



THE CIVIC ENGAGEMENT FUND FOR ARAB, MIDDLE EASTERN, MUSLIM, AND SOUTH ASIAN COMMUNITIES

REQUEST FOR PROPOSAL AND APPLICATION GUIDELINES 2008

Deadline: *Received* no later than 5:00 p.m. on Monday, June 30, 2008

I. ABOUT THE FUND

The Civic Engagement Fund is a capacity building initiative designed to support AMEMSA nonprofit organizations through a mix of small grants and the provision of technical assistance. The Fund will support these organizations to develop strategically, foster greater exchange and collaboration with other immigrant organizations and networks, and strengthen the quality of their programs and overall effectiveness. It emerged from an initial community scan of the San Francisco Bay Area and a corresponding funders' briefing in 2005 as a vehicle to both build the capacity of community based organizations serving newcomer and long-term residents from the AMEMSA communities, and continue the education of the philanthropic community. The Civic Engagement Fund was developed through a strategic partnership between AAPIP and The San Francisco Foundation, a regional community foundation. The collaborative now includes a total of seven additional philanthropic institutions.

II. FUND SUPPORTERS

The Fund will be administered by AAPIP, given AAPIP's mission to bridge philanthropy and Asian American/Pacific Islander (AAPI) communities, its geographic flexibility, and its capacity to support the grantee organizations. The seven philanthropic institutions that have contributed to the Fund will provide oversight over the grantmaking activity of the Fund. Each of the seven contributing philanthropic institutions will be represented on the Advisory Committee.

III. DEADLINES

There will only be one RFP solicitation for FY 2008. *RFP responses are by invitation only.* Request for Proposal Application and Guidelines are available on line at www.aapip.org/news.php.

- If the Fund can be of assistance as you prepare your application please *email* civicengagement@aapip.org. Initial questions should be submitted only by email to ensure timely follow-up.
- The Fund will host a "How to Apply" Workshop on June 16th from 12-2pm. Location TBD.
 - Applicants will have an opportunity to ask questions about the Request for Proposal (RFP) and application process. To ensure that we have sufficient seating, please confirm your attendance by **Wednesday, June 11, 2008** to civicengagement@aapip.org. Please include your name, organization, number of people attending, and telephone number in your email.
- Proposals must be *received* no later than 5:00 p.m. on Monday, June 30th, 2008.
- Within 14 days of receiving your application, the Fund will send you a card informing you that your request has been received.
- Site Visits for qualified applicants will take place July 1, 2008– July 31, 2008

- **Award notification** will take place on **September 15, 2008**. An organization may submit only one proposal for this grant cycle and may receive only one individual grant.

IV. GRANTS AWARD RANGE

The Civic Engagement Fund will award capacity building grants of up to \$10,000 for a 12 month grant period to community-based organizations serving the Arab, Middle Eastern, Muslim, and South Asian communities in the Bay Area. This is the only grant cycle for Fiscal Year 2008 (October 1, 2008 - September 30, 2008). Given the mission of the Fund to strengthen community partner organizations' capacity to better achieve their mission, the Fund will only fund capacity building activities including but not limited to:

- Evaluation Planning
- Organization Assessment
- Program Evaluation
- Communications
- Program Planning
- Fund Development
- Finance and Fiscal Management
- Strategic Planning
- Marketing
- Professional Development and Human Resources
- Volunteer Management
- Technology
- Developing Partnerships
- Board Development

V. CIVIC ENGAGEMENT FUND VALUES

The Fund will support nonprofit organizations that share these values and embrace the diversity of all peoples, faiths, ideas and cultures.

VI. VALUES

- 1) *Governance*: Organizations must have a commitment to democracy, transparency, honesty and integrity, and be dedicated to excellence and maintaining the public trust. Organizations should endeavor to be participatory and inclusive.
- 2) *Commitment to Social and Economic Justice*: Organizations should work for the public good through the provision of services, community organizing and advocacy, should support civic participation/engagement, and be committed to nonviolent conflict resolution.
- 3) *Diversity*: Organizations must respect the worth and dignity of all peoples, views and cultures regardless of religion/faith, ethnicity, gender, sexuality, class, age, or ability/disability.
- 4) *Leadership*: Organizations should incorporate and promote leadership that is inclusive and represent the communities they serve/organize. Furthermore, organizations should strive to strengthen grassroots leadership in order to enable the transformation of their communities.

VII. ELIGIBILITY AND GUIDELINES

The Fund will only make grants to organizations with 501(c)(3) tax status. If your organization does not have tax exempt status, you must apply using a fiscal sponsor.

The Fund will fund community and faith based organizations who serve the Arab, Middle Eastern, Muslim, and South Asian communities in at least one of the nine Bay Area counties the Fund serves: (Alameda County, Contra Costa County, Marin County, Napa County, San Francisco County, San Mateo County, Santa Clara County, Solano County, and Sonoma County) Organizations that serve these communities outside of this geographic scope will be ineligible.

The Fund will award grants for capacity building projects. This type of support is generally awarded for activities that strengthen an organization to better achieve its mission.

Funding cannot be provided retroactively.

VIII. PLEASE PROVIDE THE FOLLOWING SUPPORTING DOCUMENTATION:

Nonprofit Agencies:

- Answers to all questions (Typed preferred.)
- Designation letter from IRS confirming 501(c)(3) public charity status
- List of current Board of Directors
- List of Key Staff or Volunteers
- Letter of Resolution from Chair of the Board of Directors authorizing submission of the request. **Please see Addendum 1 for an example.**
- Agency budget
- Organization's financial statements from the previous year:
 1. Annual Budgets less than \$250,000: Submit a copy of the most recently filed IRS Form 990.
 2. Annual Budgets between \$250,000 and \$750,000: Submit an independent auditor's review.
 3. Annual Budgets over \$750,000: Submit an independent auditor's report.

OR

Fiscally Sponsored Agencies:

- Answers to all questions (Typed preferred.)
- Fiscal Sponsor's IRS 501(c)(3) Letter
- List of Key Staff or Volunteers
- Letter of Resolution from Fiscal Sponsor Board of Directors authorizing submission of the request. **Please see Addendum 1 for an example.**
- Applicant Advisory Committee List
- Applicant agency budget
- Fiscal Sponsor's organization's financial statements from the previous year:
 1. Annual Budgets less than \$250,000: Submit a copy of the most recently filed IRS Form 990
 2. Annual Budgets between \$250,000 and \$750,000: Submit an independent auditor's review.
 3. Annual Budgets over \$750,000: Submit an independent auditor's report.

ADDENDUM 1

EXAMPLE OF A RESOLUTION FROM THE CHAIR OF THE BOARD OF DIRECTORS AUTHORIZING SUBMISSION
OF THE REQUEST

June 20, 2008

The Civic Engagement Fund
c/o Asian Americans/ Pacific Islanders in Philanthropy
200 Pine Street, Suite 700
San Francisco, CA 94104

Re: Resolution in support of application

To Whom It May Concern:

The Board of Directors of the _____ resolves to support the proposal to the Civic Engagement Fund for Arab, Middle Eastern, Muslim and South Asian Communities administered by Asian Americans/Pacific Islanders in Philanthropy.

Please feel free to contact me if you have any questions.

Sincerely,

Chair, Board of Directors