



Del Mar Encore Fellows Initiative Request for Proposals

Due Date: Friday, May 31, 2024, by 4:00 p.m.

Mission: The mission of the Del Mar Encore Fellows Initiative is to strengthen existing community partnerships and leadership initiatives by leveraging highly skilled, experienced professionals as Encore Fellows, and engaging additional older adults in meaningful volunteer work.

Vision: We envision a Dayton Region that, as a matter of course, leverages the wisdom and experience of older adults in solving major community challenges.

Summary

The Dayton Foundation is offering five (5) nonprofit organizations in our region the opportunity to engage a Del Mar Encore Fellow to tackle a project or an issue that is within your mission, but for which you need new or additional skills or experience. The Del Mar Encore Fellow is a highly skilled, recently retired professional who can bring a wealth of knowledge and perspective to bear, working part time, for one year, on your project. Fellows don't replace staff; they function as new eyes, bringing skills, knowledge of the community, and additional resources to the task at hand. They are employees of The Dayton Foundation, paid a stipend, and work 20-32 hours a week. Fellows also control a small fund that can be used to support their assigned initiative. One of the key benefits to the Host organizations is that the Fellows share the skills and experiences of others in their Fellow cohort – meeting regularly with other Fellows enables the sharing of ideas, tools, and experiences far broader than that of a single Fellow.

Background

Since 2017, The Dayton Foundation has placed 20 older adults into the community to work as paid Del Mar Encore Fellows on significant community issues. Their work has led to the creation of new tools, resources, and insights:

- Development of new education and employment pathways for early childhood educators
- Creation of age-friendly communities for older adults in our region
- Formation of coalition of literacy leaders to increase awareness and reduce impact of low literacy that adults face in accessing employment, education, housing and social support

- A comprehensive report on alternative housing solutions for homeless persons with disabilities resulting in the plan to develop "cottage" homes in the Dayton area
- Establishment of a think tank to address health inequities, such as black infant, child and maternal mortality

Organizations that have hosted Fellows include the Area Agency on Aging, PSA 2; Brunner Literacy Center; The Collaboratory; Dayton Metro Library; the Fitz Center for Leadership in Community; Learn to Earn Dayton, Miami Valley Housing Opportunities; NCCJ; Ruth Frost Parker Center for Abundant Aging; Omega CDC; Preschool Promise; St. Mary Development Center; SOCHE and Yellow Springs Senior Center.

The Fellows work to challenge the myths of aging and their accomplishments are concrete evidence that older adults bring unmatched experience, wisdom and perspective to problem solving. They come to an issue with finely honed skills, a depth of understanding born of years of experience and an ability to work independently and quickly.

And, there are far more people in the Dayton Region with these valuable skills than we have been able to employ as Fellows. If you have questions or would like to discuss your ideas for engaging a Fellow, please contact Leigh Sempeles, Senior Fellow, lsempeles@daytonfoundation.org.

Proposals

Proposals are due to The Dayton Foundation by 4:00p.m., Friday, May 31, 2024. Successful proposals will be from established organizations with the means to support and employ a highly skilled Fellow at the highest level; follow the outline below; and present mission-focused, collaborative projects that incubate and/or significantly contribute to the success of a community priority. The Fellow is not a staff position and should not supplant or substitute for a staff role. **It is the intent of The Dayton Foundation to have all initiatives selected and Fellows assigned by July 15, 2024.**

Proposal Outline

Use the RFP Form (page 5) and the following outline to present your proposal. More detail is available on page 6. Make sure to answer all of the questions completely, but limit the narrative (sections 2-8) to no more than five pages. **For the cover page and section 9, use the forms provided. Do not include these introductory pages (1-4).**

1. Cover page
2. Describe the issue or need
3. Population and geographic region served by this project
4. Describe the initiative
5. The scope of the Fellow's assignment
 - a. Scope of work
 - b. Benchmarks and deadlines
 - c. Initiative deliverables
6. Fellow competencies/skills
7. Describe how your program/project promotes recognition of the value of older adults and/or intergenerational partnerships.
8. Profile of your organization
9. Funding and support (forms provided)
10. Attachments:
 - a. The most recent complete audit, including auditor's notes. If the organization does not have an audit, please submit the [DMEF Audit Exemption Form](#).
 - b. Signature page (form provided)

Proposal Evaluation Criteria

In considering proposals, The Dayton Foundation's grantmaking guidelines and the mission of the Del Mar Encore Fellows Initiative will provide direction. Decisions will be at the discretion of The Dayton Foundation's Grants Committee, based upon assessment of any criteria it finds to be relevant including the following:

1. The proposal addresses a significant community need.
2. The initiative should have clear, concrete deliverables for the Fellow and is expected to result in an outcome that provides the Host Organization with a lesson learned, a best practice, or a program that is sustainable, post-Fellowship.
3. The identified Fellowship is not a new or replacement role supporting ongoing operational goals.

4. The proposal outlines how the Fellow will be integrated into the Host Organization's leadership team.
5. The proposal's initiative creates systemic change and contributes to the advancement of equity and justice in our community.
6. The goals of the proposal are realistic, achievable and sustainable. SMART: specific; measurable; achievable; relevant and time-based.
7. A sufficient level of funding for the initiative beyond DMEF has been identified.
8. The proposal outlines opportunities for collaboration.
9. Clear roles, responsibilities and performance measures are identified for the Fellow.
10. The expected duration of the initiative is one year.
11. The proposal includes all required attachments.

Commitment to Diversity, Equity and Inclusion

1. Please tell us what specific changes you have made internally and/or externally to advance diversity, equity and inclusion. (Maximum 500 characters with spaces)
2. Please share any challenges you have experienced in advancing equity for your organization and how can The Dayton Foundation help you in your efforts in this journey. (Maximum 500 characters with spaces)

Submitting Your Proposal

Your entire proposal and attachments, with signatures of the executive director/CEO and board president, should be emailed to lsempeles@daytonfoundation.org by 4:00 p.m. Friday, May 31, 2024.

Incomplete or late proposals will not be reviewed. The Dayton Foundation's staff is NOT authorized to extend the proposal deadline.

Del Mar Encore Fellows RFP Form

General Information (All fields are required.)

Organization Name

Mailing Address (Street, City, County, State, Zip)

Organization Phone

Federal Tax ID#

Executive Director CEO President's Name Executive Director/CEO/President's Email

Website Address

Organization's Current Annual Budget

Title of Fellow Initiative

Initiative Program/Project Budget

Name of Contact for Application

Title of Contact

Contact Phone

Contact Email

Purpose of Proposal (State the purpose of your proposal/request in no more than two sentences.)

Proposal Deadline: Friday, May 31, 2024 by 4:00 p.m.

Proposal Outline Detail

1. **The Issue or Need:** Describe the issue or need the Fellow will help to address and how it was identified. Explain how it addresses some form of inequity in our community – racial, age, gender, income, opportunity. What disparities can this initiative reduce, prevent or eliminate?
2. **The Population and Geographic Region Served by This Program/Project:** Describe the population (ethnicity, economic status, age, etc.) and geographical region that are the focus of the proposal, preferably using percentages if available. What groups most adversely affected by the current problem/issue do you want to benefit? How have those groups been or will be involved in the development of this initiative?
3. **Initiative:** State specifically how this Fellowship will help to address the identified issue or need. **Indicate if the project/program is finite or is to be integrated into your organization and maintained once the Fellow assignment is complete.** Please describe how this initiative will be part of a collaboration with other organizations.
4. **The Scope of Fellow Assignment:**
 - a. Scope of work
 - b. Benchmarks and deadlines
 - c. Initiative deliverables/expectations
5. **Fellow Competencies/Skills:** Please list the specific competencies/skills required in this Fellow. This will be used to develop your Fellow’s job description.
6. **Mission:** A key element of the DMEF Initiative is engaging Fellows in changing the conversation about the contributions older adults can make in our community. **Describe how your program/project promotes recognition of the value of older adults and/or intergenerational partnerships.** (Please note: Fellows will be expected to spend some of their fellowship time working with other Fellows to develop presentations to community groups on the DMEF mission).
7. **Profile of Your Organization**
 - a. Overview of your organization, including the mission/purpose.
 - b. Provide an organizational chart for the initiative which shows how the Del Mar Encore Fellow will be integrated into your organization’s leadership team.

Organization Name: _____

[Please include this form with your proposal]

Statement of Revenue and Expense for Most Recently Completed Fiscal Year

FY End Date:

Revenue/Support	
Corporate and foundation grants	
Government grants and contracts	
Contributions and other gifts	
United Way	
Program service fees	
Special events, fundraisers	
Other revenue (please list):	
Total Revenue	
Expenses	
Salaries, employee benefits and taxes	
Professional fees and/or client assistance	
Occupancy/rent	
Depreciation	
Development/marketing	
General operating expenses (please list):	
Total Expenses	
Revenue less expenses	

If expenses exceeded revenues, please explain, limiting your response to one additional narrative page.

Organization Name: _____

[Please include this form with your proposal]

Total Agency Budget for Current Fiscal Year

FY End Date:

Revenue/Support	Budget for Year	Actual Year-To-Date (specify date)
Corporate and foundation grants		
Government grants and contracts		
Contributions and other gifts		
United Way		
Program service fees		
Special events, fundraisers		
Other revenue (please list):		
Total Revenue		
Expenses		
Salaries, employee benefits and taxes		
Professional fees and/or client assistance		
Occupancy/rent		
Depreciation		
Development/marketing		
General operating expenses (please list):		
Total Expenses		
Revenue less expenses		

If expenses exceeded revenues, please explain, limiting your response to one additional narrative page.

Organization Name: _____

Del Mar Encore Fellows Initiative 2024 Request for Proposal Signature Page

This page, with original signatures (electronic signatures are acceptable), must be submitted with your complete proposal by **4:00 p.m., Friday, May 31, 2024.**

Acknowledgement of The Dayton Foundation’s Policies

The executive director/CEO and board chair have reviewed this proposal and understand and acknowledge that:

- The organization is eligible for funding;
- This proposal is complete according to the Proposal Outline (RFP, Page 2);
- The Dayton Foundation reserves the right to review the proposal with community planning agencies, resource people, and/or other funding sources. This can occur when we think that their input would be helpful in assessing the proposal and its potential significance;
- The Dayton Foundation will notify organizations in writing of its decision. Recipients acknowledge that a memorandum of understanding (MOU) must be executed prior to the placement of a Fellow with their organization. Recipients also must agree to adhere to the terms of the MOU through its end date. A sample MOU is an addendum to this Request For Proposal and receipt is hereby acknowledged;
- A final project/program and financial report are required upon completion of the proposed initiative. Failure to do so will make your organization ineligible for future discretionary grants from The Dayton Foundation, until two years after the omission is remedied;
- The organization has clearly and completely described its mission, programs, populations served, strategy and impact through anticipated outcomes on this form; and
- Organizations that are declined may submit another proposal during the next Request for Proposal cycle, if any. Organizations whose proposals are accepted are eligible to submit subsequent proposals after a final report has been submitted and approved.

Executive Director/CEO/or Other Authorized Organization Representative	Date
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Board Chair or Other Board Representative	Date
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