



Power Building Fund 2023 Request for Applications (RFA)

**Updated items noted in pink,
as of March 13, 2023.**



Orange County United Way
Grant Administration Partner



POWER BUILDING FUND: OVERVIEW & RATIONALE

The purpose of this fund is to provide smaller, grassroots organizations addressing the Social Determinants of Health for those most impacted by health inequities (e.g. BIPOC, women, LGBTQ and minority-led organizations) whose **annual operating budgets are under \$500,000** with the opportunity to build their infrastructure and/or capacity (otherwise referred to here as power), supporting them in becoming more sustainable partners in the Equity in OC (EiOC) Initiative. These organizations have been identified as critical partners in health equity work and often lack the resources and/or power to be able to meaningfully engage in the various processes and collaborations where the work is taking place. It is our belief that providing them with a combination of: 1) engagement in an in-depth power-building opportunity alongside other health equity organizations, as well as 2) a grant to support their own organization's capacity and/or infrastructure, these smaller organizations will be more likely to sustainably engage in new and/or on-going health equity collaborative opportunities such as the EiOC Initiative.

The Power Building Fund (Fund) is available for a cohort of up to 19 non-profit or fiscally sponsored organizations to receive up to \$50,000 each. Recipients of this Fund will be provided financial support to meaningfully engage in the EiOC Initiative, including attending the Community Health Improvement and Leadership Academies (CHILAs) conducted by Institute for Health Improvement (IHI) through the EiOC Initiative. Financial support will be disbursed to help offset the cost of attending each of these multi-day sessions scheduled for 2023 and/or 2024.

Orange County United Way staff will engage with recipients on a regular basis to ensure appropriate learning and action opportunities (e.g. coaching, participating in equity improvement teams, action labs and other resources) are shared, utilized and integrated into the power-building concept report.

TIMELINE & KEY DATES:

- **RFA Release Date:** Monday, March 6, 2023
- **Submissions Due:** **Wednesday, April 12, 2023** by 12 p.m. Pacific Time
- **Award Notifications:** **Week of April 24th**
- **Grant Period:** **May 1, 2023 to April 30, 2024**

ELIGIBILITY CRITERIA

To be eligible for funding, an organization must meet the following criteria:

1. Not a current recipient of the Power Building Fund.
2. Be a 501(c)(3)* nonprofit organization (*or *fiscally sponsored*) based in Orange County and/or provide direct services and/or advocate alongside Orange County residents.
3. Have an annual operating budget of no more than \$500,000 to be demonstrated via Tax Form 990 and/or Profit & Loss statement to include total assets of no more than \$500,000.
4. Must not discriminate based upon age, gender, gender identity, race, disability, religion, national origin, sexual orientation, or an individual's ability to pay.
5. Invest in a change process that is dynamic and enhances multi-sector engagement, relationships, capacity, and intention for change.
6. Commitment to uplifting the voices of BIPOC, women, LGBTQ and minority communities both internally and externally.
7. Directly serve one or more of the CDC's impacted communities of interest, which include, but are not limited to:
 - American Indian, Alaskan Native, Native American, or Indigenous community
 - Asian or Asian American community
 - Black or African American community
 - Latino, Hispanic, Chicano, or Latin American community
 - Middle Eastern, North African community, or South Asian community
 - Native Hawaiian or Pacific Islander community
 - Multiracial or multi-ethnic community
 - Lesbian, gay, bisexual, and queer (LGBQ+) community
 - Members of gender minorities (transgender, non-binary, or nonconforming)
 - Houseless or unhoused community
 - Mental health and recovery community
 - Older adult community (65+)
 - Youth community (ages 18-24)
 - Veteran community
 - Individuals who are adversely affected by persistent poverty or inequality
 - Individuals who experienced under-employment
 - Individuals who are non-English speaking
 - Individuals with disabilities
 - Members from mixed immigration status households
 - Members of religious minorities
 - Diverse countywide geographic representation (by zip code)

IMPORTANT NOTE:

This fund is independent of other EiOC funding opportunities (e.g., Community Organizational Participation Grants, etc.) and organizations are allowed to receive multiple grants simultaneously, contingent organizations meet eligibility criteria.

Additionally, award decisions will be prioritized based on demonstrated need and minimizing duplication of funding resources.

ALLOWABLE EXPENSES

These are funds to be used by the awarded organization. Per CDC guidelines there are certain **unallowable** costs, as follows:

- Medical or scientific research
- Medical or clinical care
- Scholarships or fellowships
- Purchase, construction, or renovation of facilities, property, or land
- Furniture, equipment, or artwork
- Political campaigns, lobbying, or propaganda
- Fundraising or fund matching
- Endowments
- Debt reduction or loans
- Reimbursement of pre-award costs

PAYMENT SCHEDULE & FUND REQUIREMENTS

Once awarded, payment distribution will be made in equal installments contingent upon successful attendance and participation in various EiOC-related activities, including but not limited to:

- All upcoming the CHILAs (May 2023 and Fall 2023 or early 2024),
- A brief (1-2 page) Power Building Plan that describes capacity and/infrastructure-building needs, objectives and strategies will need to be submitted and approved.
 - o Details and instructions for the report will be provided to Fund recipients, as it gets closer to the completion of the third or fourth CHILA.
- Trainings, workshops, EiOC convenings/gatherings
- Evaluation check-ins, surveys, interviews or debrief discussions

SUBMISSION REQUIREMENTS:

Step 1: Complete the Power Building Fund Application (template provided) by following the Guidelines of the RFA.

Step 2: Send via email to EquityInOC@UnitedWayOC.org **on or before 12 p.m. Pacific Standard Time, March 20.**

Step 3: Use Application Checklist to ensure all application materials are included as part of the application submission.

Step 4: Upon receipt of Application, Orange County United Way (OCUW) team/staff will review applications for compliance.

*When Application **does** meet compliance requirements:*

- OCUW team/staff will follow up via email to confirm receipt of application and the application will move forward to the Application Review Process.

*When Application **does not** meet compliance requirements:*

- OCUW team/staff will follow up via email to Application's Point of Contact, and the applicant organization will have **one (1) business day** from the date of the email follow up notification to make any necessary corrections.
- Once corrections/adjustments are completed and submitted, OCUW team/staff will re-review application submission and follow up to confirm receipt of application, or reject the application in its entirety should application continue to fail to meet compliance requirements.

IMPORTANT APPLICATION INFORMATION

All applicants must follow the application submission instructions, including:

- Text must follow these minimum requirements:
 - **Font size:** Must be 10 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
 - Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
 - **Line spacing:** Must be no more than six lines per vertical inch.
 - **Text color:** No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- Follow paragraph/page limits included in the RFA and application template.
- Grantsmanship
 - Use English
 - Avoid Jargon
 - Spell out acronyms the first time they are used in each application section/attachment and note the appropriate abbreviation in parentheses. The abbreviation may be used in the section/attachment thereafter.

APPLICATION: Please submit no more than three (3) pages for the Organizational Information and Narrative.

A. Organization Information:

- Organization Name
- Executive Director contact information
- Fiscal Sponsor contact information (if applicable)
- Share the mission of the organization and a brief description of the organization's history
- Describe your organization's primary focus areas

- What population(s) does your organization primarily serve in Orange County?
- # of Paid Full-Time and Part-Time Staff
- # of Volunteers
- Organizational Total Annual Budget
- Explanation of how your organization seeks to be diverse and inclusive
- List other funding secured in 2023

B. Organization Narrative: This section is an area for you to describe how your organization could benefit from the Power Building Fund.

- When thinking about systems change work to advance health equity, what do you believe is your organization’s strongest contribution or value?
- In the next 12 months, what are 1-2 specific areas where your organization would like to build capacity to help build your power and ability to make an impact on health equity in Orange County?

C. Organizational Needs: This section is an area for you to include your organization’s needs. Needs include technical assistance, leadership development, etc. Use the table in the template to complete this section of the application. In the following responses, please be as specific as possible to identifying responses for the next 12-months.

- What activities are planned using Power Building Funds?
 - **For example,** Coalition building, Collaboration among health equity advocates, Community engagement/mobilization, Leadership Development, Systems change interventions, etc.
- Needs to develop strength/power in order to be sustainable and successful organizationally – in what areas?
 - **For example,** Civic engagement, Board governance, Human resources, Accounting/finance, Evaluation/data, etc.
- What are your organization’s training and/or workshop needs – in what areas? Please select activities that you can focus on in the next 12-months with Power Building Funds?
 - **For example,** Program strategy and planning, Fundraising/development, Policy advocacy support, Communications/marketing/public relations, etc.
- What areas are your organization the most powerful/strongest? What areas could use some help in making it stronger/more powerful?
 - **For example,** Knowledge of health equity, Understanding of policy and/or budget advocacy to advance health equity, Identify systems change opportunities, Resident/parent leadership development, etc.
 - In this sub-section, please include your top three (3) competencies and top three (3) areas to improve in the next 12-months.

SUPPORTING DOCUMENTATION - REQUIRED:

1. **Proof of Non-Profit Status** – Include a copy of the determination letter from the Internal Revenue Service.

2. **Current Organizational/Operational Budget** – Include a copy of the most current Board-Approved Organizational Budget.
3. **Proof of Non-Profit Size** – Current (2021) Tax Form 990 (for your organization) to demonstrate having total assets to not exceed \$500,000. If your fiscal sponsor will provide proof of non-profit size, it must be specific to your organization’s total assets. If a current tax form 990 is not available, a current Financial Statement to include Total Revenue and Expenses, otherwise known as a “Profit and Loss Statement” is also acceptable.
4. **Current and signed W-9 Form** – If awarded, this form is required in order to issue grant payments.
5. **Current Roster of Organization’s Board of Directors**
6. **Information on Key Leadership** – Include a resume or curriculum vitae of the organization’s Executive Director. Should be no more than three (3) pages long. Also, include brief bio(s) of key designated staff who will be primarily responsible for engaging in the Equity in OC Initiative.

<input checked="" type="checkbox"/> APPLICATION CHECKLIST	
<input type="checkbox"/>	Total Amount Requested does not exceed \$50K
<input type="checkbox"/>	Font size is 10 points or larger
<input type="checkbox"/>	Each section meets paragraph and/or page limits
<input type="checkbox"/>	All sections of the application are complete
<input type="checkbox"/>	Completed Application (in word or pdf format acceptable)
<input type="checkbox"/>	Copy of Proof of Non-Profit Status
<input type="checkbox"/>	Copy of Organizational Budget
<input type="checkbox"/>	Copy of Proof of Non-Profit Size
<input type="checkbox"/>	Copy of Current and signed W-9 Form
<input type="checkbox"/>	Copy of Current Roster of Organization’s Board of Directors
<input type="checkbox"/>	Information on Key Leadership