



hispanicfederation

The Greater Hartford Area Communities of Color Nonprofit Stabilization Fund Request for Applications

Applications Deadline: October 29th, 2023 @ 5 pm

BACKGROUND

In 2014, the Hispanic Federation (HF) along with three community partners formed an alliance to provide capacity-building support to Black, Latino, and Asian-led community-based organizations (CBOs) throughout New York City. This pilot program named the Communities of Color Nonprofit Stabilization Fund (CCNSF) was designed to help strengthen community-based organizations and since its inception has helped to support 464 capacity-building projects for nonprofit organizations.

In 2021, the Hispanic Federation partnered with the [Hartford Foundation for Public Giving](#) to develop this capacity-building program throughout the [Greater Hartford Region](#). As a result, the Hartford Foundation allocated \$1 million to establish the first Connecticut Communities of Color Nonprofit Stabilization Fund. The first Connecticut fund of its kind, CCNSF aims to build the capacity of the nonprofits in the Hartford Region of Connecticut in recognition of the fact that organizations led by people of the community are best equipped to meet the needs of the community. CCNSF is also intended to promote learning among CBO leaders. We are pleased to announce the release of the Request for Applications (RFA).

Thanks to the continued support from the Hartford Foundation, we are pleased to announce the release of the Request for Applications (RFA) for a third round of awards.

Proposals will be reviewed, and awards will be determined by an allocation panel comprised of committee members. Awarded organizations will be required to participate in a minimum of three technical assistance seminars about organizational development and may be visited by staff for project monitoring, to showcase progress, and for delivery of additional technical assistance.

ELIGIBLE APPLICANTS

To be eligible for funding, organizations submitting proposals must meet the following requirements:

- Have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and a history of at least three years as an incorporated nonprofit.
- Be current in registration with the [Connecticut State Department of Consumer Protection Charities Unit](#).
- Be a Connecticut-based, direct social/human service organization that is located and or serves primarily residents of Greater Hartford Region (i.e., not an association or a re-granting or referral service).
- Has experience serving and currently serves communities where 51% or more of the population are people of color.
- Is led by a chief executive officer who is Hispanic, Indigenous, African American or Asian/Pacific-American, and/or is governed by a board with a majority of members who are Hispanic, Indigenous, African American, or Asian/Pacific American.

- Have an operating budget of at least \$75,000 and a maximum of \$2 million. **Organizations with budgets OVER \$2 million will NOT be eligible.**
- Has demonstrated commitment to racial equity and addressing structural barriers that limit opportunity for people of color.
- Have demonstrated commitment and capacity to deliver culturally competent services, meeting the social, cultural, and linguistic needs of the community they serve.
- Please note: Organizations that utilize fiscal sponsors/conduits are not eligible.

HISPANIC FEDERATION REVIEW AND VETTING

All finalist organizations and proposed consultants will be subject to a vetting process and database searches regarding outstanding financial obligations, conflicts of interest, or other disqualifying issues. Sources used for vetting purposes will include, but not be limited to, the following:

I. Non-Profit Organizations

- GuideStar
- IRS Database (tax-exempt status)
- Review proposed use of funds to ensure that monies are not used in any prohibited manner.
- Connecticut State Department of Consumer Protection Charities Unit

II. Consultants

- Registration with the Connecticut State Department of Consumer Protection
- Google and social media

ELIGIBLE PROJECTS

The purpose of the CCNSF capacity-building program is to help organizations identify and address their most pressing organizational needs. Organizations can apply for funding in one of seven areas:

1. *Management information systems design and development:* This includes securing and/or designing software and building related staff skills necessary for managing work more effectively (e.g., tracking client demographic data, service utilization, and progress toward outcomes).
2. *Financial management and planning:* This includes assessment, planning, and development of financial systems, as well as staff skill-building to improve reporting systems and enable organizations to identify the most cost-effective services.
3. *Evaluation and outcomes system development:* This includes efforts to implement systems to keep information related to client needs, referral sources, and services provided; implement systems to measure and/or service recipient satisfaction and/or service recipient outcomes; develop programmatic success measures; and develop evaluation capacity.
4. *Leadership development:* This includes leadership succession planning; creation and implementation of volunteer management/recruitment plan; management/leadership training for staff; training for board of

directors; and creation of board policies.

5. *New program planning and development:* This includes conducting a needs assessment of community needs and assets, planning of new programs through research on effective practices, and staff development in support of the new initiatives.
6. *Strategy and organizational development:* This includes efforts to create a staff performance review process; a strategic or operational/annual plan; a communications or marketing plan; and a fundraising or donor development plan.
7. *Collaboration and strategic alliances:* This includes efforts to establish partnership agreements, create action plans to collaborate with other nonprofits/agencies, and develop a plan for organizational mergers.

AWARDS/FUNDING REQUEST

With the approval of your proposal, CCNSF will make awards as follows:

- From \$10,000 - \$20,000 for organizations with budgets ranging from \$75,000 - \$150,000;
- Up to \$35,00 for organizations with budgets from \$150,00 - \$500,000;
- Up to \$45,000 for organizations with budgets from \$500,001 to \$2 million.

Community-based organizations with budgets over \$2 million are **NOT** eligible to apply. All awarded funds must be expended, and all services must be completed by May 31st, 2024. There are no exceptions to this requirement. Funding during one year of the program will not guarantee funding in subsequent years. However, the successful implementation of a CCNSF grant may contribute to favorable consideration for renewed funding. If additional funding becomes available, organizations will be required to re-apply with a new project and application.

Award decisions will be made by an allocation panel, organized by the Hispanic Federation. The panel will be comprised of an independent and transparent body of at least five voting members with expertise in philanthropy and capacity building. All decisions are final and based solely on the discretion of the said panel. Due to the limited nature of funding, an award is not guaranteed to all applicants.

Awards will be subject to the terms of the contract and awardee agreement signed between “The Awardee” (the applicant) and the Hispanic Federation. Funds will not be distributed to any awardee until all contract requirements are met.

MONITORING AND TECHNICAL ASSISTANCE SEMINARS

Awardee organizations will be required to submit a mid-contract progress report on March 31st, 2024, and a final report on June 28th, 2024. During the grant period, awardee organizations will also be required to send at least two (2) staff members to a minimum of three (3) seminars on organizational development topics. In addition, each awardee may be asked to host a site visit for CCNSF representatives to showcase progress and activities, as well as identify gaps or additional assistance needed.

EVALUATION CRITERIA

The strongest proposals will be those that meet all or most of the following criteria:

- Project is focused, well-defined, and clearly aligns with one of the project areas identified in the Eligible Projects section on page 2.
- Needs statement is compelling, relates to organizational effectiveness and fulfillment of mission, and addresses (when relevant) how increased capacity will enhance organization's ability to offer services in a culturally and linguistically competent manner.
- Organization demonstrates linguistic and cultural capacity; a track record of providing culturally competent and language accessible services; an understanding of cultural and linguistic needs of population served; demonstrated and successful record of outreach to communities of color for recruitment of the executive director or CEO and members of the board of directors; and a record of involving the community in the planning, implementation, or promotion of programs.
- Staff and consultants leading the project must show the necessary qualifications and experience needed to implement the project successfully. Project includes a plan to sustain the newly developed capacity after the award period ends.
- Project identifies a clear and realistically achievable timeline (completed by May 31st, 2024), as well as outcomes and indicators of success, and how outcomes will be sustained.
- Plan identifies a reasonable process for measuring progress towards benchmarks and overall success of project.
- Project budget is clear and relates to the program design.
- Project budget costs are reasonable, and sufficient to accomplish the project goals.
- Consultant is chosen with the following considerations:
 - Consultant cannot be existing staff, a current/former intern, or family/relatives of staff or board members.
 - The consultant has been properly interviewed and references checked.
 - In line with CCNSF goals to support and build capacity within communities of color, the initiative also encourages the use of consultants of color, organizations that are led by people of color, or organizations that are M/WBE certified or otherwise eligible.

APPLICATION

Click on the hyperlink to see the Application sample [CT CCNSF 2023.pdf](#)

Submit your application by accessing the grant portal: [Here](#)
Incomplete applications will not be considered.

FOR APPLICATION PLATFORM TROUBLESHOOT

Technical Assistance: mail@grantapplication.com

FOR PROPOSAL AND / OR APPLICATION SUBMISSIONS AND ADDITIONAL INFORMATION

Kely Pimentel at kpimentel@hispanicfederation.org

Grant Application Workshop

Potential applicants are strongly encouraged to attend any of the Virtual Grant Application Workshop, to learn more about the grant and proposal process:

Wednesday, October 11th at 3:00 PM
 Register in advance: [Here](#)

APPLICATION CHECKLIST

- Project budget and budget narrative
- List of board of directors, officers, and affiliations
- Key program staff's resumes
- Most recent financial audit
- If consultant (s)is used, you must submit consultant resumes and descriptions of consultant qualifications.
- Description of proposed consultant qualifications
- IRS determination letter
- Proof of registration with the Connecticut State Department of Consumer Protection Charities Unit
- Organizational budget for the current fiscal year
- Submit the complete application through the grant platform.

IMPORTANT DATES

Request for Applications Release	September 29 th , 2023
Deadline for Applications Submissions	October 29 th , 2023
Grant Awards Announced	November 8 th , 2023
Projects Begin	December 1 st , 2023
Awardees Orientations	December 12 th , 2023
Mid-contract progress Report Due	March 31 st , 2024
Services Delivered/Funds Expended By	May 30 th , 2024
Final Report Due	June 28 th , 2024

For FAQ answers and updates please visit: WWW.CTCCNSF.ORG