video diary, hosting a webinar, completing a community service project, etc. Councils recruiting and engaging additional youth will be given priority. Grant recipients will provide a minimum of 1:1 match in cash or through the value of in-kind services.

Based on input from the curriculum author, we have identified two potential formats to utilize the curriculum - see attachment 1. Councils are asked to indicate which format they intend to use on their application form. We recognize that each council has unique capacity and needs and are open to adjustments to the format.

An informational webinar will be held via Zoom on Tuesday March 16th at 2:00pm Eastern Time. Use the following link to pre-register, or simply click the link and register a few minutes before the event.

<https://us02web.zoom.us/meeting/register/tZYkcOuvpz8pHNdjj67jwAd59Rx4p9tvW136>

REQUIRED REPORTING INFORMATION

Quarterly progress and final reports are required. The quarterly reports shall track progress against the overall workplan. The final report shall include a one-page summary with photos and key outcomes. Template quarterly and final report forms will be provided.

In addition to quarterly progress reports, participating councils shall provide feedback on each lesson plan using a one-page questionnaire, participate in pre-, mid- and post-project briefs, and make recommendations to improve the curriculum based on their experiences.

Participating youth shall develop and complete a final project activity and submit a report that summarizes their experience and makes recommendations on how RC&D's can increase youth engagement.

FUNDING PRIORITIES

Proposals must demonstrate capacity to successfully engage youth through formal and informal instructional settings, and the ability to connect youth with local professionals willing to share career insights. Priority will be given to projects engaging a greater number of youth.

Sub-awards are supported by federal funds. Awardees must comply with Title VI of the 1964 Civil Rights Act which states: *"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program activity receiving Federal financial assistance."* 42 U.S.C. §2000(d).

ELIGIBILITY

Eligible applicants include RC&D Councils. RC&D Councils who are current members of the National Association of RC&D Councils will receive priority in ranking.

FUNDING AVAILABILITY

Award amount shall not exceed \$10,000. A 1:1 Match is required. A proposed, detailed budget is required to apply. Awards may be less than the proposed budget, which will require a budget revision and approval. Grant payments will be made as a reimbursement for costs incurred.

MATCHING CONTRIBUTIONS

Projects must have a minimum match of 1:1. Eligible match must be from non-federal funds and can be cash, in-kind contributions of staff and/or volunteer time, work performed, materials and/or services donated, or other tangible contributions to the project objectives and outcomes.

To be eligible, matching contributions must be:

- Verifiable from a grantee's records
- Not included as a contribution for any other project
- Necessary and reasonable for accomplishment of project or program objectives

INELIGIBLE USES OF FUNDS

The following costs are not allowed:

- Neither grant funds nor matching contributions may be used to support political advocacy, fundraising, lobbying, litigation, terrorist activities, or Foreign Corrupt Practices Act violations.
- Grant funds cannot be used to purchase food or drink or any “entertainment” costs.
- Costs above the amount authorized for the project.
- Costs incurred prior to the beginning contract date or after the expiration of the award date, including any non-cost extensions of time.
- Costs incurred outside the scope of the approved project and any amendments thereto.
- Compensation for injuries to persons or damage to property arising from project activities.
- Sub-awards that have not been pre-approved.

This list is not exhaustive. Questions should be directed to Susan McKinney: Susan@arcd.org.

PAYMENT / REIMBURSEMENT INFORMATION

Payment shall be made as a reimbursement for costs incurred. Councils shall submit quarterly invoices listing billable expenses. An invoicing template will be provided.

TIMELINE

Dates of activities are subject to change. Please check the NARC&DC website for the most current dates and information.

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|---------------------------|-------------------------|
| • Proposal period opens | March 1, 2021 |
| • Information session | March 16, 2021 @ 2pm ET |
| • Proposal due date | April 9, 2021 @ 12pm ET |
| • Award notification | April 22, 2021 |
| • Project beginning date | May 1, 2021 |
| • Project completion date | October 31, 2021 |

Proposals received after the due date will not be considered during this grant cycle.

NARC&DC reserves the right to negotiate award amounts and project deliverables prior to executing recipient agreements in order to fund high quality request components.

HOW TO APPLY

The NARC&DC Grant Application Form will be used for all applications and is available at: <https://narcdc.org/funding-opportunities/>. Applications are to be submitted by email to Susan@arcd.org. Applications must be received by 12:00 PM (ET) on April 9, 2021.

Applications must include qualifications for the person(s) to serve as the course instructor / mentor, the minimum number of youth that will be engaged, how the council plans to recruit youth participants, and a prospective list of professionals that will share career insights.

Submitting documents:

- All proposal documents should be submitted by email to Susan@arcd.org with the subject line: **(Your Council Name) Youth Engagement Grant**
- Questions may be directed to Susan@arcd.org

The National Association of Resource Conservation & Development Councils reserves the right to fund any or none of the applications submitted.

APPLICATION ASSISTANCE

For questions regarding this RFP, please contact:

Susan McKinney

Executive Director, Appalachian RC&D

Susan@arcd.org

Attachment 1: NARCDC Curriculum Implementation Formats

Option A: 3-week Intensive

Ideal format for a Summer Program that meets daily (half-day). Use Assignments 2 days a week, do volunteer projects/meet with professionals 3 days a week. In this format, mentors would be engaged more regularly and lead the assignments as discussions rather than give them out as take-home work. Would run for 3 weeks.

Estimated Time Commitment for Mentor = 80-100 hours

- To run program 5 days/wk @ 4hrs/day for 3 weeks = 60 hours
- Planning / Reporting Time: 20-40 hours

Estimated Time Commitment for Youth Participant = 62 hours

- 5 days/wk @ 4hrs/day for 3 weeks: 60 hours
- Final meeting / presentation: 2 hours

Option B: 6-week timeline

Ideal format to provide an educational element for an existing intern or integrate into a classroom setting. Assignments given to participants to complete on their own, with scheduled time for group discussion, meetings with professionals, and career exploration. One assignment per week for 6 weeks, and weekly projects / engagement with professionals in the field.

Estimated Time Commitment for Mentor = 44-64 hours

- To run program 1 day / wk @ 4hrs for 6 weeks (includes meeting time with youth and field experiences) = 24 hours
- Planning / Reporting Time: 20-40 hours

Estimated Time Commitment for Youth Participant = 62 hours

- Weekly activities: 4hrs for meetings with mentor and field experiences, 4-6 hrs for assignments/projects = 60 hrs
- Final Meeting / presentation: 2 hours

Applicable to either format

- Professional Services: Local professionals sharing career insights estimated at 15-30 hrs total (can be counted as in-kind match)
- Supplies: Printed materials and demonstration tools for weekly lessons; video communications (e.g. Zoom to meet with youth).
- Travel: For mentor and youth to visit professionals at work locations (e.g. visit a farm, food distribution center, ag retailer center, farmers market)
- Final project cost: Costs to develop the final project (e.g. consult with videographer, host informational stand at farmers market, provide seedlings for community garden)
- Youth stipend: May be applicable if participants are part of a paid internship program
- Administrative: Costs for tracking project budget and preparing reports are permitted as direct costs to the extent that time and expenses are directly supporting project requirements.
- Indirect costs are permitted and shall not exceed 10% of total direct costs.