

COMMUNITY LEADERSHIP PROJECT
Central Valley Technical Assistance and Regranting Initiative
2010 APPLICATION PACKAGE

INTRODUCTION

HomeBase is pleased to announce a grant opportunity for organizations serving Fresno, Kings, Tulare, Madera, and Merced Counties. With support from the Community Leadership Project (a joint initiative supported by the Hewlett, Irvine, and Packard Foundations), we are launching a Technical Assistance and Regranting Initiative targeting small, community-based organizations serving low-income households and communities of color. There are two inter-related goals of the initiative: first, to foster a healthy civil society by growing a nonprofit sector that reflects the demographics of the communities it serves; and, second, to build the capacity of those nonprofit organizations, and their leaders, to ensure their long-term viability and effectiveness. Through this initiative, HomeBase will provide to small organizations customized technical assistance and modest grants to support core operations. We expect to serve 5-7 organizations, each of whom will receive \$10,000 - \$20,000 per year for a period of 2-3 years.

The programmatic focus of the technical assistance is on organizations dealing with homelessness and housing instability. Organizations not working on these issues will not be considered for the grants. All application materials will emphasize this focus to limit the applicants to those organizations who can truly be served by this initiative.

ELIGIBLE ORGANIZATIONS

In order to be eligible to receive these funds and technical assistance services, your organization **MUST**:

- Be an incorporated 501c3 nonprofit organization;
- Have an annual budget between \$25,000 and \$2,000,000; and
- Serve communities of color and low-income populations, including persons at risk of or experiencing homelessness.
- Focus on housing instability and/or homelessness as a key area of service provision or advocacy.

Additional priority will be given to organizations:

- Whose Executive Director is a person of color;
- Whose Board of Directors is at least 50% persons of color;
- Whose agency staff is at least 50% persons of color; and/or
- That have an established plan to increase the racial/ethnic diversity of their organizational leadership to better represent the persons they serve.



We understand that the need for technical assistance, along with core operating support, is tremendous. The targeted communities face a complex combination of concentrated poverty, food insecurity, housing instability, under-employment, and (for some) marginalization related to immigration status. In the current economic climate, the organizations serving the Central Valley face budget cuts alongside intensified demand for services, and lack the organizational resources to increase their capacity. Further, as more and more public and private funders are focused on programmatic performance and outcomes, even those organizations providing excellent services lack the systems to demonstrate the value of their work. Networking and partnerships are increasingly important in under-resourced and geographically dispersed communities.

The funding and technical assistance together are intended to strengthen community-based organizations to foster resilience in difficult economic times and allow for growth and capacity building when opportunities arise. We expect that the organizations served through this initiative will emerge at the end of the three-year term with greater capacity to implement, operate, and expand their most effective programs; increased financial stability and better financial management strategies; and improved human resources and more extensive interagency collaboration.

As this is a technical assistance initiative, it is not expected that applicant organizations be in perfect financial and programmatic health, with all management systems in place. Any such organization would not be a good target for receiving technical assistance. We are seeking grantees with concrete technical assistance needs that demonstrate the ability and commitment to implement programmatic changes to strengthen their organizations.

INELIGIBLE ORGANIZATIONS

Current grantees of the William and Flora Hewlett Foundation or James Irvine Foundation are NOT eligible for this funding. Current grantees of the David and Lucile Packard Foundation are eligible to apply.

WHO WE ARE

HomeBase is a nonprofit public policy law firm whose mission is to ameliorate poverty and end homelessness. We currently provide a broad range of technical assistance and capacity-building services to support community-based organizations to provide housing and services to help people regain residential stability, achieve health and wellness, and maximize their economic self-sufficiency. All of HomeBase's work is community-driven and inclusive. We work with local governments, housing and service providers, community and business leaders, community- and faith-based organizations, and homeless and low-income people to implement integrated and sustainable strategies to fight poverty and homelessness.



TIMELINE

April 16, 2010: Release of Request for Proposals

May 14, 2010: Applications due

July 1, 2010: Grant awards announced

August 30, 2010: Grantee site visits completed and grants provided

September 1, 2010: Technical assistance initiated

HOW TO APPLY

As noted above, we expect to serve 5-7 organizations, each of whom will receive awards of \$10,000 - \$20,000 per year for a period of 2-3 years. Each grantee's award and grant term will be finalized upon award notification.

If your organization is eligible and interested in applying, you must complete the following application form. Please adhere to the provided space limitations, as we cannot guarantee that reviewers will read past what is required.

This application is due on or before **5:00 p.m. on FRIDAY MAY 14, 2010.**

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Please mail nine (9) copies of the application forms – fully completed – HomeBase, c/o Community Leadership Project, 870 Market Street, Suite 1228, San Francisco, CA 94102.

If you would like an electronic version of this document it can be downloaded from our website at <http://www.homebaseccc.org/pages/main/home.html> or, if you have any other questions about the application, please contact us at CLP@homebaseccc.org or (415) 788-7961 x307.



APPLICATION FORM CHECKLIST

In order for your application to be considered, it must contain the following items (please check):

- Completed Application Form, including signed Agency Certification (page 6)
- Narrative Responses to Questions 9-12
- Copy of Nonprofit Documentation
- Copy of Agency Budget
- List of Board of Directors
- Leadership Development/Diversity Plan (if applicable)

AGENCY INFORMATION

1. Applicant Organization:

2. Applicant Address:

3. County/Counties that your organization serves (check all that apply):

- Fresno
- Kings
- Madera
- Merced
- Tulare

If you serve other counties, please list them here:

Do you provide services nationally? Yes No

Do you provide services State-wide? Yes No

4. Population(s) that your organization serves (if applicable):

5. Primary contact person (name/title/e-mail/phone number):

6. Annual grant amount requested:

Please note that we expect all grants to be between \$10,000 - \$20,000 per year.



7. **What is amount of your agency's annual budget?**
Please note that agencies with annual budgets of less than \$25,000 or more than \$2 million are not eligible to receive these funds.
8. **Is your agency an incorporated 501c3 nonprofit organization? ___ Yes ___ No**
If yes, please attach a copy of your nonprofit documentation. If not, you are not eligible to receive these funds.

Questions 9-12 require narrative responses. Please use the following guidelines to answer these questions.

- ❖ For each question, please attach your response in narrative form.
- ❖ Please write the question on the top of the page of your response so that reviewers understand which questions you are answering with each of your narratives.
- ❖ Please limit yourself to the space limits indicated for each question. Extra pages will not be reviewed.
- ❖ In addition, Please use 12-point font in a normal style, such as Arial, Times New Roman, Palatino, and margins of at least 1" on all sides of the paper.

9. **Please describe your agency, including your mission, agency history, your staffing, the population(s) you serve, and the services that you provide.** We will use this question to assess the impact of your agency's work in the communities you serve.

Please be sure to describe your agency leadership (Executive Director and Board of Directors) and indicate if they are persons of color, and/or if your agency has established a plan to increase staff and leadership diversity to reflect the communities you serve. (If you have such a plan, please attach one copy.) *[Please limit your attached narrative to 2 single-spaced pages.]*

10. **Please describe some of the key challenges that your agency faces with respect to organizational capacity, and how you might benefit from technical assistance and core operating support grants.** We will use this section to better understand the needs of your agency for technical assistance. *[Please limit your attached narrative to 2 single-spaced pages.]*



- 11. If your agency is selected, what outcomes would you hope to generate in a 2-3 year period?** We will use this question to determine the extent to which we could develop a realistic technical assistance workplan. *[Your attachment response can be a simple 3-4 item list and should not exceed 1 single-spaced page.]*
- 12. Have you received technical assistance previously? If so, what was the goal of the assistance? Would you say that it was a valuable experience? Are there ways that the assistance could have been more helpful to your organization?** We will use this section to ensure the appropriate match between your organization and the services to be provided. *[Please limit your attached narrative to 1 single-spaced page.]*

Agency Certification:

I, the undersigned, as (title) _____ of (agency name), _____, hereby certify that the information contained within this Application Form is accurate, comprehensive, and consistent with the organizational mission and capacity of (agency name) _____. By signing, I also certify that I understand the Community Leadership Project goals and objectives as stated in this RFP and that we, (agency name) _____, commit to undertaking the technical assistance and capacity building work if awarded funding.

Signature: _____ Date: _____
Executive Director or Chair of Board of Directors

[Signature of Executive Director or Chair of Board of Directors is required at the time of contract execution if not provided upon application.]

