



COMMUNITY FUND FOR IMMIGRANT WELLNESS

2021-2022 User Guide

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COMMUNITY FUND FOR IMMIGRANT WELLNESS

About the Community Fund for Immigrant Wellness

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

MISSION

The Community Fund serves diverse immigrant communities throughout Southeastern Pennsylvania by providing financial support and capacity building to organizations that remove barriers and provide opportunities for individuals, to live with dignity and joy. The Community Fund is stewarded by a granting group of community-based, immigrant-serving organizations and local philanthropic organizations who are deeply committed to shifting power dynamics between philanthropy and service organizations by utilizing a transparent shared decision making process. Listening, learning, and humility are central to this approach. At its core, the Community Fund's approach is asset driven, drawing on the tremendous expertise, commitment, and resilience of the immigrant and refugee communities in Southeastern PA.

GRANTMAKING

In its third cycle of grantmaking, organizations will be able to apply for grant dollars in one of two categories:

- **Flexible Spending Grants** of up to \$10,000 each with the goal of providing flexible funding for organizations supporting emotional health and wellbeing of immigrants and refugees.
- **Programmatic Grants** of up to \$50,000 each with the goal of supporting direct services that promote emotional health and wellbeing in immigrant and refugee communities.

In addition to grant dollars, grantees will also receive stipends to participate in a Community of Practice, where they will have the opportunity to build relationships, share their work, learn from one another, and develop collaborative projects.

Grantees will also have access to a pool of funding for capacity building support. The Scattergood Foundation will develop a menu of options and grantees can come to the Foundation with specific capacity building needs.



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Application Requirements

Applicants will be asked to provide the following information in the Community Fund for Immigrant Wellness application, which can be accessed through our [online grant portal](#).

ALL APPLICATIONS

Organizational Information

1. Information that will be included as a part of the Foundant Profile Information
 - a. Organization Name
 - b. Organization EIN
 - c. Contact: Address, Phone Number, Email Address, Website
2. 501(c)(3) Status/Fiscal Sponsorship Determination
3. Leadership Information
 - a. Executive Director Name and Email Address
 - b. Board Chair Name and Email Address
4. Representative Leadership: Please describe how your organization's leadership team and board is representative of the community you work with.
5. Organization Mission Statement
6. Annual Budget
7. Organization Location

FLEXIBLE SPENDING GRANT APPLICATION

These grants will be for up to \$10,000 per organization and can be used toward a variety of work related to the broad concept of emotional health and wellbeing. Examples of types of programs that would be a strong fit for this type of funding include:

- Ongoing COVID-19 prevention and response programming that addresses emotional health and wellbeing impacts related to the pandemic
- Staff training related to emotional health and wellbeing
- Emotional health and wellbeing programming for staff to reduce issues of burnout

Organizations with annual budgets of \$500,000 or less are strongly encouraged to apply for this opportunity.

Application

Community

1. **Community Description:** Please describe the community your organization works with. Please include demographic information, location of services, and community strengths and assets.



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- 2. Community Trust and Power:** Please describe how your organization builds trust with and power in your community. In your description, please provide an example that shows how your organization has built trust.

Program

- 3. Program Name**
- 4. Amount Requested:** Please provide your grant amount request. Organizations can seek up to \$10,000 in funding.
- 5. Program Description:** Please provide a description of the program. In your description, please answer the following questions:
 - Will the funding be used for a new or existing program?
 - How will the funding be used to meet a community and/or organizational need?
- 6. Alignment with Community Fund for Immigrant Wellness Mission:** Please describe how the program aligns with the mission of the Community Fund for Immigrant Wellness. The mission of the Community Fund for Immigrant Wellness is to serve diverse immigrant communities throughout Southeastern Pennsylvania by investing in organizations that remove barriers and provide opportunities for individuals to live with dignity and joy. Goals of the Community Fund include:
 - Promoting healing and resilience in immigrant communities
 - Building space for participants to cultivate meaningful connections with their community
 - Fostering a sense of dignity and self-agency among participants
 - Centering cultural practices of participants

Community of Practice

- 7. Collaboration:** Please describe how collaborating with other Community Fund for Immigrant Wellness grantees and stakeholders would be beneficial to your organization.
- 8. Capacity Building:** Please list areas in which your organization would be interested in capacity building opportunities. Potential examples include: program planning and evaluation, grantwriting, fundraising, budgeting, trauma-informed practice training
Your application will not be judged on your answer to this question.

Additional Information

- 9. [OPTIONAL] Supplemental Information:** Is there anything else you would like to say to support this application?
You may answer this question in writing or by providing a link to a video clip, audio clip, photos, or another medium of communication. The intention of this question is to provide



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organizations with an additional opportunity to share about their program using whatever communication tool feels right for them.

PROGRAMMATIC GRANT APPLICATION

These grants will be for up to \$50,000 per organization and can be used toward programs that support direct services that promote emotional health and wellbeing in immigrant and refugee communities. Programs should align with the Community Fund for Immigrant Wellness goals of:

- Promoting healing and resilience
- Cultivating meaningful connections
- Fostering a sense of dignity and self-agency
- Centering cultural practices of participants

The Community Fund for Immigrant Wellness aims to support programs that use emergent, community-driven approaches for promoting emotional and health and wellbeing.

For examples of the types of programming that the Community Fund for Immigrant Wellness aims to support, please visit the [Community Fund for Immigrant Wellness webpage](#) to view past grantees.

Application Information

Community

1. **Community Description:** Please describe the community your organization works with. Please include demographic information, location of services, and community strengths and assets.
2. **Community Trust and Power:** Please describe how your organization builds trust with and power in your community. In your description, please provide an example that shows how your organization has built trust.

Program Info

3. **Amount Requested:** Please provide your grant amount request. Organizations can seek up to \$50,000 in funding. Organizations are encouraged to apply for grant funds at a level that is appropriate for their programmatic needs and annual budget size.
4. **Program Description:** Please provide a description of the program. In your description, please answer the following questions:
 - Will the funding be used for a new or existing program?
 - How will the funding be used to meet a community need?



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5. **Staff Responsible:** Please provide information about the staff responsible for carrying out the activities of the program. In your description, please include information about who staff seeks support from for clinical expertise, if needed.

6. **Alignment with Community Fund for Immigrant Wellness Goals:** Please describe how the program aligns with the mission and goals of the Community Fund for Immigrant Wellness.

The mission of the Community Fund for Immigrant Wellness is to serve diverse immigrant communities throughout Southeastern Pennsylvania by investing in organizations that remove barriers and provide opportunities for individuals to live with dignity and joy. In your answer, please speak to the specific goals of the Community Fund for Immigrant Wellness, which include:

- Promoting healing and resilience in immigrant communities
- Building space for participants to cultivate meaningful connections with their community
- Fostering a sense of dignity and self-agency among participants
- Centering cultural practices of participants

7. **Holistic Health and Wellness:** Please describe how the program fits into the organization's broader approach to emotional health and wellbeing. In your description, please answer the following questions:

- How is the community your organization works with included in the development of program?
- How does your organization work to ensure that participants' basic needs are met?

8. **Implementation Plan:** Please include a plan for implementing your program. In your plan, please include:

- Timeline
- Budget
- Budget narrative

9. **Three outcomes of interest:** Please include three outcomes you hope the program achieves. Example outcomes include:

- Improved attitudes toward mental health help-seeking
- Decreased social isolation
- Increased use of coping skills

10. **Partnering Organization(s):** Please list any organizations with whom you plan to partner for this grant opportunity and what their role would be. Partnerships are not required but they are encouraged.

Community of Practice

11. **Collaboration:** Please describe how collaborating with other Community Fund for Immigrant Wellness grantees and stakeholders would be beneficial to your organization.



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- 12. Capacity Building:** Please list areas in which your organization would be interested in capacity building opportunities. Potential examples include: program planning and evaluation, grantwriting, fundraising, budgeting, trauma-informed practice training. *Your application will not be judged on your answer to this question.*

Supplemental Information

- 13. [OPTIONAL] Additional Information:** Is there anything else you would like to say to support this application?

You may answer this question in writing or by copying and pasting a link to a video clip, audio clip, photos, or another medium of communication. The intention of this question is to provide organizations with an additional opportunity to share about their program using whatever communication tool feels right for them.



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Frequently Asked Questions

GENERAL INFORMATION

1. Who is eligible to submit an application?

Organizations that meet all of the following criteria are eligible to apply:

- **Non-Profit Organization:** The organization is recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code or has a fiscal sponsor.
- **Geographic Location:** The organization serves communities located in the Greater Philadelphia region, including: Bucks County, Chester County, Delaware County, Montgomery County, and Philadelphia County
- **Organization Budget Size:** The organization has an annual budget of \$10 million or less.
- **Organization Mission:** The organization's mission is to work with immigrant and/or refugee communities.
- **Representative Leadership:** The Community Fund for Immigrant Wellness is dedicated to advancing leadership of immigrants and refugees. In the evaluation process, consideration will be given to how the organization has worked to build a leadership team and board that reflects the community they serve.

2. What is the deadline to submit an application?

The deadline to submit applications for planning grants is Friday, January 14th, 2022 at 5pm ET.

3. Is there a fee to apply?

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

4. Are previous grantees of the Community Fund eligible to apply?

Yes, previous grantees of the Community Fund will be eligible to apply for this year's round of grants.

5. Can current or past grantees of the Scattergood Foundation or other funders who have contributed to the pooled fund apply?

Yes, current and/or past grantees of the Scattergood Foundation or other funders who have contributed to the pooled fund may apply to the Community Fund for Immigrant Wellness.

6. Does the program have to be new or can an organization apply for an existing program?

Organizations can apply for new or existing programs.



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7. How many grants will the Community Fund award?

There is not a pre-specified number of grants that will be awarded. Decisions will be made based on quality of applications and the amount of money available in the pooled fund.

8. What is the Community of Practice and who will participate?

Community Fund for Immigrant Wellness grantees will be invited to participate in a Community of Practice. The Community of Practice will include grantees, Community Advisory Board members, Decision Making Group members, and funders. The group will meet at least four times per year to build a space for stakeholders to share best practices and innovative strategies, unite stakeholders around pressing behavioral health issues for immigrant and refugees, and advocate for necessary systems change.

9. Will participation in the Community of Practice be required?

It is our hope that the Community of Practice will provide a rich and engaging space for grantees and other stakeholders to share their work, learn from one another, and develop shared advocacy. Grantees will be required to participate and will receive stipends for their participation.

10. How will the Community Fund for Immigrant Wellness support capacity building?

Grantees of the Community Fund will be able to access small amounts of funding for capacity building opportunities. The Scattergood Foundation will develop a menu of options based on stated needs from applications. Grantees are also welcome to explore other capacity building options that best meet the needs of their organizations.

11. How does the Community Fund for Immigrant Wellness define 'behavioral health'?

The Community Fund for Immigrant Wellness defines behavioral health as:

A dynamic state of well-being which enables individuals to use their abilities in harmony with societal values. Important components of mental health include an individual's ability to:

- recognize, express, and manage emotions;
- cope with normal stresses of life;
- relate to others and function in social roles;
- maintain a healthy relationship to addictive substances;
- make a contribution to the community; and
- realize their own potential.

*Adapted from the World Health Organization; Galderisi, S., Heinz, A., Kastrup, M., Beezhold, J., & Sartorius, N. (2015). Toward a new definition of mental health. *World psychiatry: official journal of the World Psychiatric Association (WPA)*, 14(2), 231-3.; and *MentalHealth.gov (HHS)*.



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12. How much money is in the pooled fund?

There is currently a total of \$515,000 in the Community Fund for Immigrant Wellness pooled fund. These dollars will be used to support grant awards and the Community of Practice.

13. Who has provided funding for the Community Fund for Immigrant Wellness pooled fund?

The Community Fund for Immigrant Wellness is funded by:

- The Scattergood Foundation
- City of Philadelphia Department of Behavioral Health and Intellectual disAbility Services
- Douty Foundation
- Patricia Kind Family Foundation
- Paul D. Schurgot Foundation

14. 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 Joe Pyle at jpyle@scattergoodfoundation.org for more information.

15. Who do I contact if I have questions about the Community Fund for Immigrant Wellness?

If you have a technical question about using our online grant portal, please contact Oleander Furman at info@scattergoodfoundation.org.

If you have a question about your eligibility or application content, please contact Joe Pyle at jpyle@scattergoodfoundation.org.



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SUBMISSION PROCESS

16. How can organizations submit an application?

Submissions can be made through our online grant portal, which can be found at <https://www.grantinterface.com/Process/Apply?urlkey=SGF>.

No paper applications will be accepted.

17. 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 Foundant account with the Foundation, log on using your email address and password. You may access the logon page [here](#).
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 a list of Scattergood Foundation applications. Select either:
 - Community Fund for Immigrant Wellness - Flexible Spending Grants OR
 - Community Fund for Immigrant Wellness Programmatic GrantsClick the “Apply” button on the right side of the application you wish to complete.
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.

If you need assistance using the online platform, please reach out to Oleander Furman at info@scattergoodfoundation.org.

18. What are the different types of applications?

Organizations can apply for one of two types of grants:

- **Flexible Spending Grants** of up to \$10,000 each with the goal of providing flexible funding for organizations supporting emotional health and wellbeing of immigrants and refugees.
- **Programmatic Grants** of up to \$50,000 each with the goal of supporting direct services that promote emotional health and wellbeing in immigrant and refugee communities.

19. Can my organization apply for both grant types?

No. Organizations may only apply for one of the two grant types. We suggest that you review the criteria for each grant type and select the grant type that is best suited for your organizational and programmatic needs.



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20. What is the timeline for the Community Fund for Immigrant Wellness?

Date	Event
Monday, October 4 th , 2021	Application period opens
Friday, October 8 th , 2021 at 1pm ET	Informational webinar about the application process <i>To register for the webinar, click here. The webinar will also be recorded and posted on the Scattergood Foundation's website for your convenience.</i>
Friday, January 14 th 2022 at 5pm ET	Application period closes
Monday, January 17 th – Friday, March 4 th , 2022	Decision Making Group reviews applications
Week of March 7 th , 2022	Applicants notified of award status
April 2022 – March 2023	Grantees implement programs and participate in Community of Practice

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



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SELECTION PROCESS

21. What is the selection process?

Members of a Decision Making Group will individually review applications and score them based on pre-determined selection criteria. The Scattergood Foundation will tabulate scores and facilitate an in-depth discussion of applications with the Decision Making Group. The Decision Making Group will come to consensus about grant decisions based on their scoring rubrics and the discussion of applications.

22. Who decides which organizations will receive grant awards?

The Decision Making Group will evaluate applications and make decisions about grant awards.

23. Who is in the Decision Making Group?

The Decision Making Group is comprised of the following individuals:

- Karen Cervera, Let's Talk Philly Conversation Circles
- Maria Giraldo, City of Philadelphia Office of Immigrant Affairs
- Sara Fernandez-Marcote, Community Behavioral Health (fmr) and Therapist
- Onome Osokpo, University of Pennsylvania Leonard Davis Institute
- Sayeeda Rashid, Pennsylvania Immigration and Citizenship Coalition
- Ludy Soderman, Philadelphia School District (fmr) and Douty Foundation
- Essey Workie, Migration Policy Institute

24. What is the difference between the Community Advisory Board and Decision Making Group?

The Community Advisory Board is a group of non-profit leaders with years of experience working with immigrant and refugee communities. They develop the strategy for how funds from the Community Fund will be disbursed, including the development of the Request for Proposals. Members of the Community Advisory Board are paid a stipend of \$1,500 for their time.

The Decision Making Group is a smaller group, members of which are nominated by the Community Advisory Board. This group is tasked with evaluating applications and allocating funds. Members of the Decision Making Group are paid a \$1,500 stipend for their time.



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25. What organizations are involved in the Community Advisory Board?

The following organizations are involved in the Community Advisory Board:

- ACANA
- AFAHO
- HIAS PA
- Nationalities Service Center
- La Puerta Abierta
- SEAMAAC
- The Welcoming Center

26. Can members of the Community Advisory Board or Decision Making Group apply for grants?

Community Advisory Board member organizations are eligible to apply for grants.

Organizations that have staff or board members who are in the Decision Making Group are not eligible to apply.

27. 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.

28. What are the selection criteria?

The Decision Making Group will review and applications and select grantees based on the following criteria:

- Does the organization meet the eligibility criteria for the Community Fund for Immigrant Wellness?
- How has the organization demonstrated their ability to build community trust and power?
- How well does the program design align with Community Fund for Immigrant Wellness's stated mission and goals?
- How feasible is the program?
- What is the program's potential for positive community impact?
- How will the organization contribute to and benefit from the Community of Practice?
- What is the program's potential for contributing to our broader understanding of how to meet the emotional health and wellbeing needs of immigrants and refugees?



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For programmatic grants only:

- Is staffing for the program appropriate and sufficient for carrying out the activities of the program?
- How does the program fit into the organization's broader approach to holistic health and wellbeing?
- Does the implementation plan, budget, and budget narrative set the organization up for successful implementation of the program?

29. How will you determine if my organization meets the eligibility requirements?

The Scattergood Foundation and Decision Making Group will determine your organization's eligibility using the following methods:

- **Non-Profit Organization:** The application will require organizations to submit their 501(c)(3) determination letter or fiscal sponsorship letter.
- **Geographic Location:** The application will require each applicant to select the county where their organization is located.
- **Organization Budget Size:** The application will require each applicant to state their annual budget size.
- **Organization Mission:** The application will require each organization to include their mission statement. The Scattergood Foundation and Decision Making Group will determine, based on the mission and community served, whether the organization's mission is primarily focused on serving immigrants and/or refugee communities.
- **Representative Leadership:** The application will require applicants to describe how their organization has worked to ensure that their leadership team and board are representative of the community they serve. The Decision Making Group will review the answers and assess how the organization has worked to build representative leadership.

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

The Scattergood Foundation will manage all communications about grant decisions, contracting, payments, and reporting via email.