



***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 2020 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 2020 Primary and General Elections. Funding can be requested to support Civic Engagement programs for the 2020 Primary Elections, the 2020 General Elections, or both. The 2020 Funding period will run from February 10, 2020 through December 31, 2020.

Definitions of fundable activities:

- **Voter Registration**-Registering eligible citizens to vote using paper or electronic methods in preparation for the 2020 primary and general elections. Voter registrations for the 2020 primaries must be conducted by April 13, 2020. Voter registrations for the 2020 General election must be conducted by October 19, 2020.
- **Phone Banking**-Calling predetermined phone lists using hand dialing or predictive dialer methods during GOTV [within two weeks of election] to ensure voter turnout and participation in elections.
- **Door Canvassing**-Using designated turf targeted for your organization’s goals, canvass doors during GOTV [within two weeks of election] 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.
- **Civic Engagement Partner Meetings**- Attending quarterly Civic Engagement Partner Meetings in which partners discuss how to 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

2020-2020	Sub-Grant Amount Per Election Cycle	Expectations
Tier 1	Up to \$25,000 per election cycle. Maximum is	Maximum participation at high level in all of the

	\$50,000 total over both 2020 election cycles.	<p>following:</p> <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 • Civic Engagement Partner Meetings • Capacity Building Trainings • Conferences and Trainings with national partners
Tier 2	Up to \$20,000 per election cycle. Maximum is \$40,000 total over both 2020 election cycles.	<p>Maximum participation at high level in all of the following:</p> <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Door Canvassing • Voter Education • Voter Protection • Election Day Accompaniment • Civic Engagement Partner Meetings • Capacity Building Trainings <p>Optional Participation in the Following:</p> <ul style="list-style-type: none"> • Volunteer Recruitment, Training, Retention, and Management
Tier 3	Up to \$15,000 per election cycle. Maximum is \$30,000 total over both 2020 election cycles.	<p>Maximum participation at high level in two of the following:</p> <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Door Canvassing <p>Maximum participation at high level in all of the</p>

		<p>following:</p> <ul style="list-style-type: none"> • Civic Engagement Partner Meetings • Voter Education • Capacity Building Trainings <p>Moderate participation at moderate level in at least 2 of the following:</p> <ul style="list-style-type: none"> • Voter Protection • Election Day Accompaniment • Volunteer Recruitment, Training, Retention, and Management
Tier 4	Up to \$10,000 per election cycle. Maximum is \$20,000 total over both 2020 election cycles.	<p>Moderate participation at moderate level in at least 2 of the following:</p> <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Voter Education <p>Maximum participation at high level in all of the following:</p> <ul style="list-style-type: none"> • Civic Engagement Partner Meetings • Capacity Building Trainings <p>Moderate participation at moderate level in at least 1 of the following:</p> <ul style="list-style-type: none"> • Voter Protection • Election Day Accompaniment • Volunteer Recruitment, Training, Retention, and Management • Door Canvassing
Tier 5	Up to \$7,000 per election cycle. Maximum is \$14,000 total over both 2020 election cycles.	<p>Moderate participation at moderate level in at least 1 of the following:</p> <ul style="list-style-type: none"> • Voter Registration • Phone Banking • Voter Education <p>Maximum participation at</p>

		<p>high level in all of the following:</p> <ul style="list-style-type: none"> • Civic Engagement Partner Meetings • Capacity Building Trainings <p>Moderate participation at moderate level in at least 1 of the following:</p> <ul style="list-style-type: none"> • Voter Protection • Election Day Accompaniment • Volunteer Recruitment, Training, Retention, and Management • Door Canvassing
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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 underserved geographic areas including but not limited to 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, South Asian, Nepali, Bhutanese, Cambodian, Hmong, Lao, Indonesian, Burmese, Karen, Chin, Shan and Filipino. We will also consider strong applications from organizations conducting civic engagement activities in communities with low voter propensity scores.

SUB-GRANTEE REQUIREMENTS

- Lead a Civic Engagement program in alignment with the funder. See “expectations” column in the table above.
- Complete proposed deliverables expected for selected funding level. Work to achieve deliverables in your organization’s target geographic region-including but not limited to Philadelphia, Montgomery, Delaware, Bucks and Allegheny Counties.
- Submit one interim report each election cycle and engage in two phone check-in’s per election cycle.
- Submit activity 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).

Reporting and Evaluation

- Sub-grantees will submit reports after each election cycle as well as one interim report per election cycle. Sub-grantees are also expected to participate in two phone check-in's per 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.

HOW TO APPLY

Applications in 2020 will be accepted by 2 deadlines:

- Applicants that are requesting funding for **both** the 2020 Primary Election and the 2020 General Election or the 2020 Primary Elections **only** must submit their proposal by **Tuesday January 21, 2020 by 5pm.**
- Applicants that are requesting funding for 2020 General Elections only may submit their proposal by Thursday May 28, 2020 by 5pm. Sub-grantees are encouraged to apply by the January 21, 2020 deadline. Applications received in May 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 populations (i.e., staff language capacity or key office location)? Describe the engagement of your leadership team and board of directors during the 2020 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 communities in Civic Engagement activities. Describe unique qualifications and skills.

5. **Census:** Is your organization conducting census work and/or planning to conduct census work in 2020? If so, please describe the census work your organization has or will engage in.

6. **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:** Please fill out the attached budget line item in attached budget /narrative budget template.

C. **BUDGET NARRATIVE:** Please fill out narrative budget section in attached budget/narrative budget template in order to explain and justify each line item and amount requested from SEAMAAC's Coulter Foundation fund.

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.

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.