



Communities of Color Nonprofit Stabilization Fund Request for Applications

Application deadline: November 21, 2014

BACKGROUND

In spring 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, in a historic vote earlier this year, the New York City Council allocated \$2.5 million for the Communities of Color Nonprofit Stabilization Fund (CCNSF).

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.

Grant support from the fund will be awarded through this Request for Applications (RFA). Applications will be reviewed and grants awarded 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.

Grantee staff will be expected to participate in three technical assistance seminars on organizational development, and may also be asked by CCNSF staff to showcase activities made possible by the grant.

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 VETTING

All applying organizations will also be subject to the following vetting process and database searches regarding any outstanding financial obligations, conflicts of interest or other disqualifying issues:

- 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

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, which must be expended by June 30, 2015. The possibility of renewal grants is contingent on the New York City Council funding CCNSF in FY2016. Funding during the first 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 have to re-apply and be deemed eligible in accordance with whatever rules apply to that future period.

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 GRANT RECIPIENT LEARNING ACTIVITIES

Awarded grantee organizations will be required to submit a progress report in April 2015 and a final report in July 2015. During the grant period, grantee organizations will also be expected to send at least two staff members to each of three seminars on organizational development topics. In addition, each grantee may be asked to host a site visit for CCNSF representatives to showcase progress and activities made possible by the grant.

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 grant 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.

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.

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 job descriptions for key staff. If consultants have already

been identified, attach their resumes. 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.

III. Required Attachments

- Project budget and budget narrative: Please use the template provided as part of this RFA. Salary expenses allocated to CCNSF should not exceed 15 percent of the project's total 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. The budget narrative should explain how amounts were calculated and include any necessary details to illustrate how the grant funds would be used. Please use attached template (downloadable).
- 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

A copy of your complete application can be submitted by email to in one (1) PDF file to one (1) CCNSF partner no later than **5:00 p.m. Eastern Time, November 21, 2014**.

Applications submitted by mail should be post marked on or before **November 21, 2014**.

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

David Aguilar at daquilar@cacf.org or 212-809-4675 x108 (Application Submission)

Marissa Martin at mmartin@cacf.org or 212-809-4675 x109 (After November 11th)

Hispanic Federation

Carmen Piñero at cpinero@hispanicfederation.org or 212-233-8955

New York Urban League

CommunitiesofColorFund@nyul.org (Application Submission)

Sheronia Rogers at 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 and consultant resumes or description of consultant qualifications if consultant (s) are used

IMPORTANT DATES

Request for Applications Released	October 30, 2014
Deadline for Application Submissions	November 21, 2014
Grant Awards Announced	January 16, 2015
Interim Report Due	April 15, 2015
Final Report Due	July 15, 2015

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 2015 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)



Mayor's Office of Contract Services

Bill de Blasio
Mayor

Lisette Camilo
City Chief Procurement Officer and Director of Contract Services

253 Broadway, 9th Floor
New York, NY 10007

212 788 0001 tel
212 788 0049 fax

New York State Charities Bureau Filing Certification

A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS CERTIFICATION, AND/OR THE FAILURE TO CONDUCT APPROPRIATE DUE DILIGENCE IN VERIFYING THE INFORMATION THAT IS THE SUBJECT MATTER OF THIS CERTIFICATION, WILL RESULT IN RENDERING THE VENDOR NON-RESPONSIBLE FOR THE PURPOSE OF CONTRACT AWARD, AND A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS CERTIFICATION MAY SUBJECT THE PERSON MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I, _____ (authorized officer), being a duly authorized officer of this corporation, certify that _____ (legal name of organization), submitted the attached annual filing for the fiscal year ending ___/___/___ (date) to the New York State Attorney General's Office, Charities Bureau on ___/___/___ (date). The information submitted has been verified and continues to the best of my knowledge to be full, complete and accurate. I understand that the City of New York will rely on the information supplied in this certification to determine compliance with New York State laws.

Required Attachments

(please check all that were submitted)

- Copy of check or money order dated ___/___/___ that paid the total of all applicable filing fees
CHAR500
IRS 990, IRS 990-EZ or IRS 990-PF
Financial Statements (check only one)
Financial Statements Reviewed by a Certified Public Accountant (If organization received \$100,001 to \$250,000 in annual support and revenues within the fiscal year)
Financial Statements Independently Audited by a Certified Public Accountant (If organization received more than \$250,000 in annual support and revenues within the fiscal year)

Legal Name of Vendor

Signature of Authorized Officer / Date

Phone Number

Print Name / Title of Signer

Vendor's Address

Email

City / State / Zip Code

Vendor's EIN

Submit signed Certification with all attachments to the Mayor's Office of Contract Services
Attn: Lishawn Alexander | CBO Analyst | Fax: (212) 312-0997 | Email: cbo@cityhall.nyc.gov



New York City Council Discretionary Funding
Conflicts of Interest Disclosure

Legal Name of Organization _____

POSSIBLE CONFLICTS OF INTEREST WITH CITY ELECTED OFFICIALS AND THEIR ASSOCIATES

Report personal and financial relationships between all City Elected Officials, persons or firms associated with the City Elected Official, and the organization and its staff that could give rise to an actual conflict of interest or the appearance of a possible conflict of interest.

City Elected Official: Ch.68, S.2601(10)

- New York City Mayor, Comptroller, Public Advocate, Borough President or Council Member

“Associated” Person or Firm: Ch68, S. 2601.5

- Spouse, Domestic Partner, Child, Parent, Sibling of a City Elected Official:
- Person with whom the public servant has a business or other financial relationship
- Firms in which the City Elected Official has a present or potential interest
- Employees of the Sponsoring Council Member and / or Spouse, Domestic Partner, Child, Parent, Sibling of Such Employees

Connection to Organization Including:

- Organization’s Employee, Board Member, Director, Trustee, Officer or Consultant of the organization
- Persons with a direct or indirect financial interest in the organization
Persons who have received or will receive any direct or indirect financial benefit from the organization or from this funding

Attach additional sheets as needed.

This MUST be signed and sent in even if you have no conflicts to disclose.

	Name, Title, Position of City Official or Associated Person	Name, Title, Position and Relationship of Person with Organization
	Sample Disclosure: <i>Council Member Chris Marks</i>	Sample Disclosure: <i>Council Member Marks serves on our board of directors</i>
	Sample Disclosure: <i>Carol Smith, Council Member Marks’ Chief of Staff</i>	Sample Disclosure: <i>Carol Smith, Chief of Staff to Council Member Marks, is one of our paid consultants</i>
	Sample Disclosure: <i>Jake Jock, Council Member Marks’ Deputy Chief of Staff</i>	Sample Disclosure: <i>Jake Jock’s son owns the business that supplied equipment to a baseball team that we sponsored</i>
1		
2		
3		

Authorized Official: _____
Signature Date

Print Name Title