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Grassroots Grantmaking Consultant RFP/Scope of Work

I. PURPOSE:

To facilitate the creation and launch of Grand Victoria Foundation's (GVF) grassroots grantmaking program in Elgin, IL.

II. BACKGROUND:

In 2018, Grand Victoria Foundation adopted a new mission statement, which is to empower communities to ensure Illinois is a great place to live and work. GVF has a commitment to Elgin and believes all residents should have the opportunity to contribute and thrive. To produce equitable outcomes, GVF is committed to putting resident voice at the center of its decision-making. Since December 2018, GVF has been convening a "design team" of residents and representatives from local organizations to design a grassroots grantmaking concept for Elgin. After evaluating different approaches to grassroots grantmaking, the Design Team selected the participatory model. This model is centered on residents and focuses on equipping them with training and resources to become local decision makers. In this approach, residents set grantmaking guidelines, criteria, and vote on proposals. In a participatory model, foundations make funds available and residents make decisions on the allocation of those funds – ultimately determining which efforts qualify as grassroots.

III. SCOPE OF SERVICES: The contractor shall perform the following tasks and deliverables:

Phase 1: Select Resident Leadership Team (RLT): December 2019

Deliverable: Implement the selection process of the Resident Leadership Team.

- Finalize the draft RLT application and the draft RLT "job description."
- Coordinate Design Team's recruitment and outreach activities for RLT candidates.
- Coordinate and lead interviews of RLT candidates.
- Facilitate Design Team decisions on selecting 7-10 RLT participants.

(Upon selecting the RLT, the Design Team will be adjourned and will no longer meet. Starting at phase 2, the consultant will work directly with the RLT).

Phase 2: Resident Leadership Team Teamwork: December 2019 to January 2020

Deliverable: Build an agenda that helps the Resident Leadership Team move toward a shared goal.

- Facilitate team building activities and workshops with Resident Leadership Team.
- Build a team culture that allows for: (1) ownership over the program and process; and (2) no one person in the group takes over.
- With RLT, establish clear responsibilities of group, including internal "bylaws," and roles of Convener and Note-Taker.

- With GVF Project Manager and RLT, select Elgin-based agency to serve as an intermediary (fiscal agent) whose role will be to receive funds from GVF and then disperse to grant recipients
 - Ensure the intermediary has a documenting system that can track all individual grants that will be made, when reports are due, etc.
 - Ensure the intermediary has the needed forms (such as conflict of interests, signature pages, etc.).

Phase 3: Create Guidelines: January 2020 to March 2020

Deliverable: Create program guidelines, priorities, and goals, with the Resident Leadership Team.

With the Resident Leadership Team:

- Facilitate the creation of the program guidelines including fiscal guidelines, for agencies if needed.
- Establish priorities for which projects will be considered for support, appropriate timelines, amount ceilings, and number of projects.
- Create a grant application for grassroots organizations.
- Design of the due diligence process, including process for assessing proposals, site-visits, accountability, and presenting recommendations.

Phase 4: Support GVF Board Recommendation: March 2020

Deliverable: Submit report to GVF board that will help inform final board decision on participatory-grantmaking model in Elgin

IV. Timeline:

The proposed project shall commence December 2019 and end no later than March 31, 2020

V. Responding to the Request for Proposal:

To respond to this request, please provide us with your résumé and with a proposal that describes:

- Your expertise and experience in program design and implementation that includes: creating program guidelines and priorities; developing governing structures, including bylaws, roles, and responsibilities; working with community residents to encourage their participation to build an agenda that moves them toward a shared goal; and, leadership development training, which includes team building activities, workshops (or tools) that will enable residents to take action.
- A brief statement about your perspective on participatory grantmaking models
- Ideas for how you would help and support this work
- Project budget
- Three references

Please submit applications to: info@grandvictoriafdn.org

Deadline To Apply: Friday, December 13, 2019

Please write "Grassroots Consultant" in subject line