

VERB REQUEST FOR PROPOSALS (RFP)

INTRODUCTION:

This “request for proposals” (RFP) is for participation in the project entitled “Values, Empowerment, Resources, and Betterment” (VERB). Please read the [attached VERB project summary](#) before completing this application, to see if this project is right for your organization.

This RFP is for organizations that can be described by *all* of the following statements:

1. The organization must be located in one of the following locations:
 - Northern California¹
 - North Carolina
 - Wisconsin
 - Metropolitan Washington, DC (incl. southern Maryland, northern Virginia, and the District of Columbia)
2. The organization must be either a “faith-based organization” such as a temple or church, or a “community-based organization” such as a mutual assistance association (MAA).
3. The organization must be primarily managed by, and for, people whose families are from Cambodia, Laos, and/or Vietnam.
4. The organization must have provided services to Southeast Asian American communities for at least three years.
5. The organization must provide services to low-income communities.
6. The organization must provide services in at least one of the following areas, *or* it must be interested in beginning to provide such services in the near future: hunger, at-risk children, welfare-to-work transition, substance abuse, homelessness, and/or work with prisoners.
7. The organization must be interested in receiving technical assistance (or personalized help to strengthen the organization) from the VERB project, and in participating in two VERB training programs each year (one in the local area, and one in Washington, DC). Also, the organization must set aside time for such activities. (Evening and weekend hours may be possible for VERB.)
8. The organization must agree to submit brief financial and activity reports to VERB staff every three months.

In addition, if the organization is a faith-based organization such as a temple or church, it must be interested in further developing the social services it provides to communities. If the organization is an MAA, the organization must have an annual budget of \$250,000 or less. Faith-based organizations (temples, churches, etc.) with any budget size may apply.

If your organization does not meet ALL of the conditions listed above, please do not submit an application.

The maximum amount of funding available through this grant is \$15,000 for each organization for year ending September 30, 2003. We hope that all partner organizations will continue to be part of VERB for two years after that, and funding will be \$15,000 to \$20,000 for each organization, each year. Continued funding for project years two and three will depend on successful completion of each project year, continued need, and availability of funds to the national project.

In addition to financial support, partner organizations will receive assistance through training and “technical assistance,” or personalized help.

¹ For the purposes of this project, “northern California” includes the following counties: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba. Applications from organizations in other California counties will not be considered for this project.

INSTRUCTIONS:

Please fill in your contact information and answer *all* of the following questions by circling “YES” or “NO.” Then please answer the final questions by writing a maximum of two pages, and provide a project budget.

If your organization has nonprofit (or 501[c][3]) status, please attach documentation with your application. Please also send your most recent financial audit, if one is available.

When you have finished, return your application to the following address by mail, fax, or e-mail. Applications must be *received* by April 14, 2003.

Southeast Asia Resource Action Center (SEARAC)
Attn: VERB Project
1628 16th Street, NW
Washington, DC 20009-3099
E-mail: searac@searac.org
Fax: (202) 667-6449

If you have questions please call the following numbers (depending on the language you would like to use):

- English: SEARAC at 1-800-600-9188.
- Hmong: Hmong National Development (HND) at (202) 463-2118.
- Khmer: SEARAC (Mr. Sophy Pich), SEARAC, 1-800-600-9188
- Lao: Mr. Vilay Chaleunrath, Laotian American National Alliance (LANA) at (202) 462-4430
- Vietnamese: National Alliance of Vietnamese American Service Agencies at (301) 962-7135

Proposal reviewers will call all applicants by April 28, 2003.

VERB staff will notify applicants of decisions by May 12, 2003

CONTACT INFORMATION:

Applicant Organization Name:

Street Address:

City: State: Zip Code:

Telephone: Fax (if any): E-mail (if any):

Organization’s overall budget for the current year:

Is your organization a faith-based organization (FBO) such as a temple or church, or a mutual assistance association (MAA)? Please specify:

Year the organization:

- Was founded:
- Began providing social services to the community:
- Obtained 501(c)(3) status (if applicable):

If your organization will work through a “fiscal sponsor” or “fiscal agent” to accept grant funds, please provide the following information:

- Name of the fiscal sponsor organization:
- Name & phone number of a contact person:

QUESTIONS WITH “YES” OR “NO” ANSWERS:

1. Would you be able to set aside time each week to work with VERB staff to strengthen your organization? (Note: Evening and weekend hours might be possible, as well as regular work hours.): *YES or NO*
2. Would you be able to set aside time for two trainings, each of between two and three days? (Note: One of these trainings would be in your area, and one in Washington, DC. VERB would pay your expenses. We might be able to schedule trainings for weekends and evenings.): *YES or NO*
3. Would you like to form a relationship with someone from a funding organization so that you could teach one another about your work?: *YES or NO*
4. Because of legal restrictions, money from this grant cannot be spent to support the following kinds of activities:
 - a. Encouraging other people to follow your religion
 - b. Performing religious activities (for example, having religious services or ceremonies, etc.)
 - c. Encouraging, or discouraging, people to vote for any particular candidate for public office. (Note: You can encourage people to vote, as long as you do not tell them who they should vote for.)
 - d. Encouraging, or discouraging, people to vote either “yes” or “no” on a law or other decision that is proposed for a vote. (Note: You can encourage people to vote, as long as you do not tell them *how* they should vote.)If you received the grant funds, would you agree to all of these restrictions?: *YES or NO*
In addition, would you agree to use funds only for the purposes agreed upon between you and the funder?: *YES or NO*
5. If you receive this grant, will you invite VERB project staff to help you review your organization’s systems for managing grant money? (Note: VERB would not audit your books or examine all of your organization’s finances, but instead focus on making sure you have good systems for managing the money coming to you through VERB. If you are working with a fiscal sponsor organization, VERB would also want to communicate with them about this.): *YES or NO*
6. If, after a review, VERB found you needed improvements in financial management, would you work with VERB staff to improve your systems? (Note: If you are working with a fiscal sponsor organization, VERB would also want to communicate with them about this.): *YES or NO*
7. Would you agree to spend at least half of your grant to pay for services and products to make your organization stronger?: *YES or NO*
Examples could include the following, among others:
 - a. Paying for a consultant to teach the organization how to keep good track of its money, or to teach the board of directors how to work together better, or for some other purpose
 - b. Buying new computers and computer software
 - c. Paying for staff development courses in management and other subjects for your leaders and staff.
8. Do you want to improve your organization in the following ways? (Please circle a response for each item below):
 - a. Better leadership skills: *YES or NO*
 - b. More efficient operation of the organization: *YES or NO*
 - c. Better services provided to the community: *YES or NO*
 - d. Better access to funders: *YES or NO*
 - e. Stronger ability to get people involved in their communities through voting, and in other ways they may not have tried before (for example, joining parent/teacher organizations): *YES or NO*
 - f. Better abilities to work with partners in your local area and in other parts of the country: *YES or NO*

9. If your organization were selected for this project, would you agree to submit brief financial and activity reports to VERB staff every three months? (Note: VERB will make reporting as simple as possible by providing short forms to fill out, and will assist you with reporting.): *YES or NO*

FINAL QUESTIONS:

Please answer the following questions in writing, using a *maximum* of two pages in all. You may write your answer in English, Hmong, Khmer, Lao, or Vietnamese:

Part 1: Community Needs

- A. What needs in the community would you work on through this project?
- B. How do you know the community has these needs?
- C. How would you address these community needs using funding from this grant?

Part 2: Organizational Needs

- A. What are some of the things you would like to work on in order to make your organization stronger, and better able to obtain and appropriately use grant funds?
- B. How would you address these organizational needs using funding from this grant?

PROJECT BUDGET:

Please provide a brief budget for the use of funds from this grant for the year beginning May 12, 2003, and ending September 30, 2003. Please remember that at least half of the grant funds must be spent on products or services that would strengthen your organization (see question number 7, above).

Please use the following format. Insert “0” in categories in which you are not requesting funding. For information about which costs to include in which budget categories contact SEARAC (1/800-600-9188).

<i>Items Needing Funding</i>	<i>Funding Required</i>	<i>How Cost Was Determined</i>
Personnel (e.g., staff salaries)		
Fringe Benefits (e.g., cost of staff benefits, usually calculated as a percentage of staff salaries)		
Travel (e.g., mileage at \$0.325 per mile)		
Equipment (e.g., computers)		
Supplies (e.g., paper and pens)		
Contractual (e.g., consultants)		
Construction (e.g., costs to construct a building – not recommended for this project)		
Other (e.g., rent, fees to attend classes, etc.)		
Total Direct Charges (subtotal of above)		
Indirect Charges (sometimes called “administrative overhead,” usually calculated as a percentage of “total direct charges” to cover administration and certain other project costs not separately listed in budgets; if above 20%, provide explanation)		
<i>Total</i>	<i>\$15,000</i>	<i>Not applicable</i>

****END****

Values, Empowerment, Resources, and Betterment (VERB) Project One-Page Project Summary

Project Period: Fiscal years 2003, 2004, and 2005 (10/1/02-9/30/05)

Target Groups:

- Geographical target areas include North Carolina, Northern California, metropolitan Washington, DC, and Wisconsin.
- Two faith-based organizations (FBOs) and two mutual assistance associations (MAAs) managed primarily by and for Americans from Cambodia, Laos, and/or Vietnam (“Southeast Asian Americans”) from each of the geographical target areas. The 16 groups will be chosen through a competitive process overseen by a national Steering Committee.

Goals:

- Improve leadership, operational, and service capacity within grassroots partner FBOs/MAAs.
- Increase the ability of FBOs/MAAs to access resources, and the ability of funders to understand FBOs/MAAs.
- Improve ability of FBOs/MAAs to stimulate and structure civic engagement among community members.
- Increase and improve collaborative efforts among all partner organizations, and others.

Main Activities:

- Subgrants to partner FBOs and MAAs to support capacity-building activities. Annual funding available: \$15,000/organization. Target annual funding level: \$20,000/organization. At least half of each subgrant must be used for organizational or leadership development expenses such as fees for organizational development consultants, college courses, accounting software and training, etc.
- Technical assistance provided to partner FBOs and MAAs by project staff members, after collaborative assessments of needs and assets.
- Training provided annually to all groups together, and to groups in each target area.
- Mentorships arranged between leaders of the MAAs/FBOs, and staff members of local funding institutions.
- Information-sharing with all groups (including non-project partners) through an e-mail listserv and a resource center on SEARAC’s website (www.searac.org).
- Publication of policy/research report at the end of the project.

National Partners:

- Southeast Asian American organizations: Hmong National Development, Inc. (HND), Laotian American National Alliance (LANA), National Alliance of Vietnamese American Service Agencies (NAVASA), and Southeast Asia Resource Action Center (SEARAC, fiscal agent and lead agency). (All Steering Committee members.)
- Faith-based refugee organizations: Lutheran Immigration and Refugee Services (LIRS), and U.S. Conference of Catholic Bishops (USCCB) Migration and Refugee Services (MRS). (Both Steering Committee members.)
- Training organization: Mosaica. (Steering Committee consulting partner.)
- Grantmakers’ affinity group: Asian Americans/Pacific Islanders in Philanthropy (AA/PIP). (Steering Committee member.)
- Research and policy analysis organization: Migration Policy Institute (MPI) (Steering Committee consulting partner.)

Funders:

- Major funding from the Compassion Capital Fund Demonstration Program (Office of Community Services [OCS], Administration for Children and Families [ACF], U.S. Department of Health and Human Services [DHHS])
- Matching funds will be sought from funders specific to target areas, and others.

Staff Involvement:

- Principal Investigator: KaYing Yang (SEARAC Executive Director). Assistant Principal Investigator: Max Niedzwiecki (SEARAC Director of Programs and Resource Development). SEARAC administrative and accounting staff will also work on the project.
- Project staff members: (1) Project Manager for Administration, (2) Project Manager for Training and Technical Assistance, and (3) Project Associate.
- Executive directors and/or other senior staff of all partner Southeast Asian American national organizations.
- Representatives from all other national partner organizations.
- Executive directors (or other senior representatives) from all partner FBOs and MAAs.