

Alameda Collaborative for Children, Youth, and their Families (ACCYF) Community Action Discussions 2022



Community-led solutions for a better future!

Request for Proposals

What is the Alameda Collaborative for Children, Youth, and their Families?

The Alameda Collaborative for Children, Youth, and their Families (ACCYF) is a partnership between the City of Alameda, County of Alameda, and Alameda Unified School District (AUSD), Alameda's non-profit agencies, and interested community members, and serves as a clearinghouse of information, an incubator of innovative ideas and an advocate for children, youth, and families in Alameda.

ACCYF was founded in 1996 by the late-Alameda County Supervisor Wilma Chan following a series of meetings between the city, school district, non-profits, and community members to identify ways to address the needs of Alameda's youth and deliver services to address these needs. Over the past 26 years, ACCYF has met monthly to plan and implement numerous activities to benefit children, youth, and their families.

What does ACCYF want to learn?

ACCYF is releasing a new request for proposals (RFP) to provide funds for community organizations and individuals to hold Community Action Discussions in the fall of 2022. The purpose of these sessions is to help ACCYF identify strengths and weaknesses in youth services and garner ideas to take action to address youth community needs and poverty more inclusively and more responsively.

ACCYF **will** use the information gathered during these community-led discussions to inform our work in 2023 and beyond. ACCYF will select at least 30 applicants and will provide successful applicants with a list of more detailed questions, a suggested process for recording community responses, and an action template at the **MANDATORY ORIENTATION on Thursday, September 29, 2022.**

What does a Community Action Discussion look like?

Each grantee is required to have a Community Action Discussion with at least 10 individuals in their community. Grantees may plan and facilitate these conversations however they choose and may host more than one Community Action Discussion.

Discussions can take place anywhere people can gather, including private residences, parks, cafés, or on a videoconference (e.g., Zoom). If grantees need assistance in accessing a free or low-cost meeting space, they may contact the Community Action Discussions Project Manager, Casey Farmer, at CaseyFarmerConsulting@gmail.com or 510-863-4059.



Community Action Discussions can look like:

- ❖ One conversation with at least 10 individuals
- ❖ One-on-one interviews with at least 10 individuals
- ❖ Smaller group conversations that add up to at least 10 individuals

Community Action Discussions can cover a wide range of topics about services and supports needed to help Alameda's children, young people, families, and providers thrive.

Topics can include (but are not limited to):

- ❖ Mental Health
- ❖ Youth Safety
- ❖ Housing & Homelessness
- ❖ Job Development & Services
- ❖ Language Accessibility for Non-English-Speaking Families

Compensation

Each grantee will receive up to \$500 to talk with a minimum of 10 individuals. At least \$150 of the \$500 stipend must go towards incentives (e.g., food, gift cards) for listening session attendees.

Frequently Asked Questions:

1. Who Can Apply to Hold a Community Action Discussion?

Individuals, nonprofit organizations, and mission-driven businesses living or doing business in the City of Alameda can submit a proposal to conduct community action discussions. We strongly encourage organizations, businesses and individuals living in or serving low-income communities in Alameda to apply.

2. What is the Minimum Age for Community Action Discussion Stipend Applicants?

Students aged 16 and older and attending a high school located in Alameda may submit a proposal to conduct community action discussions. Youth under the age of 18 will need an adult to supervise the Discussions or conduct the Discussions on a school site while staff is present. We strongly encourage youth living in low-income neighborhoods of Alameda to apply.

3. How Will ACCYF Decide Which Proposals Are Successful?

A team comprised of ACCYF members and at-large community members will review proposals and recommend awards to the ACCYF Co-Chairs. The criteria for selection include the following. The applicant:

- ➔ Is located in or serving residents of Alameda, in particular low-income communities
- ➔ Is able to demonstrate that they have a connection to and trust of community residents
- ➔ Is committed to soliciting input from at least 10 residents, take notes of major discussion themes, and report the findings back to ACCYF
- ➔ Must complete the required application, including a budget
- ➔ Must have a bank account into which funds can be deposited (if this presents a barrier, please contact Casey Farmer, at CaseyFarmerConsulting@gmail.com)

4. What Is the Timeline for the Project?

Thursday, September 8– Deadline for submission of completed proposals

Monday, September 19 – Awards announced

Thursday, September 29 – **Mandatory** Orientation with awardees

A representative from your group **MUST** attend this training in order to receive the grant.

Orientation will take place in the evening. *Time: TBD.*

Friday, November 11 – All community meetings conducted by this date

Friday, November 18– Final reports due to ACCYF

Thursday, December 15 (tentative) – Presentation of Final Reports to ACCYF members and interested individuals in the community

5. Who Can I Contact with Questions?

If you have questions about submitting a proposal, please contact:

- Casey Farmer, ACCYF Community Action Discussions Project Manager
(available after August 15, 2022)
 - Email: CaseyFarmerConsulting@gmail.com
 - Phone: 510-863-4059
- Sarah Oddie, Senior Policy Advisor, Office of Alameda County Supervisor Dave Brown
 - Email: Sarah.Oddie@acgov.org
 - Phone: 510-693-8304

Ready to submit a proposal?

You can submit a proposal by filling out the form at <https://tinyurl.com/ACCYF2022>, by scanning the QR code below, or by answering the questions on the next page, printing and mailing it to:

c/o ACCYF

Alameda County Board of Supervisors, District 3

1221 Oak St., Suite 536

Oakland, CA 94612



The deadline to submit a proposal is Thursday, September 8, 2022 at 5 PM. We encourage you to submit your proposal online. If you plan on submitting a written proposal, we encourage you to type and print it out.

We estimate that completing this proposal process should take approximately 90 minutes, possibly less. If you would like to get help completing your proposal, please call Sarah Oddie at 510-693-8304 at least one week prior to the deadline.

Proposal: Community Action Discussions

ABOUT THE APPLICANT

1. Contact person for proposal: _____

a. Phone Number: _____

b. E-mail: _____

2. Is applicant a non-profit organization or business or community member or community group? (*Check one*)

<input type="checkbox"/> Non-profit Organization*	<input type="checkbox"/> Business*	<input type="checkbox"/> Community Member or Group	<input type="checkbox"/> High School Student**
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*IF YOU CHECKED *Non-profit Organization or Business*, please provide the organization or business name, street address, and website address below:

- Name: _____
- Street Address: _____
- Website: _____

**IF YOU CHECKED *High School Student*, please identify which high school you attend and the adult providing supervision for your discussions (or indicate that you will conduct your session(s) at the school site when staff are present):

3. Meeting(s) will be held in which language? _____

4. Meeting(s) will be held in which neighborhood? _____

5. Will you be able to complete the work by November 11, 2022, and submit your final report to ACCYF by November 18, 2022? Yes No

QUESTIONS (Limit – 5 pages – no smaller than 11-point font and 1-inch margins)

Purpose of this Project: ACCYF wants to gather ideas to make our pilot projects to address poverty more inclusive and responsive to community needs.

Interest and Experience

- What sparked your interest about this opportunity?
- Please briefly describe any experience you have in organizing community meetings and/or discussions of issues (prior experiences is not required).

Population(s) served

- Please describe the community who will attend your listening sessions. For example, is it a neighborhood? A faith community? A racial or ethnic community? A group of youth? A group of providers?

Capacity to do the work

- Describe your process for conducting the listening sessions, from recruiting community member participants to reporting back information to ACCYF.
 - How will you recruit participants?
 - Will the meeting(s) be online or in-person (if in-person, all COVID protocols must be followed)?
 - What incentives will you provide for participants?
 - How do you plan to carry out your conversations (one-on-one meetings, small groups, etc.)?
 - How many listening sessions do you plan to host?
- Please tell us about the qualifications of your proposed facilitator(s) for the listening sessions. For example, is this person a member of the community or population you would be learning from?

Budget

- Submit a simple budget for the process you describe above using the template provided on the next page. See below for an example. You do not need to use all categories - only the ones that apply to your proposal.

Sample Budget WorksheetName: Casey Farmer**Instructions:** Please list each specific expense to complete your project.

People Doing the Work:	Total from ACCYF
Organizer(s)	\$120
Facilitator(s)	\$130
Total Personnel	\$250
Supplies/Other Things Needed to Do the Work:	
Supplies (i.e., chart paper, markers)	\$30
Printing (i.e., flyers, handouts)	\$15
Transportation	\$15
Childcare	\$40
Participant incentives (i.e., food, stipends)	\$150
Other Expenses (list)	\$0

Total Operating	\$250
<i>Only if you are a 501c3 nonprofit organization:</i> Overhead Expenses Not Listed Above	
Fiscal agent fees	\$0
Other (please specify)	\$0
Total Overhead	\$0
Total Expenses	\$500

Budget Worksheet

Name: _____

Instructions: Please list each specific expense to complete your project.

	Total from ACCYF
People Doing The Work:	
Organizer(s)	\$0
Facilitator(s)	0
Total Personnel	\$0
Supplies/Other Things Needed To Do The Work:	
Supplies (i.e. chart paper, markers)	0
Printing (i.e. flyers, handouts)	0
Transportation	0
Childcare	0
Participant incentives	0
Other Expenses (list)	0
Total Operating	\$0
<i>Only if you are a 501c3 nonprofit organization:</i>	
Overhead Expenses Not Listed Above	
Fiscal agent fees	0
Other (please specify)	0

Total Overhead	\$0
Total Expenses	\$0

Thank you for your interest. We look forward to receiving your application!