

# PREPARING PLANNING GRANT PROPOSALS

## Ready Communities Planning Grant Workshop

Counties interested in applying for a Ready Communities Planning Grant should plan to attend the Ready Communities Grant Workshop in Paoli, IN. Each county will be required to bring five or more key community leaders representing different stakeholder groups or organizations to this pre-grant design workshop. ROI will provide information on Ready Communities Planning and Implementation Grants, including process requirements, timeline, expected deliverables, and funding parameters. Time will be allotted for county teams to work together in developing a strategy for bringing the county together around a Quality of Place and Workforce Attraction Plan.

## Planning Grant Proposal Requirements

Each county that attends the mandatory workshop may submit one (1) proposal for a planning grant. Please see the Planning Grant Guidelines for more information on eligible applicants. *Only one proposal will be accepted from each county.* Proposals will be accepted in accordance with the timeline provided in these instructions and should include the following:

### Part I. Overview Information

- County
- Lead Organization Name(s)
- Organization Type
- IRS Status: 501(c)(3), 501(c)(4), 501(c)(6), exempt
- Employer Identification Number (EIN)
- Address
- Website
- Name, Title and Email of Primary Project Contact

### Part II. Narrative Responses – Please respond to each item in the order listed.

1. Please describe your county. Include any information you consider relevant, especially as it relates to quality of place and workforce attraction. Include information on cities, towns, school corporations, higher education, transportation systems, governing bodies, employers, points of pride, and other relevant data as appropriate.
2. As the lead organization, define how your mission serves the county as a whole. Please provide several examples that illustrate the role you have played in convening countywide stakeholders around issues of significance. Describe the role of your community in the regional ecosystem.

3. Please provide examples of how your organization has collaborated with a broad group of county stakeholders to address mutual needs and opportunities. How will you collaborate with other organizations during the planning process? How do you plan to engage the community throughout the planning work?
4. Please share information about the Ready Communities Advisory Team that will guide this planning work. What entities are represented on the advisory team formed? Discuss each member's qualifications or expected contributions to the effort.
5. During the planning process, you will engage your county in analyzing your strengths and weaknesses relative to quality of place and workforce attraction. What do you expect to learn about the pressing needs and unmet opportunities in your county?
6. What are the outcomes you hope to achieve from the completion of this planning process?
7. How will this project be integrated with other current community efforts? What other planning processes have been completed in the last five years that will inform this work?
8. How do you anticipate using grant funds to develop an actionable Quality of Place and Workforce Attraction Plan? Will you hire a consultant or facilitator to support the planning process or to prepare your Quality of Place and Workforce Attraction Plan? If yes, have you identified the individual or organization that will play this role? Have they participated in the development of this planning grant proposal (not required)?
9. What is your projected timeline?

### Part III. Required Attachments to the Proposal

- Cover letter signed (1 page maximum) plus a signature page. Include signatures of key stakeholder representatives.
- Budget
- Names of Ready Communities Advisory Team Members. Include organizations represented, and affiliations.
- Landscape Assessment Completed by Ready Communities Planning Advisory Team (*more info on next page.*)
- Tax Determination Letter



## Part IV. Submission

Submit an electronic copy and five physical copies of the proposal and attachments to Lauren Travis as follows:

Electronic copy: ltravis@swcindiana.org

Physical copies: Lauren Travis  
Regional Opportunity Initiatives, Inc.  
100 South College Avenue, Suite 240  
Bloomington, IN 47404

Proposals must be submitted on or before December 31st, 2018 at 5:30 pm.

## Landscape Assessment

The following is a list of questions to help you in developing your countywide Landscape Analysis:

- What countywide planning efforts have been successful in the past and what has made them successful? If no such efforts have taken place, why not?
- What individuals and organizations will be essential to creating a relevant plan and in motivating county stakeholders to collaborate around a countywide strategy?
- What real or perceived barriers exist to creating a county plan? How can they be addressed or eliminated?
- What countywide plans already exist? Are they current? Do they need to be updated before a Quality of Place and Workforce Attraction Plan can be developed?
- What resources will your county need to prepare a plan?
- Will you need to hire a consultant or facilitator to convene the county, guide conversations and/or prepare your planning grant proposal?
- Will \$50,000 be adequate to complete the planning process? If not, what other sources for funding could help fund additional expenses?
- How might you anticipate using planning grant dollars?
- Who will manage the planning grant? The process?

## Grant Awards

ROI will review all applications, make recommendations to the ROI Board, and inform all applicants of funding decisions. The final decision on all grants rests with the ROI Board. The proposal will be returned if information or required attachments are missing or multiple proposals have been received from one county.

Recommendations for approving and funding Ready Communities Planning Grants will be presented to the board at least monthly. Applicants will be notified upon approval. The ROI staff will work with the lead entity to complete a grant agreement and funding will be available for use upon execution of the agreement. Funds will be distributed on a reimbursement basis unless other arrangements are agreed upon.