Request for Proposals

Immigrant Integration
Adult English Language Acquisition

Introduction

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. Two of these problems – the successful integration of immigrants and the inability of receiving communities to understand and recognize immigrants as real and potential assets in the community rather than as liabilities – are addressed through our immigrant integration strategy. To better understand our goals and objectives for this strategy, we encourage you to read the community foundation's research paper on the topic at http://www.siliconvalleycf.org/content/immigrant-integration.

The immigrant integration strategy has a three-pronged approach: (1) strengthening the legal services infrastructure, which seeks to address the need for affordable and reliable immigration legal services provided by nonprofit community organizations; (2) adult English language acquisition, which seeks to promote English instruction, coordination and best practices among community colleges, adult education schools, and community-based organizations; and (3) bridging the cultural gap, which seeks to leverage established two-way educational programs that allow non-immigrant communities and immigrants and their receiving communities, to learn about the diverse immigrant populations in Silicon Valley. This request for proposals, or RFP, focuses specifically on adult English language acquisition. By using an RFP approach, the community foundation aims to solicit the best thinking of nonprofit service providers, public sector agencies, research institutions and other entities serving San Mateo and Santa Clara counties.

Responses to this RFP are due by 5 p.m. on Monday, October 15, 2012.

Problem Statement

Silicon Valley is an immigrant demographic microcosm of the United States. One-third of our residents are immigrants, nearly half of our work force is foreign-born and close to two-thirds of those under the age of 18 are the children of immigrants. Given this demographic reality, a new social model of immigrant integration – one that promotes mutual benefits for immigrants and their receiving communities and that allows newcomers enhanced civic participation and improved economic mobility – is critical.

A key challenge to immigrant integration is the inability of the receiving communities to understand and recognize immigrants as real and potential assets in the community rather than as liabilities. Conversely, newcomers may have cultural misunderstandings and misperceptions about their receiving community which may create barriers to integration and community-building.

Program Goal

The goal of the community foundation for this strategy is to address the growing demand for high-quality English language programs in our region. English is truly the language of opportunity for today's immigrants: it opens the door to jobs that can pay family-sustaining wages and allows immigrants to fully participate in civic life, including the ability to vote in local, state and federal elections.

The community foundation will award grants in two programs that improve English skills for adult immigrants – English as a Second Language and Vocational English as a Second Language, or ESL and VESL instruction. In light of limited state and federal funding coupled with high demand for quality English language acquisition programs, the community foundation will prioritize funding consideration for region-wide efforts that: 1) coordinate community college, adult education and nonprofit ESL and VESL programs; 2) target instruction in our region to immigrants from the top five sending countries (Mexico, the Philippines, India, Vietnam and China) and 3) promote best practices and maximize funding sources. Though we recognize that there are many worthwhile institutions developing and running programs, the community foundation will give priority to established English language skills partnerships and organizations that:

- Develop and maintain high-quality programs that bring together different community institutions – government, community colleges, job-training programs and nonprofit organizations – which result in expanded use of services, persistence in study and achievement by adult learners.

- Integrate adult instructional systems and offer a range of VESL and ESL courses to address different language skill levels and learning goals with curricula that address topics related to students' interest and lives.

- Expand and improve adult English language instruction through "anytime-anywhere" programs using onsite, blended and online new technologies.

- Demonstrate clear understanding of how their proposed project advances their existing goals including having a dedicated amount of staff time to the project and have a clear plan for how to measure its success.

The community foundation will gauge success according to one or more of these indicators: increase in the number of immigrants gaining access to VESL and ESL courses, assessment of English language acquisition, usage and contexts in which English is spoken, number of participants who pursue next level English and/or additional coursework.

Proposal Eligibility Criteria

- San Mateo and/or Santa Clara County-serving organizations. Organizations headquartered outside the two-county region must demonstrate significant service to the area.

- Organizations with a 501(c)(3) designation, those that have 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, gender, marital status, sexual orientation, gender identity, disability, veteran status or any other protected status under applicable law. If an organization only serves a specific population, e.g., women or specific ethnic populations, the community foundation will consider the proposal 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.

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 and bring public and private partners together with nonprofit organizations.

- Demonstrate knowledge of the sector and its trends.

- Identify target population to be reached and justification for that focus.

- Provide clear benchmarks for measuring progress.

Application Process

1) Review reference materials found at www.siliconvalleycf.org/content/immigrant-integration.

- Key dates
- Grant applicant FAQ sheet
- Research paper
- RFP for Immigrant Integration: Adult English Language Acquisition

2) Participate in the information session.

We encourage all those interested in responding to the RFP to participate in the information session. 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 two 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 as time permits.

3) Submit of proposal.

Although we prefer proposals in electronic form, hard copies will be accepted.

All proposals must be received by email or postmarked no later than 5 p.m. on Monday, October 15, 2012. There will be no exceptions to the deadline.

Key Dates

September 25, 2012:   Information session (Please visit our website to register)

October 15, 2012, 5 p.m.:   Proposal submission deadline

December 2012:   Announcement of grant awards

Proposal Evaluation Criteria

Proposals for grants should include a narrative that responds to the questions posed at the end of this document. The narrative should be a maximum of eight typed pages, use 12-point font and no less than one-inch margins. Grant proposals will be evaluated, on a competitive basis, using the following criteria:

- 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.

Total Awards

Successful applicants will receive grants in the range of $20,000 to $70,000 for a minimum of one year. 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.

Review and Selection Process

An expert advisory committee with issue expertise for this strategy will help staff to review all proposals recommended for funding to the community foundation's board of directors. Applicants may receive a site visit, telephone call and/or other type of communication from community foundation staff as part of the proposal review process.

Applicants will be informed of grant decisions in December 2012.

Evaluation, Monitoring and Grantee Learning Activities

- Grantees will be expected to meet the community foundation's requirements for submission of financial and narrative reports, including an interim progress report, final report, and/or presentation to community foundation staff and donors.
- 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 will be asked to participate in periodic meetings to share information on project activities and best practices as well as participate in research-based evaluations.

Application Checklist

❑   **Cover Sheet**

❑   **RFP Proposal Narrative** addressing proposal information requirement questions.

A maximum of eight pages, 12-point font, margins no less than one inch

Attachments: All attachments are required.

❑   **Attachment A:** A detailed line-item budget for the project (that includes details on how the community foundation's funding would be used)

❑   **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 grant 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 hard copy 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 p.m. on Monday, October 15th. No exceptions.

Thank you for your application.

If you have any questions, please call 650.450.5540 or email us at grants@siliconvalleycf.org

Application Cover Sheet
Immigrant Integration: Adult English Language Acquisition

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: 650.450.5540   Fax: 650.450.5453

*We prefer electronic 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:_____

Name of Institution/Organization:_____

Organizational Budget: $_____   Region/County Served:_____

Project Name:_____

Address:_____

City/State/Zip:_____

Website:_____

Name and title of primary contact for proposal:_____

Phone:_____   Fax:_____   Email:_____

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

Are you a past grantee under this grantmaking strategy?   Yes ❏   No ❏

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?

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? *(Please provide specifics, e.g. percentage of low-income or people of color, etc. as available.)*

5. What are the key project activities and time line? If the project received funding from the Adult English Language Acquisition strategy previously, have any aspects of the project changed?

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 quantitative evaluation approaches. If you are a current grantee, describe your progress in reaching the outcomes noted in your grant agreement.)*

7. What are the unique aspects and 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 as well as 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. If the proposal were to receive funding from the community foundation, how will your organization sustain the project after the funding from the community foundation ends?

13. Collaborative partners/agencies (if any) and their contact information.

About Silicon Valley Community Foundation

Vision: Silicon Valley Community Foundation advances innovative philanthropic solutions to challenging problems, engaging donors to make our region and world a better place for all.

Mission: Silicon Valley Community Foundation is a comprehensive center of philanthropy. Through visionary leadership, strategic grantmaking and world-class experiences, we partner with donors to strengthen the common good locally and throughout the world.

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**.