



Emily M. Murase, PhD
Director

City and County of San Francisco
Department on the Status of Women



London N. Breed
Mayor

**Request for Proposals for
Gender-Based Violence Prevention and Intervention Services**

**Grant Period:
July 1, 2020 – June 30, 2025**

03 GRANT PLAN

Agency Name _____

Program Name _____

The term “Grant Plan” shall mean and include all of the following:

- I. Qualifications
- II. Program Description
- III. Outline of Goals and Objectives
- IV. Program Timeline
- V. Budget
 - A. Budget Narrative
 - B. Project Line Item Budget
 - C. Program Funding Sources
 - D. Agency Funding Sources

Reminders:

- Please be sure there is a page break between each of the components of the Grant Plan.
- Single space applications with a type font size no less than 12-point font with 1" margin.

I. QUALIFICATIONS

Please address the following questions in narrative form (3-page limit).

A. ORGANIZATION

Applicant will be evaluated for organizational stability and administrative, management, and fiscal competence.

1. How long has the agency been in existence, and how long has it addressed gender-based violence and/or violence against women and girls, or provided services to an underserved population? Provide an example of a significant accomplishment that demonstrates an understanding of community needs in the subject matter of gender-based violence.
2. Describe the background, qualifications, expertise, and language capabilities of the staff, volunteers, and members of the board of directors.

3. Summarize your financial audit history for the past three (3) years. Describe the frequency of audits, date of last audit, and summarize major findings from the last audit, including if the applicant is following standard accounting practices.
4. Demonstrate ability and document plans to diversify funding sources and sustain programs/services in the future and explain how sustainability is an essential component of the program design.

B. SERVICES

Applicant will be evaluated for expertise in gender-based violence services, including domestic violence, sexual assault, human trafficking and sexual exploitation, and/or in providing services to an underserved population.

1. Describe the agency's mission and/or philosophy regarding gender-based violence and working with those who may be at risk and utilizing a harm reduction mode in the delivery of services.
2. How many clients has the agency served and for which programs? What are the client demographics? What are indicators of the underserved nature of the population(s) the agency has served?
3. Document the impact of services on the targeted community by, for example, briefly summarizing a successful intervention strategy or providing evaluation results.
4. Discuss evidence of expertise in providing services for women and girl survivors of violence, including domestic violence, sexual assault, human trafficking, and/or sexual exploitation of underserved populations.

C. COLLABORATIONS

Applicant will be evaluated for experience with successful collaborative efforts.

1. Describe working relationships and/or coordination of services with a wide range of community organizations – especially organizations that provide services to priority populations and underserved communities.
2. Describe the working relationship and/or coordination of services with local, state, or federal government agencies, including nature of relationship, length of time, and time commitment by the agency.

D. CULTURAL COMPETENCE

Applicant will be evaluated for the ability to provide programs and services that are relevant, effective, culturally competent, language accessible, and appropriate for San Francisco's diverse communities.

1. Discuss ways in which the applicant is prepared to provide culturally competent services appropriate to San Francisco's diverse communities. Discuss ways in which the applicant has familiarity with and a commitment to utilizing a harm reduction model.
2. Discuss ways in which the applicant is prepared to provide linguistically and culturally competent services appropriate to San Francisco's diverse communities.

II. PROGRAM DESCRIPTION

In narrative form, please provide a brief and succinct description of the program that addresses the following issues (3-page limit). Though this a five (5) year renewable grant, please limit the description to what is to be accomplished in the first year, July 1, 2020 – June 30, 2021.

1. Scope of services to be provided and any proposed partners for the program (ex. community-based organizations, stakeholders, etc.)
2. Location of services to be provided. (specify address of service sites or targeted neighborhoods).
3. Target population and measures that are relevant to provide context to that population (e.g., percent the target population constitutes of the overall population of women or families in San Francisco).
4. Strategies that will be used to reach the target populations, including how and where you will outreach (ex. how will you engage individuals and from what neighborhoods).
5. Proposed program staff positions and their duties relative to the overall implementation of the program.
6. Description of each service component, for example, how will services be promoted, how will coordination with other agencies occur, and how will service delivery be documented.
7. Methods to measure the success and/or evaluate client satisfaction and the overall program, including the frequency of the measurement.

III. OUTLINE OF GOALS & OBJECTIVES

In outline form, list overall program goals (i.e., broad statements of purpose), objectives (i.e., quantifiable, specific activities to be accomplished) and expected measurable outcomes (1-page limit).

IV. PROGRAM TIMELINE

Complete a high-level timeline for the program by listing key activities and outcome milestones.

July 1, 2020— June 30, 2021	Activity	Outcome
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

V. BUDGET

The budget is an extremely important component of the application. Please keep in mind that applying for Department funds is a competitive process in which each applicant’s budget will be compared with other budgets in the same service areas, and selection will be based, in part, on the demonstrated ability of applicants to provide the most cost-effective, high-quality services. The use of Department grant funds is to support program costs that are direct or indirect expenses related to the delivery of services. Grant funds are to support San Francisco residents and applicants are encouraged to submit realistic budgets that adequately account for true program costs.

The Department requires applicants to develop a budget which will enable them to meet the requirements of the grant, ensure the successful implementation of the project, and be cost-effective. Therefore, the budget must only include expenses which are essential to accomplishing the project work/grant plan. Budgets must be realistic, reasonable, and prudent

– and represent the best use of City resources. While the Department may initially fund all the costs of a specific project, the non-profit agency is required to work towards developing other sources of project funding during the course of the grant period. This requirement is designed to ensure the long-term stability of Department-funded services.

The Department reserves the right to negotiate with applicants to determine the final grant amount. The final grant amount may be less than that requested in the application. If selected for funding, a final, detailed budget documenting proposed expenditures will be required. Please note that the Department requires fiscal accountability from grantees, including financial reports, and an annual independent certified financial audit, which must be provided at the completion of each fiscal year.

GUIDELINES

Before developing the proposed project budget, please review the sections below regarding *Allowable Expenses* and *Prohibited Expenses* to ensure that the proposed budget follows Department guidelines.

1. ALLOWABLE EXPENSES

The Department on the Status of Women is responsible for ensuring that San Francisco's communities can rely on stable and consistent services. To encourage organizational stability and growth, the Department allows funds to be used for some indirect administrative costs (up to 15% of the total grant amount) to enable organizations to further develop their programs.

Categories of allowable direct administrative/overhead expenses may include the following, but are not limited to:

- a. Salaries and Fringe Benefits: Salaries of all program, supervisory and support staff that work directly on the program
- b. Outside Service Providers: Legal services, financial services, subcontractors, related directly to the program
- c. Maintenance Services: Building space and equipment, related directly to the program
- d. Rent & Leases: Building space, related directly to the program
- e. Utilities: Electricity, garbage, water, telephone, telecommunications, related directly to the program

Categories of allowable indirect administrative/overhead expenses may include the following, but are not limited to:

- a. Salaries and Fringe Benefits: Salaries and benefits for time spent on administrative activities related to the program
- b. Financial Services: Audit fee, accounting services and/or bookkeeping services related to the program

2. PROHIBITED EXPENSES

The following are examples of prohibited expenses and will not be funded with grant funds.

a. *Bonuses/Commissions*: Grant funds cannot be used to pay any bonus or commission to any individual, organization, or firm.

b. *Fundraising*: Grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. *Purchase of Real Property*: Real property, including land structures and their attachments, are not allowable expenditures.

d. *Interest of Bank Fees*: The cost of interest payments, late or penalty fees, or credit card fees are not an allowable expenditure.

e. *Lease-Purchase Options*: Grant funds cannot be used for a lease-purchase option for the acquisition of any equipment.

f. *Political or Lobbying Activities*: Grant funds cannot be used on political activities, including individual campaigns or city-wide measures.

g. *Religious Events*: Grant funds cannot be used for religious workshops, instruction or proselytization.

A. BUDGET NARRATIVE & FORMS

Required budget submissions include a *Budget Narrative*, a *Project Line Item Budget*, and *Program and Agency Funding Sources* forms.

1. Budget Narrative (2 page limit)

Based on the Project Line Item Budget below, discuss each expense category in detail in a narrative form. For example, provide details of each position under Personnel.

Direct Costs: Personnel: Salaries

Program Coordinator's (0.5 FTE) responsibilities include overall planning, supervision, development, training, report writing, fiscal and general coordination of program, develops curriculum, produces brochures and other informational materials for workshops, presentations and distribution, approves budget, ensures timely progress;

Outreach Workers (1.5 FTE) responsibilities include planning and preparation of community education presentations on violence against women through schools, youth agencies, and community organization, responds to training requests, provides outreach, conducts trainings.

2. Project Line Item Budget

The line-item budget details the annual cost for the proposed project and must be submitted in the required format (see Excel File 03b - budget_forms.xls). Please use the categories listed for all expenses, disregarding any categories which do not pertain to the proposed project and adding any relevant categories.

3. Program & Agency Funding Sources

Agencies should not be overly dependent upon any one source of funding, such as City funding. In order to ensure organizational self-sufficiency and the long-term success of services funded by the City, the Department limits its funding to a maximum of 25-30% of the total agency budget with some exceptions granted on a case-by-case basis. In addition to the project Line Item Budget, please complete both the Program Funding Sources and Agency Funding Sources on the above named budget document.