



■ Request for Proposals

Community Opportunity Fund: Safety-Net Services



Introduction

Silicon Valley Community Foundation is a catalyst and leader for innovative solutions to our region's most challenging problems. One of these problems—the need for communities to have a safety net of essential services in place—is addressed through our Community Opportunity Fund.

Each year Silicon Valley Community Foundation will set aside a pool of dollars in its Community Opportunity Fund to address safety-net needs and time-sensitive community issues. This request for proposals, or RFP, focuses specifically on the critical needs of food and shelter in San Mateo and Santa Clara counties.

Responses to this RFP are due 5 p.m. on Thursday, April 1, 2010. In order to be fair to all applicants, there will be no exceptions to the deadline for late proposals.

Problem Statement

The economic downturn that began in 2008 continues to adversely affect many people in San Mateo and Santa Clara counties. The 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.

Program Goal

The goal of the community foundation's current funding for safety-net services is to support access to food, homeless prevention services and shelter throughout the region of San Mateo and Santa Clara counties. We want to understand the level of increased and/or fluctuating demand for these safety-net services and, as much as possible, the specific causes that are generally attributable to the economic downturn (e.g. job loss, declining work hours/wages, loss of housing because of foreclosure-related issues, etc.) as well as how different populations may be impacted. We seek documentation showing that the recession has increased the need for certain existing services or created the need for new services. The community foundation is interested in learning how community-based organizations are adapting and what innovative practices may arise from this crisis.

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, gender, 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, the community foundation will consider the proposal 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 concrete, practical and impactful project proposals that:

- 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.
- Benefit from collaborative work and bring public and private partners together with nonprofit organizations.
- Demonstrate knowledge of the sector and its trends.
- Identify target population to be reached and justification for that focus.
- Provide clear benchmarks for measuring progress.

Eligible Projects

This RFP focuses on the safety-net services of food and shelter. Grants will be made to organizations and 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.

Application Process

1) Review of reference materials.

- Key Dates (listed below and at <http://www.siliconvalleycf.org/grantmaking-strategies/key-dates.html>)
- Grant Applicant FAQ (<http://www.siliconvalleycf.org/grantmaking-strategies/grant-FAQ.html>)
- 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 this RFP should attend an information session.

Follow-up phone consultations and in-person meetings will be available with community foundation 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, April 1, 2010. In order to be fair to all applicants, there will be no exceptions to the deadline for late proposals.

Key Dates

- March 8 and 11, 2010:** Information sessions (Please visit our website to register)
- April 1, 2010, 5 p.m.:** Proposal submission deadline
- July 2010:** 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. The narrative should be a maximum of eight typed pages, use 12-point font and no less than one-inch margins. Grant proposals will be evaluated, on a competitive basis, using the following criteria:

- 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 secure needed content expertise.
- Ability to leverage financial, human and technical resources leading to greater impact.
- Ability to contribute content area knowledge to the field.

Total Awards

Approximately \$1 million is available for grants in San Mateo and Santa Clara Counties under this RFP. Please think carefully about all the aspects of the proposed project that require support, prioritize what you seek from the community foundation and budget for those items. 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.

Review and Selection Process

Applicants may receive a site visit, telephone call and/or other type of communication from community foundation staff as part of the proposal review process.

Successful applicants will be informed of selection in July 2010.

Please note that successful project proposal narratives may be posted publicly on our website to reflect our value of transparency and encourage learning among grantees and future applicants as well as members of the community at large.

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, final report, and/or presentation to community foundation staff and donors.
- 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.

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.

Grant Application Checklist

Cover Sheet

RFP Proposal Narrative addressing proposal information requirement questions.

A maximum 8 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)

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)

Send to grantproposals@siliconvalleycf.org OR mail one hardcopy 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 received by email or postmarked no later than 5 p.m. on Thursday, April 1, 2010. In order to be fair to all applicants, no exceptions will be made for late proposals.

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 describe in one sentence the project and the purpose 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. What is the demographic population that will be served by your project? (Please provide specifics, e.g. percentage of low-income or people of color, etc. as available.)
5. What are the key project activities and time line? If the project received funding from the Community Opportunity Fund: Safety-Net Services strategy previously (in Dec. 2008 and/or in July 2009 either directly from the community foundation or through the community foundation's collaboration with the County of San Mateo), what aspects of the project have changed or not?
6. 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 quantitative evaluation approaches—e.g. provide X# of individuals with a hot nutritious meal at X frequency, or shelter X# of families for X period of time and X% of those families will transition to permanent housing.)
7. What are the unique aspects and features of your project?
8. What experience does your organization or collaborative have working in this area? (Please provide specific achievements that describe your organization's capacity.)
9. Describe your organizational capacity to implement the project. (Please include staffing and board leadership as well as operational and fiscal health and management.)
10. What is the most difficult aspect of this project that could affect your success?
11. Why is this the right time for this project?
12. What can your organization contribute to the field in terms of knowledge-building? Are there new, innovative approaches/tools that your agency has developed to respond to the economic crisis and its impact on your organization's clients? (e.g. formed new networks or created a new way of working with clients and service providers in the field, etc.)
13. If the proposal were to receive funding from the community foundation, is this a project or effort your organization would seek to sustain after the funding from the community foundation ends?
14. 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 \$1.7 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 endowment funds. The community foundation serves as a regional center for philanthropy, providing donors simple and effective ways to give locally and around the world. Find out more at www.siliconvalleycf.org.

MORE INFORMATION

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

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

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To read more about Silicon Valley Community Foundation
visit www.siliconvalleycf.org
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