



# Request for Proposals

**Immigrant Integration:  
Strengthening the Legal  
Services Infrastructure**

## Introduction

Silicon Valley Community Foundation is a catalyst and leader for innovative solutions to our region's most challenging problems. Two of these challenging 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 strengthening the legal services infrastructure. 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 Wednesday, April 4, 2012.**

## Problem Statement

Silicon Valley is an immigrant demographic microcosm of the United States. In Silicon Valley, 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

Access to affordable and reliable immigration legal services provided by nonprofit community organizations will enable large numbers of immigrants to obtain legal status that can lead to citizenship, better jobs, family unification, health care, increased educational opportunities for children and adults, and fuller participation in community life – the building blocks of strong communities and healthy societies.

To address these issues, funding will be provided for legal service collaboratives that formalize information sharing, networking and legal relationships across and within San Mateo and Santa Clara counties. Of particular interest to the community foundation is the use of new technology that helps further resource sharing and capacity building among legal service providers. The community foundation will award grants to eligible applicants which:

- Develop and sustain partnership efforts through training, technical assistance, case reviews, coordinated communication, screening, information and referrals and fund development activities.
- Maintain culturally competent baseline immigration legal services in the most needed immigrant communities.
- Help preserve the welfare of low-income immigrant children through legal representation.

The community foundation will gauge success according to one or more of these indicators: increase in the number of Bureau of Immigration Appeals (BIA)-accredited staff at each organization and/or partnership, increase in the number of immigrants receiving one-on-one legal services, number and type of successful legal outcomes for immigrant applicants (especially naturalization/citizenship), organizational capacity to use new legal services technology to streamline legal services provision, built relationships and coordination across non-profit, public, and/or private legal services providers.

## 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 <http://www.siliconvalleycf.org/content/immigrant-integration>.

- Key dates
- Grant applicant FAQ sheet
- Research paper
- RFP for Immigrant Integration: Strengthening the Legal Services Infrastructure.

### 2) Participate in the information session.

We encourage all those interested in responding to this RFP to participate in the information session. To reserve your seat, please visit our website at [www.siliconvalleycf.org](http://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 as time permits.

### 3) Submit 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 p.m. on Wednesday, April 4, 2012. In order to be fair to all applicants, there will be no exceptions to the deadline.**

## Key Dates

<b>March 14, 2012:</b>	Information session (Please visit our website to register)
<b>April 4, 5 p.m.:</b>	Proposal submission deadline
<b>June 2012:</b>	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, using 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 for a minimum of one year. The average grant amount awarded in the 2011 grantmaking cycles was \$50,000. Please think carefully about all the aspects of the proposed project that require support, prioritize what you seek from the community foundation and budget for those items. 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.

### **Successful applicants will be informed of selection in June 2012.**

Please note that successful project proposal narratives may be posted publicly on our website to reflect our value of transparency and encourage learning among grantees and future applicants as well as members of the community at large.

## Evaluation, Monitoring and Grantee Learning Activities

- Grantees will be expected to meet the community foundation's requirements for the 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.

## Application Checklist

- ☐ **Cover Sheet**
- ☐ **RFP Proposal Narrative** addressing proposal information requirement questions.
  - A maximum 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 application.)
- ☐ **Attachment F:** Evidence of tax-exempt status
- ☐ **Attachment G:** Memoranda of Understanding from collaborative partners (if appropriate)
- ☐ Send to [grantproposals@siliconvalleycf.org](mailto: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 p.m. on Wednesday, April 4, 2012. In order to be fair to all applicants, no exceptions will be made to the deadline.**

**Thank you for your application.**

If you have any questions, please call 650.450.5400 or email us at [grants@siliconvalleycf.org](mailto:grants@siliconvalleycf.org)

## Application Cover Sheet

### Immigrant Integration: Strengthening the Legal Services Infrastructure

**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: \_\_\_\_\_

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:**

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## 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? Please be specific.
6. What impact do you hope to achieve? How will you know if you achieve it?  
*(Please provide **specific indicators** of success that are meaningful and can be captured using qualitative and quantitative evaluation approaches.)*
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 your proposal were to receive funding from the community foundation, does it have the potential to become self-sustaining when the community foundation's support ends? If so, how?
13. Collaborative partners/agencies (if any) and their contact information.



#### MORE INFORMATION

If you have questions, please contact us at [grants@siliconvalleycf.org](mailto: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](http://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](http://www.siliconvalleycf.org).



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To read more about Silicon Valley Community Foundation  
visit [www.siliconvalleycf.org](http://www.siliconvalleycf.org)

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