2024 Request for Proposals

ABOUT THE KENSINGTON COMMUNITY RESILIENCE FUND:

Rich in civic pride, cultural diversity, and neighbors who care deeply for one another and their community, the Greater Kensington community is the definition of resilience. Despite decades of disinvestment, systemic injustice, and the ongoing trauma inflicted by the opioid crisis in Philadelphia, residents and community-based organizations continue to forge ahead, support one another, and advocate for the quality of life improvements and opportunities they deserve.

The Kensington Community Resilience Fund seeks to address these injustices through a community-driven funding model that provides grants and capacity building support to community-based organizations serving the Kensington, Harrowgate, and Fairhill neighborhoods. Funding supports community wellness and resilience while addressing the quality of life concerns that are most important to residents.

The KCR Fund was launched in 2021 and operates as a public-private-community partnership between the City of Philadelphia, the Scattergood Foundation, and most importantly, residents and community leaders in Kensington, Harrowgate, and Fairhill. The KCR Fund is funded by the City of Philadelphia with national opioid settlement dollars, along with grant funding from the Scattergood Foundation, the Patricia Kind Family Foundation, and the Nelson Foundation.

Since 2021, the KCR Fund has awarded $760,000 in general operating support to community-based organizations located in or providing services in our geographic footprint, all determined by resident grantmakers through our participatory process. **In our 2024 grant cycle, the KCR Fund will award an additional $360,000 in grant funding using our community-driven model**.

KCR FUND MISSION, GOALS, AND GUIDING PRINCIPLES AND VALUES:

Mission: By community, for community, the Kensington Community Resilience Fund lifts up resident voices and celebrates the vibrancy and strength of the Kensington, Harrowgate, and Fairhill communities. Through our resident-led participatory approach, financial support, and capacity building, we work to promote wellness, build resilience, and improve the quality of life for the communities that have been most harmed by the opioid crisis and its related social ills.

Goals: We recognize the power of our participatory grantmaking model to correct systemic injustices, build more equitable relationships between funders and communities, expand the capacity of participants and grant recipients, and bring communities together around a common

vision. The KCR Fund is guided by the following core goals that reflect this belief, formed in partnership with community leaders, residents, and funding partners:

- **Promote wellness, build resilience, and improve the quality of life** in the greater Kensington community

- **Increase agency and support equity and racial/social justice** by having community partners and residents direct funding decisions

- **Build cohesion and connectivity** among community providers, residents, and city agencies to support collaboration, information sharing, and alignment of services

- **Expand capacity of participants** - both organizations and individuals - to pursue sustainable, quality-of life focused programming to support the community

- **Serve as a catalyst and build the infrastructure** to support long-term, sustained investment and partnership between funders and the community

Guiding Principles and Values: All of our work is carried out in service to our community-affirmed guiding principles and values. These serve as a north star to inform all of our activities, from grantmaking to program development. We support organizations that also affirm and work towards these principles and values:

- Building social cohesion, collaboration, and connectivity
- Utilizing trauma-informed principles and practices
- Being informed by community voices
- Advancing equity and racial and social justice
- Demonstrating cultural competence and relevance
- Being informed by lived experience, data, and evidence

GRANT FOCUS AREAS, AWARD SIZES, AND USES:

Focus Areas: The KCR Fund will provide grants targeting the following issue areas that have been identified as most important to community leaders and residents. Applicants should be able to demonstrate how their work aligns with, advances, and supports **at least one** of these areas **(see Appendix A for additional details and examples of Focus Areas).**

- Beautification and Blight Removal
- Building Resilience, Promoting Wellness, and Addressing Community Trauma
- Connecting Residents to Resources
- Public Safety
- Workforce Development and Training
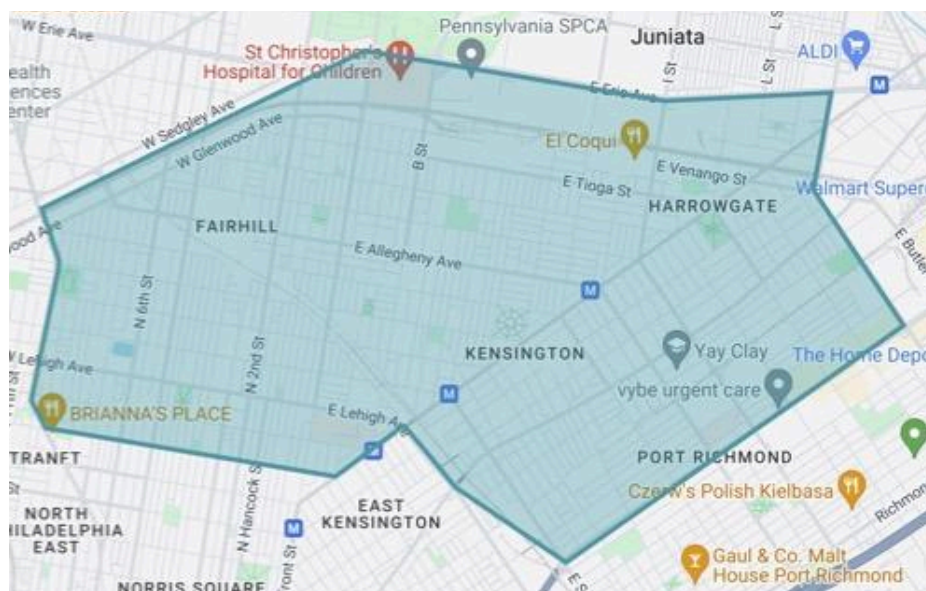- Youth Development

Award Size and Uses: All grants provide **$10,000 in general operating support** to give recipients flexibility and the ability to think creatively and work sustainably over the one-year grant period. Smaller, grassroots organizations far too often work from a scarcity mindset and the KCR Fund seeks to rectify this. We encourage groups that might typically seek micro grants ($1000-$2000) for one-time projects like cleanups or block parties to consider ways they could expand their reach for a more sustainable impact. *In line with our goals of supporting smaller, grassroots, and community/resident-led programs, KCR Fund grants may be used for initial startup funding for new programs and initiatives* **located within our geographic footprint.**

KCR Fund general operating grants can support a wide range of uses, including overhead costs (salaries, rent, etc.), program costs, capacity building, training, events, supplies, stipends, etc. Grants are intended to give organizations and projects as much flexibility as possible to carry out their work. **Additional information on allowable uses is included in Appendix A.** Please contact kcrf@scattergoodfoundation.org if you would like to discuss your proposal.

ELIGIBILITY CRITERIA:

The KCR Fund supports organizations and projects directly serving Kensington, Harrowgate, and Fairhill. **We encourage smaller, grassroots, and community/resident-led organizations/projects** to apply. To be eligible for funding, organizations or projects must meet the following criteria:

Geographic Eligibility: Organizations must be physically located in OR able to demonstrate a track record of consistent service within the KCR Fund's geographic boundaries, which extend north to south **from Erie Avenue to Cumberland and Lehigh Avenues**, and east to west **from Castor and Aramingo Avenues to Germantown Avenue** (see map on following page or CLICK HERE for live map). *Please note: Boundaries have been expanded this grant cycle to be more inclusive of the Fairhill and West Kensington neighborhoods.*

Track Record of Service: For organizations **located outside the KCR Fund boundaries**, a consistent track record of service within the footprint must be demonstrated through:

- **Documentation of consistent delivery of services within the footprint for two years or longer** (can include planning documents, program materials, photos, annual report, etc.)
- **Two (2) letters of support** from partner/peer organizations or residents in the boundaries who have been served by their organization (use template in Appendix C)

Organizations/projects that are physically located in the boundaries are exempt from these requirements and may use funding for new programs/initiatives serving residents in the footprint.

Nonprofit Status or Fiscal Sponsor: Organizations must have either a current 501(c)3 IRS status OR a fiscal sponsor with 501(c)3 status and be in good standing with the IRS.

- This includes faith-based organizations, independent, parochial, and charter schools, and "friends" groups supporting public schools, parks, and other community resources.
- All entities noted above are subject to our 501c3 and fiscal sponsorship requirements
- Grant funding for faith-based organizations must be used to support community programs and services and cannot be used for purely religious activities.
- The KCR Fund may be able to support applicants in identifying a fiscal sponsor if needed. Contact kcrf@scattergoodfoundation.org to discuss your specific needs.

Budget Size: While smaller, grassroots groups are encouraged to apply, **there are no minimum or maximum budget limits for eligibility**. However, organizations with a budget of $1 million or greater will need to explain how this grant would impact/fit into their organization's budget.

Previous recipients of KCR Fund grants: Organizations should have satisfied all reporting requirements and spent down all dollars from any previously received KCR Fund grants. *If you received a grant in 2023 and anticipate having unspent funds by the end of your grant period contact kcrf@scattergoodfoundation.org to confirm eligibility.*

Clearances: All staff and volunteers in contact with children under 18 years of age must have completed background checks on file.

Successful applicants should also:

- Document how their work supports at least one of the KCR Fund's six funding issues areas and aligns with our Guiding Principles and Values.
- Demonstrate how funding from the grant will directly benefit residents in our boundaries.
- Be committed to equity and inclusion with respect to race, ethnicity, socioeconomic status, gender, sexual orientation, age, physical and cognitive ability, immigration status, and religion, among participants, board members, leadership team and staff
- Have decision makers (board members, leadership team, staff) who reflect the communities being served by the organization/project
- Be able to document and report on the use of funds

PROPOSAL REQUIREMENTS AND SUBMISSION INSTRUCTIONS:

Application Due Date: All applications must be submitted through the online portal by **Wednesday, March 20th, 2024 at 5:00 PM**. We cannot accept applications after this point and submissions cannot be submitted in paper or via email. If you have any challenges or questions with the portal please contact kcrf@scattergoodfoundation.org as soon as possible.

Proposal Requirements: Applicants must demonstrate that they meet the eligibility requirements detailed above and complete a narrative proposal that answers questions outlined in the next section. Organizations will also need to provide the following documentation:
- For 501(c)3 applicants, provide your IRS determination letter *(Note: this is not the same as your state-issued incorporation/certification documents)*
- For fiscally sponsored applicants, provide:
  - A signed letter from the sponsoring organization that includes:
    - Their intent to serve as a fiscal sponsor for the applicant
    - Brief description of roles and responsibilities of the fiscal sponsor
    - Administrative fee to be paid to the fiscal sponsor
    - Any financial tracking the applicant owes the fiscal sponsor
  - Copy of fiscal sponsor's IRS determination letter
- Current Year Operating Budget template (Appendix B)
- Prior Year Financial Statement template (Appendix B)
- If you are **located outside of the KCR Fund footprint**, you will need to provide:
  - Documentation to show you have consistently delivered services in the footprint for at least two years (uploaded into the application portal)
  - Two letters of support, from either partner/peer organizations located in the KCR Fund footprint, or resident(s) from the KCR Fund footprint who have participated in your programming/received services *(use template provided in Appendix C - a copy will be available in the application portal)*

Submission Instructions: All proposals and required documentation should be submitted through the online application portal on the KCR Fund Webpage. Please contact kcrf@scattergoodfoundation.org if you have any problems accessing or using the portal.

Timeline:
- **February 15:** Application window opens
- **February 22, 5:30 PM:** Information Session #1
- **February 23, 9:00 AM:** Information Session #2
- **March 20, 5:00 PM:** Application window closes
- **Late March-May:** Application review period
- **Early June:** Applicant notifications go out
- **Early July:** Grant payments sent

APPLICATION NARRATIVE QUESTIONS:

Organizational Overview
- What is your organization's mission and history, including your history working in the Kensington, Harrowgate, and/or Fairhill neighborhoods.
- Briefly describe your organization's current programs and activities, including any recent accomplishments. How long have these services been provided in the community?
- Please provide a brief anecdote or story that illustrates your work in the community.
- [Optional] You may upload or link to a photo, short video, testimonial, news clipping, or other material that speaks to your work in the community *(will not be considered in your evaluation)*
- Leadership and Organizational Representation:
  - Provide a brief biography for your executive director (or your most senior staff member/volunteer serving in this capacity), including how their background informs their role. Experience can include lived experience as well as professional background.
  - Indicate the percent of board/leadership team/staff that identifies as Black, Latino/a/x, Indigenous, or people of color
  - Indicate if your organization's board/leadership team/staff include people who represent the communities you are serving
  - Share any other information about racial diversity and/or community representation on your board, executive team, and staff
- Financial Information
  - Organization's total operating expenses for the current fiscal year
  - Organization's top three funding sources
  - Prior fiscal year financial statement (see template in Appendix B) and explanation of anything applicant would like us to know about prior fiscal year financials.
  - Current organizational budget (see template in Appendix B) and budget narrative explaining how organization's budget relates to work and/or proposed activities.
  - For organizations with a budget of $1M or greater, explain how this grant would fit within the overall budget and support applicant's work within the Kensington, Harrowgate, and Fairhill communities.

Alignment with KCRF Goals, Focus Areas, and Guiding Principles:
- Identify any of the KCR Fund issue areas your work addresses or advances (check relevant issues - must include at least one).
  - Beautification and Blight Removal
  - Building Resilience, Promoting Wellness and Addressing Community Trauma
  - Connecting Residents to Resources
  - Public Safety
  - Workforce Development and Training
  - Youth Development

- What problem or need is your organization working to address? How does this connect to the issue area(s) you selected in the previous question?
- How does your organization align with the KCRF guiding principles? If you are not currently aligned, please share how you plan to align with them going forward?

Impact of Funds:
- How will this grant be used to support your organization and activities? (These funds can be spent on any part of your budget including salaries, rent, programming, and other costs.) Include how this funding will make a difference for your organization and the communities with which you work.
- How will the work funded by this grant directly benefit the Kensington, Harrowgate, and Fairhill communities? What will change in the next 12 months?
- How will you determine success for your organization, program, or project - for example, individuals served, locations improved, or any other impacts/outcomes you hope to see. Estimates are fine for this response.

Community Served:
- Please describe the community your organization supports, including important demographic information, where services are located, key strengths and assets of your community, and any unique needs experienced by your community.
- Please describe how your organization engages the community you serve (and how you plan to do so over the next year), including:
  - How you meet any unique needs of the community you serve, including any specific underserved populations
  - How participants and community members shape programming and inform decision-making
  - How you work to build trust and power in your community
  - How you ensure that meetings, actions, and events are accessible

Proposal Summary
- Please provide a brief summary of your organization's goals and how this grant will support your work.

ADDITIONAL INFORMATION AND TIPS:

Information Sessions: Interested applicants are invited to attend one of two virtual information sessions to be held on the following dates and times:
- **Thursday, February 22, 2024, 5:30-6:30 PM - [Register](#)**
- **Friday, February 23, 2204, 9:00-10:00 AM - [Register](#)**

- **Important notes about information sessions:**
  - Information session is not mandatory **but strongly encouraged for all applicants.**
  - **Sessions will cover <u>new eligibility criteria</u> and reporting requirements that have changed since the last round of grants**
  - The same information will be shared at each session; information session will be recorded and posted on the KCR Fund website
  - Spanish interpretation will be available if needed
  - **Pre-registration is required to ensure follow-up after the session. Registration and link to attend can be found on the [KCR Fund webpage](#).**

Questions: Please submit questions to kcrf@scattergoodfoundation.org. Questions and answers will be posted on the KCR Fund website on a rolling basis. We encourage you to check the Q&A for additional information.

Fiscal Sponsorship: For organizations seeking a fiscal sponsor to comply with eligibility requirements, please contact us at kcrf@scattergoodfoundation.org to discuss the specifics of your project/organization. We may be able to help connect you with potential fiscal sponsor.

Spanish Availability: The print Request for Proposals and online application will be available in both Spanish and English.

Participatory Process/Decision-Making: Grantmaking priorities, levels, and eligibility criteria have been developed and approved by a **Community Advisory Committee** composed of individuals representing Kensington-serving community-based organizations, civic associations, and faith-based organizations, many of whom are also Kensington residents.

Grant applications will be reviewed and evaluated by a **Community Granting Group** that is composed entirely of residents living in the geographic footprint of the KCR Fund. Working with experienced facilitators and KCR Fund staff, these residents will provide recommendations for grants that will be authorized by the Scattergood Foundation board of directors.

Learning Community: In addition to funding support provided, grantees of the KCR Fund will be eligible to participate in a **Peer Learning Community** that will offer training, capacity building, and peer networking. Specific content shared through the Learning Community will be developed annually based on input from grantees and other community participants.

APPENDIX A: FOCUS AREAS AND ALLOWABLE EXPENSES

Focus Area Definitions: The following are examples of the types of programming that fall under each KCR Fund Focus Area. **These definitions are not exhaustive. If you have questions about whether your organization's mission/programming would fall under one of the focus areas please contact kcrf@scattergoodfoundation.org to discuss your application.**

- **Beautification and Blight Removal:** Organizations and programs focused on beautifying and/or revitalizing neighborhood assets such as community gardens, parks, vacant lots; community art projects (murals, installations, etc.); neighborhood clean-up programs and/or trash/waste/dumping removal and remediation; home/building repairs or improvements, and other activities focused on beautifying and addressing blight in the community.

- **Building Resilience, Promoting Wellness, and Addressing Community Trauma:** Organizations and programs focused on promoting wellness and resilience among community members, or working to address and prevent individual, generational, community-level, and/or organizational trauma (including vicarious/secondary trauma). Programs and support may target children, families, individuals with substance-use-disorder, employees, and other vulnerable populations. Includes organizations seeking to implement trauma-informed practices and wellness programming across programs and operations.

- **Connecting Residents to Resources:** Organizations and programs focused on helping residents access a wide range of services and goods, including areas such as healthcare, food, benefits, housing, social services, services for immigrants and refugees, veterans services, therapeutic and recovery services, and other supportive resources.

- **Public Safety:** Organizations and programs focused on creating clean and safe public spaces, addressing criminal and/or nuisance activities, addressing and preventing gun violence, and otherwise improving security and safety in the community

- **Workforce Development and Training:** Organizations and programs focused on developing workplace skills, vocational, technical, and professional training, and connecting individuals to employment opportunities. May include services supporting formerly incarcerated individuals, immigrants and refugees, veterans, economically disadvantaged, or other vulnerable populations.

- **Youth Development:** Organizations and programs that support the development and wellbeing of young people in the community (defined as birth to age 24), including but not limited to school-based, after school, and out-of-school-time programs, sports-based programming, arts programs, programs for systems-involved youth, restorative justice programs, etc.

Allowable Uses: The following is a list of expense items that are often asked about, and if those items are considered allowable or not. **This is not a comprehensive list. If you have a question about any other expense item, please contact the Scattergood Foundation at kcrf@scattergoodfoundation.org before including it on your proposal budget.**

- **Administrative Expenses** – Administrative expenses are allowable and include costs related to regular business operations such as computers, phones, occupancy, utilities, insurance.

- **Alcohol** – Not allowable under any circumstance

- **Entertainment costs** – Expenses that are related to the program, project, or organization and involve program participants such as a graduation ceremony are allowable. Food expenses for meetings are also allowable. Expenses for entertainment unrelated to the organization, program or project, such as but not limited to, staff appreciation, birthday and anniversary celebrations, are unallowable.

- **Gift cards** – Generally allowable so long as the gift cards are budgeted, and the intended purpose is for them to be used as participant incentives. Documentation for the disbursement should include:
  - An inventory of the number of cards with the value of the gift card the vendor where the gift card can be used. A photocopy of the front and back is desirable.
  - A log of who the gift card was given to, when the gift card was given, and the amount of the gift card.

- **Stipends** – Allowable. Stipends should be a budgeted line item. Be sure to retain documentation that includes to whom the stipend was given, how much and when.

- **Supplies and Materials** – Supplies and materials that are needed or used during delivery of programs or services are allowable.

- **Travel Expenses** – Expenses for local travel is allowable. Travel must be necessary and for the benefit of the program or organization. Examples include, but are not limited to, travel required to attend or deliver training, and travel to and from a program site.
  - If using a personal vehicle, mileage is reimbursed at the IRS Mileage rate (in 2023, currently 65.5 cents/mile). Documentation should include a print-out of a map showing starting and ending destinations with total miles traveled.
  - If using a taxi or ride-share service, reimbursement is for actual cost. Documentation should include a receipt of the cost of the trip with a note of starting and ending destinations.

- o Fares using public transportation (bus or SEPTA) are reimbursable at a reasonable rate and amount. Travelers should provide written documentation of the starting and ending destinations and the fare paid.
- o Tolls incurred while traveling for purposes that benefit the program are reimbursable. Travelers should include a receipt for the fare paid where and when practicable. If a receipt is unavailable, tolls will be reimbursed at a reasonable rate and amount.

APPENDIX B: FINANCIAL INFORMATION TEMPLATES

Applicants must use the following templates to provide financial information requested. Downloadable templates can be found in the online application portal.

KENSINGTON COMMUNITY RESILIENCE FUND CURRENT FISCAL YEAR ORGANIZATIONAL BUDGET		

ORGANIZATION NAME:

CURRENT FISCAL YEAR START DATE:

CURRENT FISCAL YEAR END DATE:

DATE SUBMITTED:

*You may add/customize line items as needed to fit internal budget categories

INCOME FROM:	Current Fiscal Year	
Corporate Donations	$	-
Individual Donations	$	-
In-Kind Donations	$	-
Foundation Grants	$	-
Government Grants/Contracts	$	-
Earned Income	$	-
Membership Dues	$	-
Other, please specify:	$	-
TOTAL PROJECTED ORGANIZATIONAL INCOME	$	-
EXPENSES FROM:	**Current Fiscal Year**	
Personnel Expenses (Salaries, Benefits, Taxes)	$	-
Supplies/Materials	$	-
Contractual/Professional Services	$	-
Travel	$	-
Outreach and Communications	$	-
Other Direct Costs, please specify	$	-
Other Indirect Costs, please specify	$	-
TOTAL PROJECTED ORGANIZATIONAL EXPENSES	$	**-**
REVENUE OVER EXPENSES	$	-

KENSINGTON COMMUNITY RESILIENCE FUND
LAST COMPLETED FISCAL YEAR FINANCIAL STATEMENT

ORGANIZATION NAME:

LAST COMPLETED FISCAL YEAR START DATE:

LAST COMPLETED FISCAL YEAR END DATE:

DATE SUBMITTED:

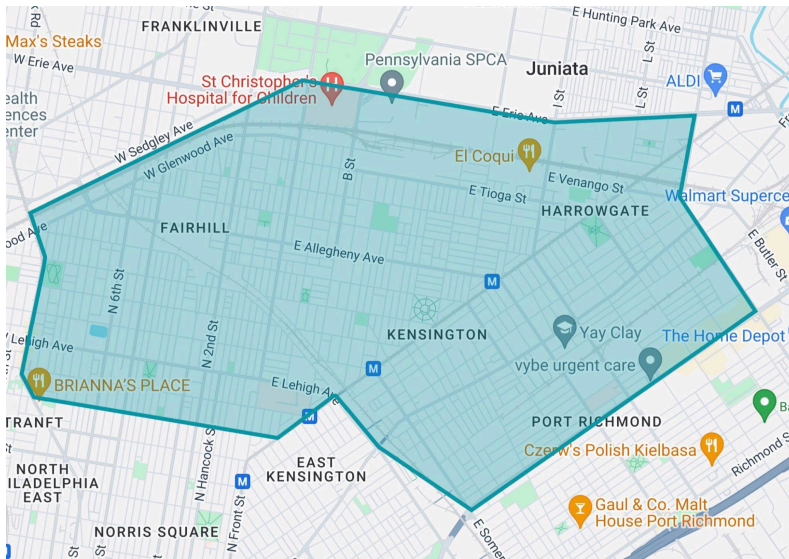*You may add/customize line items as needed to fit internal budget categories*

INCOME FROM:	Last completed fiscal year	
Corporate Donations	$	-
Individual Donations	$	-
In-Kind Donations	$	-
Foundation Grants	$	-
Government Grants/Contracts	$	-
Earned Income	$	-
Membership Dues	$	-
Other, please specify:	$	-
TOTAL INCOME FROM LAST COMPLETED FISCAL YEAR	$	-
EXPENSES FROM:	**Last completed fiscal year**	
Personnel Expenses (Salaries, Benefits, Taxes)	$	-
Supplies/Materials	$	-
Contractual/Professional Services	$	-
Travel	$	-
Outreach and Communications	$	-
Other Direct Costs, please specify	$	-
Other Indirect Costs, please specify	$	-
TOTAL EXPENSES FROM LAST COMPLETED FISCAL YEAR	**$**	**-**
REVENUE OVER EXPENSES	$	-

Kensington Community Resilience Fund - Applicant Letter of Support

Thank you for completing this letter of support on behalf of an applicant to the Kensington Community Resilience Fund (KCR Fund). Applicants located outside of the KCR Fund's geographic boundaries must submit letters of support from partner/peer organizations located in the boundaries OR program participants who live within the boundaries to attest to their track record of service in the community. Please contact kcrf@scattergoodfoundation.org if you have any questions about this letter.

KCR Fund Footprint: ([click](#) for live map)

Name of organization applying for funding:

Contact information for individual/organization completing this form:
Please note that your organization must be located in the KCR Fund footprint or if you are a program participant, or you must reside in the KCR Fund's footprint.

Name (first/last)	
Organization affiliation (if applicable)	
Address (street, city, state, zip)	
Email contact:	
Phone:	

What is your relationship to the applicant? *Please place an "X" in the box next to any that apply.*

☐	Program Partner
☐	Peer Organization
☐	Program participant or recipient of services
☐	Parent/caregiver of a program participant or recipient of services
☐	Other: _____

Briefly describe your relationship with the organization applying, including the length of time you have known the organization and:
- **(For partner or peer organization) A description of your past work or engagement with the applicant**
- **(For program participant/service recipient) A description of services you have received or programs in which you have participated**

In a few sentences please share why you support this organization receiving a grant from the KCR Fund. Please include why the organization and their programming are valuable and needed in the community, and their track record within the community (length of time, connection to the community, etc.)?

(Optional) Please share any other thoughts on why the applicant should receive a grant:

Signature: *By entering your name below you are verifying that all information provided is true to the best of your knowledge.*

Name (first/last)		**Date:**	