Application
2015 Hawai'i DACA Outreach Grants

HAWAI'I COMMUNITY FOUNDATION

BACKGROUND

On June 15, 2012, President Obama announced the creation of the Deferred Action for Childhood Arrivals (DACA) initiative, which provides temporary legal status to undocumented youth who meet the program's criteria. Despite the benefits of the program – which include a type of temporary permission to stay in the U.S. called "deferred action," employment authorization, a driver's license, and a social security number – the participation rates for potential beneficiaries from Hawai'i are estimated to be the lowest in the nation. More information on DACA can be found at http://www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-daca.

PURPOSE

Hawai'i Community Foundation (HCF), in partnership with local funders and Unbound Philanthropy, a New York-based, nationally recognized foundation that works in the field of human migration, is supporting outreach to potential Deferred Action for Childhood Arrivals (DACA) beneficiaries in Hawai'i. Due to the strikingly low participation during the program's first two years, Hawai'i has a significant opportunity to increase local participation in the DACA program.

The goal of the partnership is to:
1. Increase capacity among community organizations and advocates to support outreach and assistance to potential beneficiaries and communities with populations of potential beneficiaries;
2. Increase outreach and assistance to eligible beneficiaries to initiate and complete DACA applications; and
3. Increase the number of individuals that submit applications for DACA.

Eligible activities include, but are not limited to:
1. Targeted outreach strategies designed to educate eligible beneficiaries of the DACA program and its benefits;
2. Support for eligible individuals in submitting and renewing applications; and
3. Support for training and/or certification of staff or volunteers to assist eligible individuals with outreach and completion of DACA applications.

ELIGIBILITY

1. Non-profit organizations with tax-exempt **501(c)(3)** status and in good standing. If your organization or project is not currently a 501(c)(3) organization, you may be able to work in partnership with a fiscal sponsor; please contact HCF staff, Cecilia Fong at cfong@hcf-hawaii.org for related questions.
2. Organizations must be currently providing services in the State of Hawai'i.
3. Organizations must be in good standing with HCF. Organizations currently funded by HCF with overdue final reports, as of the proposal deadline, are not eligible to apply. Please contact HCF staff, Joe Duax at jduax@hcf-hawaii.org if you are unsure of your organization's standing.

GRANT RANGE AND REQUIREMENTS

Grant amounts will range in size appropriate to the proposed objectives, targeted population, reach proposed by applicant, and activities, including projects that support multiple partnering organizations. HCF anticipates that approximately three (3) to six (6) grants ranging from $10,000-$40,000 will be awarded for January 1, 2015 –

December 31, 2015. Grants are being considered for one year of funding. If funding is available, grants may have the option for a second year of funding based on community need and grant performance.

Selected organizations will be required to participate in quarterly network meetings to share ideas, best practices, and challenges related to providing outreach and support for potential DACA beneficiaries to complete applications or renewals for DACA benefits.

CRITERIA FOR REVIEW

Proposals will be reviewed by advisors and HCF staff. The strongest proposals will be those that meet all or most of the following criteria:

1. Compelling and ambitious, but realistic plan to reach clearly identified population of potential DACA beneficiaries and to facilitate new applications or renewals for DACA benefits.
2. Organizational capacity to implement the project successfully, including understanding of the targeted population of potential DACA beneficiaries, experience in working successfully with identified communities, understanding of DACA issues and current or potential challenges, sufficient organizational resources necessary to carry out project plan, and realistic and justified budget. Organizational experience in providing culturally-competent and effective services to their identified communities, and strategies to address relevant language barriers, cultural norms, influencers, and appropriate communication channels.
3. Readiness to collect and report on progress and impact of activities including number of individuals in identified population who received messages via outreach, number of potential DACA beneficiaries receiving assistance in initiating or completing an application, and number of potential DACA beneficiaries assisted who submit a completed application.
4. Willingness and readiness to participate in network of organizations supporting DACA outreach, including quarterly meetings associated with this grant.

GRANTS *MAY NOT* BE USED FOR THE FOLLOWING:

1. Business or organization start-up plans;
2. Fundraising events;
3. Litigation efforts;
4. Endowments;
5. Major capital improvements including campaigns, construction or renovations (minor capital improvements required to implement programs are allowable); or
6. Reimbursement for pre-award expenditures or costs before January 1, 2015.

APPLICATION INSTRUCTIONS

1. Only completed on-line applications will be accepted. Applications must be submitted online at: https://nexus.hawaiicommunityfoundation.org/nonprofit. The online DACA Outreach application will be available on October 13, 2014. **If you are a new user, click "New User Registration;" the registration process may take up to two (2) days so please register early.**
2. The online application has fillable boxes with character limits. The character counts in MS Word do not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.
3. We recognize the significance of diacritical markings in written Hawaiian; however, the online application system is unable to accept diacritical markings. Please do not include these in your narrative it may cause errors in the way the online system processes your proposal.
4. As part of the online application you will need to answer questions about:

- o Your service locations – including details about the services you provide in specific geographies;
- o Types of services you provide – including the age ranges of those you serve;
- o Number of full- and part-time staff;
- o Number of volunteers;
- o Date of incorporation;
- o Mission statement; and
- o Program/project (project title, project location, amount requested, and description of activity/activities);

Also, the online application will also require completion of four narrative sections, along with additional materials to be attached.

NARRATIVE SUBMISSION

The following character counts are approximate to the specified page lengths based on single-spacing in Arial 12-point font with 1 inch margins.

Executive Summary *(max 2,000 characters = 1/2 page)*
Provide a concise summary of the project description, objectives, and intended outcomes.
1. Who is your targeted population and/or identified community that you will serve?
2. What are your key strategies? What are the major elements of the project?
3. What do you hope to achieve? What are the expected outcomes?

Project Components
1. Describe your **project plan** for one year (January 1, 2015 – December 31, 2015). *(max 4,000 characters = 1 page)* Plan should include:
   a. Description of potential DACA beneficiaries that the project will target, including ethnic community or communities, geographic area(s) targeted by the project and rationale for selection of the targeted population and/or identified community;
   b. A targeted plan with measurable objectives, detailed strategies, and activities with clear outcomes and measures of success, including:
      i. Outreach strategies to identify population which may include developing persuasive messages, developing effective spokespersons, and building connections with those who influence the identified population (e.g., educators, parent associations, service providers, faith leaders, consulate offices of select countries, and other community leaders), and involving DACA beneficiaries in outreach;
      ii. Plans to assist potential DACA beneficiaries in successfully completing and submitting an application for DACA status;
      iii. Plans to collect data, track outcomes, and document effective strategies. HCF will require quarterly reporting on the following measures (please reference the Project Matrix Form); and
2. Describe your **organization's capacity** to implement the proposed project successfully *(max 4,000 characters = 1 page)*:
   a. History and experience of organization and/or partners in working with targeted population and/or identified community targeted by this project;
   b. Understanding of DACA program:
      i. Identification of the barriers preventing Hawaiʻi's DACA-eligible population and/or your identified population from applying to the program;
      ii. Knowledge of DACA program and its benefits; and
   c. Project team and resources, including identification of key leaders and/or partners and their roles and responsibilities, who will execute the proposed project plan;
3. Describe your **organization's current participation in a local network** or willingness to participate in a local network of organizations supporting potential DACA beneficiaries. *(max 2,000 characters = 1/2 page)*

ATTACHMENTS

The following information are required parts of your proposal; proposals missing any of these documents will not be reviewed.

1. Project matrix form (download).
2. One-page board or leadership group list with affiliations.
3. Project budget showing income and expenses, including budget categories such as administrative costs, equipment, supplies, outreach/marketing, and travel expenses for neighbor island organizations.
4. The first page of your organization's most recently filed 990 or 990EZ, or most recent audited financial statement.

FILE NAMING FORMAT FOR ATTACHMENTS

Please use the following descriptive file name format when uploading your files:

1. Application ID_Your Org Name_Name of File (for example, '145_HCF_Budget.pdf' or '145_HCF_Board of Directors.doc')
2. Do not use apostrophes, #, or parenthesis in your file name
3. Each file must have a unique file name
4. Each file size should be kept below 5000 KB

PROGRESS & FINAL REPORTS

If awarded a grant, you will be asked to submit a quarterly report on metrics related to outreach and applications as specified in your project matrix form (see attachment 1 above), and a final report along with a financial expenditure report.

> **DEADLINE: Submit your application by clicking the "Submit" button at the end of the application no later than 4:00 p.m. HST, Tuesday, November 25, 2014.**

QUESTIONS ABOUT THIS RFP

Webinars and/or information sessions may be held during the RFP process. Please check back for a schedule of outreach events and activities.

If you have any questions, please contact: Cecilia Fong, Program Officer, 808-537-6333 or cfong@hcf-hawaii.org.

If you have questions about registering your nonprofit on-line or about the on-line application process, please contact: Joe Duax, Senior Program Assistant, 808-537-6333 or jduax@hcf-hawaii.org.

Neighbor islands may call our toll-free number at 1-888-731-3863. If you have any technical issues, please visit the Help Desk at http://www.hawaiicommunityfoundation.org/ticket

RESOURCES

Gonzales, R.G., Bautista-Chavez, A.M. (2014). Two Years and Counting: Assessing the Growing Power of DACA. Retrieved September 2014 from http://www.immigrationpolicy.org/sites/default/files/docs/two_years_and_counting_assessing_the_growing_power_of_daca_final.pdf.

National Immigration Law Center. DACA Renewal FAQ. Retrieved September 2014 from http://nilc.org/dacarenewalprocess.html.

Own the Dream. Requesting Deferred Action. Retrieved September 2014 from http://www.weownthedream.org/deferred-action/.

United We Dream. Life After DACA 101. Retrieved September 2014 from http://unitedwedream.org/wp-content/uploads/2014/04/Life-After-DACA-101-Webinar-Final.pdf.