

## **Communities of Color Nonprofit Stabilization Fund Request for Applications**

Application deadline: October 30, 2015

### **BACKGROUND**

In 2014, the Hispanic Federation (HF), Coalition for Asian American Children and Families (CACF) and New York Urban League (NYUL) formed an alliance to provide capacity-building support to Black, Latino and Asian-led community-based organizations (CBOs) throughout New York City's five boroughs. These three organizations, along with the Asian American Federation and Black Agency Executives, developed this initiative to generate new levels of support for the city's organizations. As a result, the New York City Council allocated \$2.5 million to establish the Communities of Color Nonprofit Stabilization Fund (CCNSF) in Fiscal Year 2015, which supported capacity building projects for over 80 CBO's. Thanks to the continued support from the City Council, we are pleased to announce the release of the Request for Applications (RFA) for a second round of awards.

The first New York City Council fund of its kind, CCNSF aims to build the capacity of New York City nonprofits, in recognition of the fact that organizations led by people of the community are best equipped to meet the needs of the community. CCNSF is also intended to promote learning among CBO leaders.

Applications will be reviewed and awards will be determined by the partner agencies in three separate funding streams, whose allocations were determined by U.S. Census data. An organization may apply to only one partner agency, even if they serve more than one ethnic group.

Awardee staff will be expected to participate in three technical assistance seminars on organizational development, and may be visited by CCNSF staff and/or DYCD staff for project monitoring, showcase progress and delivery of additional technical assistance.

### **ELIGIBLE APPLICANTS**

To be eligible for funding, organizations submitting applications must:

- Have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and a history of at least three years as an incorporated nonprofit.
- Be current in registration with the Charities Bureau of the New York State Office of the Attorney General.
- Be a New York City-based, direct social service organization that serves primarily (75 %+) New York City residents (i.e. not an association or a re-granting or referral service).
- Experience serving and currently serving communities where 51% or more of the population are people of color.
- Demonstrated record of outreach to communities of color for recruitment of the executive director or CEO and members of the board of directors.
- Have an operating budget of at least \$150,000. Preference will be given to organizations with budgets under \$2 million.
- Evidence of demonstrated commitment to equal employment opportunities.
- Demonstrated commitment and capacity to deliver culturally competent services.

## NEW YORK CITY COUNCIL REVIEW AND DYCD VETTING

All applicant organizations and consultants will be reviewed by the City Council for conflicts of interests. Finalists will also be subject to a vetting process and database searches regarding any outstanding financial obligations, conflicts of interest or other disqualifying issues:

### I. Agencies

- Lexis Comprehensive Business Report (related entities, principals, tax warrants, liens, workers compensation violations, addresses)
- Lexis News Review (search for negative news)
- VENDEX (contract history with the City, cautions, performance evaluations)
- IRS Database (tax exempt status)
- New York State Department of State Corporations Database (incorporation status).
- New York State Tax Warrant Notice Database
- New York City Department of Buildings (location occupancy status)
- New York City Department of Health and Mental Hygiene: Group Child Care Services
  - (Day Care Center Inspections)
- Review of use of funds to ensure that monies are not used in any prohibited manner.
- Conflict of Interest forms
- Charities Exemption, if applicable and
- Authorization forms review

### II. Consultants

- Lexis Comprehensive Business Report (related entities, principals, tax warrants, liens, workers compensation violations, addresses)
- Lexis News Review (search for negative news)
- Registration with State Attorney General's Office
- Google and Social Media
- Conflict of Interest forms

## ELIGIBLE PROJECTS

The purpose of the CCNSF capacity-building program is to help organizations identify and address their most pressing organizational needs. Organizations can apply for funding in one of seven areas:

1. *Management information systems design and development:* This includes securing and/or designing software, and building related staff skills necessary for managing work more effectively (e.g., tracking client demographic data, service utilization, and progress toward outcomes).
2. *Financial management and planning:* This includes assessment, planning and development of financial systems, as well as staff skill building to improve reporting systems and enable organizations to identify the most cost-effective services.
3. *Evaluation and outcomes system development:* This includes efforts to implement systems to keep information related to client needs, referral sources, and services provided; implement systems to measure and/or service recipient satisfaction and/or service recipient outcomes; develop programmatic success measures; and develop evaluation capacity.

4. *Leadership development:* This includes leadership succession planning; creation and implementation of volunteer management/recruitment plan; management/leadership training for staff; training for board of directors; and creation of board policies.
5. *New program planning and development:* This includes conducting a needs assessment of community needs and assets, planning of new programs through research on effective practices, and staff development in support of the new initiatives.
6. *Strategy and organizational development:* This includes efforts to create a staff performance review process; create a strategic or operational/annual plan, create a communications or marketing plan; and create a fundraising or donor development plan.
7. *Collaboration and strategic alliances:* This includes efforts to establish partnership agreements, create action plans to collaborate with other agencies, and develop a plan for organizational mergers.

## **TOTAL AWARDS**

Under this RFA, CCNSF will make awards of up to \$35,000. The awarded funds must be expended and all services must be completed by June 30, 2016. The possibility of future awards is contingent on the New York City Council funding CCNSF in FY2017. Funding during one year of the program will not guarantee funding in subsequent years. However, successful implementation of a CCNSF grant may contribute to favorable consideration for renewed funding. In the event additional funding becomes available, organizations will have to re-apply.

Award decisions will be made by three allocations panels, each organized by one of the CCNSF partners (HF, CACF or NYUL). Each panel will be an independent and transparent 7-member body comprised of five voting members with expertise in philanthropy and capacity building, as well as non-voting representatives from each of the other CCNSF partners.

Awards will be subject to terms of the contract between the City of New York and Hispanic Federation, New York Urban League, or Coalition for Asian American Children and Families. Awardees will be required to enter into an Awardee Agreement with the organization to which they applied, and funds cannot be distributed to any awardee unless and until all contract requirements are met.

## **MONITORING AND AWARD RECIPIENT LEARNING ACTIVITIES**

Awardee organizations will be required to submit a progress report in April 2016 and a final report in July 2016. During the award period, awardee organizations will also be expected to send at least two staff members to each of three seminars on organizational development topics. In addition, each awardee may be asked to host a site visit for CCNSF representatives to showcase progress and activities, as well as identify gaps or additional assistance needed.

## **EVALUATION CRITERIA**

The strongest applications will be those that meet all or most of the following criteria:

- Project is focused and well defined.

- Need statement is compelling, relates to organizational effectiveness and fulfillment of mission, and addresses (when relevant) how increased capacity will enhance organization's ability to offer services in a culturally and linguistically competent manner.
- Organization demonstrates linguistic and cultural capacity; a track record of providing culturally competent and language accessible services; an understanding of cultural and linguistic needs of population served; demonstrated and successful record of outreach to communities of color for recruitment of the executive director or CEO and members of the board of directors and a record of involving the community in the planning, implementation or promotion of programs.
- Staff and consultants leading the project must show the necessary qualifications and experience needed to implement the project successfully. Project includes a plan to sustain the newly developed capacity after the award period ends.
- Project identifies a clear and achievable timeline as well as outcomes and indicators of success.
- Plan identifies a reasonable process for measuring progress towards benchmarks and overall success of project.
- Project budget is clear and relates to the program design.
- Project budget costs are reasonable and revenue is sufficient to accomplish goals of the project.
- Consultant is chosen with the following considerations:
  - Consultants cannot be existing staff, or a current/former interns or family relatives of staff or board members
  - Consultant has been properly interviewed, references checked

## APPLICATION

Please prepare the application using the following format:

### I. Cover Sheet

Please complete or recreate the cover sheet provided as part of this RFA.

### II. Narrative

The application narrative must not exceed 5 single-spaced pages (excluding cover page and attachments). Please number each page of the narrative and use 11-point Arial font, and 1" margins. In preparing your narrative please use the following outline:

#### A. About the Organization (half a page to 1 page)

- Date organization was established and incorporated
- Mission statement
- Brief overview of community served
- Brief overview of key programs and accomplishments
- How the organization meets each of the RFA's eligibility criteria

#### B. Need/Opportunity (half a page)

- Describe the organizational issue or problem to be addressed, why it is important to undertake the proposed project at this time and the anticipated impact the project will have on the organization's clients. When relevant, describe how the project will increase organization's ability to deliver services in a culturally and linguistically competent manner.
- For organizations with budgets over \$2 million, please describe your past investment in capacity building, project undertaken and the impact on your organization.

**C. Goals, Activities and Timeline** (one page)

- Describe the goals for the project
- Describe the project activities and how CCNSF funding will be used
- Describe the rationale for project activities
- Include a timeline of the project
- Describe how this project will help to advance the mission of the organization or achieve a broader goal

**D. Outcomes** (one page)

- What are the outcomes you hope to achieve through this capacity-building project and how will you know if your outcomes are achieved? What is your measure of success?

**E. Organizational Capability and Project Sustainability** (one page)

- Describe the organization's current and past record of providing services in a linguistically and culturally competent manner.
- Describe how the organization engages the community in planning, implementation and promotion of programs.
- Describe the key staff, board, volunteers and/or consultants to be involved in the proposed activity. Provide (as attachments) resumes and/or roles for key staff. If consultants have already been identified, provide justification. If consultants will be selected, include a list of desired qualifications and selection criteria. Describe how the capacity that the project develops will be sustained after the grant period.
- **Please Note:** It is preferable that applicants should consider hiring a nonprofit consultant. At the upcoming community briefings, we will provide you with a list of consultants, both non-profit and for profit that were vetted by the City Council in 2015. All proposed consultants must submit current documentation and will be vetted in the current year. **This list is not an endorsement of the consultants themselves or the services they provide.**

**III. Required Attachments**

- Project budget and budget narrative: Please use the template provided as part of this RFA. Some general expense limitations include: (See attached sample awardee agreement for additional information on eligible expenses)
  - Salary expenses allocated to CCNSF may not exceed 30% of the project's awarded budget and are allowed only under the following two scenarios: 1) existing staff are delivering training or professional development for other staff to enhance the capacity of the nonprofit CBO and is currently not compensated for offering this training; 2) existing staff are participating in training and other existing staff have to cover programs so there is no disruption to services.
  - Fringe benefits are capped at 15% of the salary line item
  - Computer hardware and software expenses are capped at 30% of the awarded budget.

No other capital expenses are allowed

The budget narrative should explain how amounts were calculated and include any necessary details to illustrate how the award funds would be used. Please use attached template (downloadable).

- If consultants have already been identified, attach the following documents:
  - Resume
  - EIN/Social Security Number
  - Contact Information
  - Conflict of Interest Disclosure Form (Attachment)
  - Client List
  - Description of consultant appropriateness/ Rationale for choosing the consultants

- IRS determination letter
- Proof of registration with the New York State Office of the Attorney General (Attached)
- List of board of directors and senior officers, and the affiliations, race and ethnicity of each member
- MOC's Doing Business Form  
Download: <http://on.nyc.gov/1wA3jxz>
- MOC's Conflict of Interest Disclosure and Compliance Certification  
Download: <http://on.nyc.gov/1xErOJc>
- Agency budget for current fiscal year
- Key program staff resumes; and consultant qualifications or description of qualifications (if applicable)
- Organization's most recent financial audit. If prior to 2013, also provide a preliminary report for 2013 and budget analysis YTD with variance. If the organization does not have an audit, please submit the most recent internal financial statements and/or IRS form 990 and also provide an explanation, in the cover sheet, of why there is no audit.

## **HOW TO SUBMIT YOUR APPLICATION – Please submit your application to only one partner**

A copy of your complete application can be submitted by email in one (1) PDF file to one (1) CCNSF partner no later than **5:00 p.m. Eastern Time, October 30, 2015.**

Applications submitted by mail should be post marked on or before **October 30, 2015.**

***Any applications received after the stated time and date will not be considered.***

## **FOR APPLICATION SUBMISSIONS AND ADDITIONAL INFORMATION**

### **Coalition for Asian American Children & Families**

[rfa.ccnsf@cacf.org](mailto:rfa.ccnsf@cacf.org) (Application Submission)

David Aguilar at [daquilar@cacf.org](mailto:daquilar@cacf.org) or 212-809-4675 x108

### **Hispanic Federation**

Almirca Santiago at [asantiago@hispanicfederation.org](mailto:asantiago@hispanicfederation.org) or 212-233-8955 x 115

### **New York Urban League**

[CommunitiesofColorFund@nyul.org](mailto:CommunitiesofColorFund@nyul.org) (Application Submission)

Heather Domacase at [CommunitiesofColorFund@nyul.org](mailto:CommunitiesofColorFund@nyul.org) or 212-926-8000 x142

## **APPLICATION PACKET CHECKLIST**

- ☐ Cover sheet
- ☐ Application narrative
- ☐ Project budget and project narrative
- ☐ IRS determination letter
- ☐ Proof of registration with the New York State Office of the Attorney General
- ☐ List of board of directors, officers, and affiliations
- ☐ Agency budget for current fiscal year
- ☐ MOC's Doing Business Form

- ☐ Key program staff resumes
- ☐ Description of proposed consultant qualifications
- ☐ If Consultant (s) are used, must submit consultant resumes, description of consultant qualifications and conflict of interest forms

#### **IMPORTANT DATES**

|                                      |                   |
|--------------------------------------|-------------------|
| Request for Applications Released    | September 9, 2015 |
| Deadline for Application Submissions | October 30, 2015  |
| Grant Awards Announced               | December 7, 2015  |
| Interim Report Due                   | April 15, 2016    |
| Services Delivered/Funds Expended By | June 30, 2016     |
| Final Report Due                     | July 15, 2016     |

## **SAMPLE AWARDEE AGREEMENT**

SEE ATTACHMENT



## **Nonprofit Stabilization Fund Application Cover Sheet**

**Legal Name:**

**Other Names Used:**

**EIN #:**

**Website:**

**Contact Person:**

**Legal Address:**

**Email Address:**

**Phone Number:**

**Location of Services:**

# Non - Profit Stabilization Fund FY 2016 Budget Summary

Form 10/17/2014

Agreement ID #: \_\_\_\_\_

Grantor \_\_\_\_\_

Grantee \_\_\_\_\_

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Claim Period From: \_\_\_\_\_ Through: \_\_\_\_\_

| Account Code | Budget Category    | Budget Amount |
|--------------|--------------------|---------------|
| 1100         | Salaries and Wages |               |
| 1200         | Fringe Benefits    |               |
| 2100         | Consultants        |               |
| 3000         | OTPS               |               |

**BUDGET AMOUNT**

| Description of Budget Categories: Claimed expenses must be within described categories. |                    |   |
|---|--------------------|---|
| Code  | Category           | Description:  |
| 1100  | Salaries and Wages | Employed staff  |
| 1200  | Fringe Benefits    | Includes Employers FICA, Unemployment Insurance, Medical and other related cost   |
| 2100  | Consultants        | Individuals, with specific skills, retained to perform limited programmatic tasks or to complete program related projects on a temporary and/or limited basis, where the tasks or projects cannot be accomplished by the contractor's staff. The services provided by the Consultant must be related to the program work scope described in the contract agreement. |
| 3000  | OTPS               | Includes other reimbursable costs (e.g., software, admission fees for seminars or workshops)  |

**Salary and Wages / Consultant Details**

**1100- Salaries and Wages**

| # Positions | Position Title | Amount |
|-------------|----------------|--------|
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|             |                |        |
| Total       |                |        |

**2000 - Consultants**

| Consultant Name | Description of Services | Amount |
|-----------------|-------------------------|--------|
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|                 |                         |        |
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**3000 - OTPS**

| Category | Description/Purpose | Amount |
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| Total    |                     |        |