



Request for Proposals

Safety-Net Services: Food and Shelter

Introduction

Silicon Valley Community Foundation is a catalyst and leader for innovative solutions to our region's most challenging problems. One of these problems is the ongoing need for our communities to have a safety net of essential services during the difficult downturn of the economy that began in 2008. Each year Silicon Valley Community Foundation sets aside money in its Community Opportunity Fund to support time-sensitive community issues. This request for proposals (RFP) focuses specifically on the critical needs of food and shelter in San Mateo and Santa Clara counties.

For this RFP round, Silicon Valley Community Foundation is collaborating with the County of San Mateo to solicit applications from food and shelter providers serving San Mateo County. The 2012 San Mateo County Food and Shelter Grant Program will contribute \$500,000 for these crucial services and Silicon Valley Community Foundation will match that amount for a total of \$1 million for food- and shelter-serving organizations in San Mateo County.

In Santa Clara County, the community foundation will also award \$500,000 to organizations providing food- and shelter-related services resulting in a total of \$1.5 million in safety-net funding for the region.

Responses to this RFP are due by 5 p.m. on Thursday, March 29, 2012.

Problem Statement

The economic downturn that began in 2008 continues to adversely affect many people in San Mateo and Santa Clara counties. The inability to pay for such basic needs as food and shelter creates enormous stress on individuals, families and nonprofits in the region that are trying to help them. Families and individuals who already rely on public assistance have been joined by thousands of others who were once self-sufficient but suddenly need assistance. This rising demand for safety-net services has far out-stripped the supply of available public and private funding and caused agency caseloads to soar. Most disturbing of all is the plight of families and individuals who survive with the help of multiple safety-net programs—all of which are expected to suffer significant budget cuts.

Program Goal

The goal of the current funding for safety-net services under this RFP is to support access to food, homeless prevention services and shelter for families and individuals in areas of most need in San Mateo and Santa Clara counties. We want to understand the level of increased and/or fluctuating demand for these safety-net services and, as much as possible, the specific causes that are generally attributable to the economic downturn (e.g., job loss, under-employment, loss of housing because of foreclosure-related issues, etc.) as well as how different populations may be impacted. We seek documentation showing that the recession has 1) increased the need for certain existing services or created the need for new services and 2) indicates that available funding sources have not kept pace with rising demand. The community foundation is interested in learning how community-based organizations are adapting and what innovative practices may arise from this crisis.

General Proposal Eligibility Criteria

- San Mateo and/or Santa Clara County-serving organizations. Organizations headquartered outside the region must demonstrate significant service to these two counties.
- Organizations with a 501(c)(3) designation or a fiscal sponsor with a 501(c)(3) designation, public agencies, collaborations of nonprofit and public agencies, or other entities that have a designated charitable purpose.
- Organizations that do not discriminate based on race, color, national origin, citizenship status, creed, religion, religious affiliation, age, sex, marital status, sexual orientation, gender identity, disability, veteran status or any other protected status under applicable law. If an organization serves only a specific population (e.g., women or specific ethnic populations), its proposal will be considered on a case-by-case basis.
- Organizations with religious affiliations will be considered for funding only if the project for which they seek support attempts to address the needs of the wider community without regard to religious beliefs.

Specific Eligibility Criteria

Grants will be made to organizations that have a proven track record of success with the community foundation and that work in close collaboration with Health and Human Services agencies in one or both counties. Those organizations that have an existing funding relationship for food- and shelter-related services with the community foundation will be given priority. We anticipate that the majority of successful applicants will be well-established core service and emergency assistance agencies. A fewer number of grants will go to organizations that serve particular ethnic/limited English-speaking or other under-served populations for food- and shelter-related services.

Those organizations that do not have an existing relationship will be considered if a compelling justification is made including a demonstrated track record of financial stability and impact. We encourage inquiries regarding these eligibility criteria. They must be sent on or before March 1, 2012 to the following e-mail address: grants@siliconvalleycf.org.

Eligible Projects

Grants will be awarded for:

- Programs that help low-income and disadvantaged children and adults, as well as newly vulnerable individuals and families who now struggle to meet basic needs for food and shelter. Grants will be for continuation and expansion of direct food and shelter services
- Organizations that provide people with access to food, homeless prevention services and shelter (e.g., information and referral, rental assistance and/or case management services).
- In San Mateo County, grants will be awarded to organizations that serve geographies and populations where the need is greatest, including “re-entry clients” that formerly were inmates of correctional institutions and recently have been released.

While it is expected that the majority of grants awarded will be for project-specific support, some general operating support will be available as well in both San Mateo and Santa Clara counties.

The community foundation will not award grants under this RFP for:

- Development and support for, or maintenance of, permanent affordable housing.
- Support for residential drug treatment programs.
- Support for emergency funds that assist a targeted group of people affected by a specific challenge—such as diagnosis of a life-threatening disease—with food, shelter or rental assistance needs.

Project Proposal Characteristics

We are receptive to concrete, practical and impactful project proposals that:

- Include both well-tested models that can be scaled up or expanded regionally while maintaining local relevance, and new pilots that, if successful, can be grown and replicated.
- Benefit from collaborative work between multiple community-based organizations and also projects that bring public and private partners together with nonprofit organizations.
- Demonstrate knowledge of the sector and its trends.
- Identify a target population to be reached and justification for that focus.
- Provide clear benchmarks for measuring progress, and for San Mateo County, indicate how results from these services will be tracked as efficiently as possible, potentially using current county reports that highlight the specific results of this funding.

Application Process

1) Review of reference materials (found at www.siliconvalleycf.org/content/community-opportunity-fund)

- RFP for Safety-Net Services: Food and Shelter
- Key Dates
- Grant Applicant FAQ sheet

2) Participation in an information session is highly encouraged for those interested in responding to this RFP.

To reserve your seat, please visit our website at www.siliconvalleycf.org and register online. For planning purposes, we ask that you complete your online registration no later than three days prior to the date of the RFP information session.

Only those organizations considering a response to the RFP should attend an information session. Follow-up phone consultations and in-person meetings will be available with community foundation staff and/or County of San Mateo staff as time permits.

3) Submission of proposal.

Although we prefer proposals in electronic form, hard copies will be accepted. Electronic submissions should be in pdf format. Please do not send scanned documents.

All proposals must be received by email or postmarked no later than 5:00 p.m. on Thursday, March 29, 2012.

All applicants should use this RFP format and submit their applications to the community foundation.

Please submit only one application per organization.

Key Dates

February 23, 2012	Release of RFP for Safety-Net Services: Food and Shelter
March 1, 2012, 9:00 –10:30 a.m.	Information session at Silicon Valley Community Foundation's office in Mountain View (Please visit the community foundation's website to register)
March 29, 2012, 5:00 p.m.	Proposal submission deadline to Silicon Valley Community Foundation
July 2012	Announcement of grant awards (see "Review and Selection Process" below)

Proposal Evaluation Criteria

Proposals for grants should include a narrative that responds to the questions posed at the end of this document and include any other information necessary to explain the proposed project. The narrative should be a maximum of six typed pages (and can be significantly more concise), use 12-point font and no less than one-inch margins.

Grant proposals that meet the eligibility criteria will be evaluated, on a competitive basis, using the following criteria:

- Demonstrated need for the services proposed and likelihood that a significant number of people from the targeted community will benefit. Applicants must document that the economic downturn has increased the need for an existing service or created the need for a new service.
- Clarity of project description and project activities regarding steps to be taken to achieve desired outcomes.
- Achievable timeline that corresponds to the key activities.
- Meaningful benchmarks and indicators of success.
- Innovative and effective strategy with potential for systems change.
- Organizational capacity to implement project—including staffing and leadership, operational and fiscal management.
- Established track record in specific program content area or potential to achieve needed content expertise.
- Ability to leverage financial, human and technical resources leading to greater impact.
- Ability to contribute content area knowledge to the field.

Review and Selection Process

- Community foundation staff will review all San Mateo and Santa Clara County proposals for food and shelter services. Recommendations for both San Mateo and Santa Clara counties' food and shelter grants will be sent for approval to the community foundation's donor engagement and giving board committee.
- Applicants may receive a site visit, telephone call and/or other type of communication as part of the proposal review process.
- Applicants from both counties will be informed of grant decisions in July 2012.

Evaluation, Monitoring and Grantee Learning Activities

- Grantees will be expected to meet the community foundation's requirements for the submission of a final report, including a financial accounting of funds expended and a narrative report, and/or presentation to community foundation staff and donors.
- For San Mateo County, grantees will also be expected to comply with the county's contract requirements and will be contacted to complete a Contractor Self-Declaration Form.
- In an effort to further the overall program goals of this RFP, inform future RFPs related to this topic and contribute to larger field-building objectives, grantees may be asked to participate in periodic meetings to share information on project activities and best practices, as well as participate in research-based evaluations.

Total Awards

The community foundation has designated \$1 million total for this year's round of grants for food- and shelter-serving organizations in both San Mateo and Santa Clara counties. Overall, the community foundation anticipates awarding between 20-25 grants, with the majority of grants ranging from \$50,000-\$70,000. In addition, the community foundation expects to award a limited number of smaller sized grants in the \$10,000-\$25,000 range for agencies that provide services to particular ethnic/language communities and whose capacity and/or proposed activities merit a lesser award. For San Mateo County applicants, the grant size may be larger due to the partnership between the community foundation and the county.

The community foundation and San Mateo County partnership will result in designating a total of \$1 million (\$500,000 from each funder) for food- and shelter-serving organizations in San Mateo County. The additional \$500,000 in grant awards from San Mateo County is a one-time supplement to county funding for core service agency activities. Given the breadth and depth of need for safety-net services, it is unlikely that multi-year grants will be awarded. Budget requests will be closely analyzed and applicants should include a budget narrative that makes clear the necessity of the project's specific line items.

Please note that proposal narratives may be posted publicly on the community foundation's website to reflect the value of transparency and encourage learning among grantees and future applicants as well as members of the community at large. All applications for San Mateo County funding become public documents once submitted.

In Santa Clara County, the community foundation has designated \$500,000 for awards to emergency assistance organizations that provide food and shelter services. Emergency assistance organizations in Santa Clara County will have a proven track record of success in partnering with the community foundation and experience in collaborating with Health and Human Service agencies. As noted above, the majority of grant awards will range from \$50,000-\$70,000, and it is anticipated that awards to a limited number of organizations may consist of grants in the \$10,000-\$25,000 range for those providing services to ethnic/language communities.

How to Apply for a Grant

Submissions should include the following:

- Completed RFP Proposal Cover Sheet.
- Proposal narrative that contains illustrative information about the project and the sponsoring organization(s) and that addresses the questions specified at the end of this document. The proposal should not exceed six pages, and can be significantly more concise, with a 12-point font and one-inch margins.
- Proposal attachments (specified on the proposal checklist).
- Completed Application Checklist showing all documents being sent electronically (or via U.S. mail).

Postmarked no later than 5:00 p.m. on Thursday, March 29, 2012.

Thank you very much for your interest in responding to this RFP and in making our region a better place. We look forward to reviewing your proposal.

Application Checklist

- Cover Sheet
- Proposal Information Requirements: Questions 1 – 12
- RFP Proposal (Narrative addressing proposal information requirements—maximum six pages (can be more concise), 12-point font, margins no less than 1 inch)

Attachments: All attachments are required. Please do not include additional materials not requested.

- Attachment A: A detailed line-item budget for the project (that includes details on how the community foundation's funding would be used) unless submitting a general operating support request for an organization that primarily provides food and/or shelter services.
- Attachment B: A budget narrative for the project
- Attachment C: A copy of your organization's current overall operating budget
- Attachment D: Most recent audit, if available
- Attachment E: Board of Directors list that includes members' professional affiliations (Note that this is not required for returning applicants unless there have been changes to the Board of Directors from the previous application.)
- Attachment F: Evidence of tax-exempt status
- Attachment G: Memoranda of Understanding from collaborative partners (if appropriate)
- Send to grantproposals@siliconvalleycf.org OR mail one hardcopy to Silicon Valley Community Foundation's headquarters

Silicon Valley Community Foundation

Attn. Grantmaking Department
2440 West El Camino Real, Suite 300
Mountain View, CA 94040

Submissions must be received by email or postmarked no later than 5:00 p.m. on Thursday, March 29, 2012.

Thank you for your application.

If you have any questions, please call 650.450.5400 or email us at grants@siliconvalleycf.org

Application Cover Sheet

Safety-Net Services: Food and Shelter

Submit one electronic* copy to:

grantproposals@siliconvalleycf.org

or

Submit one hard copy to:

Silicon Valley Community Foundation
Attn: Grantmaking Department
2440 West El Camino Real, Suite 300
Mountain View, CA 94040
Telephone: 650.450.5400 Fax: 650.450.5453

*We strongly prefer email submissions in pdf format. Please do not send scanned documents.
If you have questions, please contact us at grants@siliconvalleycf.org

General Information

Date: _____

Amount Requested: \$ _____ Duration of project: _____

Project Name: _____

Name of Institution/Organization: _____

Address: _____

City/State/Zip: _____

Website Address: _____

Name and title of primary contact for proposal: _____

Phone: _____ Fax: _____ Email Address: _____

Executive Director of Organization (if other than above): _____

Phone: _____ Fax: _____ Email Address: _____

Please check the primary use of funds:

- Food and related supplies or staffing
- Shelter and related supplies or staffing
- Information and referral to/case management services for food and shelter
- Other safety-net services eligible for funding from the County of San Mateo only, i.e., formerly incarcerated "re-entry clients".

Please describe in one sentence the project and the purpose for which funding is being sought:

Proposal Information Requirements

1. What is the mission of the organization and what are its key activities? Is the organization a “core service agency” as designated by San Mateo County, or is it an “emergency assistance” organization as known in Santa Clara County? Does the organization serve a particular ethnic or language group that is under-served or targeted for services in this funding opportunity?
2. What is the project for which funding is being sought and what is the primary purpose of the project?
3. What is the geographic region(s) served by the proposed project (county and specific cities/communities)?
4. What is the demographic population that will be served by your project (e.g., percentage of low-income or people of color, children ages 0-5, average income as a percentage of the Federal Poverty Line)?
5. What are the key project activities and time line? If the project received funding from the Community Opportunity Fund: Safety-Net Services strategy previously (in Dec. 2008, in July 2009 through the community foundation’s collaboration with the County of San Mateo and/or in July 2010 or 2011), have aspects of the project changed? *If the project received funding from the Community Opportunity Fund: Safety-Net Services strategy in 2011, please briefly describe progress to date in achieving the “anticipated outcomes” as stated in the grant agreement with the community foundation.*
6. What impact do you hope to achieve? How will you know if you achieve it? *(Please provide specific outcomes, identified benchmarks and indicators of success that are meaningful and can be captured using qualitative and/or quantitative evaluation approaches—e.g., serve X# of clients who seek food and/or shelter services.)*
7. What are the unique aspects or features of your project?
8. What experience does your organization or collaborative have working in this area? *(Please provide specific achievements that describe your organization’s capacity.)*
9. Describe your organizational capacity to implement the project. *(Please include staffing and board leadership and describe operational and fiscal health and management.)*
10. What is the most difficult aspect of this project that could affect your success?
11. Why is this the right time for this project?
12. Collaborative partners/agencies (if any) and their contact information.

MORE INFORMATION

If you have questions, please contact us at grants@siliconvalleycf.org or call 650.450.5400.

To get all the latest grantmaking information, follow us on Facebook and subscribe to our community e-newsletter at www.siliconvalleycf.org/enewsletters.

About Silicon Valley Community Foundation

The vision of Silicon Valley Community Foundation is to be a comprehensive center for philanthropy that inspires greater civic participation throughout San Mateo and Santa Clara counties.

The mission of Silicon Valley Community Foundation is to strengthen the common good, improve quality of life and address the most challenging problems. We do this through visionary community leadership, world-class donor services and effective grantmaking.

We value:

Collaboration	Integrity
Diversity	Public Accountability
Inclusiveness	Respect
Innovation	Responsiveness

At a Glance

Silicon Valley Community Foundation makes all forms of philanthropy more powerful. We serve as a catalyst and leader for innovative solutions to our region's most challenging problems. The community foundation has more than \$2 billion in assets under management and more than 1,500 philanthropic funds. As Silicon Valley's center of philanthropy, we provide individuals, families and corporations with simple and effective ways to give locally and around the world. Find out more at www.siliconvalleycf.org.



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Mountain View, California 94040

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fax: 650.450.5401

To read more about Silicon Valley Community Foundation
visit www.siliconvalleycf.org