

# **Ohio State Bar Foundation Request for Proposal**

## **Background**

The Ohio State Bar Foundation (OSBF) is a public charity committed to advancing the philanthropic interest of Ohio's Lawyers to recognize excellence, improve the justice system and enhance public understanding of the law throughout Ohio. Our core values include a commitment to a society served by a fair, impartial and accessible system of justice. OSBF believes that such a justice system results from the combined efforts of private citizens, educators, judges and lawyers.

Our Grants Program is one aspect of the OSBF's efforts to convert that mission and those values into reality.

## **Overview and Purpose**

Through this highly-competitive, special solicitation the Ohio State Bar Foundation seeks to materially improve the civics knowledge of adults in Ohio, thereby enhancing their participation in and knowledge of government, enabling their access to justice, and improving their perceptions of the judicial system. OSBF seeks grantees committed to providing relevant and accessible information to adults in Ohio with the following goals:

- Improving knowledge about the roles and functions of government, democratic ideals and principles, and rights and responsibilities of citizenship;
- Implementing projects for adults in Ohio that expose and disseminate information about the participation in and knowledge of government;
- Utilizing technology and online communities to achieve the goals of the project;
- Measuring the effectiveness of the proposed approaches in improving the civic education of adults in Ohio;
- Developing future recommendations to continue to improve civic education of adults in Ohio, and
- Proposing a plan to replicate the project, if the project targets a subsection of the adult population in Ohio.

OSBF invites organizations to submit proposals that address as key components adults' civics knowledge and incorporate access to justice and ways to improve adults' perception of the judiciary.

Throughout the project's life to ensure the appropriate use of funds, grantees are responsible for demonstrating progress by submitting quarterly programmatic reports in addition to any fiscal reporting that the OSBF requires.

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The project(s) funded through this solicitation are intended to be different from the types of projects that OSBF previously has funded.

### **Contact Information**

For assistance when submitting an application, contact Julia Wyche, OSBF Grants & Communications Specialist, at [Jwyche@osbf.net](mailto:Jwyche@osbf.net).

### **Funding Guidelines**

OSBF expects to award up to \$100,000 per year, for an estimated total of \$300,000, for a 36 month performance period, beginning May 1, 2018.

### **Eligibility Information**

Any nonprofit organization in the United States interested in materially improving the civics knowledge of adults in Ohio is eligible to apply. The selected applicant will provide project management and oversight of the implementation of all facets of the project. The selected applicant is free to partner with other nonprofit organizations or public agencies that have subject matter expertise. We are especially interested in developing relationships with Ohio's libraries. The lead applicant must demonstrate collaboration with other entities, including local or statewide public agencies, critical to the success of materially improving the civics knowledge of adults in Ohio.

### **Cost-sharing or Match**

Although this special solicitation does not have match or cost-sharing requirements, applicants are encouraged to seek and partner with other entities that may contribute cash or in-kind services to support the project's successful implementation.

### **Indirect Costs**

Applicants that intend to charge indirect costs should be aware that indirect costs cannot exceed 10% of the total amount requested.

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### Application Process

OSBF will review proposals in two stages. Interested nonprofit organizations will submit a Stage 1 application which will be screened for alignment with the solicitation's programmatic priorities. Applicants whose Stage 1 applications meet the programmatic priorities after the initial review will be invited to submit a Stage 2 application.

OSBF reserves the right to reach out to applicants to obtain supplemental information, as needed, in consideration of their applications. The successful applicant will be selected from the applications submitted to Stage 2. The application selected for funding will have demonstrated promising approaches, strong collaboration with local and statewide partners, a solid evaluation plan, and the likelihood of long-term impact.

### Stage 1

The initial review criteria will include evaluation of alignment with our guidelines and solicitation, clarity of responses, and expected project effectiveness. The selection committee will select the top-scoring Stage 1 applications to invite to Stage 2.

The Stage 1 application should include clear and concise information about the following items:

**Project Abstract:** The project's specifics and the indicator(s) used to measure results (200 words maximum) 5 points

**Mission:** Your organization's stated purpose/mission statement, and history. (50 words maximum) 10 points

**Statement of Need:** The specific need that the project meets. (100 words maximum) 20 points

**Anticipated Audience:** The characteristics of the individuals that the project will serve. (100 words maximum) 15 points

**Project Activities:** The project's activities and how they respond to the stated need. (250 words maximum) 30 points

**Capacity:** The organization's qualifications to carry out this project. Include past successes in managing large grant awards. (50 words maximum) 15 points

**Budget:** High level overview of proposed expending categories and amounts. 5 points

*Only complete Stage 1 applications will be reviewed.*

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### Stage 2

Only applicants who demonstrate a tight alignment with this solicitation's desired results will be invited to submit an application to Stage 2. Organizations invited for Stage 2 consideration will have approximately a month to complete and submit the Stage 2 application. The Stage 2 applications will be reviewed and rated based on several criteria, including project significance in the context of the solicitation's guidelines; clarity and coherence of your goals, outcomes, and objectives; and the organization's capacity to evaluate the project's outcomes.

Stage 2 application reviewers will consider the thoroughness and clarity of each application's descriptions of the following items:

**Project Goals:** The results that your project seeks to achieve. (100 words maximum)  
10 points

**Project Activities:** The activities you will carry out to achieve your goals. (250 words maximum) 20 points

**Project Goals Outcomes:** The specific effects that your project activities will have on your target audience. Outcomes should describe changes in participants' knowledge, skills, attitudes, and behaviors. (100 words maximum) 15 points

**Staff Qualifications:** Descriptions of your proposed staffing plan and the qualifications of your staff members to carry out this project. (100 words maximum) 5 points

**Timeline:** A chronological description of when key project activities will be implemented and accomplished. (250 words maximum) 5 points

**Sustainability/Replication/Dissemination Plan:** Method(s) you will use to demonstrate the project's long-term impact and capture its successes that can be duplicated across the State of Ohio. Include proposed activities beyond the OSBF's funding, anticipated future financial needs, and potential funding sources, including partners, etc. (300 words maximum) 15 points

**Evaluation Plan:** Method(s) you will use to measure your progress toward your outcomes. (250 words maximum) 10 points

**Budget:** Detailed budget, including brief narratives explaining use of resources to implement the proposed project. Include any cash or in-kind services that the applicant or partner agency will provide, if applicable. 10 points

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**Supporting Materials:** The application must include all of the materials listed below.  
5 points

1. Project budget
2. IRS Form 990 for most current year
3. Audited financial statement for the most current year
4. List of Board of Directors' Names and Affiliations
5. Board of Directors Disclaimer forms (if applicable)
6. IRS tax exemption letter confirming IRC Sec. 501 (c)(3) status as a public charity
7. IRS Form W-9, signed and dated in the current year

### **Timeline**

To be timely, the application must meet the deadlines below. OSBF reserves the right not to consider applications submitted after the deadline date or time stated in the timeline.

- Solicitation released on **January 2, 2018**.
- Stage 1 application due on or before **February 15, 2018, by 5 p.m. eastern time**.
- Organizations selected for Stage 2 notified on **February 28, 2018**.
- Stage 2 application due on or before **March 30, 2018, by 5 p.m. eastern time**.
- Selected projects announced on **May 1, 2018**.

### **Award Period**

The full grant award period is 36 months, allocated among three one-year funding periods. Budgets must reflect 36 months of project activity, and the total "estimated funding" on the budget should reflect an allocation between each of the three periods. Notwithstanding the original project budget, at the conclusion of each one-year period, OSBF will review the project's progress, budget and alignment with the OSBF's mission to determine ongoing funding levels. OSBF reserves the right to adjust or discontinue funding based on its annual reviews.

**Ohio State Bar Foundation  
Request for Proposal**

**Strategic Civic Education Grant Request for Proposal  
Frequently Asked Questions**

**What is the dollar range of grant awards?**

OSBF expects to award up to \$300,000 over 36 months. For a 36-month performance period, the maximum award will be up to \$100,000 per year.

**Will a grant always be for the full amount I request?**

No. OSBF may award partial funding. This is contingent on availability of funds and the scope of the proposed project, goals, activities, outcomes and evaluation plan.

**How many grants will you award?**

OSBF will select a single grant recipient and expects to make an annual award of up to \$100,000 per year over three years.

**What are indirect costs?**

These are overhead expenses that relate to overall operations of your organization or are shared among projects or functions. Examples of indirect costs include accounting, insurance, legal services, utilities and facilities. Projects requesting indirect cost in excess of 10% of the total amount requested in funding will not be reviewed.

**Do you support any type of indirect costs?**

Up to 10% of the projects funds can support indirect costs, as defined above. For example, if your total funding request is \$100,000, 10% or \$10,000 of that amount can be used for indirect costs.

**Is cost-sharing or match required?**

No. OSBF grants do not require cost-sharing or match. Funding is not contingent on a grantee's ability to provide match or share in the project costs. However, OSBF encourages and looks favorably on grantees who demonstrate creativity in developing strong partnerships to leverage additional cash or in-kind services supporting the project.

**Are there restrictions on how much of the budget can go toward salaries, equipment, etc.?**

OSBF recognizes that organizations have different priorities and funding sources to support their work and activities. Generally, OSBF prefers budgets that include both project-related personnel and other direct costs.

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### **What are the reporting requirements?**

OSBF expects organizations selected for funding to submit semi-annual financial reports, as well as robust programmatic information that document progress toward project goals on a schedule and in a format as defined by OSBF (at least semi-annually). A powerful way to capture the project's impact is to reflect on the target audience's experiences. The programmatic report, at a minimum, will include the following:

- Personal quotes or stories of members of the target audience reflecting on the project's impact
- Accomplishments during the most recent quarter
- Successes and challenges experienced in the implementation of the project activities
- Progress toward project replication and sustainability
- Materials developed during the most recent quarter
- Press releases, social media, web site disclosure