



# REQUEST FOR PROPOSALS



## 2023 Hubert E. Sapp Regular Grant Cycle

***Deadline: Friday, May 19<sup>th</sup>, 2023 by 5:00PM Eastern Daylight Time (EDT)***

### **I. BUDGET REQUIREMENTS**

During this cycle Southern Partners Fund (SPF) will not consider grants to organizations with operating budgets over \$350,000 for general operating support. If the budget is over \$350,000 an organization may apply for project support.

### **II. NOTIFICATION OF AWARDS/DECLINATIONS**

Notification of Grant Decisions will be announced after September 15, 2023.

### **III. RELEASE OF REQUEST FOR PROPOSALS (RFP)**

**PLEASE CAREFULLY READ THESE CHANGES TO THE 2023 REGULAR GRANTMAKING CYCLE**

Southern Partners Fund (SPF) is pleased to announce the 2023 Hubert E. Sapp Regular Grant Cycle. Throughout our history SPF has remained steadfast in investing into the development of rural communities across the Southeast. Now more than ever, it is critically important for us to work with our grantee partners to strengthen our communities and prepare them for the inevitable battles that lie ahead.

In 2023, SPF is going back to its principles. Sixty percent (60%) of grant making for the 2023 Hubert E. Sapp Regular Grant Cycle will go towards the Southern Organizing Strategy (SOS). As a result, priority will be given to organizations whose work is focused in one or all of these areas: Education Reform, Immigration Rights and/or Voter Rights & Engagement.

*"I had reasoned this out in my mind, there was one of two things I had a right to, liberty or death; if I could not have one, I would have the other."*

*Harriet Tubman, Civil Rights Activist*

*The Southern Partners Fund*

# COMMITMENT

SPF was founded in 1998 by a coalition of 18 grassroots community organizers with the belief that it is the birthright of every American to enjoy basic rights, privileges, and a quality of life; to be preserved and create a legacy for future generations. Hubert Ellis Sapp, a transformative visionary and grassroots organizer, was instrumental in turning the concept of SPF, a democratically led foundation directed by grassroots organizers, into a reality. In the wake of his passing in February of 2021 and to honor his legacy, **we are proud to add his name to our Regular Grant Cycle, which from here on, will be referred to as the Hubert E. Sapp Regular Grant Cycle.** SPF serves over 75 rural community groups in 12 of the southeastern United States, including: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia. These groups represent diverse, disenfranchised people in the South from different racial/ethnic backgrounds and sexual orientations.

## **Our Compassion**

The mission of SPF is to serve rural Southeastern communities and organizations seeking social, economic and environmental justice by providing them with financial resources, technical assistance, training and access to systems of information and power. There are two central ideas embraced in the democratic philanthropy of Southern Partners Fund: compassion and community. Compassion implies an understanding or concern for community members lacking local political power to impact the decisions that affect their lives. Community relates to the things that bring us and hold us together.

## **Our Courage**

SPF has an accomplished history of demonstrating how collective power can act as a force for moving toward social change, by supporting issues such as: labor rights, economic and environmental justice, criminal reform, youth development, education reform, women and girl's rights; as well as housing and health reform. The rural South includes historically underdeveloped regions with citizens who have lower incomes, low levels of education and are affected by higher disease rates than the rest of the country. These citizens, who are often people of color and poor, and live in isolated tracts that reflect the legacy of slavery; must organize. They must organize to help determine their future and the future for their children.

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## **Our Culture**

Using a grassroots perspective, we believe that culture is the essence of its people and should be valued, shared and preserved in the process. We must build our strength and unity by incorporating standards of integrity, respect, love, diversity, quality and interconnectedness.

## **IV. RFP GUIDELINES**

All applicants must adhere to the following guidelines:

Applications must be in the SPF office by **May 19<sup>th</sup>, 2023 BEFORE 5:00 P.M. EDT**

and can be submitted in the following ways:

- Email: Email your application to [grants@southernpartnersfund.org](mailto:grants@southernpartnersfund.org). All applications must be received in the office by the deadline date above.
- Fax: Fax to SPF Office, fax# 404-541-9097. All applications must be postmarked and received in the office by the deadline date above.
- Mail: Mail your application by regular postal mail to: Southern Partners Fund, 1 Baltimore Pl., N.W., Ste. 150, Atlanta, GA 30308. All applications must be postmarked and received in the office by the deadline date above.
- Only nonprofit organizations with a 501(c)3 public charity status, or an emerging organization with fiscal sponsorship from a 501(c)3 organization will be considered.

Questions regarding the guidelines or application process may be addressed to the program officer, who can be reached at 404-791-9920 or via email at [grants@southernpartnersfund.org](mailto:grants@southernpartnersfund.org)

If you would like to receive an application in Spanish, please contact Fernando Cuevas, Jr. at 407-557-5531. *Southern Partners Fund acepta solicitudes en español. También tenemos copias de nuestra solicitud en español. Si necesita una copia, por favor contacte a Fernando Cuevas, Jr. al 407-557-5531.*

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## V. GENERAL GRANT GUIDELINES

### **The Purpose of SPF Grantmaking is to:**

- Develop and nurture grassroots community-based leaders and organizers.
- Build the capacity of rural, grassroots community organizing groups and leaders.
- Strengthen rural communities and people.
- Develop equitable peer relationships, which support real transformation toward a just society.

### **PLEASE CAREFULLY READ THE NEW CHANGES FOR THE 2023 HUBERT E. SAPP REGULAR GRANT CYCLE IN THE REQUEST FOR PROPOSAL INFORMATION ABOVE.**

### **Who We Fund:**

Southern Partners Fund focuses on rural community organizing in the Southeastern United States. We support organizations in the following states:

Alabama	Kentucky	South Carolina
Arkansas	Louisiana	Tennessee
Florida	Mississippi	Virginia
Georgia	North Carolina	West Virginia

The organizations and projects that we fund strive for progressive fundamental change. These groups must be:

- **Rural community organizing groups in the Southeastern United States,**
- Self-governed by members of the targeted rural population, and
- Organizing on issues of social, economic and environmental justice that enable community members to become decision-makers.

### **What We Do Not Fund**

- Direct Services - Services provided by a non-profit organization directly to individuals and/or families. To include but not limited to housing, training, or health services.
- Capital Improvements - Building and/or land acquisitions
- Legal fees
- Regranting to intermediary organizations
- Urban organizations that strictly serve urban populations

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## APPLICATION PROCESS

The Request for Proposals (RFP) is an open process. Potential grantees for this RFP are community-based, nonprofit organizations (with 501(c)3 public charity status). Southern Partners Fund can support emerging organizations and community-based projects only if they are sponsored by tax-exempt 501(c)3 public charities.

**Applicants may request general operating support or project support. During this cycle Southern Partners Fund (SPF) will not consider grants to organizations with operating budgets over \$350,000 for general operating support. If the budget is over \$350,000, an organization may apply for project support.**

The review process includes a phone interview and/or site visit. Organizations under consideration will be contacted by a Grants Committee member to schedule an interview/site visit.

The Grants Committee will meet in **September of 2023** to discuss proposals and make grant decisions. During this meeting, the Committee will discuss the material submitted by the applicants and any additional information gathered during site and/or phone visits.

All organizations that are selected for grants must submit final reports. All new organizations that are selected for grants must submit six-month progress reports *and* final reports on the use of the grant, as described in their application. **All outstanding final reports must be received by SPF before a new request is considered. No application will be reviewed if your organization has not satisfactorily submitted an outstanding final report.**

Organizations that have been funded for **5 consecutive** years through the Regular Grants Cycle *are not eligible* for support this year. You will be contacted by SPF if you are not eligible to apply. This policy does not include special initiative cycles.

**Notification of Grant Decisions will be announced after October 1, 2023**

***For more information on the application process contact:***

The Program Department at Southern Partners Fund

(P) 404-671-9306

(E) [grants@southernpartnersfund.org](mailto:grants@southernpartnersfund.org)

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## APPENDIX A - SAMPLE BUDGET

You can use this sample budget format as a guide to complete your organizational *and/or* project budget. If you are submitting a proposal for a specific project, please submit **both** your overall *organizational budget* and your *project budget*.

INCOME	TOTAL BUDGET	Committed	Pending	SPF Request	Grant
Foundation Grants (attach list of grants)	140,000	95,000	25,000	20,000	
Government grants and contacts (attach list of grants)	25,000	5,000	20,000		
Corporations/Businesses	15,000	10,000	5,000		
Individual Contributions	5,000	2,500	2,500		
Religious Institutions	500	500			
Payroll Deduction (United Way or other federated fund)	3,000	3,000			
Membership Dues	12,500	7,500	5,000		
Events	5,000	5,000			
Fees for Service	7,500	7,500			
Sales	12,000	12,000			
Other (please specify)					
In-Kind Donations (attach a list of in-kind donations)	5,000	5,000			
<b>TOTAL INCOME</b>	<b>\$230,500</b>	<b>\$153,000</b>	<b>\$57,500</b>	<b>\$20,000</b>	
EXPENSES	TOTAL BUDGET	Secured	Pending	SPF Request	Grant
Salaries and wages (state if part-time or full-time)					
1 FT Executive Director	52,000	45,000	7,000		
1 FT Organizer	42,000	32,000		10,000	
1 PT Administrative Assistant	22,000	17,000		5,000	
Fringe benefits	16,600	14,100		2,500	
Taxes	15,040	15,040			
<b>Subtotal Personnel</b>	<b>147,640</b>	<b>123,140</b>	<b>7,000</b>	<b>17,500</b>	
Consultant/Contract fees	35,000	5,000	27,500	2,500	
Audit/Bookkeeper	5,000	3,000	2,000		
Travel	3,000	3,000			
Postage	1,200	1,200			
Copying/Printing	2,500	2,500			
Occupancy	10,000	10,000			
Phone/Fax/Internet	3,000	3,000			
Equipment/Tech Support	10,960	1,000	9,960		
Supplies	500	500			
Publications/Subscriptions	200	200			
Training/Technical Assistance	7,000	2,500	4,500		
In-kind expenses (attach a list of in-kind expenses)	5,000	5,000			
<b>Subtotal Office and Program Expenses</b>	<b>83,360</b>	<b>36,900</b>	<b>43,960</b>	<b>2,500</b>	
<b>TOTAL EXPENSES</b>	<b>\$231,000</b>	<b>\$160,040</b>	<b>\$53,460</b>	<b>\$20,000</b>	

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## APPENDIX B - BUDGET ATTACHMENT

You can use this sample budget format as a guide to itemize your list of foundation and government grants and in-kind items for your organizational *and/or* project budget. **If you are submitting a proposal for a specific project, please submit your budget attachment for foundation and government support and in-kind items for both the overall *organizational budget* and your *project budget*.**

### Foundation Support

Big Bucks for Organizing Foundation	\$35,000	Committed
Good Works Community Fund	\$20,000	Committed
Ida and Lewis Kindheart Family Fund	\$15,000	Committed
W.E. Givealott Fund	\$20,000	Committed
Lotta Doe Trust Fund	\$5,000	Committed
Charitable Money Trust	\$25,000	Pending
Southern Partners Fund	\$20,000	Submitted
<b>TOTAL</b>	<b>\$140,000</b>	

### Government Support

Arkansas Department of Education	\$15,000	Proposal in Process
U.S. Department of Education	\$5,000	Submitted
City Environmental Protection Agency	\$5,000	
	<b>Committed TOTAL</b>	<b>\$25,000</b>

### In-Kind Items

	<b>Donations</b>	<b>Expenses</b>
Fundraising Professional	\$3,600	\$3,600
Pro bono legal services	\$1,400	\$1,400
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>

*\*In-kind donations and expenses must equal each other.*

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## APPENDIX C - HOW TO FORECAST FOUNDATION FUNDING

### Foundation Fundraising Potential

#### **Worksheet Very Possible – 75%**

Renewal proposal was invited by a funder, Program Officer is advocating for our proposal.

Ida and Lewis Kindheart Family Fund	\$15,000
W.E. Givealott Fund	<u>\$20,000</u>
	\$35,000 x 75% = \$26,250

#### **Possible – 50%**

Spoke with Program Officer who said we fit their criteria.

Lotta Doe Trust Fund	\$20,000
Southern Partners Fund	<u>\$13,500</u>
	\$33,500 x 50% = \$16,750

#### **Possible – 50%**

No contact with foundation, but research shows we fit their criteria.

Savya Kidd Foundation	\$30,000
Chevy Foundation	<u>\$25,000</u>
	\$55,000 x 20% =
	\$11,000

<b>TOTAL POTENTIAL</b>	<b>\$54,000</b>
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**2023 RFP Application-Submit by 5pm EDT, May 19<sup>th</sup>, 2023**

Submission Email: [grants@southernpartnersfund.org](mailto:grants@southernpartnersfund.org)

Submission Email Subject: **2023 RGC Proposal – Your Organization’s Name**

## Organization and Contact Information

<b>ORGANIZATION INFORMATION _SPF will only contact this person for any questions or information</b>			
Exec. Directors Prefix:	ED’s First Name:	ED’s Last Name:	
Mailing Address:			
City:	State:	Zip:	
Office Phone:	Email Address:		
Is your organization a 501c3 corporation:	Yes:	No:	
If yes, Please provide your Tax ID Number:			
If no, Please complete Fiscal Sponsor section below.			

<b>FISCAL SPONSOR (F.S.) INFORMATION</b> (complete only if you have a fiscal sponsor)			
Organization Name:			
F.S. Exec. Director First Name:	Last Name:		
Mailing Address:			
City:	State:	Zip:	
Phone:	Website:		
Tax ID Number:	Email Address:		

<b>PERSON COMPLETING APPLICATION</b>		
Prefix:	First Name	Last Name:
Phone Number:	Email Address:	



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## Request Information

<b>REQUEST INFORMATION</b>			
Short Description of Request: <i>Please keep your description short and concise. No more than two lines. *(Required)*</i>			
Type of Request:	<input type="checkbox"/>	General Operating	<input type="checkbox"/>
			Project support
<b>Amount of Request:</b> <i>Maximum request is \$25,000. Maximum request for organizations new to Southern Partners Fund is \$5,000.</i>			
Request Amount: \$			
SELECT ALL: Primary Focus Area of your work that best aligns with your proposal request			
<input type="checkbox"/>	Voter Rights & Engagement	<input type="checkbox"/>	Economic Justice
<input type="checkbox"/>	Education Reform	<input type="checkbox"/>	Incarceration Reform
<input type="checkbox"/>	Immigration Rights	<input type="checkbox"/>	Healthcare Reform
<input type="checkbox"/>	Women & Girls’ Leadership	<input type="checkbox"/>	LGBTQ+ Rights
<input type="checkbox"/>	Environmental Justice	<input type="checkbox"/>	Housing Reform
<input type="checkbox"/>	Youth Leadership	<input type="checkbox"/>	Disability Rights
Other, please describe:			
SELECT ONE: Population Served			
<input type="checkbox"/>	African American	<input type="checkbox"/>	Asian/Asian American/Pacific Islander
<input type="checkbox"/>	Caucasian	<input type="checkbox"/>	Latino/Latino American
<input type="checkbox"/>	Mixed Ethnicity	<input type="checkbox"/>	Native American/American Indian
<input type="checkbox"/>	Non-Specific	<input type="checkbox"/>	Vietnamese
<input type="checkbox"/>	Arab/Arab American/Chaldean	<input type="checkbox"/>	Haitian
<input type="checkbox"/>	Indian	<input type="checkbox"/>	Other
Other, please describe:			
SELECT ONE: Please select the primary group that is served by your work:			
<input type="checkbox"/>	Children	<input type="checkbox"/>	LGBTQ+
<input type="checkbox"/>	Low-Income	<input type="checkbox"/>	Men
<input type="checkbox"/>	Non-Specific	<input type="checkbox"/>	People with Disabilities
<input type="checkbox"/>	Women	<input type="checkbox"/>	Teens/Young Adults



**Understanding Your Organization**

1. Why was your organization created and how has your work evolved since its inception?
2. Please describe the vision, mission, and values of your organization and how each guides your work on a daily basis?
3. How does your organization define grassroots community organizing and how do you use these principles in your work?

**Programming and Impact**

1. Please describe how your work connects to one or more of SPF’s primary focus areas (if applicable): **Voter Rights & Engagement, Education Reform, or Immigration Rights?** If your work is not directly connected, please describe the issue area your work most focuses on and why SPF should support this work?
2. What are the needs of the community you’re serving and what strategies are you using to address these needs?
3. How does your organization’s work address and change the underlying root causes of racism and address the other ism’s that exist in your community?

**Projected Change**

Describe the changes you expect to see in your community and organization that will let you know you are on the right path to achieving your long-term goals. Be sure to list what you believe will be your key milestones and when you expect to see them.

**Constituency and Capacity**

1. How does the community, the people your organization serves, support your work and help you to achieve your mission?
2. How do you increase the leadership capacity of your constituents

**Organizational Capacity**

1. In terms of your organizational capacity, what are the:
  - A. Strengths of your organization?
  - B. Challenges that hinder the work of your organization?
2. Other than grant’s, please describe how your organization raises funds?

**Demographics**

Please provide the following demographics for your constituency:

	Number	Percentage
<b>Geographic</b>		
Urban (City/Town; high pop)		
Suburban (mid population)		



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Rural (least populated)		
<b>Ethnicity</b>		
African American		
American Indian or Alaska Native		
Asian, Native Hawaiian or Pacific Islander		
Caucasian (non-Hispanic)		
Latino/Hispanic		
Multiracial		
Other (please list)		
<b>Gender</b>		
Women		
Men		
Transgender		
Other (please list)		
<b>Age</b>		
Between ages of 0-12		
Between ages of 13-19		
Between ages of 20-29		
Between ages of 30-45		
Between ages of 46-60+		

**Attachments:**

- Most recent audited financials to include your schedule B
- Profit and Loss statement for this fiscal year
- Board Approved Budget for the current fiscal year
- A Projected Budget for Next Fiscal Year
- A list of your committed funders for this fiscal year.
- Board of Directors listing with demographics
- Copy of your 501c3 IRS designation letter
- If you have a fiscal agent please provide a signed letter of agreement between you and your fiscal agent and a copy of their 501c3 IRS designation letter