

Project PEACE Impact Fund

Request for Proposals (RFP)

July 7, 2026



I. Introduction

Pathways to Economic Advancement & Community Empowerment, commonly referred to as Project PEACE, is a Global City Norwich initiative that strengthens public safety, supports families, and expands opportunities for youth and adults in Norwich, Connecticut. The program is open to all Norwich residents, with a primary focus on individuals who are economically and socially disadvantaged. Through this initiative, Global City Norwich offers competitive funding opportunities to organizations serving the Norwich community through the Project PEACE Impact Fund.

Funds are awarded through a competitive procurement process. This RFP solicits proposals for programs that meaningfully address Project PEACE priorities and that will be completed no later than June 30, 2027.

II. Official Contact

Global City Norwich has designated the individual below as the Official Contact for this RFP. The Official Contact is the sole authorized representative for this procurement and is responsible for all related communications.

Name: Bobbie Braboy, Director

Organization: Global City Norwich

Address: 66 Franklin Street, Norwich, CT 06360

Phone: (203) 404-5681

Email: peace@globalcitynorwich.com

Respondents must not contact any other Global City Norwich staff, board members, evaluation team members, or partners regarding this RFP. Failure to comply may result in disqualification.

III. RFP Overview

RFP Name: Project PEACE Impact Fund

Anticipated Number of Awards: To be determined

Funding Range: \$5,000 to \$30,000 per Respondent

Geographic Service Area: Norwich, Connecticut

Program Period: September 2026 – June 30, 2027

The offer of the right to negotiate a contract pursuant to this RFP is contingent upon the availability of funds. Global City Norwich reserves the right to fund all, part, or none of any proposal submitted.

IV. Respondent Eligibility

Eligible Respondents must be one of the following:

- 501(c)(3) charitable organizations
- 501(c)(4) organizations
- Churches or religious organizations
- Public schools
- Municipal or governmental agencies
- Other IRS-recognized nonprofit organizations
- Organizations partnering with an eligible nonprofit fiscal agent

Funds may not be awarded to individuals, unincorporated groups, or for-profit entities. Funds may not be used for religious or spiritual activities.

V. Minimum Qualifications

To be considered for contract negotiation, a Respondent must demonstrate:

1. A minimum of two (2) years of experience providing community engagement, prevention, or intervention services to at-risk youth and/or adults; and
2. Established partnerships or collaborations within the Norwich service area.

VI. Funding Priorities

Programs must meaningfully address **at least one** of the following priority areas:

- Increasing and/or Improving Public Safety
- Strengthening Family Support Systems
- Expanding Opportunities for Youth and/or Adults

Programs may address these priorities through:

- Skill or Educational Development & Empowerment

- Community Engagement & Recreation
- Economic Opportunity & Workforce Skills
- Health, Wellness & Community Safety
- Arts, Heritage, and Cultural Enrichment

VII. Procurement Schedule

The following dates are anticipated and subject to change at the discretion of Global City Norwich. Any changes will be issued via written addendum.

- **RFP Released:** July 1, 2026
- **Deadline for Questions:** July 21, 2026 at 12:00 PM (ET)
- **Informational Session:** July 23, 2026 at 2:00 PM (ET)
- **Proposals Due:** August 7, 2026 at 5:00 PM (ET)
- **Anticipated Award Notifications:** Late August 2026

Informational Session Zoom Information

We will conduct an Informational Session on Zoom. Registration is required.

Here is the Zoom Registration Information:

Click here to register: https://us06web.zoom.us/meeting/register/qdwnMJ9BSCyJqCiD_xHiHw

Once you've registered for the information session, you will receive an email with the link to join the meeting that will be on July 23, 2026 at 2pm.

VIII. Inquiry Procedures

All questions regarding this RFP must be submitted in writing to **peace@globalcitynorwich.com** by the deadline listed above. No in-person or telephone inquiries will be accepted. Global City Norwich may, at its discretion, decline to respond to questions submitted after the deadline.

IX. Proposal Submission Requirements

Proposals must be submitted **electronically** no later than the date and time specified in the Procurement Schedule.

Primary Submission Method:

- Online submission form:
<https://form.iotform.com/NCDCGCN/peace-proposal-submission-form>

This is the only method of submission.

Required Submission Materials:

- One (1) complete electronic proposal (through the JotForm link)
- One (1) electronic program budget (Microsoft Excel format)

You can access the budget template here: [PEACEImpactFund Budget.xlsx](#), you will need to go to File and Save a Copy to make your own version that you can edit.

If attachments cannot be uploaded through the online form, they may be emailed to peace@globalcitynorwich.com with the subject line: “*PEACE Impact Fund Proposal Attachments.*”

Late submissions may be rejected at the sole discretion of Global City Norwich.

X. Multiple Proposals

A Respondent may submit one proposal only. If a proposed program includes multiple activities or components, those activities must be clearly identified and described within the program narrative and reflected in the proposed budget.

XI. Confidential Information

All materials submitted in response to this RFP are subject to the Freedom of Information Act (FOIA). Respondents must clearly label any information they believe to be confidential as **CONFIDENTIAL**. Such designation does not guarantee protection from disclosure.

XII. Proposal Format & Style Requirements

All documents uploaded to the form must follow the following formats for printing:

- Accepted document types: PDF, Excel, Google Sheets
- Paper Size: 8.5” x 11”, portrait orientation
- Font Size: Minimum 11-point
- Margins: One inch (1”) on all sides, all rows for financial documents must be on one page so that the information doesn’t spill into the next page.
- Line Spacing: Single-spaced
- Page Limit: 10 pages, including all attachments
- Pagination: Respondent name in header; page numbers in footer

XIII. Evaluation of Proposals

Only proposals that are received prior to deadline and contain all required documentations will be deemed responsive and be evaluated.

If you are missing information or documents when you submit your proposal, we will not be able to request additional information due to the timeline between proposal submission

and award.

Global City Norwich is happy to provide technical assistance with your organization to help develop a comprehensive application that can be properly evaluated. If you require technical assistance you must schedule an appointment in advance at this link:

<https://calendly.com/globalcitynorwich/project-peace>

Global City Norwich will convene an Evaluation Team to review and score proposals based on established criteria, including:

1. **Alignment with Project PEACE**
Does the proposal clearly align with Project PEACE goals and target populations?
2. **Program Quality and Feasibility**
Is the program plan clear, realistic, and achievable within the funding period?
3. **Expected Impact and Outcomes**
Are goals, objectives, and measurable outcomes clearly defined?
4. **Organizational Capacity and Experience**
Does the organization have the capacity, experience, and systems needed to implement, track, and report on the program?
5. **Community Need**
Does the proposal address a demonstrated community need and reduce barriers for economically or socially disadvantaged individuals?

Final selection is at the sole discretion of the Director of Global City Norwich. Award notification does not constitute a contract. All awards will not be final until a contract has been signed.

XIV. Reporting Requirements

All awardees must submit timely Narrative and Financial Reports.

- **First Report Due:** January 22, 2027
- **Unspent Funds Return (if applicable):** May 14, 2027
 - This is the last day that you are able to request a reallocation and must notify the PEACE team if you are not able to spend your budgeted funds.
- **Program End Date:** June 30, 2027
- **Final Report Due:** July 6, 2027

All reports must be submitted within 24 hours of the stated due date. Failure to comply with reporting requirements may result in a request for repayment of funds and/or ineligibility for future funding.

XV. Funding Expenditure Requirement

All funds awarded through this RFP must be fully spent by **June 30, 2027**.

XVI. Allowable and Unallowable Costs

Allowable Costs

Personnel

- Salaries or hourly wages for staff directly working on the program
- Program coordinators, instructors, coaches, mentors
- Fringe benefits (FICA, unemployment, workers comp, health insurance)

Program-Related Expenses

- Curriculum materials
- Supplies (workbooks, art materials, sports equipment, etc.)
- Technology used for the program (laptops, hot spots, tablets—if needed for youth engagement)
- Facility rental costs for program space
- Program-related travel (mileage, bus passes, local transportation)
- Food & beverages for participants (non-lavish)
- Outreach, marketing, and recruitment materials
- Background checks for staff and volunteers

Contractual/Professional Services

- Trainers, therapists, speakers, etc
- Consultants or technical assistance supporting programming

Administrative/Indirect Costs

- Not to exceed 5% of the total award

Unallowable Costs

Capital or Major Purchases

- Building renovations or construction
- Capital improvements
- Large equipment purchases over \$500 per item

Non-Program Expenses

- General operating expenses not tied to the funded program
- Organizational fundraising events
- Lobbying or political activities

- Membership dues or subscriptions unrelated to the project

Noncompliance Items

- Alcohol, tobacco, cannabis, or related items
- Gifts or gift cards without prior authorization
- Cash payments (all payments including stipends must be structured and documented, as well as reported to the PEACE team prior to dispensing)
- International or out-of-state travel, or any travel that isn't pre-authorized by GCN
- Entertainment that isn't pre-authorized (concert tickets, amusement parks, games, etc.)
- Religious instruction or worship activities
- Food or supplies for staff-only events
- Bonuses or incentive pay for staff