**Summer PlayStreets 2015 - Request for Proposals (South Region)**

**Program Overview**

With support from the City of Chicago and the Chicago Department of Public Health (CDPH), Active Transportation Alliance (Active Trans), LISC Chicago (LISC), and World Sport Chicago (WSC) will support implementation of *PlayStreets* in the city’s south region (community areas 33-75, see attached map). This initiative aims to activate city streets and outdoor, public spaces to promote physical activity, healthy living and safe play spaces for children and adults. Between the north and south regions, *PlayStreets* will deliver at least 150 events across Chicago this summer.

North region implementation support is provided by Gads Hill Center. Organizations in the north region of Chicago interested in *PlayStreets* should contact Melissa Whitney at Gads Hill Center: [mwhitney@gadshillcenter.org](mailto:mwhitney@gadshillcenter.org)

Each south region grantee community-based organization (CBO) will be responsible for holding 7-8 outdoor *PlayStreets* events beginning no later than June 27, 2015 and ending by September 7, 2015 (Labor Day). Each event will provide at least three hours of continuous, physical activity including sports, play games, and other healthy group activities selected and coordinated by the grantee CBO. All *PlayStreets* events will occur outdoors in areas to include a closed residential street or housing commons and will be free and open to the public. Events CANNOT be organized exclusively on private property, playgrounds or parking lots or within parks.

**Eligibility and Selection Criteria**

Any non-profit organization with a 501(c)(3) designation whose work is primarily focused on a specific Chicago neighborhood or community area is eligible to apply. Other organizations with larger geographic service areas are welcome to apply but should prioritize a specific community and would benefit in partnering with local group(s).

*PlayStreets* is intended for neighborhoods with limited access to parks and safe play spaces and that have high rates of obesity.

Special consideration will be given to proposals that meet any of the following criteria:

* Include *PlayStreets* locations that have higher demographic risk factors for obesity, as identified by CDPH, and/or that have limited or no access to safe places where outdoor recreation and play can occur.
* Include organizations that have a track record of coordinating recreational activities and/or community organizing.
* Present unique, creative or innovative approaches to promote on-going physical activities and healthy choices in their community.

**Roles and Responsibilities of Community-Based Organizations**

* Identify public, outdoor *PlayStreets* location(s) utilizing a closed residential street or housing commons.
* Attend program orientation (for administrators) and one-day training (for programming staff and/or volunteer coordinators).
* Assign staff to plan and execute 7-8 *PlayStreets* events. Identify rain/contingency dates/plan.
* Recruit community partners, event volunteers.
* Demonstrate a process to ensure background screenings are performed on **ALL** staff and volunteers with direct access to youth.
* Promote *PlayStreets* events in their communities (word-of-mouth, signage, community press, social media, etc.).
* Secure required event permitting and notify appropriate public safety officials of all events.
* Complete a report after each *PlayStreets* event summarizing activities, attendance, and other outcomes, along with and a brief final report after all *PlayStreets* activities.
* Promote recognition of CDPH and other financial supporters where applicable at each event.

*PlayStreets* events must:

* Remain consistent with the image, objectives and policies of the Chicago Department of Public Health – particularly the Healthy Chicago objectives around Obesity Prevention and Adolescent Health.
* Be held in a public, outdoor space and include a residential street closure. Events may utilize adjacent space, but the event should primarily make use of the street for activities.
* Be a minimum of 3 hours in duration and encourage continuous, physical activity throughout the event.
* Have an anticipated average attendance of 125 youth and 50 adults or more per event.
* Include a minimum of five sports clinics, playground games or other physical activity options, in addition to any sports or athletic games/tournaments.
* Provide activities for a wide range of ages and inclusive of both boys and girls. Potential partners should demonstrate a plan to engage younger children, middle school-aged and teen youth.
* Feature programming or activities that adults can participate in, on their own or with their children.
* Aim to maximize adult/parent participation whenever possible by considering holding events at times that will attract more adult/parent attendees (e.g., evenings, weekends)
* Prominently display *PlayStreets* promotional materials, such as signs or banners (provided at no cost).
* Organizations are encouraged to provide healthy snacks and refreshments during events and should not provide unhealthy foods.

**Financial Resources**

Individual grants will be up to $5,000 to cover planning and administrative expenses such as stipends, administrative supplies and rental fees.

Each selected CBO will also be able to request up to $1,000 in programming supplies, such as sidewalk chalk, hula hoops, jump ropes, Frisbees, basketballs, soccer balls, etc. Selected partners will complete a bulk ordering form and requested materials will be provided in-kind.

CBOs may also have access to free energy bars, healthy youth meals, and other items still to be determined.

CBOs may solicit their own additional in-kind donations and programming support where applicable.

**Roles and Responsibilities of Active Trans, LISC, and WSC**

* Facilitate grants to community-based organizations.
* Provide capacity-building support to enhance events and organizational capability, including trainings, workshops, and connection to external resources for sport, active transportation, community-building, health education and other relevant topics.
* Provide, where needed, hands-on technical assistance for planning and implementing *PlayStreets* events, including, but not limited to: obtaining permits for street closures, planning event logistics, designing event activities, etc.
* Work with CDPH to ensure city resources/services, where applicable, are available for events.
* Provide program oversight.
* Oversee program reporting.

**Technical Assistance**

**Active Trans, LISC, and WSC will provide:**

* Program orientation, including *PlayStreets* logistics, best practices handbook, and training in general recreation and fitness activities.
* Program planning support to develop *PlayStreets* schedule, activities, and logistics coordination.
* Direct support to CBOs throughout implementation of *PlayStreets.*

**PlayStreets Day**

On Thursday, July 30, 2015, the City of Chicago will celebrate PlayStreets Day. PlayStreets Day provides an increased opportunity for publicity and visibility for events across the city. Last year, at least 12 unique events were held on PlayStreets Day, which included significant media coverage and a press release from the City. While it is not required, it is strongly encouraged that all applicants plan one of their events to occur on July 30.

**Timeline & Schedule**

|  |  |
| --- | --- |
| **Date** | **Action** |
| March 18, 2015 | Request for Proposals (RFP) released |
| April 13 | CBOs submit Application to Active Trans by 4:00pm |
| April 22 | *PlayStreets* south region community partners selected and notified |
| April 24 | Partner packets distributed electronically |
| April 29 | Partners return required paperwork |
| Week of May 4 | Administrator training |
| Mid May | Programming workshop & training (for program staff & volunteer managers) |
| May 26 through  September 7 (Labor Day) | Program planning, preparation, and implementation, including direct technical assistance (as necessary).  First event for each community should be held no later than June 28.  Implement *PlayStreets* events, ongoing technical assistance provided. |

**Commitments and Insurance Requirements**

CBOs selected for participation will be notified and asked to formally agree to their participation through a memorandum of understanding (MOU).

Certificates of insurance are required for all events. Organizations must add Active Transportation Alliance as an additionally insured to their General Liability Insurance. The policy must have a combined single limit of no less than $1,000,000 for each occurrence and not less than $1,000,000 in the aggregate.

**Application Process**

Eligible organizations seeking to implement *PlayStreets* should submit a completed Partner Application to Active Transportation Alliance by e-mail to the attention of **Eric Bjorlin (**[**eric@activetrans.org**](mailto:eric@activetrans.org)**)** with the subject line “PlayStreets Application” by **4:00pm on Monday, April 13, 2015**.

**Contact Information**

For more information about *PlayStreets*, please contact **Eric Bjorlin:** [**eric@activetrans.org**](mailto:eric@activetrans.org) or 312.216.0465.

**Summer PlayStreets 2015 – Partner Application (South Region)**

For the purpose of this application, the South Region includes Chicago community areas 33-75.

**Applicant Information.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant**  **Organization:** |  | **Applicant EIN:** |  |
| **Contact**  **Full Name:** |  | **Contact**  **Title:** |  |
| **Contact**  **Phone:** |  | **Contact**  **Email:** |  |
| **Signatory**  **Full Name:** |  | **Signatory**  **Title:** |  |
| **Community(ies)**  **Served:** |  | | |
| **Office Physical**  **Address:** |  | | |

1. Provide a one paragraph description of your community-based organization.
2. Briefly describe your organization’s history of collaborations or partnerships within the targeted neighborhood and experience coordinating community events. (Note: If the organization has participated in events such as Hoops in the Hood, Open Streets, or *PlayStreets* in the past, please include this.)
3. List the local partners you will work with on *PlayStreets* and describe their proposed roles/responsibilities.

**Your Vision.**

1. Briefly describe the community’s need for *PlayStreets* (for example, limited safe play spaces, high obesity rate, high numbers of uninsured residents, etc.)*.*

Include:

* Your community’s need for a program that enables safe, outdoor play;
* Barriers your community faces to achieve safe, outdoor play;
* Your overall plan for addressing these barriers, and;
* If a returning PlayStreets partner, the key skills or lessons learned will be leveraged to improve your PlayStreets events this year.

**Your Plan.** Give us a little more detail about your *PlayStreets* events and key activities.

1. Identify the proposed location(s) (street address) where *PlayStreets* events will take place and your reason for selecting this location(s). (Add lines as necessary.)

|  |  |  |
| --- | --- | --- |
| **Location(s)** | **Street Address** | **Reason(s)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Identify the dates and times when *PlayStreets* events will take place. (Note: Your first *PlayStreets* event must take place no later than June 28, 2015. Please also share any potential rain or contingency dates.)  
   All applicants are encouraged to plan an event on July 30, 2015 as part of PlayStreets Day.

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location - Street & Block to Be Closed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Rain Date: |  |  |
| Rain Date: |  |  |

1. Describe your *PlayStreets* implementation plan, including:
2. A list of proposed activities. (A minimum of five per event is required.)
3. Your strategy for engaging both boys and girls, youth of all ages, and adults.

|  |  |
| --- | --- |
| **Activity** | **Ages and Genders Targeted – Objectives for Activity** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Describe how you will recruit, train and supervise volunteers from the community to help implement and supervise *PlayStreets* events. Include your organizations procedures for performing background checks on staff and volunteers with direct access to youth.
2. Provide a list summarizing the programming materials & supplies you anticipate needing for your *PlayStreets* implementation (price quotes **are not** required or expected).
3. Attach a simple budget that outlines how *PlayStreets* grant funds will be used. If additional funding sources will be leveraged to implement *PlayStreets*, please indicate both the funding source(s) and the amount of supplemental funding.