



**Mayor's Office of Housing
& Community Development
(MOHCD)**

London N. Breed
Mayor

Kate Hartley
Director

FILIPINO CULTURAL CENTER REQUEST FOR PROPOSALS

**June 1, 2019 – June 30, 2020
GRANT TERM**

We invite you to submit proposals for the following grant opportunities:

Grant Title	Grant Amounts
Filipino Cultural Center	\$ 275,000

Go to the next page to learn more about what we would like to fund.

DATE ISSUED:

Monday, April 22, 2019

PROPOSAL DUE DATE:

Thursday, May 9, 2019 at 5:00 p.m.

ELIGIBLE GRANTS

We have listed eligible grants below. Under each grant, we describe in more detail what we would like to fund. Applicants must submit a separate proposal for each grant. We may elect to fund more than one proposal per grant, depending on the scopes of work and amounts requested. Next to each grant title, we list the Maximum Grant Amount. Budget this amount over a 13-month period, from June 1, 2019 through June 30, 2020.

Filipino Cultural Center (\$275,000)

Background

The Mayor's Office of Housing and Community Development (MOHCD) is pleased to announce the availability of funding for the organizational development and programming of a Filipino Cultural Center. The City is committed to supporting individuals and organizations that represent historically marginalized communities. Filipinos have been significant contributors to San Francisco's vibrant culture for more than a century, yet development and gentrification have pushed their community enclaves out of the city. Manilatown, a cultural hub for migrant Filipino workers from the 1920s to the 1970s, disappeared with the eviction of low-income senior Filipinos from the International Hotel. The construction of Yerba Buena Gardens in 1991 displaced Filipino families once again, this time from their homes in the South of Market (SoMa) neighborhood.

In 2016, the San Francisco Board of Supervisors sponsored legislation to recognize a large part of the SoMa neighborhood as a Filipino Cultural District called SoMa Pilipinas. The purpose of legislated Cultural Districts is to celebrate and strengthen the unique cultural identities of San Francisco. Through a formalized, collaborative partnership between the City and communities, the goal is to coordinate resources to assist in stabilizing vulnerable communities facing, or at risk of, displacement or gentrification. The vision is to preserve, strengthen and promote cultural assets and diverse communities.

This grant will support capacity building and strategic planning for a Filipino Cultural Center, through an integrated approach that weaves together social service practices, nonprofit management and leadership development. This approach acknowledges that systems of oppression lead to historical trauma, organizational dysfunction and individual distrust. Only once we address and acknowledge these systems of oppression can communities build strong, healthy, collaborative organizations and coalitions.

It is also important that the Cultural Center work in alignment with the goals of SoMa Pilipinas, especially to preserve, promote and develop cultural and historic buildings, businesses, organizations, traditions, arts, events and district aesthetics, and to attract and support artists and cultural enterprises that embody and promote the cultural heritage of the District.

MOHCD seeks to support a program that fosters collaboration, partnership and community engagement in creating a welcoming space for arts and cultural activities.

Grant Goals

1. Invest in the development of cultural space and programming that serves the Filipino community regionally, as well as the within the boundaries of San Francisco and the Filipino Cultural District, SoMa Pilipinas.
2. Ensure the development of sound financial systems that will support the long-term sustainability of the Cultural Center.
3. Develop clear and transparent operational procedures and communications to support the Cultural Center, as well as the community it will serve.
4. Initiate arts and cultural programming to activate space within the boundaries of the Cultural District and begin engaging the local community.
5. Foster open and trusting collaboration among diverse community groups, City departments and other stakeholders.

Desired Grant Services

This grant will support qualified individuals and/or organizations to plan for programming of a Filipino cultural space, within the geographic boundaries of the legislated Filipino Cultural District, SoMa Pilipinas.

Eligible activities include:

Activity #1. Cultural Center Coordinator

We suggest budgeting between \$60,000 and \$100,000 in this area.

A portion of the grant funding should pay for a Cultural Center Coordinator. The hiring process should be in coordination with City staff. The position may be a staff person hired by the organization or its fiscal sponsor, or it may be a contractual position. This position will be responsible for the following:

- Oversee the planning processes as described below
- Engage and convene the broad community in strategic planning, cultural programming and relationship building
- Serve as the representative of the Cultural Center in its relationship with local government, community partners, and other stakeholders
- Work with MOHCD staff (and fiscal sponsor, if applicable) regarding grant management, budget management and contract compliance.

Activity #2. Strategic Planning

We suggest budgeting between \$20,000 and \$30,000 in this area.

A portion of the grant funding should pay for the development of a strategic plan to set priorities, focus energy and resources, strengthen operations and ensure that stakeholders are working toward common goals. The strategic planning process should establish agreements on intended outcomes and results, including clear communication of who the Cultural Center will serve, what it will do and why.

Activity #3. Capacity Building

We suggest budgeting between \$20,000 and \$30,000 in this area.

A portion of the funding should also invest in capacity building to ensure the effectiveness and future sustainability of the nonprofit. The capacity building activities must align with the goals and priorities of the strategic plan and may include the following areas of nonprofit management:

- Financial management
- Board development
- Operations
- Real estate and occupancy expenses
- Fundraising and sustainability
- Communications

Activity #4. Cultural Programming

We suggest budgeting between \$25,000 and \$75,000 in this area.

A portion of the grant funding should also support cultural events and activities. There should be a minimum of four (4) cultural events calendared within the fiscal year. Events should target broad participation and inclusion of the Filipino community, including local residents and businesses of the SoMa neighborhood and coordination with the Filipino Cultural District, SoMa Pilipinas. Planning of cultural programming should also include a process that is inclusive of broad community arts and cultural organizations and individuals. Events may include:

- Cultural performances
- Visual arts exhibits
- Arts and cultural workshops
- Lectures on art and culture
- Collaborative events with arts and culture organizations in the neighborhood

Activity #5. Trust and Collaboration Building

We suggest budgeting between \$30,000 and \$40,000 in this area.

A portion of the grant funding should pay a consultant to work with the grantee, its partner organizations, key constituents and external stakeholders in developing trauma-informed systems (TIS) to:

- Uncover and name the systems of oppression that are prevalent in developing and supporting historical and collective trauma
- Provide space to realize how systems of oppression impact individuals at all levels
- Help participants identify and recognize its signs and symptoms within their own behaviors and within external organizational systems
- Help participants identify their collective strengths, capacity and talent
- Cooperatively work to build policy, procedures, and shared agreements that support a positive trajectory for the Cultural Center and the broader community
- Incorporate social justice as a framework
- Understand an asset-based approach to this work

The desired outcomes of this activity are to identify both the assets and challenges that are present and relevant to the cohort and community, and work collaboratively and strategically to address them. Indicators of success would be:

- The development of open, trusting and transparent relationships between participants
- Collective agreements that positively impact organizational frameworks, operational policies and procedures, and the future vision for the community
- The enhanced growth, sustainability and sense of community among and between Filipino-led, anchor cultural institutions affiliated with the Cultural Center
- Successful collaboration among stakeholder groups, including local Filipino arts and cultural groups, social services groups, academia, nonprofits, and businesses.

Other activities (if applicable)

A portion of the grant funding could also support work areas not described previously.

Applicant Qualifications

1. Qualified applicants must demonstrate that they are able to convene and unify diverse sets of Filipino stakeholders to work collectively toward the mission and goals of the Cultural Center. Memorandums of Understanding (MOUs) demonstrating broad community commitment and support are required as part of the proposal.

Suggested stakeholders could include:

- Local Filipina/o performance and visual arts organizations
 - Local Filipina/o individual artists
 - Social service organizations that serve the Filipina/o community
 - Philanthropic organizations that serve the Filipina/o community
 - Small businesses owned or operated by Filipina/os
 - Academics specializing in Filipina/o culture and history
 - Specialists in architecture and design that honors Filipina/o culture
 - Communication, media and outreach entities that represent the Filipina/o community
 - Filipina/o community leaders
2. Qualified applicants must demonstrate a successful history of providing cultural programming that represents and serves the broad Filipino community.
 3. Qualified applicants must demonstrate a history of solid financial management and overall organizational sustainability.
 4. We strongly encourage applicants to demonstrate a history of successfully managing City grants.

ARE YOU ELIGIBLE TO SUBMIT A GRANT PROPOSAL?

You are eligible to submit a grant proposal if you meet all the following criteria:

1. You are a nonprofit corporation registered with the Internal Revenue Service; or a fiscal agent who is a nonprofit corporation.
2. You are in good standing with the State of California's Registry of Charitable Trusts.
3. You have a project or service site located within the City and County of San Francisco.
4. Your project or service helps low and moderate-income clients who live within the City and County of San Francisco.

WHAT TO EXPECT IF AWARDED A GRANT

The use of these funds is subject to many requirements, including but not limited to:

1. You must participate in monthly SoMa Community Council (SCC) meetings. The SCC supports SoMa nonprofits in identifying current community needs and solutions related to neighborhood stabilization and preventing displacement. The Fund's Community Action Committee (CAC) wants all funded organizations to meet regularly to devise collaborative strategies for addressing the changing needs of the neighborhood. The CAC uses SCC strategies to inform its investments.
2. Your program staff must participate in a three-hour trauma-informed systems training. We will offer three trainings between July 1, 2019 and June 30, 2020. You must send all staff that serve SoMa residents and workers to at least one of these trainings.
3. You must be a City-approved supplier. If you are not a City-approved supplier, begin the [certification process](#) as soon as possible. Subcontractors are not required to be City-approved suppliers. Only the lead agency or fiscal agent must be City-approved.
4. Financing is on a monthly cost-reimbursement basis. You must use our online grants management system for monthly reporting and invoicing.
5. You must sign and meet the provisions of a grant agreement. The grant agreement includes an annual scope of work and budget. We cannot reimburse for expenses incurred before the start of the grant agreement.
6. Projects and services must be accessible to persons with disabilities. You can provide access often without having to alter the existing facility.
7. You must follow applicable federal, state and local laws and regulations for:
 - Fair housing
 - Equal employment opportunity
 - Equal benefits for domestic partners
 - Conflicts of interest
 - Purchasing goods and services
8. You may not use grant funds for religious purposes. You may not use grant funds for political or lobbying activities, including, but not limited by, registered lobbyists or others regarding City land use decisions.

HOW TO SUBMIT A GRANT PROPOSAL

1 ATTEND ONE OF OUR PRE-SUBMISSION WORKSHOPS

Thursday, April 25, 2019

3:30 p.m. – 4:30 p.m.

1 South Van Ness Avenue, 5th Floor

We will lead workshops to help you determine if your project is eligible. We will also help you understand how to submit a complete proposal. We encourage you to attend a workshop before submitting a proposal. The meeting room is wheel chair accessible. For translation or interpretation services, call (415) 701-5598 at least 72 hours beforehand. For speech or hearing impaired callers, please call TYY/TDD (415) 701-5503. For information on MUNI routes, call (415) 673-6864, or 511.

2 PUT TOGETHER YOUR PROPOSAL PACKET

Proposal Packet Checklist

(One original signed in blue ink and one USB drive copy)

- Proposal Cover Sheet (p.10, posted in Word)
- Board of Directors (p.11, posted in Word)
- Proposal Narrative (see p.12 for instructions)
- Project Budget Worksheet (p.13, posted in Excel)

These documents are also required if we do not currently fund you:

- Your Articles of Incorporation, including all amendments
- Your Organization By-Laws, including all amendments
- Evidence of your Federal Tax Exempt 501(c)(3) status

3 SUBMIT YOUR PROPOSAL PACKET

Submit your completed proposal packet to:

Attention: Director of Community Development
Mayor's Office of Housing and Community Development (MOHCD)
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

WE RECOMMEND HAND DELIVERY

PROPOSAL DUE DATE:

by hard-copy original and USB drive copy

May 9, 2019

at 5:00 p.m.

REVIEW PROCESS AND SCHEDULE

First, we will review all proposals to determine if they are complete and eligible. We will remove any incomplete or ineligible proposals from further consideration. Next, we will read and score all complete and eligible proposals. We will consider prior performance in our review. Prior performance includes your compliance with any previous grant or financing agreement. We will recommend proposals with the highest scores for grant awards. Last, we will notify you of our award decision. If you do not receive a grant, you may appeal our decision. If you receive a grant, we will contact you to begin the grant negotiation process.

Our proposed schedule for review and decisions is:

Thursday, May 9, 2019	Proposals due to us by 5:00 p.m.
Wednesday, May 15, 2019	Award decisions sent to you
Wednesday, May 22, 2019	Five day appeals period ends
Saturday, June 1, 2019	Earliest date grant term can begin

We reserve the right to adjust this schedule at our discretion.

PROPOSAL INSTRUCTIONS

1. Be as succinct as possible. The narrative section must be no longer than six pages (i.e. 3 double-sided sheets of paper). Reviewers will not consider text beyond the sixth page in their funding recommendations.
2. We will not accept any handwritten narratives. You must type or use a computer to write your narrative. Font size must be at least 12 point.
3. Pages should be standard 8-1/2" by 11" with 1" margins. To save paper, we recommend the narrative section be double-sided and single-spaced.
4. Original signatures must be in blue ink.
5. Use the Proposal Packet Checklist to ensure your proposal is complete.
6. Do not bind proposals, or submit extra materials not requested.
7. We will not consider any incomplete, faxed, or late proposals. We recommend hand delivery of proposals. We will not accept any proposals after 5:00 p.m. on Thursday, May 9, 2019.

PROPOSAL COVER SHEET

(If legible, you may hand write this part of the proposal)

Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Fax:

Project Name:

Project Description (one-liner):

Project Street Address (if different):

City:

State:

Zip Code:

Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

Grant Applying for:

Total Proposal Request (may not exceed Maximum Grant Amount): \$

Total FY 2019 Agency Budget: \$

I certify that the information provided in this application is true.

Signature

Date

BOARD OF DIRECTORS

(If legible, you may hand write this part of the proposal)

You should have a Board of Directors with at least 7 members. We encourage representation from low-income residents and neighborhoods.

Name	Years on Board	Home Neighborhood	Job or Relevant Experience

PROPOSAL NARRATIVE

(Must not exceed 6 pages)

1. Project Design (worth up to 40 points)

- Describe your project, including activities and your goals and vision.
- Include a community vision that describes how you will engage community stakeholders including SoMa and San Francisco-based residents, artists, cultural groups and community-based organizations.
- If applying as a collaborative, describe each participants' roles and plans in the project design.
- When will your project start? If applicable, when will it finish?

2. Organizational Capacity and Budget (worth up to 30 points)

- Complete a Project Budget Worksheet, including budget items for both your grant proposal and your project.
- Describe the budget for your project.
- Describe the individuals who will administer your project, including their names, job titles and experience.
- Describe your organization's history of providing cultural programming.
- Describe your organization's history of solid financial management, overall organizational sustainability, and, if applicable, managing City funds.
- Describe your organization's connection to the Filipino community and the broad range of organizations, individuals and interests served by the Cultural Center. How does this connection inform your organization's cultural practices and work?
- Please attach MOUs demonstrating the commitment and support of a broad range of Filipino interest groups (arts, culture, academia, local service organizations and nonprofits).

3. Background and Need (worth up to 20 points)

- Describe the need for your project.

4. Evaluation (worth up to 10 points)

- Describe who will benefit from your project.
- What outcomes would you use to measure your project's success?

TOTAL SCORE ASSIGNED BY REVIEWERS: _____ out of 100

PROJECT BUDGET WORKSHEET

AGENCY NAME:	
PROJECT NAME:	

Please fill in the yellow highlighted fields that apply to your Proposal and Full Project Budget. Include your project's two largest secured revenue sources in the columns labeled "Secured Amount from [Insert Source]," and sum the remaining revenue sources in the column labeled "Secured Amount from Other Sources." List the names of other revenue sources in that column header.

Line Item	Budget Item			Grant Request	Secured Amount from [Insert Source]	Secured Amount from [Insert Source]	Secured Amount from Other Sources:	Total Project Budget
	Name & Title	Rate/Hr.	# of Hrs.					
Salaries & Wages								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	Total Salaries & Wages			\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	Item							
	FICA							\$ -
	SUI							\$ -
	Workers Compensation							\$ -
	Medical Insurance							\$ -
	Retirement							\$ -
Other							\$ -	
	Total Fringe Benefits			\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	Item							
								\$ -
								\$ -
	Total Contractual Services			\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (including leasing)	Item							
								\$ -
								\$ -
	Total Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	Item							
								\$ -
								\$ -
	Total Insurance			\$ -	\$ -	\$ -	\$ -	\$ -
Other	Item							
	Travel							\$ -
	Office and/or Project Space Rental							\$ -
	Office and/or Project Supplies							\$ -
	Telecommunications							\$ -
	Utilities							\$ -
	Total Other			\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	Total Indirect (no more than 15%)							\$ -
	TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -

MORE ABOUT THIS RFP

1. We encourage collaborative proposals. Collaborative proposals must choose a lead agency to serve as the fiscal agent. The fiscal agent should submit documents as if it were a single agency. We prefer awarding grants to agencies who can increase their impact through collaboration. If awarded a grant, a collaborative proposal must provide us with signed agreements. These agreements will outline the scopes of work and expectations of each partner.
2. The City reserves the right to fund select components of a collaborative proposal.
3. The City reserves the right to terminate an award if actual expenses deviate from the purpose expressed in this RFP.
4. If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).
5. In the future, the City may use this procurement to award grants for similar projects and services.

PROTEST PROCEDURES

Protest of Non-Responsive Proposal or Grant Award

Non-responsive proposals are either incomplete, ineligible, or undelivered. If we determine your proposal to be non-responsive, we will inform you. We may also issue you a notice of intent to award the grant to another, responsive proposal. In either case, if you disagree with our decision, you may submit a written notice of protest within five business days. We must receive the notice of protest on or before the fifth business day. The notice of protest must include a written statement of each of the grounds for protest. An individual authorized to represent the respondent must sign the protest. The protest must cite all applicable laws, rules, procedures or provisions. The protest must specify facts and evidence enough for us to determine its validity.

Delivery of Protests

We must receive all protests by 5:00 p.m. on Wednesday, May 22, 2019, or within five business days of our notification, whichever comes sooner. You bear the risk of non-delivery within the deadlines specified if you use a mail service. You should use a delivery method that will establish the date our office receives your protest. We will not consider any oral or e-mail protests or notices of protests.

If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the protest. We will review and attempt to resolve the protest during this meeting. You may submit your protest to:

Attention: Director of Community Development
Mayor's Office of Housing and Community Development (MOHCD)
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103