



BUILDING
COMMUNITY

Request for Proposals

Nonprofit Sector Support

Capacity Builder Funding Opportunity

Applications Due: 5 p.m., Wednesday, December 7, 2016

Meyer invites applications from intermediary organizations that provide capacity building support to other organizations in Oregon.

- **Type of Award:** Grant
- **Award Amount and Grant Period:** Meyer welcomes applications for grants up to \$140,000 for two years of funding, with additional support for participation in a Learning Collaborative and anticipates awarding \$1 million under this RFP.
- **Pre-Application Consultation:** Potential applicants are welcome to submit questions regarding this RFP to questions@mmt.org, or call, 503-228-5512, prior to beginning an application, in order to determine whether your proposed project meets the intent of the RFP. Meyer will also host two information sessions about this RFP during which members of our Building Community Portfolio team will be available to answer your questions. Both sessions can be accessed remotely by video conference and one session has an in-person option in Portland. Information about these information sessions can be found below.

Funding Opportunity Overview

This funding opportunity is intended to build strong capacity builder organizations that, in turn, support nonprofit and other social sector organizations to effectively achieve their missions and integrate equitable strategies that result in improved outcomes for communities.

This RFP supports Meyer's priority of building and supporting healthy social sector organizations and networks with a high capacity for social change, innovation, adaptation, collaboration, diverse leadership and robust operations.

GOALS AND INTENDED OUTCOMES:

Goal 1: Invest in strategies that support capacity builder internal work, advance equity, and effectively strengthen the broader social sector.

Intended Outcomes for Goal 1:

- Capacity builders increase their own knowledge and skills to design and evaluate their programs and services.
- Capacity builders increase their own capacity to design, deliver and evaluate diversity, equity and inclusion services.

- Capacity builders institutionalize policies, practices and services that advance diversity, equity and inclusion within their organizations.
- Capacity builders sustain and improve their performance and impact through peer learning.
- Capacity builders are part of an aligned and networked system of support for nonprofits throughout Oregon.

Goal 2: Invest in strategies that support capacity builders to advance equity in service to other organizations.

Intended Outcomes for Goal 2:

- Capacity builders identify and expand use of existing best practices, innovative strategies, and collaborative efforts to promote equity for the organizations they serve.
- Capacity builders leverage the strength and voice of the nonprofit sector to elevate that of priority populations.
- Capacity builders contribute to the growth and equitable distribution of resources for priority populations and the organizations serving them.
- Programs, services, priorities and strategies reflect the input and priorities of intended beneficiaries/target population(s).
- Organizations led by priority populations with expertise in diversity, equity and inclusion build their capacity to support others interested in improving equitable outcomes.

LEARNING COLLABORATIVE PARTICIPATION:

Meyer is interested in ongoing and shared learning about capacity building, so grantees should be prepared to participate in a learning collaborative focused on capacity builder services that show promise for advancing equity and large scale sector impact. Grantees will be required to attend two sessions (likely two days each) during the grant year to provide updates, share strategies and challenges, and provide peer support. Meyer will provide funding to cover travel costs and expenses for up to two staff members to participate in these events in addition to the project award amount. These funds will be disbursed as part of the total grant award, and grantees will be responsible for coordinating their own travel plans.

COLLABORATIONS:

Meyer welcomes applications from collaboratives and/or for collaborative projects. For this RFP, collaboratives are considered when the following elements are in place (or will be in place prior to beginning the grant project):

- Collaborative structure and priorities are clearly outlined and documented;
- Roles and responsibilities of collaborative partners are clearly outlined and documented;
- Decision making structures are clearly outlined and documented; and
- Financial resources are shared among the collaborative partners.

We are particularly interested in supporting collaborations that build the capacity and voice of communities of color, culturally-specific organizations and/or organizations representing rural, underserved communities. We look for collaborations in which all partners have a meaningful role in the project's leadership and decision-making and share resources equitably.

If you have questions about whether your project would be considered a collaboration, please contact Meyer at questions@mmt.org, or call (503) 228-5512, prior to applying. Please also keep in mind that applications from collaboratives are eligible for the same amount of funding as applications from individual organizations.

TYPES OF AWARDS:

There are three types of grant funding available. Regardless of type, all requests must demonstrate a strong connection to a goal and intended outcome(s) of this RFP.

- Capacity building support: Investments that support a broad range of activities designed to strengthen organizational ability and infrastructure.
- Project support: Investments that support a clearly defined set of activities that are carefully planned and designed to achieve a specific aim or goal. Projects generally have a beginning and end date.
- Operating support: Investments in the core operations of an organization to further the organization's mission, rather than specific projects or programs.

SELECTION CRITERIA:

Strong applications will demonstrate:

- A sound and focused approach that clearly aligns with a goal of this funding opportunity and at least one of Meyer's intended outcomes;
- A commitment to equity reflected in the project design, approach to collaboration and partnership, networking and resource sharing, and intended outcomes;
- A project design that demonstrates an organizational commitment and ability to advance internal and service-level diversity, equity and inclusion;
- A commitment to integrating diversity, equity and inclusion within their own organizational policies and services;
- If a collaboration is proposed, a clear infrastructure and established agreements of the collaboration;
- A realistic budget that provides a well reasoned explanation for use of funds; and
- A well described plan for sustainability if the project is intended to have a duration beyond the grant period

ANTICIPATED TIMELINE:

Applications due: 5 p.m., Wednesday, December 7, 2016. (Applicants should be prepared for follow-up questions and/or site visits in December and January.)

Award decisions: February 2017

Meyer funding will be available: March 2017

USE OF FUNDS:

Grant funds may be used for a variety of purposes to support the proposed project's goals, including the following examples:

- Community engagement and recruitment;
- Project costs (including staffing, materials, travel, etc.);
- Professional services (e.g., contracting with external trainers and/or evaluators);
- Food or space rental for training and learning activities;
- Support for the participation of community members; and

- Reasonable indirect costs.

Please keep in mind that this list is not exhaustive. Also, while Meyer may fund projects that include lobbying and general advocacy activities (e.g., community organizing, issue education, etc.), Meyer funds cannot be earmarked for purposes of influencing specific legislation or the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive.

ELIGIBILITY REQUIREMENTS:

- Be a nonprofit agency recognized as tax-exempt by the Internal Revenue Service, a government or recognized Tribal agency, or an organization that is requesting funding for a project that has a charitable, tax-exempt purpose;
- Request support for work done in Oregon;
- Provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion or any other status protected by law;
- Not require attendance at or participation in religious or faith activities as a condition of service delivery nor require adherence to religious or faith beliefs as a condition of service or employment; and
- Be current on all reports to Meyer on any previous grants and PRIs.

For additional information about what Meyer funds, please see [Who We Do + Don't Fund ... and Why](#)

RFP-SPECIFIC ELIGIBILITY REQUIREMENTS:

This RFP includes additional minimum eligibility requirements:

- Applicant has a sufficient presence in Oregon, as demonstrated by one or more of the following characteristics:
 - Has an office located in Oregon;
 - Has one or more staff located in Oregon; and/or
 - Has worked with organizations in Oregon within the last two years.
- Applicant has an explicit commitment to diversity, equity and inclusion (e.g., stated in strategic plan, use of equity lens in program development, recruitment and retention policy for diverse staff).
- Applicant has a minimum of four years' experience providing programs or services that educate, promote, connect and strengthen individual nonprofits and the nonprofit sector as a whole.
- Applicant is able to participate in two learning collaborative sessions that will likely be two days in length.
- Applicants are not eligible to apply for this funding opportunity if:
 - The proposed work is already included in an active Meyer grant, unless that grant ends before April 2017; or
 - The proposed work is similar to work already being performed through an organization's active Meyer grant, unless that grant ends before April 2017.

Equity

Meyer Memorial Trust is committed to a flourishing and equitable Oregon where all residents have fair access to opportunities to learn, work, prosper and reach their full potential. Meyer's investments under the

Nonprofit Sector Support Opportunity are framed within an overarching [equity lens](#) with funding targeted to under-resourced communities, including communities of color and underserved rural communities, and under-resourced organizations, including culturally-specific organizations.

Decisions are generally guided by the following equity considerations:

- 1. Outcomes:** How does the project directly or indirectly benefit under-resourced communities, particularly low-income people of color and residents of underserved rural communities?
- 2. Partnerships and collaborations:** Do culturally-specific and rural partners have genuine opportunities to inform, partner, and/or lead on the project?
- 3. Applicant organizations:** What is the demographic composition of the applicant organization's staff and board? Is a commitment to diversity, equity and inclusion apparent in organizational plans, policies or other documents like an equity policy/statement?
- 4. Project design:** How were impacted communities or stakeholders involved in the project design or issue identification?

In order to track how well we are meeting the Nonprofit Sector Support equity objectives, we will gather data from applicants and grantees on each of the above points. We aim to collect both quantitative and qualitative data to provide the most robust picture possible about how our funding is expanding opportunities and resources for underserved communities.

Application Instructions

A. Account Setup

Applicants must have an account to log in to our GrantIS application system. If your organization does not yet have an account, please register at least one week prior to the application deadline at:

<https://grantis.mmt.org/questionnaire>

B. Online Application Process

Applications should be submitted online through Meyer's GrantIS system at <https://grantis.mmt.org>. The list of questions you'll be asked to address is summarized below. The word limit for your response is listed at the end of each question.

Deadline: 5 p.m., Wednesday, December 7, 2016

Need help? If you need assistance with the online application process, please contact Meyer's Grant Operations department directly at grantsadmin@mmt.org. For other questions, please contact questions@mmt.org, or call us at (503) 228-5512.

Post Award

Funding

If your application is approved for funding, you will be notified in February 2017 and receive a Grant Agreement summarizing the terms and conditions of the grant. Once Meyer receives a signed Grant Agreement from you, you should expect disbursement of grant funds (or initial payment in the case of multi-year awards) within 30 days.

Evaluation

Grantees will be asked to submit interim and finals report reflecting on successes, challenges and opportunities encountered during the grant cycle. These reports will be based on the information grantees submitted in their logic models. All grantees will be asked to track and document a limited number of quantitative and qualitative outcomes (based on your application and any refinement at the time of award) to contribute to Meyer's evaluation of the Capacity Builder Funding Opportunity.

Meyer will provide organizations with assistance in developing evaluation strategies, and we will work with applicants to minimize the administrative burden of the data collection and reporting requirements.

A preview of the application questions follows on pages 7-8, and a checklist for the application submission process is included for your quick reference on page 9.

OPTIONAL INFORMATION SESSIONS

Meyer will host two information sessions about this RFP during which members of our Building Community Portfolio team will be available to answer your questions. Both sessions can be accessed remotely by video conference and one session has an in-person option in Portland.

Wednesday, November 16th | 1:00 to 2:30 p.m.

Meyer Memorial Trust, Rainbow Room
425 NW 10th Avenue, Suite 400, Portland, OR 97209;

<https://www.eventbrite.com/e/meyer-capacity-builders-opportunity-orientation-tickets-28774825277>

Tuesday, November 22nd | 11:00 a.m. to 12:30 p.m.

Remote access only

Remote access details will be shared once you register for a session, which you can do here:

<https://www.eventbrite.com/e/meyer-capacity-builders-opportunity-virtual-orientation-tickets-28703280284>

Can't attend an information session but still have questions?

No problem, we're here to help. If you need assistance with the online application process, please contact our Grant Operations department directly at grantsadmin@mmt.org. For other questions, please contact questions@mmt.org, or call us at (503) 228-5512.

PREVIEW OF APPLICATION:

Applicant Summary

1. Amount Requested (no more than \$140,000):
2. Current Fiscal Year Operating Budget:
3. Project Location/Geography Served:
4. Project Summary (75 words maximum)

Application

1. Applicant Organization

- A. Briefly summarize your organization's (or if a collaborative, the lead organization's) purpose, mission, and major programs and activities. Describe your organization's and/or your collaborative partners' experience with leadership development. (150 words maximum)
- B. Describe how your organization has demonstrated its commitment to diversity, equity and inclusion. (200 words maximum)
- C. Describe your organization's experience working with individuals or organizations led by or serving priority populations. (150 words maximum)
- D. Do the applicant/collaborative partners have equity policies or practices in place and/or do they incorporate an equity lens into their work? If so, please provide a brief explanation and/or attach any written policies. (150 words maximum)
- E. Would this project primarily benefit a rural underserved community?
- F. Does this request primarily benefit any of Meyer's priority populations? (Check all that apply.)

2. Project Summary

- A. Problem/Opportunity Statement: Briefly describe the challenge, problem or opportunity the project will address, the urgency and importance of the project, and the population served by this project. (300 words maximum)
- B. Project Approach:
 - Project Logic Model — Please complete and upload a Project Logic Model using the provided [Logic Model Template](#). Guidance is provided on the template.
 - Why did you choose your specific approaches? (300 words maximum)
- C. Collaborative Partners and Resources:
 - Describe any partners who will be involved in the project including their roles and responsibilities, history of your collaboration (if any), how their involvement will contribute to the success of the project and how they will benefit from involvement in the project. (200 words maximum)

- Please describe any resources, staff, etc. other partners have committed to the project. (150 words maximum)
- Please describe how resources will be allocated to each partner for this project. (150 words maximum)

3. **Equity Outcomes**

- Describe the extent to which the project will strengthen the effectiveness, number and diversity of organizations. (300 words maximum)
- How do concepts of power and privilege, and building alliances across cultures inform your approach? (200 words maximum)
- If you chose Goal 2, how have stakeholders been impacted by the issues you plan to address with your project. How have they been involved in defining the issue and developing your proposed strategy? (150 words maximum)
- Please download and complete Meyer's demographic data form in GrantIS.

4. **Project Capacity/Staffing**

- Briefly describe the background and relevant experience of key staff on the project. (200 words maximum)
- Briefly describe the role of the organization's board and/or its level of knowledge and engagement on this specific request. (150 words maximum)

5. **Sustainability**

- If this work will continue after Meyer support ends, how are you planning to sustain it and what will you need to carry out your plan/be successful? If the work will not continue after Meyer support ends, please note that here. (300 words maximum)

6. **Project Budget**

Please provide a project budget that includes:

- A line item breakdown of all project expenses;
- A brief description of each line item and calculations used to determine costs;
- The amount of funding requested from Meyer for each line item; and
- If applicable, a brief description of any additional revenue sources for the project (identified as secured or pending), including the funding source and amount.

A project budget template is available in GrantIS. You may use that template or your own format.

7. **Supplemental Materials**

Please upload the following documents:

- Applicant's most recent financial statements
- Applicant's most recent audit (if available)
- Any written agreements specifically relevant to the project (MOUs, etc.)
- Applicant's equity policy or statement (if available)

**Meyer Memorial Trust
Nonprofit Sector Support — Capacity Builders Funding Opportunity**

Application Checklist

<p>Have you created or updated your organizational profile on GrantIS?</p> <p>Your application must be submitted online via Meyer’s GrantIS application system. If your organization does not have an account set up already, please go to https://grantis.mmt.org/questionnaire to begin the process of establishing one. The process is simple, but it can take a couple of days. Please plan accordingly.</p>	<input type="checkbox"/>
<p>Have you answered all application questions in GrantIS?</p> <p>If you are planning to draft your narrative responses in a document before pasting them into GrantIS, please remember to be attentive to the word limitations for each question.</p>	<input type="checkbox"/>
<p>Have you completed and uploaded the Logic Model?</p> <p>Your application must include a logic model, using the template Meyer provides in GrantIS. The logic model is the “heart” of the application, so you may find it helpful to complete yours before crafting your narrative responses. To download the template, look for Logic Model in the left-hand navigation bar within your GrantIS application.</p>	<input type="checkbox"/>
<p>Have you completed and uploaded the project budget?</p>	<input type="checkbox"/>
<p>Have you completed and uploaded Meyer’s Demographic Data Form?</p>	<input type="checkbox"/>
<p>Have you gathered and uploaded necessary supplementary materials into GrantIS?</p> <p>Please note that materials not specifically requested for this application will <u>not</u> be reviewed, including additional documents and links to external websites or materials.</p>	<input type="checkbox"/>
<p>Review and submit your application no later than <u>5 p.m., Wednesday, December 7, 2016</u></p> <p>Don’t forget to hit the final “submit” button. You will receive an email to confirm that your submission has gone through.</p>	<input type="checkbox"/>

Need help? If you need assistance with the online application process, please contact Meyer’s Grant Operations department directly at grantsadmin@mmt.org. For other questions, please contact questions@mmt.org, or call us at (503) 228-5512.