

## **Request for Proposals (RFP)**

### **The Nassau County Census 2020 Get Out the Count Grant Program**

#### **Overview**

The Long Island Community Foundation, an affiliate of The New York Community Trust, invites proposals from nonprofits, municipalities, and school districts for census outreach in Nassau County communities at risk of being undercounted in the 2020 decennial census. Grants will range from \$10,000 to \$50,000 and will not exceed 20 percent of the receiving agency's most recent annual operating expense budget. (Grants to towns and school districts will not exceed \$8,000.)

**If awarded, grants may be applied toward the cost of the following census outreach activities from March 10, 2020 to August 31, 2020, in hard to count and historically underrepresented communities in Nassau County:**

1. Development of outreach materials;
2. Interpretation and translation services;
3. Paid advertising;
4. Helping residents complete the census questionnaire via phone or computer as well as in hard copy form;
5. Distributing census literature;
6. Door-to-door conversations;
7. Informational presentations for communities;
8. Informational kiosks;
9. Telecommunication organizing and outreach.

Grants will be made using funds from New York State granted to Nassau County; any grants remain contingent on State approval of Nassau County's plans.

Nassau County is partnering with the Long Island Community Foundation to manage the grant process. Proposals will be evaluated on a competitive basis by a committee using the following criteria:

- ✓ Need of target population, activities, and expected outcomes.
- ✓ Realistic timeline and budget to achieve the expected outcomes over the period of the grant.
- ✓ Capacity of the organization to undertake the activities and achieve outcomes.
- ✓ Adherence to the grant guidelines.

#### **Eligibility**

To be eligible to receive a grant, nonprofits **must be pre-qualified with New York State** prior to being included in Nassau County's plan and to receive a grant through this RFP. Please apply here to be approved by New York State:

<https://www.ny.gov/2020-census/census-2020-complete-count-outreach-grants-not-profits>.

Pre-qualification by the State is NOT a guarantee of funding from Nassau County through the Long Island Community Foundation.

### **Documents needed to respond to this RFP**

Please read all of the instructions below before beginning your application. To apply, complete the following:

1. A **Proposal Narrative**, not to exceed two pages, describing:
  - your nonprofit's mission, goals, and population served;
  - your nonprofit's Census 2020 work to date; and
  - the hard to count communities you plan to reach and their turnout in 2010 which can be found here <https://www.censushardtocountmaps2020.us/>.
2. Annual Operating Budget.
3. A Nassau County-approved **outreach and budget Excel worksheet**, available on the Long Island Community Foundation's website. Please download and complete this sheet:  
<https://licf.org/information-for/for-nonprofits/request-for-proposals/>
4. Documentation confirming your nonprofit **submitted a pre-qualification application** with New York State (per Eligibility section above – NOT RELEVANT FOR MUNICIPALITIES AND SCHOOLS)

### **Submission Deadline**

All electronic submissions should be sent to Sol Marie Alfonso Jones at [sjones@licf.org](mailto:sjones@licf.org) by **5:00 February 25<sup>th</sup>**.

**Questions about this RFP may be emailed to Sol Marie Alfonso-Jones.**

### **Activities/expenses excluded from this RFP**

Note the following expenses are not eligible for grant funding through this Request for Proposals:

1. the purchase, lease, or rental of any equipment or operational software
2. political activities of any kind
3. electoral activities of any kind
4. the acquisition of voter registration data, voter profiles or similar programs or data commonly used in political campaigns
5. awards of cash, gift cards, trophies or the like
6. audit services
7. acquisition, construction, or renovation of buildings or other real estate

8. entertainment
9. religious activity
10. alcohol
11. expenses incurred prior to March 10, 2020
12. costs of organized fund raising
13. interest, taxes and penalties