

Community Fund for Immigrant Wellness

Applicant User Guide

Table of Contents

Press Release 2

Application Requirements 3

Frequently Asked Questions 4

 General Questions 4

 Application Process 5

 Selection Criteria and Process 6

 Contact 7

PRESS RELEASE

A partnership of funders and community-based, immigrant-serving organizations release Request for Proposals from a pooled fund of \$200,000

Submissions accepted starting today, Monday, February 12th, 2018

(Philadelphia, PA) – The Community Fund for Immigrant Wellness releases a series of Requests for Proposals today for programs that promote positive health outcomes for immigrants and refugees living in Southeastern Pennsylvania. Grants will be made from a pooled fund of \$200,000 supported by the Scattergood Foundation, United Way of Greater Philadelphia and Southern New Jersey, and the Patricia Kind Family Foundation.

The Community Fund for Immigrant Wellness is designed to alter the traditional process of philanthropic giving. In this innovative approach, a group of nine community-based, immigrant-serving organizations define the grantmaking strategy and will work to disseminate grant dollars from a pooled fund. This process shifts the power dynamic in the funder-grantee relationship by asking service providers to not only inform a funding process but to actually drive it.

“Too often funders create their priorities after an internal process that might not include any representation from those they aim to support,” said Oni Richards-Waritay, Executive Director of AFAHO and a member of the Community Fund granting group. “This process has proven the importance of ensuring that funding is driven by real needs within the community in order to be effective.”

Grants will be made to organizations serving immigrants and refugees in Berks, Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties. In developing the RFP process, the Community Fund granting group intentionally focused on a broad definition of wellness with the goal of supporting programs that account for a whole person’s needs.

“The immigrant and refugee communities are integral to the cultural diversity and economic prosperity of our region,” said Joe Pyle, President of the Scattergood Foundation. “Yet they often face unique and complex barriers to being well. Our approach of working directly with community-based providers to administer these grant dollars will help to bring culturally competent programs and services that will improve overall health and wellbeing.”

The Community Fund for Immigrant Wellness granting group includes the following organizations: ACANA, AFAHO, HIAS PA, La Puerta Abierta, Nationalities Service Center, Puentes de Salud, Southeast by Southeast (a Mural Arts program), SEAMAAC, and Welcoming Center for New Pennsylvanians.

Submissions are being accepted until **March 29th, 2018 at 5pm EST**, with the grantees being announced on **May 21st, 2018**.

[Information about how to submit an application is available here.](#)

APPLICATION REQUIREMENTS

There will be three separate applications to receive grant dollars from the Community Fund for Immigrant Wellness.

The first section of the application, **Organizational Information**, will ask for the following:

- ❖ Basic Organizational Information including:
 - Contact Information
 - Leadership Information
 - Budget and Tax Information
 - Mission Statement
- ❖ Past experience serving immigrants and refugees

The second section of the application, **Program Information**, will ask for the following:

- ❖ Program Name
- ❖ Staff Lead Contact Information
- ❖ Grant Amount Requested and Budget
- ❖ Program Description
- ❖ Population(s) Served
- ❖ How the program promotes wellness
- ❖ How the program meets community needs

The third section of the application will be based on the tier for which you are applying:

- ❖ **Tier One: Micro-Grants**
 - What the micro-grant will be used for
- ❖ **Tier Two: Programmatic Support**
 - How the program honors the culture of the population(s) served
 - Outcomes the program would like to measure
- ❖ **Tier Three: Support for Collaboration**
 - How the program honors the culture of the population(s) served
 - Outcomes the program would like to measure
 - How the program is enhanced by collaboration

You must agree to the **Terms and Conditions** by checking the "I Agree" box.

Please click "**Submit Application**" to submit the application.

FREQUENTLY ASKED QUESTIONS

General Questions

1. What is the deadline to submit?

The deadline for submission is Thursday, March 29th, 2018 by 5pm EST.

2. Is there a fee to apply?

No, there is no fee associated with submitting an application.

3. Who is eligible to submit an application?

Organizations with a 501(c)(3) status may apply for all grants from the fund. Smaller, grassroots organizations that may not have 501(c)(3) status but do have a fiscal agent may apply for micro-grants (\$1,000 - \$5,000) from the fund.

4. Is the award limited to a geographic area?

Organizations must be located in Southeastern Pennsylvania and serve communities in one or more of the following six counties:

- ❖ Berks County
- ❖ Bucks County
- ❖ Chester County
- ❖ Delaware County
- ❖ Montgomery County
- ❖ Philadelphia County

5. What are the timeline and important dates for the Community Fund for Immigrant Wellness?

Date	Event
February 12 th , 2018	Community Fund for Immigrant Wellness RFP released
March 29 th , 2018 at 5pm EST	Final deadline for submissions
April 2 nd , 2018 – May 7 th , 2018	Granting group to review applications <i>*Please note you may receive questions about your application during this time</i>
May 10 th , 2018	Grantees notified
May 21 st , 2018	Community Fund for Immigrant Wellness Grantee Cohort Kickoff Event

***The Community Fund for Immigrant Wellness reserves the right to change any of the above dates. All changes will be posted online.*

6. How much money is in the pooled fund?

There is currently \$200,000 in the Community Fund for Immigrant Wellness to be distributed through grant awards.

7. Who is providing funding for the Community Fund for Immigrant Wellness pooled fund?

Several funders have provided funding for the Community Fund for Immigrant Wellness. Funders who have given to the pooled fund include the Scattergood Foundation, United Way of Greater Philadelphia and Southern New Jersey, and the Patricia Kind Family Foundation.

8. Is the pooled fund still taking donations for this grant cycle?

Yes. Funders and private donors can still give to the Community Fund for Immigrant Wellness. Please contact Caitlin O'Brien at cobrien@scattergoodfoundation.org for more information.

Application Process

9. What amounts will the grant awards be?

The Community Fund for Immigrant Wellness will be distributing funds through three different tiers:

- ❖ **Tier One: Micro-Grants** for \$1,000 - \$5,000 for building the capacity of the organization to deliver a wellness-related program. Examples of possible micro-grants include:
 - Staff training and professional development
 - New technologies or products
 - General operating support to close a funding gap
- ❖ **Tier Two: Programmatic Support** for up to \$30,000 to start a new program or expand an existing program.
- ❖ **Tier Three: Support for Collaboration** for up to \$50,000 to start a new program or expand an existing program which relies on collaboration among two or more organizations/agencies.

10. How many grants will the Community Fund give?

There is not a pre-specified number of grants. The granting group will be selecting grantees based on quality and the diversity of the full grantee cohort (more information about the selection criteria below).

11. How long is the grant period?

The grant period for tier one grants will be based on the grant request. For tiers two and three, all grants will be for one year.

12. Can I apply for more than one tier?

Yes. Organizations can apply for as many programs as they would like in all three tiers. Please note that, in addition to application quality, the granting group will be making selections based on the diversity of the grantee cohort.

13. Why are there three different Requests for Proposals?

Each of the three tiers are associated with their own RFP so that organizations will be able to apply for as many programs as they would like in all three tiers.

14. Can I submit an application for a program that has not been implemented yet?

For tier one grants, applications must be for existing programs. For tiers two and three, applicants may submit new ideas that have yet to be implemented or request dollars for the expansion of a current program.

15. What organizations are in the Community Fund for Immigrant Wellness granting group?

- ❖ ACANA
- ❖ AFAHO
- ❖ HIAS PA
- ❖ Nationalities Services Center
- ❖ La Puerta Abierta
- ❖ Puentes de Salud
- ❖ SEAMAAC
- ❖ Southeast by Southeast, Mural Arts
- ❖ Welcoming Center for New Pennsylvanians

16. Are granting group members allowed to apply for grant dollars as well?

Yes, members of the granting group are eligible to apply. However, if granting group members have submitted an application, they will not be allowed to review it.

17. How do I submit an application?

Submissions can be made through our online application, which can be found [here](#).

No paper applications will be accepted.

18. What are the steps for submitting an application?

The steps for submitting an application are as follows:

1. Create a Foundant account for the Scattergood Foundation. If you already have a Foundation account with the Foundation, logon using your email address and password. You may access the logon page [here](#).
*For more details about creating an account, [watch this video](#).
2. You will then be directed to your Applicant Dashboard. Click on the "Apply" tab at the top toward the left.
3. You will then see three applications, one for each tier of Community Fund for Immigrant Wellness grants. Click the "Apply" button on the right side for the tier you would like to apply to.
4. Complete the application. If you would like to save the application and return to it, click the "Save Application" button. Once you are ready to submit, click the blue "Submit Application" button.

*For more details about completing application, [watch this video](#).

Selection Criteria and Process

19. What are the selection criteria?

The granting group will be selecting grantees on the following criteria:

- ❖ **Basic Selection Criteria**
 - Does the program serve immigrants and/or refugees within the specified geographic region?
 - Is the applying organization a 501(c)(3) or does it have a fiscal sponsor (for tier one only)?
- ❖ **Quality of Application**
 - Does the organization have appropriate experience serving immigrants and refugees?

- Is there clear, quality program design?
- Does the program promote wellness?
- Does the program meet community needs?
- ❖ **Feasibility**
 - Is the program feasible within the budget?
- ❖ **Tier One: Micro-grants**
 - Will the micro-grant help the organization meet its goals?
- ❖ **Tier Two: Programmatic Support**
 - Is the program culturally competent?
 - Does the program identify appropriate and meaningful outcomes?
- ❖ **Tier Three: Support for Collaboration?**
 - Is the program culturally competent?
 - Does the program identify appropriate and meaningful outcomes?
 - Is the collaboration necessary and are the partners appropriate?
- ❖ **Grantee Cohort**
 - Will the program allow for the grantee cohort to be diverse in populations served, program methods, and geographic location?

20. What will be the selection process?

The selection process will be as follows:

- ❖ Granting group members will review applications individually and answer a quantitative assessment of each application. They will indicate if they have any questions they would like answered.
- ❖ Questions about applications will be gathered and sent to applicants for their response.
- ❖ Granting group will come together in person to discuss the applications and make decisions about the grantee cohort.

21. What is the role of the funders in making decisions?

The funders of the Community Fund for Immigrant Wellness do not have a vote in the selection process. However, they can act as a tie-breaker if necessary and will also provide guidance should the granting group request it.

22. How will I know if I am selected to receive a grant?

All communication will be made through email.

Contact

23. Who do I contact if I have a question about the Community Fund for Immigrant Wellness?

Feel free to contact Caitlin O'Brien, Special Projects Manager, Thomas Scattergood Behavioral Health Foundation, via email at cobrien@scattergoodfoundation.org.