



## ***PlayStreets* Community Seed Grants Summer 2020**

### **Notification of Funding Availability and Request for Letters of Interest (LOI)**

Funding and support services are available for the growth and development of *PlayStreets* activations over the summer of 2020. Returning for its eighth year, *PlayStreets* is a community engagement initiative of the Chicago Department of Public Health that brings collaboration across public agencies, government and community stakeholders, along with volunteer groups. *PlayStreets* is just one of many initiatives the Department of Public Health leads as part of *Healthy Chicago 2025*, a city plan to advance health equity across communities in Chicago, bridging service gaps and looking at root causes for disparities in health outcomes.

**Notes on COVID-19:** *Given the current pandemic, we understand the difficulty of predicting what restrictions on outdoor group activities will be in place in the Summer of 2020. We also recognize that this summer will likely look different from previous ones, for all of us. We are proceeding with cautious optimism but will remain in close touch with applicants and grantees as our shared situation evolves.*

Below find *PlayStreets* applicant eligibility, requirements, and instructions on how to apply.

### **Overview**

The Chicago Department of Public Health has selected Gads Hill Center to serve as the *PlayStreets* seed funding/Delegate Agency for the West Region. The West Region communities will include Montclare, Belmont Cragin, Hermosa, Humbolt Park, Austin, West Garfield Park, East Garfield Park, North Lawndale, South Lawndale, Archer Heights, Brighton Park, McKinley Park, New City, Back of the Yards, Gage Park, and Chicago Lawn.

The Chicago Department of Public Health has also selected BUILD Inc. to serve as the *PlayStreets* seed funding/Delegate Agency for the South Region. The South Region communities include Oakland, Fuller Park, Grand Boulevard, Washington Park, South Chicago, Burnside, Roseland, Pullman, South Deering, East Side, West Pullman, Riverdale, Hegewisch, West Englewood, Englewood and Auburn Gresham. In collaboration Gads Hill Center and Build Inc. will provide support to their designated regions across the West and South sides of Chicago.

*PlayStreets* seeks well-established CBO's that are embedded within targeted community areas. These organizations (Implementing CBO's) will identify blocks where community members consent to close off a one block radius to host *PlayStreets* activations for a minimum duration of 3-hours. *PlayStreets* activations will create safe spaces to build shared values promoting physical activity, healthy snack/food options, mental wellness, and foster social cohesion. *PlayStreets* activations will bring families together with the intention to inspire collaborations with, community leaders (elected officials, CFD, CPD, & DOT), local businesses, and other organizations/resources to increase community engagement and access to health opportunities. By inviting residents into a process that disrupts how public spaces are used will create environments where families feel safe and encouraged to play together. Implementing CBOs can influence community expectations and efficacy in advancing change.

Implementing CBO	Minimum Events	Seed Grant Award	Supply Allowance
	5 events	\$6,000	\$1,000

This funding will sponsor and create more than 150 such *PlayStreets* activations via partnerships with CBO's throughout Chicago. Partner CBO's will receive a grant of \$6,000 -- \$1,000 for materials and \$5,000 allocated for all other costs. Awards will be disbursed only after an event confirmation report has been completed within three days post the CBO's activation has been hosted. (CBO's will also have to submit a monthly invoice, CBO's will only be paid for completed activations).

Please review the information contained in this document and the attached Letter of Interest form. We strongly encourage new and returning prospective Implementing CBO's or community coalitions that believe they meet the eligibility requirements to submit a Letter of Interest. Letter of Interest submissions will be reviewed, and qualified organizations will be invited to submit a Final Proposal. Please note that proposals without such invitation may not be considered.

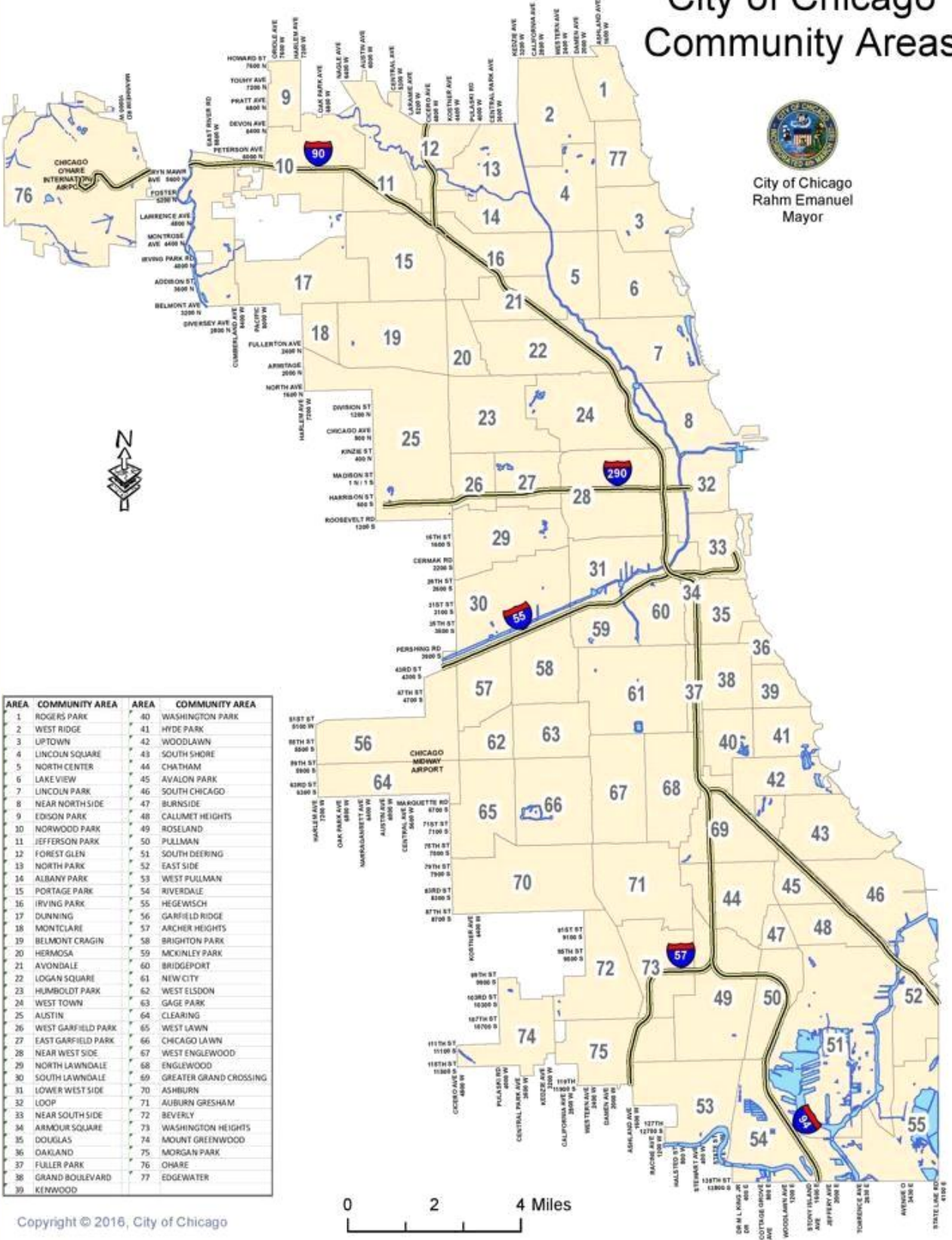
*Application Milestones and Key Dates for 2020 Applicants*

- April 1<sup>st</sup> - Request for LOI's released
- April 15<sup>th</sup> - Final Day (at 2:00pm) LOI's accepted for 2020 consideration
- April 29<sup>th</sup> - Invites for Final Proposals sent via email
- May 13<sup>th</sup> - Final Day (at 2:00pm) Proposals accepted for 2020 consideration
- May 20<sup>th</sup> - 2020 *PlayStreets* CBO's awards announced

# City of Chicago Community Areas



City of Chicago  
Rahm Emanuel  
Mayor



Contract West Region and Delegate Agency

Gads Hill Center will administer and supervise seed grants for the development of *PlayStreets* in the West region and support Implementing CBO's with the planning and execution of their activations as well as related activities.

**All correspondence and submissions** should be addressed to Gads Hill Center for the West Region [Community Areas 18-20, 23, 26, 27, 29-31, 57-59, 61, 63, 66] as directed below. Applicant CBO's must select region contract region event if applicant CBO have established site(s) in both regions and wishes to host in both. This may be indicated in the application below under *Contract Region*.

[https://www.chicago.gov/content/dam/city/depts/doiit/general/GIS/Chicago\\_Maps/Citywide\\_Maps/Community\\_Areas\\_W\\_Numbers.pdf](https://www.chicago.gov/content/dam/city/depts/doiit/general/GIS/Chicago_Maps/Citywide_Maps/Community_Areas_W_Numbers.pdf)

*Contract South Region and Delegate Agency*

BUILD Inc. will administer and supervise seed grants for the development of *PlayStreets* in the south region and support Implementing CBO's with the planning and execution of their activations as well as related activities.

**All correspondence and submissions** should be addressed to BUILD, Inc. for the South Region [Community Areas 33, 36-40, 42, 46-55, 70, 71] as directed below. Applicant CBO's must select region contract region event if applicant CBO have established site(s) in both regions and wishes to host in both. This may be indicated in the application below under *Contract Region*.

[https://www.chicago.gov/content/dam/city/depts/doiit/general/GIS/Chicago\\_Maps/Citywide\\_Maps/Community\\_Areas\\_W\\_Numbers.pdf](https://www.chicago.gov/content/dam/city/depts/doiit/general/GIS/Chicago_Maps/Citywide_Maps/Community_Areas_W_Numbers.pdf)

*Applicant Eligibility and Criteria for Success*

All applicants should meet the following criteria to be considered eligible to apply:

- A non-profit organization in good standing with the Office of the Secretary of State of Illinois.
- A significant history of service to targeted Chicago communities.
- Commitment and ability to implement - independently or in partnership with a peer organization in your community - the minimum of **5** *PlayStreets* activation events with 150 attendees at each activation between the summer months of June through September 2020.
- Hold or be willing to secure a valid and up-to-date Commercial General Liability policy at a coverage limit of at least \$1,000,000 in aggregate and a Worker's Compensation policy covering its employees at a coverage limit of at least the statutory limits in the State of Illinois.

Successful Applicants will demonstrate their capacity to fulfill and exceed the grant terms. Applicants should be prepared to describe their staff complement, annual operating budget, and a history of work that demonstrates this capacity. Applicants should also consider how their mission, programs/services, and past event organizing experience align with the *PlayStreets* program.

Please feel free to contact your corresponding delegate agency as directed below to discuss the requirements of *PlayStreets*.

*Resources Available to 2020 Implementing CBOs*

Implementing CBOs will be offered a seed grant award toward administrative and operating expenses. An additional allowance for event supplies and materials is available (see table above). In Step 2 of the RFP process, Applicants will be expected to submit a budget detailing their plans for the allocation of granted funds.

Gads Hill Center in collaboration with BUILD, Inc. will also be responsible for providing Implementing CBO's with training and technical assistance as needed. Mandatory meetings and trainings will be convened with

other Implementing CBO's to encourage networking and dialogue across communities and offer opportunities to share ideas, problem solve, and collaborate.

### Key Responsibilities for 2020 Implementing CBOs

Implementing CBOs will lead in four areas within their defined *PlayStreets* Focus Area:

- **Community Engagement and Outreach** – establish direct contact with community leaders and residents in your *PlayStreets* Focus Area and include their input in planning, programming, and outreach activities.
- **Scheduling and Planning Activations** – identify the specific block(s) for street closures, schedule dates/times with the consent of block residents, secure permits through your Alderman and notify local police.
- **Activation Programming and Safety** – collaborate with community stakeholders to design healthy environments with developmentally appropriate family health activities that are fun, safe, and welcoming to all. The vision is to see multigenerational and accessible engagement. This may also include engaging supplemental service providers, partners, volunteers, and donations based on the program goals.
- **Reporting and Administration** – maintain regular contact with your delegate agency Gads Hill Center or BUILD, Inc. accurate accounting records of granted funds, participation in trainings and group meetings, and timely feedback and reporting.

### Key Program Milestones for 2020 Implementing CBOs

A two-step application process will begin with a Letter of Interest on **Wednesday, April 1<sup>st</sup>**, a Request for Proposal on **April 29<sup>th</sup>**, and all Implementing CBOs announced by **Wednesday, May 20<sup>th</sup>**. Please see How to Apply below for detailed application instructions.

**Activations:** Will take place based on the schedule set by the Implementing CBO with input from community stakeholders in the *PlayStreets* Focus Area with approval from the Alderman. *PlayStreets* activations may take place **between June through the end of September** with the majority typically scheduled in late June, July, and August.

**Mandatory Meetings:** Program onboarding will take place in **May** to review key grant responsibilities, review resources available to get you started with outreach, activation planning, permitting procedures, public safety expectations, and reporting requirements. Each Delegate agency Gads Hill Center and BUILD, Inc. will oversee Implementing CBOs and audit events throughout the summer as needed. A group debriefing meeting will be scheduled near the end of the *PlayStreets* season in **October**.

**Mandatory Trainings/Workshops:** *Gads Hill Center and Build Inc.* will provide training in **June** to support Implementation of CBOs design active, healthy, and engaging events at *PlayStreets* events. Additional training for CBO's may be arranged based on availability.

**Paperwork/Reporting:** A final summer calendar of events with exact locations, proof of insurance, and other grant paperwork will be due by the end of **May** 2020. A completed post-event form will be due within **three business days** following each *PlayStreets* activation and a monthly report will be due **July 1<sup>st</sup>, August 2<sup>nd</sup>, September 2<sup>nd</sup>, and September 30<sup>th</sup>**.

### **How to Apply**

**Step 1:** Eligible organizations interested in applying must submit the attached Letter of Interest form by **Wednesday, April 15<sup>th</sup> at 2:00pm**. Letter of Interest Submissions will not be reviewed after this date, so

please complete and submit your response early to ensure you have time to address technical difficulties or delays.

*Step 2:* Selected Applicants will receive an invitation and Final Proposal application. Invitations for Proposals may be sent on a rolling basis with a final invitation date of **Wednesday, April 29th at 12:00pm**. Please contact Gads Hill Center [playstreets@gadshillcenter.org](mailto:playstreets@gadshillcenter.org) or Build Inc. at [playstreets2020@buildchicago.org](mailto:playstreets2020@buildchicago.org) if you have not received a response to your Letter of Interest by the date and time listed above.

Final Proposals will be due **on Wednesday, May 13<sup>th</sup> at 2:00pm** to be eligible for consideration for the summer of 2020.

**Delegate Agency Contact Information**

For help with this application or with technical questions about *PlayStreets 2020* please contact:

- **Rosa I. Rubio**, the Community Programs Coordinator at Gads Hill Center, (312) 226-0963 ext. 291 or at [playstreets@gadshillcenter.org](mailto:playstreets@gadshillcenter.org).
- **Juan Villalobos**, Director of Community Engagement and Strategic Partnerships at BUILD, Inc. at (773) 227-2880 or at [playstreets2020@buildchicago.org](mailto:playstreets2020@buildchicago.org)

West Region (Community Areas 18-20, 23, 26, 27, 29-31, 57-59, 61, 63, 66) Letter of Interest submissions should be sent via email to [playstreets@gadshillcenter.org](mailto:playstreets@gadshillcenter.org) with the subject heading "PlayStreets 2020 LOI - West".

South Region (Community Areas 33, 36-40, 42, 46-55, 67, 68, 70, 71) Letter of Interest submissions should be sent via email to [playstreets2020@buildchicago.org](mailto:playstreets2020@buildchicago.org) with the subject heading "PlayStreets 2020 LOI - South".

**Letter of Interest Form**

Before applying, Gads Hill Center along with BUILD, Inc. will require all interested community-based organizations to email this brief Letter of Interest form by 2:00 pm on Wednesday, April 15th.

Coalitions/Partnerships may apply together to share responsibilities in the execution of the grant terms, but one community-based organization must be designated as the Lead Applicant and Fiscal Agent. A single community-based organization may be part of multiple coalitions/partnerships but may only serve as the Lead Applicant and Fiscal Agency on one Letter of Interest. One Letter of Interest form should be complete for each grant application.

Eligible community-based organizations from this first phase will be invited to submit a full application. Completing the application below does not commit you to submitting a full application and will not guarantee you funding. However, it is an important first step in the application process to be a *PlayStreets* implementing partner for the summer of 2020.

**Lead Applicant/Fiscal Agent Information:**

<b>Applicant Organization:</b>		<b>Applicant EIN:</b>	
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<b>Contact Full Name:</b>		<b>Contact Title:</b>	
<b>Contact Phone:</b>		<b>Contact Email:</b>	
<b>Office Physical Address:</b>			
<b>Organization Website:</b>			
<b>Community Area(s)</b>	(i.e. Lower West Side, Austin, South Shore)		

**Contract Region:**

- West Region (Community Areas 18-20, 23, 26, 27, 29-31, 57-59, 61, 63, 66)
- South Region (Community Areas 33, 36-40, 42, 46-55, 67, 68, 70, 71)
- City-Wide (Applicant CBO(s) have established sites or partnerships within both regions)

1. My organization is a registered 501(c) 3 in good standing with the State of Illinois.

Yes    No

2. My organization maintains a General Liability insurance policy that meets the minimum requirements outlined in the Insurance Requirements of this application and can demonstrate proof of insurance to the appropriate city and delegate agencies.

Yes    No

3. My organization has a Worker's Compensation insurance policy meeting Illinois state statutes and can demonstrate proof of insurance to the appropriate city and delegate agencies.

Yes    No

4. My organization's annual operating budget is:

**Applicant Information:**

5. I am/We are submitting this application as part of a coalition/partnership. If yes, please indicate the names of your coalition/partnership members.

Yes    No   Members:

6. My organization/Our group will maintain regularly staffed office hours during the months of June through August 2020. If yes, please indicate this office's location and hours of operation during these months.

Yes    No   Location:

Hours:

7. Describe your anticipated number of staff and/or volunteers for the summer of 2020. If as a single organization, please include everyone involved at the office listed above. If as a coalition/partnership, please include everyone involved with PlayStreets.

Year-round employees:	Full-time:	Less than full-time:	
Summer seasonal employees	Full-time:	Less than full-time:	
Year-round scheduled volunteers:	40+hrs/wk:	30+hrs/wk:	15+hrs/wk:
Summer seasonal volunteers:	40+hrs/wk:	30+hrs/wk:	15+hrs/wk:
Summer youth workers:	Number:		
Other staff:	Number:	Describe:	

8. It is required that one person from your organization be designated as the primary Point of Contact for *PlayStreets* this summer within your organization/coalition. Has this person already been identified? If yes, please provide a name and contact information, if different than above.

Yes    No

Contact Information

Name:

Email and phone: (to use even out of office hours such a cell or google phone number)

9. Every *PlayStreets* event should engage 150 attendees. Implementing CBOs are expected to have a minimum of 5 staff per activation including but not limited, interns, and/or volunteers to support each *PlayStreets* activation. In addition, 8-12 staff, intern, and/or volunteers are recommended per event. In relation to *PlayStreets* programming, what is your organization's/coalition's current staff, interns, and volunteer capacity? (50 word minimum 100 words max)

**Mission and Related Experience**

10. Provide your organization's/coalition's mission. ( 50 words Max)

11. Describe your organization/coalition's main programs or services, their reach, impact and how they align with the *PlayStreets* program model. Include the goals and outcomes of these services and the impact in the community you are servicing. (100 word min.200 words or less)



12. Detail one or two community events your organization/coalition has planned and executed within the past 12 months. Describe the nature of the event and who your target audience for the event was. Provide the approximate attendance for each event and any notable accomplishments and impact. Examples may include, but are not limited to, sporting events, fundraisers, resource fairs, festivals, school events, assemblies, or other events involving a targeted group within your community. (500 words or less)

13. Considering your response for Question 12 and the focus areas of Implementing CBOs listed under the *Key Responsibilities for 2020 Implementing CBOs* on page 4, identify which of the four areas outlined is your organization's/coalition's area of strength and where you could benefit from more support. Provide a brief explanation below.

Area of Strength (100 words or less):

Area of Support (100 words or less):

14. Research has shown that *PlayStreets* events have the strongest engagement during evening and weekend hours. Every *PlayStreets* event should provide full family engagement activities and service a minimum of 150 attendees. Describe how your organization/coalition markets, outreaches, and leverages collaborations to maximize full community engagement. (300 words or less)

15. Describe how your organization/coalition sees *PlayStreets* advancing and/or complementing its existing work. (100 words or less)