

CITY OF CAMDEN

NOTICE OF FUNDS AVAILABILITY

CLEAN COMMUNITIES MINI-GRANT PROGRAM

JULY 2014

The Honorable Dana L. Redd, MAYOR
Robert Corrales, BUSINESS ADMINISTRATOR



**YOUR GROUP/ORGANIZATION COULD EARN
\$250.00**

**EARN \$250.00 FOR YOUR GROUP FOR A 4 HOUR
NEIGHBORHOOD CLEAN UP
(Each group must be 15 or more volunteers)**



**Contact Candice Jefferson, Clean Communities Co-Coordinator for details at
(856)968-3542 or cajeffer@ci.camden.nj.us OR kewalker@ci.camden.nj.us**

CITY OF CAMDEN CLEAN COMMUNITIES MINI GRANTS

HOW DOES THE GRANT WORK?

- In order to qualify for the grant, you must be an organization in Camden City such as Girl Scouts, Boy Scouts, ball teams, community and/or civic organizations. We do not give out grants to homeowner associations. **EACH GROUP MUST HAVE 10 TO 15 VOLUNTEERS TO QUALIFY AS A GROUP; CHILDREN UNDER THE AGE OF 13 DO NOT QUALIFY AS A VOLUNTEER.**
- Each group must have a bank account set up so the check can be mailed to the organization
- City of Camden must approve the area to be cleaned and the date requested for the clean-up.
- Area to be cleaned must be a minimum of 4 city blocks; park and/or playground; or 2 miles of roadway.
- Clean-up must be a minimum of 4 hours.
- City of Camden will provide your organization with tools and bags if necessary.
- Each organization must have enough adult supervision. There must be at least one adult per 5 children.
- Please count the number of bags of garbage and report the information after the clean-up. **LEAVE BAGS GROUPED TOGETHER ON THE SIDE OF ROAD/STREET. DEPARTMENT OF PUBLIC WORKS WILL PICK UP BAGS.**
- Please return all tools by the Monday following your clean up.
- Each participant including adults must fill out a release form. Release forms are to be returned with the group information after the clean-up is completed. Please make sure you have additional release forms available for siblings and extra volunteers.
- It is the responsibility of the organization to return all paperwork to Candice Jefferson in order to have your check processed in a timely manner.

I NOTICE OF FUNDS AVAILABILITY

1. The City of Camden will be giving out mini-grants for community clean ups in various neighborhoods.

II BASIC FOR ALLOCATION FUNDING

1. In order to qualify for the grant, you must be an organization in Camden City such as Girl Scouts, Boy Scouts, ball teams, community and/or civic organizations. We do not give out grants to homeowner associations. **EACH GROUP MUST HAVE 10 TO 15 VOLUNTEERS TO QUALIFY AS A GROUP; CHILDREN UNDER THE AGE OF 13 DO NOT QUALIFY AS A VOLUNTEER.**
2. Each group must have a bank account set up so the check can be mailed to the organization
3. City of Camden must approve the area to be cleaned and the date requested for the clean-up.
4. Area to be cleaned must be a minimum of 4 city blocks; park and/or playground; or 2 miles of roadway.
5. Clean-up must be a minimum of 4 hours.
6. City of Camden will provide your organization with tools and bags if necessary.
7. Each organization must have enough adult supervision. There must be at least one adult per 5 children.

III REVIEW AND EVALUATION

The City of Camden will review and evaluate each proposal based on the criteria in the application. ***Submittal of a proposal does not guarantee funding commitment***

III PROPOSAL FORMAT AND CONTENT

1. GENERAL FORMAT

All instructions, terms and conditions contained in the application must be met in order to qualify for consideration of award. Those proposals which do not meet the conditions specified will be considered non-responsive.

2. SUBMISSION OF PROPOSALS

In order to be considered for selection, organizations must submit a complete response to this RFP. One (1) original and one (1) copy must be submitted at the time of application opening.

3. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful organization will become part of any contract awarded as a result of this application process.

IV QUESTIONS AND INQUIRIES

The deadline for written questions pertaining to the solicitation is (5) five working days prior to the due date of proposal. In order to facilitate responses, vendors are encouraged to submit their questions and inquiries by fax to:

Deborah Beasley – Purchasing Agent
Room 213 – City Hall
P.O. Box 95120
Camden, New Jersey 08101-5120
856-757-7159
856-541-9668 (fax #)

V REJECTION OF PROPOSAL

The City reserves the right to reject any and all proposals or to award the contract in whole or part. The City has the authority to award contracts to the vendor best meeting the specifications and conditions that are most advantageous to the City.



City of Camden Clean Communities 2014 Mini-Grant Application

Name of Organization: _____

Address: _____

Contact Person: _____

Phone #: _____

Email Address: _____

Locations of Clean Up

Streets: _____

Park: _____

Area: _____

Proposed Dates of Clean Up: _____

NUMBER OF BAGS OF LITTER/TRASH COLLECTED

How would you best describe your organization?

_____ Civic/Community Organization

_____ Church Organization

_____ Youth Organization

_____ Other (describe)

_____ School/PTA

_____ Non-Profit Organization

_____ Athletic Organization

****Please make sure each participant has filled out a release form**

Submit completed application to:

City of Camden Clean Communities Program
Attn: Candice Jefferson, Clean Communities Co-Coordinator
520 Market Street, 13th Floor
Camden, NJ 08101
cajeffer@ci.camden.nj.us
(856) 968-3542

