HOLY TRINITY CATHOLIC CHURCH
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REQUEST FOR PROPOSALS FOR A SOCIAL JUSTICE PROJECT
Deadline for submission: March 4, 2022

2021-22 marks the 38th year that Holy Trinity Catholic Church has set aside a percentage of its income to address social justice concerns within the Archdiocese of the District of Columbia and beyond. The Tithe Program seeks to address root causes of social justice issues both locally and across the global community. We accomplish this in collaboration with members of the parish through prayer and discernment and by giving our time, talents and resources to vulnerable communities. In 2014, Holy Trinity Catholic Church began allocating a tithe portion to large social justice grants focusing on one or two priority themes identified each year. These grants have supported social justice work by addressing issues systemically or by making investments to help sustain service and advocacy-oriented work.

Substantive scope. Holy Trinity Catholic Church conceives of social justice in comprehensive terms. We define our vision for social justice as follows:

At Holy Trinity, our faith and our Ignatian tradition call us to build a more just world that upholds dignity, equality and access to social and economic opportunity for all. Our ministry supports and facilitates living a life of justice and peace, providing the tools to answer the call to live our faith in action. We educate, advocate, support service initiatives and provide opportunities to serve. We seek to enhance spiritual life and work in solidarity to build a more just, peaceful and environmentally sustainable world.

Consistent with this broad vision, this RFP seeks proposals for projects that contribute demonstrably to building a more just world and to upholding dignity, enhancing equality, and facilitating access to social and economic opportunity for people in poverty.

Specifically, this RFP focuses on the following **priority theme**: **early childhood development**. We are interested in organizations and programs that focus on the social/emotional development, educational needs, and general wellness of young children. This is meant to include supporting parenting of young children. This focus is made in the knowledge that young children have been uniquely impacted by the pandemic. We would be open to funding any program that addresses the needs of children,

especially low-income children and children of color, and in particular, programs addressing the compromised developmental track for children.

Application Criteria and Questions. Proposals must address the following <u>thematic criteria</u>:

- **Target population:** Youth between 0-5. Programs should be targeted and seek to mitigate the negative impacts on children of COVID-19.
- **Geographic targeting:** District of Columbia and surrounding counties in Virginia and Maryland. Priority will be given to proposals that include, but may not be limited to, District of Columbia's underserved wards.
- **Innovative approaches to addressing education, wellness and the inclusion of parents into programming:** Emphasis on initiatives that address the synergy between parents and children, as well as families and teachers. Early studies reveal that the pandemic has caused elevated symptoms of stress and anxiety for both children and parents and programming should seek to mitigate the impact.
- **Holistic interventions** encompassing inclusive community engagement, education/training, advocacy and support services with clear links to addressing the whole child within the family support system.

Additional <u>technical criteria</u> to be assessed are:

1. **Value added**: the proposal provides a clear rationale for Holy Trinity Catholic Church's (HTCC) support, particularly its complementary role in adding value to other funding sources, and HTCC's contribution in terms of non-traditional approaches to reaching out to low-income and underserved communities and youth.
2. **Technical design**: (a) includes evidence-based data and evidence of past learning to justify the proposed technical design, (b) implementation approach and sequencing are clearly laid out, (c) monitoring, evaluation and learning evaluation system include a realistic MEL system that will generate operationally useful data for learning what works and what doesn't work, particularly to promote non-traditional, innovative pathways to youth education.
3. **Direct impact with measurable results:** The proposal should demonstrate that HTCC's support would result in a direct and positive result in addressing early childhood development within our community, with measurable results defined in the proposal.
4. **Innovation:** given the limited resources provided, the proposal must demonstrate HTCC's value added from the perspective of proposing innovative interventions that wouldn't be otherwise funded through traditional donor sources.
5. **Partnerships, networking and coordination** with partners and other key stakeholders in the relevant field of the proposal: given the complexity of the prioritized issue and the urgent need, the proposal must explain how the applicant will work with other partners and allies, including through complementary expertise and other types of complementary roles. The proposal may include funds-sharing with proposed partners.

6. **Sustainability and investments in scalable models beyond pilots**: given the limited resources to be provided, the proposal must contribute to an intervention model that may be sustained beyond the projects' duration, including by testing and scaling alternative models that are currently being piloted.

Proposals are encouraged to include ways for HTCC parishioners to become engaged through volunteer opportunities, as well as potential ways of fostering a long-term relationship between the implementing organization and the parish.

Please refer to the Annex for the first-stage application questionnaire.

Monitoring, evaluation and learning. The proposal will include a sound MEL system including qualitative and quantitative milestones that the organization is already using or will introduce to monitor implementation.

Management capability and commitment. Organizations with demonstrable management capability and commitment. Evidence of capability will include not only experience in the social justice direct service and advocacy sphere, but also effectiveness in that sphere. Evidence of commitment will include the caliber of the personnel organizations intend to assign to their proposed projects as well as their ability to bring other resources to the table, that is, to complement HTCC's award with resources of their own.

Time frame. The proposals' duration will be from July 1st, 2022 to June 30th, 2023. Please note, in certain cases, HTCC has granted smaller continuation grants to large grant proposals. This second, continuation grant would be made based on an assessment of progress achieved by the end of year 1, and HTCC's value add in providing subsequent complementary funding. HTCC reserves the right to provide continuation grants.

Reporting. The recipient organization will be required to submit two (2) reports:
1) One short technical progress report covering the first six months (January 1, 2023)
2) One final technical and financial completion report covering the project's 12-month duration (June 30th 2023)

Holy Trinity Social Justice Committee will provide the reports' templates. Additionally, the grantee may be asked to participate in one or more of HTCC's events to share the project with HTCC parishioners or with Holy Trinity School.

Eligibility. Eligibility for grants is open to all not-for-profit organizations based in the District of Columbia or in nearby surrounding counties located in Virginia and Maryland.

Grant size. Grant size will range from $50,000 to $100,000. Depending on the scope of the proposals received, we also reserve the option of making smaller awards to more than one organization. The evaluation committee will base its decision on the extent to which proposals respond to the prioritized thematic and technical criteria.

We will not fund a capital project.

Evaluation and selection process. The proposal and evaluation process will consist of two stages. In the first stage, interested organizations will fill out the cover sheet and questionnaire (see Annex.)

To make the process manageable for both sides, each of the questionnaire's questions has a word limit. HTCC's evaluation committee will assess each questionnaire by the evaluation criteria bolded above. It will then develop a short list of organizations to invite to participate in the second stage.

In the second stage, the selected short list of organizations will be asked to respond to follow-up questions based on their initial application and to participate in a virtual Q&A with members of the Tithe Committee.

Both selected and non-selected applicants will be notified of the final decision around the end of May 2022 if not sooner.

Application deadline and contact information. The deadline for the application is **March 4, 2022. Please submit the application by email to:**

Mrs. Ashley Klick
aklick@trinity.org.

Include "Application to Holy Trinity RFP" in the email subject. Please send any questions about this RFP to the same email address above.

Rights. Holy Trinity Catholic Church reserves the right to amend, suspend, terminate, or alter the criteria or procedures for granting awards under this Request for Proposals, and all award decisions will remain at all times at the sole discretion and judgment of HTCC, including its Pastor. Participation in this award process does not create any implication, right, or commitment, on the part or for the benefit of any participant or applicant, that any particular determination or award will be effectuated or granted.

ANNEX

Stage 1 Application Form (cover sheet)

1. **Organization name and contact information (full address, including mailing address if different, telephone number, and website)**	
2. **Project Partners. List partners who you are or will be working with for this project.**	
3. **Project objective (50 words max.):**	
4. **Requested project funding amount:**	
5. **Period this funding request will cover (must be between July 1st 2022 – June 30th 2023)**	
6. **Name, title, telephone number, and email address of contact person for this proposal**	
7. **Name, title, telephone number, and email address of CEO or executive director**	
8. **Total current organizational operating budget amount**	
9. **Federal tax-exempt number. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number**	

Required Supporting Documents:

1. Current organization operating budget
2. Project Budget
3. List of secured and pending project funding
4. List of Board of Directors

5. Most recent financial audit (if your organization does not complete an audit, please attach a copy of your most recent signed and dated 990).

FIRST-STAGE QUESTIONNAIRE

1) TITLE
Provide your project's title. (10 words)

2) SUMMARY
Provide a summary of your project. (50 words)

3) NATURE AND SIGNIFICANCE OF THE PROBLEM
Describe the critical need(s) or specific social justice problems(s) your project seeks to address and why this is important to address. Who is the project's target population? (100 words)

4) WHAT/WHERE/HOW
Provide a detailed explanation of your project's main activities, sequencing and overall approach. How will it address the problem's root causes? Where will it take place? Please explain if it is part of an ongoing or new initiative. (350 words)

5) RESULTS
What outcomes are you committed to achieving during the grant period? Describe the proposed monitoring, evaluation and learning system (MEL), particularly focusing on few and realistic qualitative milestones. Explain how the proposed MEL system will generate new learning about what works and what doesn't work in addressing the education achievement gap. (300 words)

6) SUSTAINABILITY
What is the approach to sustaining and scaling the proposed intervention? (250 words)

7) VALUE ADDED OF HOLY TRINITY SUPPORT
What additional value would HTCC's grant bring? Are there specific quantifiable results you would see as attributable to HTCC's support? If you do not receive the grant requested, what will you do? (250 words)

8) OPERATIONS AND TIMELINE
Outline your operational plan, including qualitative milestones. (200 words)

9) RISK MANAGEMENT
What are your project's biggest risk factors or potential barriers and how do you plan to mitigate them? (150 words)

10) MANAGEMENT CAPABILITY AND STRUCTURE

Explain why your organization is qualified to carry out your project. Describe your proposed management team, including key team members' experience and qualifications as they relate to implementing the project, and roles of partners, if applicable. Include information about additional resources you will bring if applicable. (150 words)