

City of St. Petersburg ARPA - Shared Services Organization (Nonprofit Incubator)

Pinellas Community Foundation

Applicant

PCF will host a live informational webinar that is now open for registration.

Entity Name*

Character Limit: 100

Applicant Type*

Please indicate the type of entity applying.

Choices

501(c)(3)

For-profit corporation

SSO Plan

SSO Flow*

Describe a non-profit's potential path through the SSO, starting at the very first contact with the organization.

Please respond to the following when crafting your answer:

1. How will your team assess individual nonprofit needs?
2. What menu of services do you plan to offer?
3. Where will services be located – virtual/in person/both?
4. How will you and the nonprofit collectively decide the duration of services and type of services that they receive?

Character Limit: 4000

SSO Timeline*

Please plan to begin offering SSO services to the Hub provider and other nonprofits in Q1 2024. We anticipate the remainder of 2023 to serve as a planning and contracting grace period. In visual or narrative form, explain the timeline for the rollout of SSO services. This should include any important milestones such as the planning period, hiring, growing capacity of SSO, etc.

Character Limit: 3000 | File Size Limit: 10 MB

SSO Team and Past Experiences

Building Your Team*

Please describe your philosophy of building your SSO team, as well as how you anticipate it may change or grow over the funding period.

Character Limit: 3000

Team List and Resumes*

Provide a graphic or list showing your team members. Please also include a resume for each individual and/or organizational partner on your core team that demonstrates their professional expertise and experience working with nonprofit organizations in St. Petersburg.

The strongest responses will describe team members with a background of successfully supporting nonprofits with varying levels of capacity and with a range of needs.

If you would like to add additional notes, please use the text box below.

Accepted File Types: pdf, doc, docx

Character Limit: 2000 | File Size Limit: 10 MB

Culturally Diverse Nonprofits*

Please describe your approach and previous experiences providing services to culturally diverse nonprofits.

Character Limit: 3500

Lessons and Challenges

Lessons Learned*

What are some lessons you've learned from past experience providing services to nonprofits? How have you incorporated these learnings into your SSO design?

Character Limit: 3000

Managing Challenges*

How will you approach the challenges inherent to organizations that are new or operate with a small team or a small budget? i.e., leadership or staff turnover, etc.

Character Limit: 3000

Budget

Year 1 Budget*

Please attach a Year 1 budget that includes all anticipated expenses

File Size Limit: 5 MB

Budget Narrative*

Please write a budget narrative that tells the story of your budget decisions. This can be in any format you choose, but it should be written in a way that someone not familiar with an SSO would understand the rationale and purpose of program costs. Also explain how you think the budget may shift during the funding period (this can be at a high level; we don't expect you to know exactly how it may change).

Character Limit: 3500

Sustainability Plan*

This contract will provide funding for the Shared Services Organization launch and implementation through December 31, 2026. However, successful applicants should have a plan to sustain this work beyond 2026. Describe your plan for sustainability. This may include gradually implementing fees, leveraging other third-party funds, etc.

Character Limit: 3500

SSO Operations

Evaluation*

Please describe the evaluation tools and methods that you will use to assess the success of the SSO.

Please include the following in your response:

- Both qualitative and quantitative methods
- Evaluation tools that will inform your recommendations of how the SSO may transform after the funding period ends
- Opportunities nonprofits have to provide the SSO with feedback

Character Limit: 3500

Infrastructure*

Describe any tools that your team plans to use for communicating with nonprofits, and/or keeping track of services provided. This may include software systems or other tech solutions.

If any of the tools you describe below would be acquired through this funding, please ensure the costs are represented in your Year 1 Budget.

Character Limit: 2500

Marketing & Awareness*

How do you plan to make local nonprofits aware of the SSO? Please also describe why these marketing methods are effective.

Character Limit: 3000

Needs*

What support will you need from the City and PCF to do your best work? Please be as specific as possible. Please note that this is meant to evaluate your team/organization's awareness of its needs; you will not be penalized for identifying needs.

Character Limit: 2500

Testimonials

Please upload three testimonials from nonprofits that received services from your organization and/or specific members of your proposed team.

Please also include contact information for those providing testimonials. PCF may contact them during application review for clarification or additional information.

PCF will redact all contact information before publishing your application.

Testimonial 1*

File Size Limit: 5 MB

Testimonial 1 – Contact Info*

Please share Testimonial 1's name and a way to contact them (phone number or email).

Character Limit: 250

Testimonial 2*

File Size Limit: 5 MB

Testimonial 2 – Contact Info*

Please share Testimonial 2's name and a way to contact them (phone number or email).

Character Limit: 250

Testimonial 3*

File Size Limit: 5 MB

Testimonial 3 – Contact Info*

Please share Testimonial 3's name and a way to contact them (phone number or email).

Character Limit: 250