Grantmaking Strategies
Request for Proposals
Community Opportunity Fund Strategy:
Safety-Net Services
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Introduction
During the past 18 months, Silicon Valley Community Foundation has gone through a comprehensive process to identify a new set of grantmaking strategies that will respond to some of the most pressing challenges facing our two-county region of San Mateo and Santa Clara counties. This process involved identifying the key issues facing the region, conducting research, discovering best practices and seeking community input through a series of conversations and an online survey.

After extensive discussions by the community foundation’s board of directors, five grantmaking strategies were selected: Economic Security; Immigrant Integration; Education; Regional Planning; and a Community Opportunity Fund focused on safety-net services and innovative ideas. Research papers on each of the first four grantmaking strategies are located on our website at www.siliconvalleycf.org.

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 that work and live here.

A series of Requests for Proposals, or RFPs, that address particular strategies will be available beginning in fall 2008 through 2009.

RFP 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 or those that have a fiscal sponsor with a 501(c)(3) designation.
• 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, 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 project proposals that:
• Are collaborative in nature and bring public and private partners together with nonprofit organizations to address the above issues.
• 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.
• Are concrete, practical and impactful.

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 population to be reached and justification for that focus.
• Benchmarks for measuring progress.

Silicon Valley Community Foundation is pleased to announce an RFP targeting Safety-Net Services. By using an RFP approach, the community foundation aims to solicit the best thinking of nonprofit service providers serving San Mateo and Santa Clara counties. Responses to this RFP may be submitted at any time, but no later than Oct. 31, 2008 for grant awards to be made in this calendar year. Starting in 2009 we will accept new proposals, the guidelines and deadlines of which will be available on our website in November 2008.
**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 first RFP will focus on safety-net services specifically, the critical needs of food and shelter. The current economic downturn is adversely affecting many families in San Mateo and Santa Clara counties. Their inability to pay for such basic needs as food and shelter is creating enormous stress on families and on nonprofits in this area that are seeing case loads double.

**Eligible Projects**
The community foundation will award grants for continuation and expansion of services and will consider related general operating support under the Community Opportunity Fund: Safety-Net Services RFP.

Ineligible requests include organizations that provide services linked to one of the other four grantmaking strategy areas defined by the community foundation (e.g., immigrant integration, economic security, regional planning and education) or sponsorship requests for fundraising events.

**Safety-Net Services**
Grants will be made to programs that help low-income and disadvantaged children and adults meet basic needs for food and shelter.

**RFP Proposal Narrative**
**Proposals will be evaluated using the following criteria:**
- Clarity of programs and services regarding food and shelter and steps to be taken to achieve desired outcomes.
- Achievable timeline that corresponds to the key activities.
- Number of people from targeted communities that benefit from activities is significant.
- Identified benchmarks and indicators of success that are meaningful and can be captured using qualitative and/or quantitative evaluation approaches.
- Organizational capacity to implement project – including staffing and leadership, operational and fiscal management.
- Established track record.
- Ability to leverage financial, human, and technical resources leading to field building/expansion/greater impact.

**Proposal Review and Selection Process**
- Community foundation staff will review all proposals recommended for funding to the community foundation’s board of directors.
- 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 four to eight weeks after receipt of proposals.
- Please note that project proposals 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.

**Key dates:**
**Sept. 10, 2008:** Release of RFP on Safety-Net Services

**Oct. 31, 2008:** Last date that Safety-Net Services proposals are accepted for awards to be made this calendar year. Going forward, grant proposals will be accepted on a rolling basis with final due dates at the end of each quarter

**By Dec. 31, 2008:** Announcements of 2008 grant awards for Safety-Net Services. Going forward, announcement of grant awards will be made four to eight weeks after receipt of proposals.
Evaluation and 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 final report.
• 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 for Safety-Net grants during the remainder of 2008. We expect to award approximately 30 grants for successful proposals submitted prior to Oct. 31, 2008. Each successful applicant will receive a grant in the range of $25,000-$75,000 for a minimum of one year.

Application Process
1) Review of reference materials:
   - Key Dates schedule
   - Grant Applicant FAQ sheet
   - RFP

2) Participation in one information session is highly encouraged for those interested in responding to an RFP. These sessions will be held in various locations throughout the region. Please visit our website or see the Key Dates schedule for the best place and time for you to attend. Information on all RFPs will be covered in each information session.

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 one week prior to the date of the specific RFP Information Session you would like to attend.

Only those organizations considering a response to an RFP should attend an information session. The sessions are not intended for those who are interested in a general discussion of the community foundation’s new funding strategies.

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, a hard copy will be accepted. All proposals must be received no later than Oct. 31, 2008.

How to Apply
Submissions must include:
• Completed RFP Proposal Cover Sheet and Questions.
• Proposal narrative of projected activities, staffing, partners (if appropriate) and rationale. The narrative should not exceed eight pages.
• Proposal attachments: Please include the following as separate attachments to the proposal:
   A. A detailed line-item budget for the project and a budget narrative.
   B. A copy of your organization’s current overall operating budget.
• Completed Application Checklist showing all documents being sent electronically.

We encourage electronic submission of proposals.
APPLICATION COVER SHEET
COMMUNITY OPPORTUNITY FUND STRATEGY:
SAFETY-NET SERVICES

SUBMIT ONLINE AT:
www.siliconvalleycf.org/grantmaking-strategies

OR

SUBMIT ONE HARD COPY TO:
Silicon Valley Community Foundation
2440 West El Camino Real #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

1. Organizational Information

• Date:________________________

• Amount Requested: $________________________ Duration of project:________________________

• Name of Institution/Organization:________________________________________________________

• 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: _____________________

1. Mission of the organization:

2. Geographic region served by the proposed project:

3. Purpose of program:
4. Program objectives:

5. What is the demographic population that will be served by your project?

6. Significance of program: What impact do you hope to achieve? How will you know if you achieve it?

7. What might be the consequences of not funding/implementing the project? (Please be specific.)

8. Why is this the right time for this program?

9. What experience does your organization have working in this area?

10. What is the most difficult aspect of this proposal that may affect your success?

11. Collaborative Partners/Agencies (if any):
APPLICATION CHECKLIST FOR SAFETY-NET PROPOSALS

☐ Cover Sheet and Questions

☐ Proposal Narrative to augment the Cover Sheet questions and describe the project activities more fully (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

☐ 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: Memoranda of Understanding from collaborative partners (if appropriate)

☐ Submit online at: http://www.siliconvalleycf.org/grantmaking-strategies
  OR one hard copy mailed to Silicon Valley Community Foundation’s headquarters
  2440 West El Camino Real, Suite 300
  Mountain View, California 94040

☐ Submissions must be postmarked no later than: Oct. 31, 2008

Thank you for your application.

If you have any questions, please call 650.450.5400 or email us at grants@siliconvalleycf.org
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 $1.9 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.