Request for Proposal (RFP)

Helping Each Other Thrive

A Grant Opportunity to Support Neighborhood Resilience in Jefferson County
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Our Goal

Community First Foundation believes in working with communities to make good happen. It’s core to who we are and what we want to be. We also recognize we can’t do any of the hard work alone, but instead, must do it together, with you, our community. That’s why we’re offering this funding opportunity to help our neighbors be more connected to each other, and us.

Our goal is to better understand how people from neighborhoods with higher concentrations of poverty in Jeffco can get involved in social networks, associations, or organizations to improve their community. Our funding will support two primary activities:

- **Resident Training/Development**: Support for efforts to build leadership, advocacy, or other skills for local residents to become more active on issues important to their community

- **Community Engagement**: Support for organizations working to increase or improve their levels of community engagement among people living in neighborhoods with the highest concentration of poverty
Overview

We envision a Jeffco where everyone is thriving. This is why we are embarking on a new area of community investment to create more resilient and connected neighborhoods. Resilient neighborhoods are socially connected places where neighbors work together. They promote individual and collective wellbeing. They are places where people contribute their skills, knowledge, and experience to support their community. And they are places where the collective strengths of neighbors are harnessed to help all members of a community thrive.

In Jeffco, we recognize that neighborhoods with higher concentrations of people living in poverty face more obstacles to thriving than other neighborhoods. We tracked census data organized by Jeffco Public Health to help us better understand which neighborhoods and corridors of the county may need more community engagement. As we began to explore this data, we discovered three specific aspects of the county where people are struggling most. Those areas include: 1) income/wealth; 2) education; and 3) occupation/employment. We want to work with these communities to learn and understand how we can work together to harness community talents and grit to become more resilient and connected.

Here's what we hope to learn.

Through this funding opportunity, we are interested in learning:

1. Who is working in these neighborhoods to harness the energy and passion of people, and/or help people develop the skills they want and need to be more activated and engaged in their community?
2. How are community-based organizations serving the needs of these neighborhoods and how are they engaging residents in their work?
3. How can Community First Foundation support opportunities to increase social connectedness in these areas?

Community engagement is at the heart of this funding opportunity and the Foundation will provide grant funding through an open and competitive grant process to support the development of residents to be more activated in their community and to support the costs associated with harnessing deeper community engagement in these corridors among community-based organizations currently working here.
The important stuff!

Application Period
Applications open: Tuesday, August 31, 2021
Applications close: Thursday, September 30, 2021, at 5 p.m.

Objective
Invest $1 million in grant funds to support two types of community engagement efforts for residents living in the corridors of need outlined in this document:

**Resident Training/Development:** Support for efforts to build leadership, advocacy or other skills for local residents to become more active on issues important to their community

**Community Engagement:** Support for organizations working to increase or improve their levels of community engagement among people living in neighborhoods with the highest concentration of poverty

Eligibility
To be eligible, organizations must be 501(c)(3) Nonprofits and/or government equivalents, or 501(c)(4) social welfare organizations, such as neighborhood associations, operating within the defined geographic scope of this grant opportunity.
Geographic Scope
Organizations must be working in the following communities. *Please see the Appendix for additional maps/details.

Arvada Corridor
Between Sheridan on the east and Ward Road on the west; and from 41st Avenue on the south to 60th Street on the north.

- I-70 Corridor
- Mansfield / Kipling
- Lakeside
- Arvada Plaza
- Olde Town Arvada
- Memorial Park
- McIlvoy/Olde Town
- Creekside and East Wadsworth
- Columbine/Foster Elementary
- Elevado Estates

Wheat Ridge, Edgewater and Lakewood Corridor
Between Sheridan on the east and Simms/South Union St. on the west, with westward expansion along 6th Avenue near Denver West on the west, 6th Avenue on the south, and to 25th Street on the north.

- Molholm/Two Creeks
- Luckland Vista
- Green Acres
- Hearthside Townhouses
- Edgewood
- Northeast Lakewood
- Heverly Heights
- Morse Park
- Lakewood Green Homes
- Brentwood Estates
- Cedar Crest
- Daniels
- Ashwood East
- East Pleasant View
South Lakewood/Golden Corridor
Between Sheridan on the east, and Johnson Road in Golden on the west; and Jewell Avenue on the south and 6th Avenue on the north.

- Greenbriar/Cloverdale
- South Alameda
- Martindale
- Newland Station
- O’Kane Park
- East Gate
- Third Place
- Glennon Heights
- Briarwood hills
- Sun Valley

Kittredge Corridor and Unincorporated Jefferson County
Primarily rural areas with concentrated focus between Highway 74 on the west to Myers Gulch Road on the east, and Hilltop Road on the south and Highway 74 on the north.

Funding Amounts
Awards will vary depending on the nature of the request. We anticipate funding roughly 40-60 awards in the range of $15,000 and are open to requests with larger or smaller funding amounts.
Tips

We want to help you be successful with your application. Here are seven tips to help you prepare and put forward your best application!

Tip 1: Make sure you’re eligible!

Registered 501(c)(3) nonprofit or government equivalent and 501(c)(4) social welfare organization. If your organization is interested in applying and you are not under one of these broad categories, please call or email Noah Atencio, natencio@communityfirstfoundation.org or 720-284-2188 to explore eligibility.

- **Neighborhood-Level Engagement in Jefferson County.** The focus of this grant opportunity is to support targeted community engagement efforts in identified corridors of need in Jefferson County. Eligible organizations must demonstrate a recent history (within the past year) of providing services or support to Jeffco residents within the identified corridors of need and an interest in elevating the level of community engagement from people living there.

- **Willing to share data.** By submitting a grant request, applicants agree to allow the Foundation to use or share information contained in the grant application to inform community-level data initiatives, establish a network accessible to a public audience, and use in marketing or communication efforts to raise awareness of the Foundation’s work or the issues in the community.
Tip 2: Determine Where Your Organization Fits on the Continuum of Community Engagement.

The Tamarack Institute’s Community Engagement Continuum describes five community engagement levels typically used by organizations. Applicants seeking funds to improve their level of community engagement in the identified corridors of need will be asked to identify where they are at on the continuum relative to local engagement of residents living in the identified corridors of need. Review the table below and the full description in the Appendix to best determine your organization’s current level of engagement.

![Continuum Table](image)

*Adapted from the IAP2 Public Participation Spectrum*
Tip 3: Review this list of what we will not fund.

- Individuals
- Fundraising events
- Private foundations
- Other foundations or nonprofits that distribute money to recipients of its own selection
- Endowments
- Organizations that practice discrimination of any kind
- Organizations that do not have fiscal responsibility for the proposed project

Tip 4: Refer to the appendix for important definitions.

The Appendix to this document has more information relevant to the grant application. For example, Appendix B and C include the Tamarack Institute’s list of techniques for community engagement and a list of project examples.

Tip 5: Take advantage of the free Catchafire membership.

Community First Foundation is partnering with Catchafire, an online platform of professionals who donate their time to support and strengthen the social good sector. Catchafire connects you with talented professionals looking to give back, allowing you to access expertise in areas such as marketing, web development, operations, strategy, and more.

Let us help you put forward your best application by connecting you with a Catchafire volunteer to review your ideas and offer strategic input on your potential grant proposal (or any other project you’ve been scratching your heard about). Community First Foundation offers this service at no cost to you to support Jeffco nonprofits as they build capacity and thrive!

What’s the catch? Considering the timeline of this grant opportunity and applications are due September 23, you should move quickly to take advantage of this free service.

1. Make sure you meet the eligibility requirements. Catchafire is exclusively for “social good organizations” which Catchafire defines as 501(c)3 nonprofits, organizations in the process of earning their 501(c)3 status, or social enterprises. Social enterprises can be for-profit businesses but should have a strong social mission tied to their work (e.g. percentage of profits donated, or the purchase one + donate one model, etc.).

2. Sign up by September 16 to take advantage of the platform.

3. Post your first project to start receiving volunteer support.
Want to learn more? Watch this video of how Catchafire’s online community works. Already a member of CFF’s Catchafire community? Great! Hopefully, this serves as a nudge to keep using the free service for various projects to drive impact in your community. Log into your account here.

**Tip 6: Apply!**

[Apply](#)

**Award Considerations**

This grant opportunity is a one-time funding event. Grant decisions will favor organizations that:

- Operate with diversified funding sources, especially from organizations that are requesting funding for programs or projects that are ongoing.

- Demonstrate commitment and ability to advance community-centered approaches in their work.

- Demonstrate a commitment to equity and inclusion. This will be represented the most in project budgets that address the various barriers marginalized members of the community face. Project budgets that reflect consideration of issues related to equity such as transportation, translation/interpretation or stipends for engagement will be more favorably considered.
Award Amounts

Awards will vary depending on the nature of the request. We anticipate funding roughly 40-60 awards in the range of $15,000 and are open to requests with larger or smaller funding amounts.

Timetable

Funding requests may cover a period of up to one year.

Types of Requests Allowed

Unrestricted, program, or project costs, including infrastructure needs, are acceptable types of requests.
Key Scoring Criteria

Applications will be reviewed through a selection process that involves ranking applications on the demonstrated strength to the following criteria:

- Applicants Seeking Support for Resident Training/Development (support for efforts to build leadership, advocacy or other skills for local residents to be more active on issues important to their community)
  - Demonstrated effectiveness of engaging people from the identified corridors and giving them the tools to be more self-empowered and engaged community members
  - Demonstrated ability to support residents in taking action steps around the issues most important to them
  - Evidence your organization is seeking to grow its pipeline of customers from within the identified corridors of need

- Applicants Seeking Support for Community Engagement in Corridors (support for organizations working to increase or improve their levels of community engagement among residents living in neighborhoods with the highest concentration of poverty)
  - Demonstrated willingness and/or readiness to advance along the Continuum of Community Engagement
  - Demonstrated understanding of the issues members of their community are facing and are most pressing

For All Applicants

Capacity

Organizational capacity to carry out the proposed activities that will connect the local food production and distribution system to communities and residents facing food insecurity, helping to alleviate immediate needs and ensuring stronger long-term access to food for all residents.

Equity

Commitment to increasing equitable access, particularly for socioeconomically and racially diverse community members living in the corridors of need.
Grant Timeline

Applications open: August 31, 2021
Grant webinar: September 10, 2021, 8:30 – 9:30 a.m.
Attend this online meeting and learn more.

Applications close: September 30, 2021
Proposals must be submitted by 5 p.m. MST
The online application system will not allow incomplete proposals or submissions after 5 p.m.

Award notifications: Early November 2021
All applicants will be notified of their application status.

Still have questions?
Questions about the application? Contact Noah Atencio at natencio@communityfirstfoundation.org or (720) 898-5931.

Application and Submission Instructions

Qualified applicants are encouraged to submit an online application for the Helping Each Other Thrive grant opportunity through Community First Foundation’s online application portal.
Appendices

Appendix A: Corridors of Need

Where are the Corridors of High Need in Jefferson County?

The map below illustrates the highest corridors of need in Jeffco based on indicators related to income/wealth, education and occupation/employment. It uses a set of eight indicators to identify the areas of highest need which generally follow the Sheridan and Colfax corridors, but also include specific neighborhoods in nearly every municipality in the County, with heavier concentrations in Arvada, Lakewood and Wheat Ridge.
Corridor of Poverty: Arvada Zone

Between Sheridan on the east and Ward Road on the west; and from 41st Avenue on the south to 60th Street on the north. Specific neighborhoods where five or more risk factors are present:

- I-70 Corridor
- Mansfield / Kipling
- Lakeside
- Arvada Plaza
- Olde Town Arvada
  - Memorial Park
  - McIlvoy/Olde Town
  - Creekside and East Wadsworth
  - Columbine/Foster Elementary
  - Elevado Estates
Corridor of Poverty: Wheat Ridge, Edgewater, Lakewood Zone
Between Sheridan on the east and Simms/South Union St. on the west, with westward expansion along 6th Avenue near Denver West on the west, 6th Avenue on the south, and to 25th Street on the north.

- Molholm/Two Creeks
- Luckland Vista
- Green Acres
- Hearthside Townhouses
- Edgewood
- Northeast Lakewood
- Heverly Heights
- East Pleasant View

- Morse Park
- Lakewood Green Homes
- Brentwood Estates
- Cedar Crest
- Daniels
- Ashwood East
Corridor of Poverty: South Lakewood / Golden Zone

Between Sheridan on the east, and Johnson Road in Golden on the west; and Jewell Avenue on the south and 6th Avenue on the north.

- Greenbriar/Cloverdale
- South Alameda
- Martindale
- Newland Station
- O’Kane Park
- East Gate
- Third Place
- Glennon Heights
- Briarwood hills
- Sun Valley
Corridor of Poverty: Kittredge (near Evergreen)

Primarily rural areas with concentrated focus between Highway 74 on the west to Myers Gulch Road on the east, and Hilltop Road on the south and Highway 74 on the north. Specific neighborhoods where five or more risk factors are present are not identifiable as Neighborhood Zones; only listed as Kittredge.
## Appendix B: Continuum of Community Engagement from the Tamarack Institute

Table 1
Examples Listed in the Index of Community Engagement Techniques

<table>
<thead>
<tr>
<th>INFORM</th>
<th></th>
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| **General Information Channels** | ▪ Email  
▪ 1800 Phone Line  
▪ Voicemail commenting |
| **Social Media** | ▪ Facebook  
▪ Twitter  
▪ LinkedIn  
▪ Instagram  
▪ Snapchat  
▪ Pinterest |
| **Printed Collateral** | ▪ Newsletters  
▪ Letters  
▪ Posters  
▪ Fact Sheets  
▪ Brochures  
▪ Reports |
| **Useful tool to create beautiful designs for free: Canva** |  |

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<th>CONSULT</th>
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</table>
| **Polls** | ▪ Online polls allow anonymous visitors to click on a choice from a list of options and track the responses.  
▪ Results are shared once the person has clicked on a choice, or they can be shown without having to vote. |
| **Useful online polling tools:** | ▪ Doodle  
▪ Poll Everywhere |
| **Voting** | ▪ Voting offers the community the opportunity to decide or have influence on a decision from a list of pre-determined choices. |
| **Surveys** | ▪ A survey is a structured form or questionnaire distributed to a relevant population group within the |
Useful online survey tools:  
Survey Monkey  
Typeform  
Google Forms  

<table>
<thead>
<tr>
<th>Community. Surveys are used to gather data, assess needs, gain feedback, and/or collect community opinions.</th>
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<tbody>
<tr>
<td>• The five main types of surveys include:</td>
</tr>
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</table>
| o Web-based  
| o Telephone  
| o Mail  
| o In-person interviews  
| o Handout surveys |

<table>
<thead>
<tr>
<th>Interviews</th>
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<tbody>
<tr>
<td>• Interviews are usually defined as a conversation with a purpose.</td>
</tr>
</tbody>
</table>
| o Face to face  
| o Telephone  
| o Focus Groups (See below) |

<table>
<thead>
<tr>
<th>Focus Groups</th>
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<tbody>
<tr>
<td>• A focus group has a well-framed topic and involves a small group of 6 to 10 people that fit a set of criteria. The goal is to learn about people’s opinions on the topic that help the host plan future actions.</td>
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<tr>
<td>• It should be guided by a trained facilitator/leader.</td>
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<tr>
<th>INVOLVE</th>
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<td></td>
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<tr>
<td>• Community Mapping is a participatory process that enables citizens to map the social, ecological and economic assets, along with historical events of their community. It is a useful way for initiating dialogue and planning in a community.</td>
</tr>
<tr>
<td>• Mapping is an accessible and graphic way to learn about people’s perceptions of a place and can be useful in the visioning process.</td>
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<tr>
<th>Digital Storytelling</th>
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<tbody>
<tr>
<td>• Digital storytelling is a relatively new term which describes the practice of everyday people who use digital tools to tell their 'story'. Digital stories are multimedia movies that combine photographs, video, sound, music, text, and often a narrative voice.</td>
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<tr>
<th>Design Charrette</th>
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<tr>
<td>• A charrette is an intensive planning session where citizens, designers and others collaborate on a vision for development.</td>
</tr>
<tr>
<td>• It provides a forum for ideas and offers the unique advantage of giving immediate feedback to the designers. More importantly, it allows everyone who participates to be a mutual author of the plan.</td>
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<tr>
<th>Visioning</th>
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<tr>
<td>• Visioning is a participatory tool that brings citizens and stakeholders together and is used to assist a group of stakeholders in developing a shared vision of the future. By asking the group where they are now and where they can realistically expect to be in the future, you can develop a vision together.</td>
</tr>
<tr>
<td><strong>COLLABORATE</strong></td>
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<tr>
<td>-----------------</td>
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<tr>
<td><strong>Document co-creation</strong></td>
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<td><strong>Online communities</strong></td>
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<tr>
<th><strong>EMPOWER</strong></th>
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<tr>
<td><strong>Decision-making platform</strong></td>
<td>- A computer algorithm that allows large numbers of people to express their preferences, and the software calculates &quot;millions&quot; of possible decisions to find the most agreeable one for the most people.</td>
</tr>
<tr>
<td><strong>Citizen committees</strong></td>
<td>- Also known as public advisory committees and public liaison committees, citizen committees consist of a group of representatives from a particular community or set of interests appointed to provide comments and advice on an issue.</td>
</tr>
</tbody>
</table>
| **Community indicator projects** | - Community indicator projects are those where communities have a vision for a sustainable future and have established ways of tracking their progress through the use of indicators. The list of indicators varies and is generally developed by the community itself.  
- In this approach, indicators are selected either across topical domains or with a focus (like children) to collectively track trends in community well-being and quality of life. |
Appendix C: Examples of Eligible Projects

The following list illustrates eligible projects. It offers ideas, but we encourage to get creative and think of your own approaches to creating connected and resilient neighborhoods. Community First Foundation will give equal consideration for any project proposal submitted for this grant opportunity.

- Civic Engagement training
- Community organizing training
- Issue-based community organizing training
- Municipal resiliency and leadership training programs for neighborhood leaders
- Resident-led projects, particularly from work within HOA’s or Neighborhood Associations
- Support for Community Navigators within the identified corridors of need
- Capacity building in the areas of community organizing, navigation, worker-owned cooperative development, and other community-identified areas requiring technical assistance
- Activities that move organizations deeper along the continuum of community engagement within the identified corridors of need. See Appendix B or Tamarack Institute Community Engagement
Appendix D: Application Questions

1. Applicant Information
   a. Grant Contact: Name, Title, Phone, Email
   b. CEO/Executive Director: Name, Title, Phone, Email

2. ColoradoGives Participation
   a. Does your organization have a profile on ColoradoGives.org? (Please note: This data is only used to customize the application experience and will not impact applicant eligibility.)

3. Applicant Information
   a. Organization Legal Name
   b. Organization DBA (if different from legal name)
   c. Organization Address
   d. Organization Website
   e. Organization Classification/Status:
      (a) 501(c)(3) nonprofit
      (b) Organization operating under fiscal sponsorship of a 501(c)(3) nonprofit
      (c) Government equivalent
      (d) 501(c)(4) social welfare organization
   f. EIN (Employer Identification Number) (Note: If operating under fiscal sponsorship, provide fiscal sponsor’s EIN.)
   g. Name of Fiscal Sponsor (if applicable)
   h. Is your organization BIPOC-led or primarily BIPOC-serving? (Please note: This data is for internal purposes only to better understand the diversity of our grantmaking, and will not impact applicant eligibility.)
   i. Provide a brief background of the organization requesting funding.
   j. Total asset size
   k. Total operating expenses for the last fiscal year
   l. Your organization’s most consistent funding sources are...

4. Organizational Attachments
   a. Fiscal sponsorship agreement (if applicable)
   b. Year-to-date operating budget that shows both revenue and expense
   c. Audited or unaudited financial statements for the most recently completed fiscal year (Note: 990 Tax Return, P&L statements and balance sheet are acceptable alternatives to an audited financial statement.)
   d. Audited financial statements for the next most recent prior fiscal year (Note: 990 Tax Return, P&L statements and balance sheet are acceptable alternatives to an audited financial statement.)
   e. Is there anything you’d like to share with us regarding your overall financial health that may or may not be reflected in your financials?

5. Program/Project Information
   a. Grant Request Amount
b. Please select the focus of your grant request:
   (a) Resident Training/Development: Support for efforts to build leadership, advocacy or other skills for local residents to be more active on issues important to their community
   (b) Community Engagement: Support for organizations working to increase or improve their levels of community engagement among residents living in neighborhoods with the highest concentration of poverty

c. Please identify the corridor(s) where you are actively engaging community:
   (a) Arvada Corridor: Between Sheridan on the East and Ward Road on the West and from 41st Avenue South to 60th Street North.
   (b) Wheat Ridge, Edgewater and Lakewood Corridor: Between Sheridan on the East and Simms/South Union St. with westward expansion along 6th Avenue near Denver West on the West and 6th Avenue South to 25th Street North.
   (c) South Lakewood/Golden Corridor: Between Sheridan on the East and Johnson Road in Golden on the West to Jewell Avenue (South) to 6th Avenue (North).
   (d) Kittredge Corridor and Unincorporated Jefferson County: Primarily rural with concentrated focus between Highway 74 on the West to Myers Gulch Road on East and Hilltop Road on the South and Highway 74 looping around on North.

d. Please provide the following information, if available, for each one of the neighborhoods where you are actively engaging community. If you do not have neighborhood-level data, please answer based on the total population served in the corridor:
   i. Number of people served by your organization's services
   ii. Number of people engaged as volunteers in program/service delivery
   iii. Number of people engaged as volunteers in advisory or board roles
   iv. Number of people provided stipends to participate in advisory, board or other volunteer work
   v. Number of people on staff

e. Describe the work your organization does in the corridors or neighborhoods you selected above. If your work is in multiple corridors and neighborhoods, please indicate where your work might be different within a specific neighborhood, if applicable.

f. Please select the level of community engagement that best describes your approach in the selected corridor(s)/neighborhood(s) (Please see the application Overview for more detail on the continuum of community engagement.)
   i. Please describe your key tactics/techniques.

g. What need from your selected corridors/neighborhoods is your organization serving?

h. How is this need validated by your organization?
   (a) Direct feedback from stakeholders living in the corridors (Please list some of the common themes you are tracking from stakeholders living in your selected corridors/neighborhoods.)
   (b) Tracking numbers served in the corridors (Please provide the numbers served in the past year from your selected corridor(s)/neighborhood(s).)
(c) Analysis of community-level data such as community needs assessments (Is your data set at the neighborhood level? If yes, please list the data source.)
(d) Other: Please describe
i. Please describe the goal that best defines your organization’s interest in deeper community engagement within your selected corridor(s)/neighborhood(s) over the next year. *(Examples may include: Enrolling higher numbers, supporting resident-led projects, activating our stakeholders around advocacy/policy, etc.)*

j. Please describe the specific work you plan to do over the next year that these grant funds will support to increase community engagement with your organization. *(Please the application Overview for eligible project ideas to be sure your planned activities align with the focus of this grant opportunity.)*

6. Evaluation and Anticipated Scope
   a. The next question relates to the anticipated impact of your Jefferson County effort. Our intention with this section of the application is to capture what your organization expects to achieve during the grant period specific to your Jefferson County effort. If funded, Community First Foundation will add your proposed performance measures into the grant agreement as the deliverables you expect to achieve during the grant period. Please use your own judgment on what you believe is reasonable to report out as you establish your performance measures. The performance measures you set must be specific to your work in Jefferson County and inclusive only of your Jefferson County reach. Please describe one or two of the most important performance measures related to your project request. Please state your performance measures in future tense, for example: "By the end of [month/year], our program will have served ### clients." "By the end of [month/year], our organization will have retained %%% of its program staff." "By the end of [month/year], ### (%%%) of clients showed improvement in XXX behavior."

7. Additional Information
   a. Feel free to provide additional information relevant to the consideration of your application.
   b. Do you know anyone else who would be interested in applying? If so, please provide their contact information.

8. Certification
   a. By typing my name below, I certify that the information contained in this application is true and correct to the best of my knowledge, and that I understand and agree to the following statement regarding application data: By submitting this application, my organization agrees to allow Community First Foundation to use or share all or parts of the application data and information on public platforms such as our website, hosted third party sites, or with other key community partners. Use of the application information is to inform community-level data initiatives and establish a network that will be accessible to a public audience.