

SAN JUAN ISLAND COMMUNITY COUNCIL
“CONNECTING SCHOOLS AND COMMUNITY INITIATIVE”
REQUEST FOR PROPOSALS
January 23, 2009

This is the ninth in a series of “Requests for Proposals” that will be issued by the San Juan Island Community Council. There are several requirements for applicants. Briefly, and elaborated upon below, they are:

- ∞ Identification of a project that meets significant community needs
- ∞ Identification of a project that requires funding for supplies and materials. The grant cannot pay for any other items
- ∞ Development of a project that provide service learning, NOT community service opportunities for students (see **NOTE** below)
- ∞ Development of a project that can be completed entirely by high school students (with guidance by adult professionals)
- ∞ Submittal of completed proposal application (see attached) by March 6, 2009, including the form, “Student Interest Form”
- ∞ If you are a student, completion of the “Student Application Addendum”
- ∞ A 200% match of the grant

Funding from the Community can *only* be used to purchase supplies and materials that will be used by students in completing the projects. Applicants should be prepared to itemize a 200% match; for every dollar funded from the Council, applicants are expected to contribute two dollars in either cash or “in-kind” services to the project. Legitimate matches include overhead, the labor costs required to manage the project, and the effort required to work with the students.

(NOTE) Please review the attached matrix that distinguishes between Community Service and Service Learning. Gates Foundation Grants are in support of student-initiated Service Learning projects. More information about service learning can also be obtained at <http://www.servicelearning.org/>

Student interest in the projects is an essential requirement of a successful proposal and proposals **will not be reviewed** without submittal of the Student Interest Form. The best way to complete the student interest form is to either visit the Community Experience Class or staff a table in the high school Commons during lunch. As appropriate, the Bidder should engage the students in brainstorming solutions to their need; this should improve the quality of the proposal and involve the students in possible solutions. Community bidders should contact Larry Wight (360 622-6586) to finalize their plans to meet this requirement.

Proposals from students **must** include a community partner. This information, along with other required input, is documented on the “Student Application Addendum”. Proposals submitted without the Student Application Addendum **will not be reviewed**.

Your proposal will be evaluated against and ranked by the Community Council against the recently completed Community Needs Assessment. Your rank will be highest if your project addresses a highly ranked need. You can review these highly ranked needs on the Web at <http://www.sjisd.wednet.edu/fhhs/communitygates/needsandassets.htm>

Ranking of proposals and award of grants by the Community Council will be completed by March 11, 2009. Project work could start immediately after a required meeting with the fiscal agent, the Family Resource Center.

The Council plans on granting up to \$5,000 for projects during this cycle of funding. With the goal of distributing these funds across several community needs, the Council is planning on awarding up to ten grants from this solicitation. Both the total amount and the number of grants could change, depending on the proposals received, but we expect the average award would be about \$1000. More information about this process, the Community Council, and the Community Gates Grant can be found at:

<http://www.sjisd.wednet.edu/communitygates/>

Your proposal must answer the questions below and should not exceed six (6) pages including the budget section and the Student Interest Form. A template for the budget element of your proposal is attached. You should feel free to contact Larry Wight (360 622-6586) with any questions, especially if you have not previously submitted a proposal.

Your proposal must be received by 4:00 PM Friday, March 6, 2009.

We strongly prefer to receive electronic copies of your proposal. They should be addressed to: lwight@sjisd.wednet.edu .

If absolutely necessary, you may deliver five (5) paper copies of your proposal to the Friday Harbor High School office during business hours or mailed (so that they are received by March 6th) to:

The San Juan Island Community Council
Faculty Coordinator
Friday Harbor High School
PO Box 458
Friday Harbor, WA 98250

Thank you for your interest in helping our community.

The San Juan Island Community Council

Cathy Cavanagh, PTSA
Cynthia Stark-Wickman,
Prevention Coalition
Laura Tretter, San Juan Public
Library
Callie Bartlett, Student
Denise King, Skagit Valley
College
Chris Spaulding, Rotary

Minnie Knych, Workforce
Development Council
Angela Gossom, Student
Fred Woods, FHHS
Bill Morrissey, United Way
Howard Rosenfeld, County
Council
Maddie Leiren, Student
Julie Corey, Kiwanis

Vicky Thalacker, Soroptimists
Frank Penwell, Lions
Khaili Radden, Student
Catherine Bevens, Student
Casey Lehman, Student
Pablo Lopez, Student

GRANT PROPOSAL FORM

Please Answer Questions in This Order and Limit to Six Pages
(Due March 6, 2009)

Organization Name:

Address:

Contact Person:

Contact Phone:

Contact email:

Organization structure (non-profit, governmental, private, educational, etc.):

F/T, P/T, Volunteer Organization Staff (Full Time, Part Time, Volunteer, etc.):

(Please answer each of the following questions in order)

1. Describe your proposed project and the time frame.
2. What would be the final product?
3. How many students would be needed to complete this project?
What student skills would be required to complete this project?
4. Please document students' interest in your project by completing the attached Student Interest Form and attaching it to your proposal.
5. How will completion of the project benefit/impact our community? Include a description (numbers and profile) of the citizens benefited.
6. Student projects must serve the students' education. Although this will primarily be the school's responsibility, what role would your organization play in assisting with this connection?
7. How will you monitor the project and measure success or effectiveness?
8. Two general themes emerged from the Needs Assessment; (1) the need for increased collaboration between organizations and

individuals and (2) the need for increased citizen participation and awareness. Please explain how your proposed project would address these two general needs.

9. What is your proposed budget for this project? What resources will your organization contribute to this effort (financial, in-kind, staff, equipment, training...)? Please use the following form to complete your budget request.

Is It Community Service or Service-Learning?

The outcome of Community Service=

Service



The outcome of Service-Learning=

Service through Learning



Community Service	Service-Learning
<ul style="list-style-type: none"> ❑ Initiated and coordinated by either adults or students 	<ul style="list-style-type: none"> ❑ Initiated and coordinated by students, with adults as guides or mentors
<ul style="list-style-type: none"> ❑ Students are asked to become involved with an existing project, or develop their own project 	<ul style="list-style-type: none"> ❑ Students do a community needs assessment, and develop their project choice based on their selection of a “real community need”
<ul style="list-style-type: none"> ❑ Students may earn credit hours for community service participation 	<ul style="list-style-type: none"> ❑ Service project is incorporated into to the school curriculum
<ul style="list-style-type: none"> ❑ Learning may or may not be present 	<ul style="list-style-type: none"> ❑ Academic learning component is intentional
<ul style="list-style-type: none"> ❑ Reflection is not usually a part of the activity 	<ul style="list-style-type: none"> ❑ Students are required to complete a series of structured reflection activities
<ul style="list-style-type: none"> ❑ Evaluation of the service activity is optional, and assessment-based: “How did we do?” 	<ul style="list-style-type: none"> ❑ Evaluation of the service activity is required (as an outgrowth of the reflection process) and is relationship-based: “How does this relate to what I am learning in school? To my future career? To my role in my community?”
<ul style="list-style-type: none"> ❑ Celebration at the end of the activity is optional 	<ul style="list-style-type: none"> ❑ Celebration is a required component; teachers, parents and community celebrate student success

ADDENDUM FOR STUDENT APPLICANTS

Students must complete these additional questions in order to qualify for funding. Answering these questions now will make the project easier to complete over its duration.

1. You must have at least one community partner. Please provide partner details below:

Organization Name:
Mentor Name:
Mentor Phone Number
Mentor email Address:

2. You also need a faculty advisor. Mr. Frazee, an Advisor for the Center for Student Action, is one possible advisor. If this project relates to a class you're taking (or have taken), consider recruiting the instructor for that class. Make sure your Advisor signs this form. The application cannot be considered if incomplete.

Faculty Advisor's Name:
Is this project part of a class for credit? Yes No

By signing below, I acknowledge that I have reviewed this application and have agreed to be the faculty advisor for this service learning project.

Faculty Advisor Name:
Faculty Advisor Signature:
Date:

3. Do you have other students involved with this project? Please provide the following:

Student Name	Role

4. At the conclusion of this project, you (and your team) will be expected to give a presentation to the Community Council summarizing your accomplishments. Your signature below acknowledges your commitment to meeting this requirement

I will prepare for and present a summary of my project's challenges and accomplishments to the Community Council. I understand that the Council meets on third Wednesdays from 5:00 – 6:30. I will arrange my schedule to accommodate this requirement.

Signature:
Date: