



SEAMAAC (Southeast Asian Mutual Assistance Associations Coalition, Inc.)
Request for Proposals
Pennsylvania Asian American & Pacific Islander (AAPI) Civic Engagement Funding
SEAMAAC, Inc., Pennsylvania Convener
2019 Funding Cycle

INTRODUCTION

SEAMAAC (founded in 1984, as the Southeast Asian Mutual Assistance Associations Coalition, Inc.), announces the availability of sub-grant funds for organizations to increase civic and electoral participation within Pennsylvania's (PA) Asian American and Pacific Islander (AAPI) community in the spring and fall 2019 election cycles. Sub-grantees will conduct non-partisan civic engagement activities to reduce the AAPI voter registration gap and reduce the AAPI voter turnout gap in Pennsylvania. We envision a Pennsylvania with AAPI voters registered, voting and participating in the electoral process and building power and leadership in Pennsylvania.

SEAMAAC has more than 35 years of experience serving and advocating for Philadelphia's immigrants and refugees. Our mission is to *"To support and serve immigrants and refugees and other politically, socially and economically marginalized communities as they seek to advance the condition of their lives in the United States."* As the Pennsylvania Convener, SEAMAAC is responsible for administrative oversight of sub-grant distribution, coordinating Pennsylvania's regional goals, outcomes, and sub-grantees' work plan development and implementation. SEAMAAC and sub-grantees will conduct nonpartisan Voter Registration, GOTV efforts, volunteer recruitment and training, assistance with getting to the polls, poll monitoring, development and translation of election guides, candidate forums, and multilingual voter education. Sub-grantees will receive technical support with strategy, data, and skill-building from consultants. SEAMAAC staff will also provide support around training, strategy, and coordination. These sub-grants are intended to support sub-grantees to build effective programs to accomplish their Civic Engagement goals and to build political power in PA's AAPI communities.

FUNDING OPPORTUNITY

SEAMAAC will issue a limited number of sub-grants to support organizations administering Non-Partisan Civic Engagement Programs targeting Pennsylvania's AAPI communities during the 2019 Primary and General Elections. Funding can be requested to support Civic Engagement programs for the 2019 Primary Elections, the 2019 General Elections, or both. The 2019 Funding period will run from March 1, 2019 through December 31, 2019.

Definitions of fundable activities:

- **Voter Registration**-Registering eligible citizens to vote using paper or electronic methods in preparation for the 2019 municipal primaries and general elections. Voter registrations for the 2019 Municipal primaries must be conducted by April 22, 2019. Voter registrations for the 2019 Municipal General election must be conducted by October 7, 2019.
- **Phone Banking**-Calling predetermined phone lists using hand dialing or predictive dialer methods

during GOTV to ensure voter turnout and participation in elections.

- **Door Canvassing**-Using designated turf targeted for your organization's goals, canvass doors during GOTV to encourage voter turnout and offer non-partisan voter information.
- **Voter Education**-Creating ways in which your organization's community can become informed about the upcoming election. This could be in whatever form best serves your community. Voter education may include but is not limited to: non-partisan voter guides, voter/candidate forums, voter rights & responsibility cards, voting booth demonstrations, community forums and educational workshops.
- **Voter Protection**-Providing communities with tools and resources for knowing their rights as voters. This may include but is not limited to: promoting/partnering on events that educate voters on their rights, distributing voter rights and responsibility cards, providing poll site monitoring.
- **Election Day Accompaniment**-Providing services to community members on Election Day, such as but not limited to, assisting first-time voters at polling sites, language translation and walking with voters to their polling locations.
- **Volunteer Recruitment, Training, Retention, and Management**-Creating new or building on existing volunteer recruitment structures within your organization to utilize volunteer support during GOTV as well as creating new volunteer opportunities for community members to become involved. Volunteer opportunities may be the following but are not limited to: volunteer phone banking events, volunteer voter registration drives, volunteers for door canvassing events and Election Day accompaniment.
- **PA AAPI Power Table Meetings**- Attending quarterly PA AAPI Power Table Meetings in which table partners discuss how to build power and increase civic participation for AAPI communities in PA. Participate in meetings by attending and providing input on meeting agenda and topics discussed each meeting.
- **Capacity Building Trainings**- Attend trainings aimed to strengthen knowledge and encourage discussion around organizational capacity building.
- **Conferences and Trainings with local and national partners**- Attending and/or coordinating conferences and trainings with local and national partners as an opportunity to develop best practices, share ideas, knowledge and connect with networks outside of Pennsylvania

| 2019-2019 | Sub-grant amount per Election cycle | Expectations |
|-----------|--|---|
| Tier 1 | Up to \$20,000 per election cycle. Maximum is \$40,000 total over both 2019 election cycles. | Participation in all of the following: <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Door Canvassing • Voter Education • Voter Protection • Election Day Accompaniment • Volunteer Recruitment, Training, Retention, and Management • PA AAPI Power Table Meetings • Capacity Building Trainings • Conferences and Trainings with national partners |
| Tier 2 | Up to \$15,000 per election cycle. Maximum is \$30,000 total over both 2019 election cycles. | Participation in all of the following: <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Door Canvassing • Voter Education • Voter Protection • Election Day Accompaniment • PA AAPI Power Table Meetings Optional Participation in the Following <ul style="list-style-type: none"> • Volunteer Recruitment, Training, Retention, and Management • Capacity Building Trainings |
| Tier 3 | Up to \$10,000 per election cycle. Maximum is \$20,000 total over both 2019 election cycles. | Participation in at least 2 of the following: <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Door Canvassing Participation in the following: <ul style="list-style-type: none"> • PA AAPI Power Table Meetings • Voter Education Participation in at least 2 of the following: <ul style="list-style-type: none"> • Voter Protection • Election Day Accompaniment • Volunteer Recruitment, Training, Retention, and Management • Capacity Building Trainings |
| Tier 4 | Up to \$5,000 per election cycle. Maximum is \$10,000 total over both 2019 election cycles. | Participation in at least 2 of the following: <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Door Canvassing Participation in at least 1 of the following: <ul style="list-style-type: none"> • Voter Education • Voter Protection • Election Day Accompaniment • Volunteer Recruitment, Training, Retention, and Management • Capacity Building Trainings |
| Tier 5 | Up to \$2,000 per election cycle. Maximum is \$4,000 total over both 2019 election cycles. | Participation in at least 1 of the following: <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Door Canvassing Participation in at least 1 of the following: <ul style="list-style-type: none"> • Voter Education • Voter Protection • Election Day Accompaniment • Volunteer Recruitment, Training, Retention, and Management • Capacity Building Trainings |

WHO CAN APPLY

Non-profit organizations in the state of Pennsylvania who have a focus or interest in developing and implementing non-partisan civic engagement programming to increase political power in AAPI communities. Interested groups must be non-profit organizations with 501(c)(3) status; or community-based organizations, under a fiscal sponsorship from a 501(c)(3) organization, with a fully- engaged leadership team and active board membership during the 2019 calendar year. SEAMAAC is prioritizing organizations with demonstrated experience working with AAPI communities in Philadelphia, Montgomery, Delaware, Bucks, and Allegheny Counties. We are especially interested in funding organizations with the linguistic and cultural expertise to reach the following communities: Chinese, Vietnamese, Korean, Hindi, Punjabi, Nepali, Bhutanese, Cambodian, Hmong, Lao, Indonesian, Burmese, Karen, Chin, Shan, Filipino, Bangladeshi, and Indian.

SUB-GRANTEE REQUIREMENTS

- Lead a Civic Engagement program in alignment with the funder and PA AAPI Power Table's goals. See "expectations" column in the table above.
- Complete proposed deliverables expected for selected funding level. Work to build power in at least one of the 5 target Pennsylvania counties: Philadelphia, Delaware, Montgomery, Bucks, and/or Allegheny.
- Submit reports to SEAMAAC at the conclusion of each election cycle. Details to follow in organizational sub-grant agreements.
- Ensure Executive Director and Civic Engagement Staff participation in Funder Site Visit(s).

HOW TO APPLY

Applications in 2019 will be accepted by 2 deadlines:

- Applicants that are requesting funding for **both** the 2019 Primary Election and the 2019 General Election or the 2019 Primary Elections **only** must submit their proposal **by Thursday January 31, 2019 by 5 pm.**
- Applicants that are requesting funding for 2019 General Elections only may submit their proposal by **Friday June 14, 2018 by 5pm.** Sub-grantees are encouraged to apply by the January 31, 2019 deadline. Applications received in June will be awarded based upon the availability of remaining funds after the first round of sub-grantees.

Proposals should be submitted to Iris Bercovitz at ibercovitz@seamaac.org.

APPLICATION CONTENTS

Please submit all of the following as one PDF:

- A. **NARRATIVE:** use no more than 3 pages total (12 point font, single-spaced) to answer the following questions:
 1. **Contact Information:** Include the Organization's name, the Executive Director's name and contact information, the Civic Engagement Staff's name and contact information.
 2. **Organization Overview:** Briefly describe the mission, target demographic populations, target geographies, and programs of your organization. Are there any unique capacities that you have that help you to reach specific Asian populations (i.e., staff language capacity or key office location)? Describe the engagement of your leadership team and board of directors during the 2019 year.

3. **Civic Engagement Experience:** Briefly introduce your organization’s experience with non-partisan civic engagement activities, including but not limited to voter registration efforts, GOTV activities, volunteer recruitment and training, assistance with getting to the polls, poll monitoring, development and translation of nonpartisan election guides, candidate forums, and nonpartisan multilingual voter education. What data and evidence do you have to show your past success and potential impact in Civic Engagement within your target community? If this is your organization’s first time getting involved with non-partisan Civic Engagement work with Pennsylvania’s AAPI communities, please explain your interest in engaging in this work, and relevant skills/experience that will you will use to achieve your proposed deliverables.
4. **Capacity:** Please describe proposed staff, board, and volunteer capacity to engage target AAPI communities in Civic Engagement activities. Describe unique qualifications and skills.
5. **Statement of work:**
 - a. State which Tier your organization is applying to.
 - b. Describe the measurable outcomes (activities and metrics) your organization will achieve with this funding.
 - c. Describe specific strategies you will use to increase civic engagement amongst your target population.
- B. **BUDGET:** Submit a line item budget worksheet (Excel or PDF) of organization’s Civic Engagement Program Costs, and the funding amount requested from SEAMAAC’s Coulter Foundation fund towards these costs.
- C. **BUDGET NARRATIVE:** Submit a narrative (no more than 1 page) to explain and justify each line item and amount requested from SEAMAAC’s Coulter Foundation fund. Describe how you calculated the cost of each proposed deliverable in your proposed tier.
- D. **DOCUMENTATION OF ELIGIBILITY:** Submit proof of 501(c)(3) status; or fiscal sponsorship from a 501(c)(3) organization. If you do not have proof of either, describe ability to engage as a Tier 5 Organization.

Reporting and Evaluation

Sub-grantees will submit reports after each election cycle. If a sub-grantee receives funding for both the Primary and General Election cycles, release of funding for the second election cycle will be approved upon completion of the first election cycle’s agreed upon deliverables. Each sub-grantee will submit reports online as explained in sub-grant award letters.

PROHIBITED USE

Sub-grantee organizations shall not use any portion of the funds in a manner inconsistent with Internal Revenue Code (“IRC”) Section 501(c)(3), including:

- Influencing the outcome of any specific election for candidates to public office;
- Inducing or encouraging violations of law or public policy; or
- Causing any private inurement or improper private benefit to occur;
- Promotion, support or engagement in terrorist activities or providing grant funding directly, or indirectly to terrorist entities or individuals that engage in terrorism

LOBBYING BAN

Sub-grantee organization acknowledges that the funding source for work done under this contract is

funding from a nonprofit funder, and that using this money for direct or grassroots lobbying is strictly prohibited as those terms are defined in federal tax law and regulations. If any of Contractor's activities are found to violate these provisions, Contractor shall reimburse SEAMAAC, Inc. for any time and costs associated with these activities.

BAN ON ELECTIONEERING COMMUNICATIONS

Sub-grantee understands that SEAMAAC, Inc. is a public charity organized under section 501(c) (3) of the Internal Revenue Code that is absolutely prohibited from supporting or opposing political candidates in any fashion. Under no circumstances shall Contractor, in the course of this work, make any communications that could be construed, at the discretion of SEAMAAC, Inc. as supporting or opposing political candidates.

INDEMNIFICATION

Each party agrees that it will assume all risks and liabilities for itself, its agents, or its employees for any injury to persons or property resulting in any manner from the conduct of its own operations and the operations of its agents or employees under this Agreement.

AUDIT AND RECORDS RETENTION

Sub-grantee organization agrees to permit SEAMAAC, Inc. and/or its agent to audit records documenting expenditures relevant to this contract and agrees to retain its records of expenditures relevant to this contract for three years. Any questions regarding this RFP may be directed to Iris Bercovitz ibercovitz@seamaac.org SEAMAAC looks forward to receiving your proposal.