

Community Economic Mobilization Fund

Capacity Building Grants Program 2023 - Request for Proposals

San Joaquin Community Foundation and Edge Collaborative

Program Overview and Information

BACKGROUND

As part of the post-pandemic recovery efforts, federal, state, and local governments have announced many new public funding opportunities to promote inclusive and resilient economic reinvestment. With significant public funding becoming available, organizations in San Joaquin County have an unprecedented opportunity to leverage these programs to benefit our local area. This takes an investment of staff and time to explore and plan—something for which some organizations on limited or restricted budgets have few resources to spare. Some organizations need funding for their internal capacity and staffing to even pursue these types of grants. These investments could enable them to participate in planning tables, research upcoming grant opportunities, and build other organizational infrastructure to enable them to pursue public funding.

In partnership with The Center at Sierra Health Foundation's [Community Economic Mobilization Initiative \(CEMI\)](#), **San Joaquin Community Foundation** and **Edge Collaborative** are proud to launch a countywide philanthropic grantmaking initiative to assist eligible organizations in building their knowledge and capacity to participate in upcoming local, state, and federal funding and planning opportunities. This is a \$1.6M one-time funding opportunity, broken out into three rounds.

Eligible organizations interested in pursuing public funding opportunities are invited to apply for a capacity-building grant through this Request for Proposals.

This will be the first of three anticipated rounds of funding; this round is focused on organizational capacity building. Rounds two and three will be more focused on project development and preparing for public funding applications. If you have specific projects that are further along and are seeking funding for project development, you may want to consider waiting for further grantmaking rounds that will better fit those needs.

Additional information on the countywide CEMI initiative can be found on San Joaquin Community Foundation's [CEMI Webpage](#).

REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to support eligible organizations so they may successfully:

- Build staff and/or other organizational capacity to engage and participate in planning and strategy conversations for public funding opportunities, and/or
- Build organizational capacity to competitively apply for and manage local, state, and federal funding opportunities, either alone or in partnership with another organization and/or
- Identify and develop strategic partnerships with other institutions in the county that have the necessary financial and reporting infrastructure and experience to manage public grants successfully.

There will also be an informational webinar regarding this funding opportunity on **Wed. Oct 25, 2023 at 10am** through Zoom. [Please register for that meeting here](#). The meeting will be recorded and sent to those that register. It will also be posted on the [SJC CEMI webpage](#). Questions from that webinar and any other additional questions will be added to a Frequently Asked Questions document that will be posted on the [SJC CEMI webpage](#). If you have questions about this funding opportunity, please email cemi@sanjoaquinca.org.

AVAILABLE FUNDING FOR THIS PROGRAM

As part of a \$1.6 million grant from the Community Economic Mobilization Initiative (CEMI)—a program funded by The Center at Sierra Health Foundation—Edge Collaborative and San Joaquin Community Foundation are allocating up to \$500,000 for this round to re-grant to eligible organizations. An eligible organization may request a maximum of \$50,000 in grant funding. We may not be able to meet all funding needs in this round, but we will try to fund organizations who are a good fit at the highest level possible; this may include partial awards.

WHO MAY APPLY – ELIGIBLE ORGANIZATIONS

Organizations that are eligible to apply for grant funding through this RFP are:

- a. Nonprofit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code, classified as a public charity, not as a “private foundation” under section 509(a), and are designated a 509(a)(1) or 509(a)(2) organization.
- b. Labor, Agricultural, or Horticultural organizations that are tax-exempt under Section 501(c)(5) of the Internal Revenue Code.
- c. Chambers of Commerce and private business represented by Boards of Trade that are tax-exempt under Section 501(c)(6) of the Internal Revenue Code.
- d. Local public education agencies such as K-12 public school districts, community colleges, and public universities.
- e. An instrumentality of local government, such as a municipality or county.
- f. An unincorporated organization fiscally sponsored by a nonprofit organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code, classified as a public charity, not as a “private foundation” under Section 509(a), and are designated a 509(a)(1) or 509(a)(2) organization.

In addition, Eligible Organizations must have an existing footprint in San Joaquin County (i.e. have an office address or program in San Joaquin County). Proposed funding opportunities must also directly benefit people living in San Joaquin County. A consortium of organizations may apply together; however, only the lead applicant must be an Eligible Organization.

WHAT WE FUND – ELIGIBLE EXPENSES

Eligible Organizations must demonstrate how the funds they are requesting will achieve the following:

- building staff and/or other organizational capacity to engage and participate in planning and strategy conversations for public funding opportunities, and/or
- building organizational capacity to competitively apply for and manage local, state, and federal funding opportunities, either alone or in partnership with another organization and/or
- identifying and developing strategic partnerships with other institutions in the county that have the necessary financial and reporting infrastructure and experience to manage public grants successfully

Only direct expenses associated with achieving the above goals are eligible. Some possible examples of eligible uses include:

- a. Hiring full-time or part-time staff, transitioning volunteers to paid staff, hiring consultants, and/or offsetting existing staff costs for the following purposes:
 - Developing partnerships, researching funding opportunities, writing grants, or other related activities to plan, apply for, and manage public grants.
 - Planning work to prepare for an upcoming notice of public funding
 - Participation in local public planning or investment conversations (e.g., providing public comment into regional policies, engaging at CERF planning conversations)
 - Diversity, equity, and inclusion policy development and implementation.
 - Board and staff training intended to provide a focused learning opportunity that builds organizational capacity.
- b. Travel expenses and registration costs to get training on local legislative and investment initiatives, including grant writing or management training for existing staff.
- c. Hosting meetings/trainings for residents to educate them on project and public investment opportunities and gathering community input, including stipends to residents and other meeting costs.
- d. Developing training materials to educate residents, partners, and elected officials on projects and how they will impact the local community.
- e. Purchasing business software, insurance costs, equipment, and/or other technology to prepare an organization to adequately manage a public grant.
- f. Strategic planning initiatives to clarify mission, goals, and performance measures to position an organization to apply for or administer public funding.

WHAT WE DON'T FUND – INELIGIBLE EXPENSES

Expenses not directly associated with achieving the program's goals will be ineligible and likely include the following examples:

- General operating support
- Rent or mortgage expenses.
- Lobbying or political activities.
- Retroactive reimbursement of expenses before the start of the grant period.
- Capital expenditures, such as the purchase of land or office space.
- Indirect costs for grant administration exceeding 10% of the grant amount.
- Startup costs for organizations seeking nonprofit status.
- Fundraising events.
- Debt obligations.

SELECTION CRITERIA

Proposals will be evaluated based on:

- Strength of the narrative about the proposed use of funding, demonstrated need for funding, and the connection to achieving the grant program goal of accessing and managing public funding opportunities.
- Clarity and specificity about the connection of your organization's mission/vision and the desire to engage in public funding planning processes and/or apply for and manage public funding
- Demonstrated experience in community engagement and commitment to equity

In addition, preference in the proposal review process will be given to funding organizations that demonstrate a commitment to the following:

- **COMMITMENT TO DISADVANTAGED¹ COMMUNITIES, POPULATIONS AND GEOGRAPHIES**– Primarily serving disadvantaged communities, populations, and geographies and involving direct community member input and representation from those groups to address issues of equity.
- **CULTIVATION OF PARTNERSHIPS TO DATE** – Working with other organizations in the community to increase the strategic impact of a public funding opportunity.
- **SMALL TO MID-SIZED BUDGETS** – organizations with operating budgets of less than \$1 million dollars annually.

¹ Please note that throughout this RFP, we use “disadvantaged communities” to align with the State of California’s language. The State defines these communities as, “the areas throughout California which most suffer from a combination of economic, health, and environmental burdens. These burdens include poverty, high unemployment, air and water pollution, presence of hazardous wastes as well as high incidence of asthma and heart disease.” You can read more about the definition [here](#).

PROPOSAL REVIEW TIMELINE AND NOTIFICATION OF AWARDS

Proposals will be accepted online through the San Joaquin Community Foundation's Online Grants Portal beginning **Wednesday, October 4, 2023**. The proposal submission deadline will be **Friday, December 1, 2023, at 5:00 p.m.** Funding decisions will be announced no later than **December 22, 2023**.

TIMEFRAME FOR GRANT FUNDING

The timeframe in which to expend grant funding is 12 months from the date of execution of a grant agreement with the possibility of extending the term to pursue a funding opportunity. The timeline for disbursement of funds to awardees are as follows:

- Funding decisions announced and draft grant agreements provided to grantees: by **December 22, 2023**.
- Signed Grant Agreements due to the Foundation: by **Tuesday, January 2, 2024**
- Grant funds available to grantees via check or ACH: **within 3 weeks of submitting signed grant agreement to the Foundation**

REPORTING REQUIREMENTS

If your organization is awarded a grant, a minimal final report will be due 12 months after date of signed grant agreement requesting a written response to the following questions:

- Describe how your organization used the grant funding to engage and prepare for public funding opportunities in San Joaquin County.
- What was the outcome and impact of this funding for your organization and community? Please describe both quantitative and qualitative impacts.

Organizations may be invited to 1-2 meetings during the contract year to give feedback on progress and share continuing needs around this work.

HOW TO SUBMIT A PROPOSAL

The application questions are printed on the next few pages of this RFP for review. Applications will only be accepted through online application. Please follow the directions below to submit your application.

1. Go to website: sanjoaquincf.org/grantsportal
2. Enter Username (email address) and Password, or click on Create New Account if you have not set up an account in our system.
3. Click on "apply" at the top left of the screen next to the home icon.
4. This application will appear. Click on the blue "Apply" button to begin the application process or to return to the draft application.

For questions about applying for this grant opportunity please email cemi@sanjoaquincf.org

The submission of a grant proposal is the final step in seeking grant funding from this program. An Advisory Committee, comprised of broad sector representation in the community, will review completed grant proposals and recommend whether the proposal should be funded fully,

partially, or if the proposal will be denied. Grant funding determinations will be made by the Foundation’s Board of Directors upon recommendation by the Advisory Committee. Decisions made by the Board of Directors are final.

Organizational Background

Applicant Organization Name*

Please state the name of the applicant organization applying for grant funding. *(If this proposal involves multiple organizations, please state the name of the lead organization).*

Character Limit: 250

Applicant Organization Type*

Please indicate the type of organization applying for grant funding. *(If this project involves multiple partnering organizations, please specify the type for the lead organization).*

Choices

- a. Nonprofit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code, classified as a public charity, not as a “private foundation” under section 509(a), and are designated a 509(a)(1) or 509(a)(2) organization.
- b. Labor, Agricultural, or Horticultural organizations that are tax-exempt under Section 501(c)(5) of the Internal Revenue Code.
- c. Chambers of Commerce and Boards of Trade that are tax-exempt under Section 501(c)(6) of the Internal Revenue Code.
- d. Local public education agencies such as K-12 public school districts, community colleges, and public universities.
- e. An instrumentality of local government, such as a municipality or county.
- f. An unincorporated organization fiscally sponsored by a nonprofit organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code, classified as a public charity, not as a “private foundation” under Section 509(a), and are designated a 509(a)(1) or 509(a)(2) organization.

Organization Mission and Vision*

Please state the mission and vision of the applicant organization.

Character Limit: 500

Geographic Area(s) Served*

Please mark all applicable areas that the applicant organization serves.

Choices

Stockton

Lodi

Escalon

Lathrop

Manteca

Ripon

Tracy

Unincorporated San Joaquin County

Target Population Description*

Please identify any specific disadvantaged communities the applicant organization serves (e.g. specific demographic groups or geographic communities). If the applicant organization serves a specific neighborhood(s) to address equity, please state that.

Character Limit: 750

Operating Budget*

Please state the current fiscal year's operating budget for the applicant organization. An operating budget is your annual projected revenue and expenses for your organization, including staffing, overhead, and program costs.

Character Limit: 500

Staffing*

Please state the current number of employees of the applicant organization that are full-time equivalent, part-time equivalent, and regular volunteers.

Character Limit: 500

Staffing Composition*

Do the majority (more than 50%) of the applicant organization's employees identify as BIPOC?

Choices

Yes

No

Proposal Description

Proposal Description*

Describe the specifics of your proposal, detailing:

- your organization's specific needs, including what areas of your organization require capacity building and how the budget will support those needs;
- why this grant will further your organization's mission;
- how your proposal aligns with any of the CEMI goals (below):
 - Build staff and/or other organizational capacity to engage and participate in planning and strategy conversations for public funding opportunities, and/or
 - Build organizational capacity to competitively apply for and manage local, state, and federal funding opportunities, either alone or in partnership with another organization.
 - Identify and develop strategic partnerships with other institutions in the county that have the necessary financial and reporting infrastructure and experience to manage public grants successfully.
- if and how this grant will further equity inside your organization

Character Limit: 3500

Past Accomplishments*

- a. How has your organization engaged with and/or provided services, project development, policy, or advocacy work to or with disadvantaged communities in the past?
- b. What are the priority needs you hope to address with your efforts to participate in planning or applying for public funding opportunities?
- c. Have you applied, received, and administered public funding in the past, either as a primary applicant or subgrantee?

Character Limit: 1500

Partnerships and Collaborations (optional)

Detail any partnerships or collaborations that your organization has established or plans to establish to support the capacity-building project. This could include working with consultants, other nonprofits, or community organizations.

Character Limit: 100

Proposal Budget Background

Amount of Grant Funding Requested*

Please state the amount of grant funding being requested. *(Amount should not exceed \$50,000).*

Character Limit: 20

Project Budget*

Please enter the broad dollar amount you estimate spending in each expense type category in the following fields. Estimations above \$1,000 only. Enter "\$0" for expense types that do not apply to your planned activities.

Examples of “allowable” project-related expenses include, but are not limited to: consultants, contractors, staffing, software, professional services, community meeting expenses, stipends, office supplies, limited advocacy, and other hard and soft program-related expenses.

Expenses that are “not allowed” include, but may not be limited to: construction expenses, and anything related to lobbying or supporting terrorist activities or terrorist organizations. To view what the IRS constitutes as ineligible lobbying activities [click here](#).

Consultant/staff for partnership building, grant writing support, or business planning
Stipends for volunteers

Professional development
Professional services (accounting and legal support)
Community organizing (community meetings, advocacy, etc.)
Office supplies (printer ink, paper, etc.)
Staff salaries (including Project Manager), time/stipends for volunteers
Travel and transportation for project
Other (please describe what the other expenses are in the next question)
If you listed expenses in the "other" expense type, please describe them here

Supporting Documents

Most Recent Audited Financial Statement*

Please submit the most recent Audited Financial Statement of the applicant organization if required of the organization under state law. If you are applying under a fiscal agent, please provide their information. If the applicant organization is required to have audited financial statements, please upload the most recent audited financial statement below. If the applicant organization is not required to have audited financial statements, please submit the organization's most recent 990 tax return. If you are applying under a fiscal agent, please provide their information.

File Size Limit: 10 MB

Applicant Acknowledgement

Acknowledgment*

Please mark here to indicate that the applicant has read and understands the program's Overview, Eligibility Criteria, and Submission Deadline, and that the information contained in this application is true and correct as of the submission date.

Choices

The applicant hereby acknowledges the above.