



■ Grantmaking Strategies

Request for Proposals

Community Opportunity Fund:

Safety-Net Services



Request for Proposals

Community Opportunity Fund: Safety-Net Services

Introduction

As a new organization created to address the region's most challenging problems, Silicon Valley Community Foundation undertook a comprehensive process to select new grantmaking strategies to respond to some of the most pressing challenges facing San Mateo and Santa Clara counties. This process, which began in spring 2007, involved identifying the key issues facing the region, conducting research, highlighting best practices and seeking community input through a series of community conversations and an online survey.

After extensive discussions, the community foundation's board of directors selected five grantmaking strategies: Economic Security; Immigrant Integration, Education, Regional Planning and a Community Opportunity Fund focused on safety-net issues and innovative ideas.

We are enthusiastic about these strategies and believe that by working together with others who share these interests, we can have a transformative effect on our region. We value your work and look forward to collaborative efforts to make this a better place for all the people who live and work in our region.

By using a Request for Proposal, or RFP, approach, the community foundation aims to solicit the best thinking of nonprofit organizations and other agencies serving San Mateo and Santa Clara counties. This RFP addresses the Community Opportunity Fund: Safety-Net Services that provide food and shelter to residents of the San Mateo and Santa Clara counties, and other specified services identified below in San Mateo County.

Responses to this RFP are due by 5 p.m. on Thursday, May 28, 2009.

Background

Each year Silicon Valley Community Foundation will set aside a pool of dollars in its Community Opportunity Fund to respond to safety-net needs and emerging new ideas. This RFP will focus on safety-net services, specifically the critical needs of food and shelter in San Mateo and Santa Clara Counties.

For this RFP round, Silicon Valley Community Foundation is collaborating with the County of San Mateo with regard to applications from food and shelter providers serving San Mateo County. The San Mateo County's **Economic Urgency Assistance Program** will award grants totaling up to \$500,000 for food and shelter, as well as utility assistance, financial, employment and other types of counseling, healthcare and other short-term assistance that will help individuals and families weather these difficult times.



Problem Statement

The current economic downturn is adversely affecting many people in San Mateo and Santa Clara counties. Their inability to pay for such basic needs as food and shelter is creating enormous stress on individuals and families, and on nonprofits in the region that are seeing client caseloads soar. Vulnerable families and individuals who have relied on assistance from public and community resources continue to struggle. In addition, individuals and families who have been self-sufficient now find themselves in need of support, given job losses or other events that have jeopardized their financial stability.

Eligible Projects

Grants will be made to programs that help low-income and disadvantaged children and adults – as well as newly vulnerable individuals and families who now struggle given the economic downturn – meet basic needs for food and shelter. The community foundation will award grants for continuation and expansion of direct food and shelter services and to organizations that provide people with access to food, homeless prevention services and shelter (e.g. information and referral, rental assistance and/or case management services). General operating support requests related to food and shelter services will be considered under this RFP. Ineligible requests include development and support for, or maintenance of, permanent affordable housing.

While the community foundation's funding will target food and shelter services only, the County of San Mateo will also consider other safety-net services including healthcare and financial, employment and other types of counseling services that will help individuals and families weather these difficult times.

Proposal Eligibility Criteria

- San Mateo and/or Santa Clara County-serving organizations. Organizations headquartered outside the two-county region must demonstrate significant service to the area.
- Organizations with a 501(c)(3) designation, those that have a fiscal sponsor with a 501(c)(3) designation, public agencies, collaborations of nonprofit and public agencies, or other entities that have a designated charitable purpose.
- Organizations that do not discriminate based on race, color, national origin, citizenship status, creed, religion, religious affiliation, age, sex, marital status, sexual orientation, gender identity, disability, veteran status or any other protected status under applicable law. If an organization only serves a specific population, e.g., women or specific ethnic populations, its proposal will be considered on a case-by-case basis.
- Organizations with religious affiliations will be considered for funding only if the project for which they seek support attempts to address the needs of the wider community without regard to religious beliefs.

Project Proposal Characteristics

We are receptive to project proposals that:

- Are collaborative in nature and bring public and private partners together with nonprofit organizations.
- Are concrete, practical and impactful.
- Include both well-tested models that can be scaled up or expanded regionally while maintaining local relevance, and new pilots that, if successful, can be grown and replicated.

What are not likely to be competitive are proposals that fail to demonstrate:

- Knowledge of the sector and its trends.
- Clarity of project rationale and approach.
- Clarity in identifying target populations to be reached and justification for that focus.
- Benchmarks for measuring progress.

Application Process

1) Review of reference materials.

- Key Dates (<http://www.siliconvalleycf.org/grantmaking-strategies/key-dates.html>)
- Grant Applicant FAQ sheet (<http://www.siliconvalleycf.org/grantmaking-strategies/grant-FAQ.html>)
- San Mateo County Helps: One-Stop Resource (<http://www.co.sanmateo.ca.us/portal/site/smchelps>)
- RFP for Community Opportunity Fund: Safety-Net Services

2) Participation in one information session is highly encouraged for those interested in responding to this RFP. To reserve your seat, please visit our website at www.siliconvalleycf.org and register online. For planning purposes, we ask that you complete your online registration no later than three days prior to the date of the RFP Information Session.

Only those organizations considering a response to the RFP should attend an information session. Follow-up phone consultations and in-person meetings will be available with community foundation staff and/or County of San Mateo staff as time permits.

3) Submission of proposal. Although we prefer proposals in electronic form, hard copies will be accepted. **All proposals must be received by email or postmarked no later than 5 p.m. on Thursday, May 28, 2009. All applicants – to the community foundation and/or the County of San Mateo's Economic Urgency Assistance Program – should use this RFP format and submit their applications to the community foundation.**

In addition, San Mateo County applicants should answer questions 5 & 6 of the Proposal Information Requirements. Please submit only one application per organization.

Key Dates

- May 1, 2009:** Release of RFP for the Community Opportunity Fund: Safety-Net Services
- May 12, 2009:** Information sessions (Please visit our website to register)
- May 14, 2009:** Information sessions (Please visit our website to register)
- May 28, 2009, 5 p.m.:** Proposal submission deadline
- June and July 2009:** Announcement of grant awards

Proposal Evaluation Criteria

Proposals for grants should include a narrative that responds to the questions posed at the end of this document and include any other information necessary to explain the proposed project. The proposal narrative should be a maximum of six typed pages, use 12-point font and no less than one-inch margins. Please note the proposal narrative can be significantly more concise and it is not required to fill the maximum amount of six pages. Grant proposals will be evaluated, on a competitive basis, using the following criteria:

- Demonstrated need for the services proposed and likelihood that a significant number of people from the targeted community will benefit. Applicants must document that the economic downturn has increased the need for an existing service or created the need for a new service.
- Clarity of project description and project activities regarding steps to be taken to achieve desired outcomes.
- Achievable timeline that corresponds to the key activities.
- Meaningful benchmarks and indicators of success.
- Innovative and effective strategy with potential for systems change.
- Organizational capacity to implement project – including staffing and leadership, operational and fiscal management.
- Established track record in specific program content area or potential to achieve needed content expertise.
- Ability to leverage financial, human and technical resources leading to greater impact.
- Ability to contribute content area knowledge to the field.

Review and Selection Process

- Community foundation staff will review all San Mateo and Santa Clara proposals for food and shelter. Recommendations for both San Mateo and Santa Clara Counties' food and shelter grants will be sent for approval to the community foundation's donor engagement and giving board committee and the community foundation's board of directors.
- Applicants may receive a site visit, telephone call and/or other type of communication as part of the proposal review process.
- For San Mateo County proposals targeted to food and shelter, San Mateo County staff assigned to the Food/Shelter Committee will conduct a joint review with community foundation staff. In addition to the approval process above, recommendations for San Mateo County food and shelter grants will be sent to the San Mateo County Manager's Executive Committee for approval by the County Manager.
- For San Mateo County proposals, the Health and Employment Committee of San Mateo County's Economic Urgency Initiative will review proposals for services beyond food and shelter that are recommended for funding to the San Mateo County Manager's Executive Committee, with final approval by the County Manager.
- Announcements of grant decisions for San Mateo County applicants will be made by the end of June 2009. Grant awards will be made in July 2009. Depending on the overall volume of applications, announcements of grant decisions for Santa Clara County applicants and the receipt of grant awards may occur in July 2009.

Evaluation, Monitoring and Grantee Learning Activities

- Grantees will be expected to meet the community foundation's requirements for the submission of financial and narrative reports, including an interim progress report and/or presentation to community foundation staff and donors, and a final report.
- For San Mateo County, grantees will also be expected to comply with the County's contract requirements, including completion of a Contractor Self-Declaration Form.
- In an effort to further the overall program goals of this RFP, inform future RFPs related to this topic and contribute to larger field-building objectives, grantees will be asked to participate in periodic meetings to share information on project activities and best practices, as well as participate in research-based evaluations.

Total Awards

The community foundation has designated \$1 million total for Safety-Net Services grants to food- and shelter-serving organizations in both San Mateo and Santa Clara counties. In addition, the County of San Mateo will award grants of up to \$500,000 in San Mateo County only. Grant awards will likely range from \$20,000 to \$100,000. Budget requests will be closely analyzed and applicants should include a budget narrative that makes clear the necessity of the project's specific line items. Given the breadth and depth of need for safety-net services, it is unlikely that multi-year grants will be awarded.

Please note that proposal narratives may be posted publicly on the community foundation's website to reflect the value of transparency and encourage learning among grantees and future applicants as well as members of the community at large. All applications for San Mateo County funding become public documents once submitted.

How to Apply for a Grant

Submissions should include the following:

- Completed RFP Proposal Cover Sheet.
- Proposal narrative that contains illustrative information about the project and the sponsoring organization(s) and that addresses the questions specified at the end of this document. The proposal should not exceed six pages, with a 12-point font and one-inch margins. Please note the proposal narrative can be significantly more concise and it is not required to fill the maximum amount of six pages.
- Proposal attachments (specified on the proposal checklist).
- Completed Application Checklist showing all documents being sent electronically or via U.S. mail, postmarked no later than **5 p.m. on Thursday, May 28, 2009**.

Thank you very much for your interest in responding to this RFP and in making our region a better place. We look forward to reviewing your proposal.

APPLICATION CHECKLIST

Cover Sheet

RFP Proposal Narrative addressing proposal information requirements

- A maximum 6 pages, 12 point font, margins no less than 1".

Attachments: All attachments are required.

Attachment A: A detailed line-item budget for the project (that includes details on how the community foundation's funding would be used) Unless submitting a general operating support request for an organization that primarily provides food and/or shelter services.

Attachment B: A budget narrative for the project

Attachment C: A copy of your organization's current overall operating budget

Attachment D: Most recent audit, if available

Attachment E: Board of Directors list that includes members' professional affiliations

Attachment F: Evidence of tax-exempt status

Attachment G: Memoranda of Understanding from collaborative partners (if appropriate)

Attachment H: (for San Mateo County applicants only): San Mateo County Contractor Declaration Form (completed and signed)

Submit online at: www.siliconvalleycf.org/grantmaking-strategies or send to grantproposals@siliconvalleycf.org OR one hard copy mailed to Silicon Valley Community Foundation's headquarters

Silicon Valley Community Foundation
Attn: Grantmaking Department
2440 West El Camino Real, Suite 300
Mountain View, CA 94040

Submissions must be sent or postmarked no later than **5 p.m. on Thursday, May 28, 2009.**

Thank you for your application.

If you have any questions, please call 650.450.5400 or email us at grants@siliconvalleycf.org

**APPLICATION COVER SHEET
COMMUNITY OPPORTUNITY FUND:
SAFETY-NET SERVICES**

SUBMIT ONE ELECTRONIC COPY TO:
grantproposals@siliconvalleycf.org
OR
SUBMIT ONE HARD COPY TO:
Silicon Valley Community Foundation
Attn: Grantmaking Department
2440 West El Camino Real, Suite 300
Mountain View, CA 94040
Telephone: 650.450.5400 Fax: 650.450.5453

*We prefer electronic submissions. If you have questions, please contact us at grants@siliconvalleycf.org

General Information

- Date: _____
- Amount Requested: \$ _____ Duration of project: _____
- Name of Institution/Organization: _____
- Project Name: _____
- Address: _____
- City/State/Zip: _____
- Name and title of primary contact for proposal: _____
- Phone: _____ Fax: _____ Email address: _____
- Executive Director of organization (if other than above):
- Phone: _____ Fax: _____ Email address: _____

Please check the primary use of funds:

- Food and related supplies or staffing
- Shelter and related supplies or staffing
- Information and Referral to/Case Management Services for food and shelter
- Non-food/shelter safety-net services and short-term assistance, including healthcare and employment assistance, financial and other types of counseling services (San Mateo County Economic Urgency Assistance Program only)

Please describe in one sentence the purpose and the project for which funding is being sought:

PROPOSAL INFORMATION REQUIREMENTS

1. What is the mission of the organization?
2. What is the project for which funding is being sought and what is the primary purpose of the project?
3. What is the geographic region(s) served by the proposed project (county and specific cities/communities)?
4. Please describe which of the following populations your proposed services will be primarily targeted to, or whether both populations will be targeted: (1) persons suffering significant consequences from the current economic environment who are typically ineligible for regular support services such as Food Stamps, MediCal, cash aid, housing assistance, etc. and probably have not had to seek safety-net services before (e.g. persons experiencing loss of job or significant reduction of income, exhausting or soon to exhaust unemployment benefits, unable to make mortgage or rent payment, at risk of being evicted or foreclosed, etc.); or (2) persons eligible for safety-net services, particularly community-based services, for which there are systems in place, but whose numbers and need have grown beyond the capacity of community-based organizations to meet.
5. **For San Mateo County applicants:** Can your organization gather and track information for the population to be served, including demographic information (e.g., children age 0-5, legal residency) and income as a percentage of the Federal Poverty Level? This will help determine whether other government funding is available to assist this population.
6. **For San Mateo County applicants:** Have you requested or do you plan to request additional funding for your proposal from sources other than the community foundation and/or the County? Examples of other sources of funding include other foundations, individual donors, federal stimulus funds (such as the HPRP described in the next section), state grants or other sources. If additional funding has been or will be requested, please indicate the amount, the source and the status of the request.

One example of other funding is the American Recovery and Reinvestment Act of 2009's "Homelessness Prevention and Rapid Housing Program" also referred to as HPRP. The HPRP program is targeted to two populations: (1) individuals and families currently in housing, but at risk of becoming homeless and who need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention); and (2) individuals and families experiencing homelessness and who need temporary assistance in order to obtain housing and retain it (rapid re-housing). Eligible households for HPRP funds must be at or below 50 percent of area median income. HPRP does not provide any mortgage assistance for at-risk homeowners or any funding for food assistance.

7. What are the key project activities and time line?
8. What are the unique aspects and features of your project?
9. What experience does your organization or collaborative have working in this area? (Please provide specific achievements that describe your organization's capacity.)
10. Describe your organizational capacity to implement the project. (Please include staffing and board leadership as well as operational and fiscal health and management.)
11. What impact do you hope to achieve? How will you know if you achieve it? (Please provide specific outcomes, identified benchmarks and indicators of success that are meaningful and can be captured using qualitative and/or quantitative evaluation approaches - e.g. identify and train X# of community leaders to participate in planning processes.)
12. Why is this the right time for this project?
13. If the proposal were to receive funding from the community foundation, how will your organization sustain the project after the funding period ends?
14. What do you plan to contribute to the field in terms of knowledge-building?
15. What is the most difficult aspect of this project that could affect your success?
16. Collaborative Partners/Agencies (if any) and their contact information.

ABOUT SILICON VALLEY COMMUNITY FOUNDATION

The vision of Silicon Valley Community Foundation is to be a comprehensive center for philanthropy that inspires greater civic participation throughout San Mateo and Santa Clara counties.

The mission of Silicon Valley Community Foundation is to strengthen the common good, improve quality of life and address the most challenging problems. We do this through visionary community leadership, world-class donor services and effective grantmaking.

We value:

| | |
|---------------|-----------------------|
| Collaboration | Integrity |
| Diversity | Public Accountability |
| Inclusiveness | Respect |
| Innovation | Responsiveness |

At a Glance

Silicon Valley Community Foundation is a catalyst and leader for innovative solutions to our region's most challenging problems. Serving all of San Mateo and Santa Clara counties, the community foundation has more than \$1.5 billion in assets under management and 1,500 philanthropic funds. The community foundation provides grants through donor advised and corporate funds in addition to its own Community Endowment Fund. In addition, the community foundation serves as a regional center for philanthropy, providing donors simple and effective ways to give locally and around the world. Silicon Valley Community Foundation launched in January 2007 following the landmark merger of Community Foundation Silicon Valley and Peninsula Community Foundation and is now one of the largest community foundations in the nation. Find out more at www.siliconvalleycf.org.

MORE INFORMATION

For a schedule of information sessions, supporting research papers, issue briefs and other information, go to www.siliconvalleycf.org

Requests for proposals will be issued beginning in September 2008 and continuing through 2009.

SILICON VALLEY | community[®] foundation
SERVING SAN MATEO AND SANTA CLARA COUNTIES

2440 West El Camino Real, Suite 300
Mountain View, California 94040

tel: 650.450.5400
fax: 650.450.5401

**To read more about Silicon Valley Community Foundation
visit www.siliconvalleycf.org
release date 05.01.09**