SOUTHEAST SUSTAINABILITY DIRECTORS NETWORK

Request for Proposals SSDN Peer Learning Charrettes

Launch Date of RFP: September 20, 2019

Due Date for Proposals
Deadline Round 2 - November 30, 2019 (5pm Eastern Time)

Grant Decisions
Deadline Round 2 - Mid - Late December, 2019

Peer Learning Charrettes
Southeast Sustainability Directors Network (SSDN) members value time to dive deep on issues, to collaborate face to face to address complex problems, and to develop authentic relationships. Sometimes, regional challenges are easily solved by direct and personal opportunities to work together and develop best practices and solutions. However there is often limited funding for additional travel and time for these types of opportunities outside of normal job responsibilities and travel budgets. SSDN's Peer Learning Charrette (PLC) program offers a limited number of small grants to support SSDN members in their desire to get together to share, develop and learn about specific sustainability or resilience practices that can be spread widely throughout the South.

What is a Charrette?
In design fields, charrettes are intensive planning and design sessions where designers, citizens and other stakeholders collaborate on a vision for a design or idea. A charrette may also refer to any collaborative session in which a group drafts a solution to a problem. SSDN's Peer Learning Charrettes provide a forum for ideas and offer a unique advantage of giving and receiving immediate feedback for members as they sort through problems, educate themselves, design solutions and engage appropriate stakeholders. Charrettes allow everyone who participates to be mutual creators of the solution.

Participants can use Peer Learning Charrette funds for in-person convenings, "charrettes". SSDN will offer funding to help support travel costs and related activities. Site visits must be conducted by the final deadline and funding is distributed on a reimbursement basis only. See the section on grant distribution below for more information.

Peer Learning Charrette Program Goals
1. **Building authentic and trusting relationships**: To allow members to build trusting relationships among peers working on similar issues;
2. **Intimate Exchange, Coaching and/or Support**: To provide members an opportunity for more face-to-face, intimate and concentrated peer learning opportunities;

3. **Capacity Building**: To develop and share new capacities toward problem solving;
4. **Best Practice Dissemination**: To collaborate on learning and implementation projects that have the potential to scale implementation throughout the region;

SSDN Core Values
It is desired that the Peer Learning Charrette program will consider how the activity can promote SSDN's Core Values. Applications will be scored on how well the charrette does this. SSDN's Core Values are:
- **Collaboration:** Collaboration is the way we work. Collaboration fosters integration of our other core values into our work by allowing us to build and strengthen the network and our communities.
- **Authentic Relationships:** We value relationships that are predicated on shared experiences that develop trust, honesty, integrity and authenticity.
- **Transformation:** We support innovative efforts to transform the Southeast into a more sustainable, equitable and resilient region, adaptive to challenges caused by a changing climate.
- **Diversity:** We believe that diversity of perspectives, experiences, backgrounds, and knowledge makes us stronger as an organization and as a field of practice.
- **Equity:** We put equity at the forefront of all of our work, aligning our policies, practices, and resources so that all people have genuine opportunities to thrive.
- **Inclusion**: We create an environment in which everyone feels valued and respected and is invited to participate.

Eligibility
Who is eligible? Any SSDN member; Minimum participation requirement is two cities or counties. There is no maximum participation limit, but members should be mindful of budget limitations when considering participant lists.

What activities are eligible? Peer Learning Charrettes can include activities that members can access by application for reimbursement of funds. The types of activities that are supported include:
- Intimate peer-led discussions, peer review, direct mentorship and/or peer-to-peer coaching
- Convenings that are focused on exploring solutions to or taking action together to address a sustainability challenge

All charrettes must be focused on best practice dissemination, where members focus on coming up with or sharing best practices that can be shared with the broader network after the charrette is complete.

Basic Proposal Requirements
- Identify a "Lead Applicant," who must be an SSDN member (applicants can be either a primary or secondary member), and who will take responsibility of the implementation of the activity, sign the grant contract and submit the reports.

- Participants must include at least two SSDN members, though non-SSDN members are permitted to participate.
- It is preferred that the charrette physically take place in the nine-state southeastern region (in the states of AL, AR, FL, GA, LA ,MS, NC, SC or TN). If the charrette is not going to take place in one of these states, please state the reason for that in your proposal.
- **The proposed charrette must take place before February 29, 2020**
- **Participants must commit to submitting required reports by March 1, 2020**

Funding Cycles & Timeline
There are two cycles for receiving applications. Members can apply in either the first or second cycle, but all activities for Round Two must be completed by March 15, 2020 and the reporting deadline is April 15, 2020.
Funding cycle #2 - Deadline is November 30, 2019

Table 1. General Funding Timeline Round Two 2019-2020	
July 1, 2019	RFP Released for Peer Learning Charrettes
November 30, 2019	Deadline (Cycle #2) to submit applications
Mid Dec. - Late Dec., 2019	Review period and Awards announced (Cycle #2)
March 15, 2020	Charrette Deadline - All Activities must be complete by this date
April 15, 2020	Final Report Deadline - All reports due and reimbursements processed

Grant Size and Uses
Peer Learning Charrettes will not consider proposals with budget requests from SSDN over $5,000. The intent of the fund is to support member-to-member exchanges, and generally those costs incurred include travel and lodging and food. Generally, based on SSDN's experience, these costs are anywhere between $500-$1000 per person for a one to two night meeting. While there is only one specific guideline for the amount one can request ($5,000 maximum request amount), SSDN anticipates that activities will generally cost around $2000-$3000, to have a robust convening of 4-6 members.

A limited amount of the budget can be reserved for outside facilitation, where deemed necessary and appropriate for meeting charrette goals.

SSDN encourages participants to be mindful and creative of budget restrictions and incorporate sustainability into the planning of the charrette. SSDN requests that proposals compare costs

using GSA per diem rates. If costs are outside of those rates, please submit a justification. SSDN may ask applicants to reduce costs in some cases, where applicable and appropriate.

Eligible Budget Items: Travel Expenses (flight, rideshare, mileage, taxi, public transit, etc.), lodging expenses, limited amount of facilitator expenses, meals during the charrette, other meeting expenses.

Grant Disbursement

Reimbursement through SSDN's fiscal sponsor, Global Philanthropy Partnership (GPP): PLC participants will be responsible for paying upfront for the costs related to the charrette that have been approved in the proposed and approved budget. All expenses will be reimbursed based on the approved budget, approved by SSDN, and distributed directly by GPP. A lead applicant can either choose to pay upfront for charrette costs or can work directly with GPP to make payments directly from GPP. Award winners should indicate preference upon receiving the award during the grant contracting phase.

Scoring Criteria
Total points available: 100

Goal area	Detail	Points
Charrette Need	Does the proposal clearly express and describe the need and why this activity will help advance sustainability efforts or address challenges?	**20**
Charrette Concept	Are the goals for the charrette clear and achievable?	**20**
Charrette Concept	Does the proposal outline how participants have been involved in the charrette preparation and how they will benefit from participation?	**10**
Charrette Concept	Does the proposal outline how the charrette will leverage past discussions, resources or other activities to further a learning or action opportunity?	**10**
Charrette Agenda	Is the agenda clear and does it identify who will lead and participate in each session?	**10**
Charrette Structure	Does the proposed activity incorporate members who are varied in their experience levels in sustainability work? Is there an opportunity for mentorship?	**10**
Best Practice Dissemination	Does the proposed activity have the ability to help develop a regional best practice, or further disseminate a regional best practice to non-participating members? Will this activity demonstrate benefit to other SSDN members and Southeast communities?	**10**

Core Values	Does the proposed charrette / proposal incorporate the core values of the network? Collaboration, Authentic Relationships, Transformation, Diversity, Equity and Inclusion	**5**
Budget	Is the budget clear and meets the eligibility requirements	**5**
TOTAL POINTS		**100**

Reporting

Members who participate in this process must share what they learned by submitting the following:

- **Summary Report and Participant Reflections**: All the participants in the charrettes and/or site visits must write a ½ - 1 page report reflecting on topics discussed, lessons learned and how they plan to use what they learned collaboratively or in their own communities, state, or region. The lead applicant and/or host community must submit a 2-3 page summary report of the charrette activities.
- **Pictures**: Participants should take pictures of their experiences when possible.
- **Communications**: Sharing experiences on social media (Twitter, Instagram, or Facebook), blog posts and/or other communication vehicles to share their experience more widely.
- **Peer Learning**: Participants should we willing to share stories, case studies and experiences on network calls and/or at sessions at the annual meeting (in-person).

Program Management Contacts:

Meg Jamison, SSDN Executive Director: meg@southeastsdn.org

Vanessa King, SSDN Network Coordinator: vanessa@southeastsdn.org

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SSDN Peer Learning Charrette Application Template

Please complete this application and submit to Meg Jamison, meg@southeastsdn.org. Please submit applications in Microsoft Word format, with 11 point font minimum, and no more than 4 pages. Applications must include the following:

1) Applicant name, city/county, state.
2) Peer learning charrette participants, role, counties/cities, year joined (please list all who plan to participate and explain the reason they were chosen to participate).
3) Location and date of exchange (this can be general if exact details are not known).
4) Budget request (include total amount requested and justification for funding going to third parties like facilitators, etc.).
5) What is the need for this charrette?
6) Topics to be explored, discussed and how participants will work to advance priorities and/or work related to the topic. Please highlight specific elements related to sustainability, equity, resilience, adaptation, mitigation and/or other areas that will be focused on during the charrette.
7) What are the goals and the desired outcome of the charrette? Please share potential benefits to cities, any mentorship opportunities and any opportunity for future work.
8) Meeting preparation: How have and will members be engaged in the planning and preparation for the charrette?
9) Meeting plan and/or agenda: Please include a plan for the meeting and/or an agenda that is detailed with as much specificity as possible.
10) How will you incorporate learning opportunities for members in all stages of their sustainability work? What are the opportunities for mentorship?
11) Please include a budget (SSDN cannot accept budget proposals over $5,000):
12) Please sign the commitment below to reduce the carbon footprint of this charrette.

As the lead applicant, on behalf of meeting participants, I confirm that our charrette will strive to minimize the carbon footprint of the meeting in any way possible.

Name:
Signed:
Date:

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SSDN Peer Learning Charrette Report Template - Round Two

Please complete and **submit this report no later than April 15, 2020** and submit to Meg Jamison, meg@southeastsdn.org. Reports should be between 2-3 pages and should be submitted by the lead applicant and/or host.

1) Lead applicant name, city/county, state:
2) Peer Learning Charrette title and grant code:
3) Peer learning charrette participant counties/cities (please list all who plan to participate):
4) Location of exchange:
5) Please explain the results of your charrette. Highlight specific elements related to sustainability, equity, resilience, adaptation, mitigation and/or other areas that have been focused on during this charrette:
6) What were some key lessons learned?
7) What are the opportunities for future collaborative work (if applicable)?
8) Was the exchange successful? How did you measure success?
9) Please include a budget report of expenses incurred as related to the approved budget:
10) Please include or attach the final agenda and any other related materials from the exchange:

Individual Participant Reflections

Every participating city should submit a ½ to 1 page response to the following questions:

1. Participant Name and Jurisdiction:
2. Peer Learning Charrette Title:
3. Did you learn a new idea through this charrette? What did you learn?
4. How will you be able to leverage what you learned? How will you apply it to your work?
5. How can the SSDN network leverage the work from this charrette?