REQUESTS FOR PROPOSALS: AFRICAN AMERICAN LEGACY FUND 2021

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<th>March 30, 2021</th>
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<td>April 14, 2021 10 a.m.</td>
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BACKGROUND:

African American Legacy (AAL) Fund is a philanthropic initiative led by Black civic and community leaders who share the common goal of improving the quality of life among Black people throughout metropolitan Chicago. AAL engages leaders in philanthropy, collectively and individually, and provides support to nonprofit organizations that work at the community level to educate and engage communities, and to provide neighborhood-based services and solutions addressing community problems. Grounded in the philosophies of collective giving, community engagement and grant making, AAL serves as a convener and catalyst to enable significant impact in Black communities through the organizations that it supports.

Currently, we remain concerned about the lasting impacts of the COVID-19 pandemic, specifically

a) potential educational losses of Black students as a result of limited in-person schooling
b) increase of mental health challenges, job instability and financial strain
c) systemic racism and its impact on the health and wellbeing of our communities
d) viability of Black arts organizations
e) opportunities for youth employment

2021 FOCUS AREAS:

AAL will support Black community organizations working in alignment on the following:

a) Education- we seek to support organizations that provide academic enrichment assistance to Black students, grades K-12

b) Mental Health- we seek to support organizations that prepare providers or community members to deliver or advocate for trauma informed care that actively responds to the disproportionate burden of stress on Black people and Black communities due to employment instability, financial strain, family stress, trauma and gun violence

c) Activism- we seek to support organizations that actively dismantle anti-Black racism and advances the Movement for Blacks Lives in Chicago
d) Arts - we seek to support arts and cultural organizations that share and celebrate the lived experiences of Black people past and present

e) Job Creation - we seek to support organizations that create jobs through social enterprises, worker cooperatives or micro entrepreneurship for youth, ages 16 to 24

GRANTMAKING CRITERIA:

Black- Led and Black-Serving. AAL is committed to improving the quality of life of Black people throughout metropolitan Chicago.

AAL is committed to supporting organizations that are Black-serving which means constituents are predominantly (51%) Black and/or from the African Diaspora (Africans brought primarily to the Americas as slaves who live around the globe—Brazil, Haiti, Dominican Republic, Europe, and Asia) and Black-led meaning the staff and board leadership are predominately (51%) Black and/or from the African Diaspora.

Place-based. Primarily located in the Chicago metropolitan area and accessed by Black people living in this geographic region.

People-driven. Program direction and design are grounded in the needs of the constituency and the community served. Using an asset-based approach means that the organization’s work is done not only for the people involved but also by them.

Successful requests will demonstrate how the organization’s mission, strategies and activities contribute to and advance one of the five focus areas as defined in this request for proposals. Historically, AAL grants range in size between $5,000 and $20,000. Eligible organizations must have current annual operating budgets that are not less than $50,000 and not more than $2,000,000.

TYPES OF SUPPORT

All 2021 AAL grants will be for general operating support.

GRANT AMOUNTS AVAILABLE AND GRANT TERM:

Grants are for one year. An organization may only submit one request for funding per cycle. The AAL grant cycle is from October to September.

An AAL grant awarded in the 2020 grant cycle would not prohibit an organization from applying for another AAL grant in 2021. Please note that a prior grant from AAL does not guarantee renewal or continuous annual AAL support.

Grants or grant requests made through The Chicago Community Trust are separate from those made through The African American Legacy. Therefore, organizations can make grant requests to both AAL and the Trust at one time. All grants made by The African American Legacy require that the online application be completed in its entirety.
ELIGIBLE APPLICANTS:

Eligible organizations are Black-led and Black-serving, responsive and rooted in community, and whose work is focused in one of the five programmatic areas are eligible to apply.

To be eligible for a grant award, an applicant must be:

- A nonprofit organization with evidence that it (a) has been recognized by the Internal Revenue Service as an organization described in Section 501(c)(3) of the Code; (b) is fiscally sponsored by a Section 501(c)(3) organization; (c) or is a governmental unit within the meaning of Section 170(c)(1) of the Code; and
- Described in Section 170(b)(1)(A) of the Code, other than a “disqualified supporting organization” within the meaning of Section 4966(d)(4) of the Code.

Sponsored organizations without 501(c)(3) status clearly identify their fiscal sponsor and have the sponsoring agent complete an Organizational Profile in GrantCentral prior to submitting a full request for funding. Fiscal sponsors must log in and complete and certify an organization profile in GrantCentral at https://cct.smartsimple.com prior to application submission.

APPLICATION PROCESS:

For applicants to be considered for funding an organizational profile and application is required.

General Operating Application: Applicants must complete their application via GrantCentral, The Chicago Community Trust’s online grants management system. General Operating Application: Note: We are seeking your specific response to which of the five program areas your organization’s mission and program activities align and why. Please only identify one program area (education, mental health, activism, arts or job creation). (Refer to the application example on pg. 4.)

Organizational Profile: Applicants must complete an Organization Profile, which is on the last tab within their GrantCentral account. If the Organization Profile was completed for a previous funding opportunity, it must be reviewed and, if needed, updated and certified prior to application submission. To honor your time and capacity, questions that are optional for this portion can be marked (0) in the application. (Refer to instructions on pages 5-11)

Sponsored organizations without 501(c)(3) status must identify their fiscal sponsor as soon as possible and ask them to complete an organization profile in GrantCentral prior to the sponsored organization’s application submission. Fiscal sponsors must log in and complete and certify an organization profile in GrantCentral at https://cct.smartsimple.com prior to application submission.

CONTACT INFORMATION

For technical questions regarding GrantCentral, email grants@cct.org

For programmatic and application content questions, email aalchicago@cct.org
GENERAL OPERATING SUPPORT APPLICATION

Below are the questions within the general operating application (all questions below are required for a complete application).

**Application Summary:**

- Organization Name:
- Application Summary (100 words or less):
- Grant Request Amount:

**Description of Community Served for this Funding Opportunity**

1. Describe the community and/or beneficiary need(s) or opportunity(ies) that are addressed by your organization. Include discussion of the strengths of the community and/or beneficiaries. [1,000 character limit]

2. How does your organization meet the needs and opportunities defined in the RFP or as discussed with your program contact? [1,500 character limit]

We are seeking your specific response to which of the five program areas your organization’s mission and program activities align and why. Please only identify one program area (education, mental health, activism, arts or job creation). [refer to descriptions on pg.1]
Questions marked out and highlighted in gray are optional and are not required. To bypass the questions, enter “0” in the text box.

Organization Profile

Instructions

In order to submit a grant application, please certify that your Organization Profile is complete and up-to-date. LOIs and applications cannot be submitted until your Organization Profile is complete and certified. We encourage you to review your Organization Profile regularly and keep contact details up-to-date, leaving fewer steps to complete before an application deadline.

Click through each tab in the horizontal navigation menu above to answer each required question, or make updates and revisions as needed. You may complete the tabs and questions in any order. You can save your progress by clicking on the “Save” button. Be sure to save your work frequently.

The Organization Profile uses pop-up boxes to collect some information. Be sure to enable pop-ups in your web browser to ensure you are able to access all sections of the online form.

Please use whole numbers. The system doesn’t accept decimals, symbols, special characters and blank spaces before or after a number. Character limits are indicated for any field that has them.

When you have completed every section and question in the Organization Profile, click the “Check for Errors/Certify” button. If complete, this action will save and certify your Organization Profile. If any information is missing or incomplete, the system will indicate what needs to be corrected/completed. Make all necessary corrections, and then click "Check for Errors/Certify" again to complete the process.

Organization Information

1. Is your organization a 501c3 tax-exempt entity?
   Select Yes/No. (If your organization uses a fiscal sponsor, click “No.”) Once you have made a selection, click the “Save” button and then click the “Update Organization Registration” button.

2. If yes, are you interested in applying for a grant, serving only as a fiscal sponsor, or both?
   Select Grant/Fiscal Sponsor/Both

3. If no, enter the name of your Fiscal Sponsor.
   If you are a non-501c3 organization that uses a fiscal sponsor to receive grants, please enter the name of your fiscal sponsor organization in the search bar for this question. If your fiscal sponsor has a GrantCentral profile, its name will populate as you enter it in the search bar. If your fiscal sponsor does not have a profile in GrantCentral, they must create one in order for you to submit a grant application and receive grant funding. Contact your fiscal sponsor to ask them to create a profile in GrantCentral as soon as possible.

4. Legal Name
5. Organization Doing Business As (DBA) Name

6. EIN

7. Mailing Address

8. Address Line 2

9. City

10. State

11. Country

12. Zip

13. Category (select one)
   - For-profit Entity
     - Social Welfare Organization - 501(c)4
     - Labor and Agricultural Organization - 501(c)5
     - Business League - 501(c)6
     - Social Club - 501(c)7
     - Fraternal Society - 501(c)8 or 501(c)10
     - Veterans’ Organization - 501(c)19 or 501(c)23
     - Registered Non-profit Organization - 501(c)3
     - Sponsored Organization
     - Municipality (non-501c3)
     - Public Educational Institution (non-501c3)
     - Religious Institution (non-501c3)

14. If you provided in-person, onsite services at a location(s) other than your mailing address in the last year, please list the addresses (street, city, state, zip). Separate multiple addresses with commas (optional: enter “0”)

15. Year Established

16. If your organization uses a fiscal sponsor, please upload your Fiscal Agent Letter of Agreement
17. Select NTEE code

*The National Taxonomy of Exempt Entities (NTEE) system is used by the IRS, the National Center for Charitable Statistics and GuideStar to classify nonprofit organizations and the work that they do. To find the code(s) that classify your organization, visit [https://learn.guidestar.org/help/ntee-codes](https://learn.guidestar.org/help/ntee-codes). Once you have determined the right code(s) for your organization, begin typing the name of your code into the search bar and select the correct code from the options that populate.*

18. Website

19. Facebook

20. Twitter

21. YouTube

22. Logo

23. Does your organization primarily: (select all that apply)

   - Provide direct services
   - Conduct policy and advocacy efforts
   - Offer technical assistance, coaching, or training

24. In your most recent fiscal year, how many individuals did your organization serve?

25. If your organization conducts policy and advocacy efforts, in what areas? Check all that apply. (optional: enter “0”)

   - Consumer Financial Services
   - Economic Development
   - Entrepreneurship
   - Housing
   - Immigration
   - State/Local Budget
   - Transportation
   - Other
   - Education
   - Health
   - Human Services
   - Income Security
   - Tax
   - Workforce Development

26. If your organization conducts policy and advocacy efforts, at what level of government are you advocating? Check all that apply. (optional: enter “0”)

   - City
   - County
   - State
   - Federal
27. In your most recent fiscal year, how many individuals were impacted by your policy and advocacy efforts? (optional: enter “0”)

28. In your most recent fiscal year, how many individuals or organizations received technical assistance, coaching, or training? (optional: enter “0”)

29. Community Demographics
   Click the blue Open button to complete the table, which will open in a pop-out box. Input the number of individuals that your organization served by demographic in its most recent fiscal year, using registration data, sign-in sheets, etc.

   Input the number of individuals that your organization reached/engaged in the most recent fiscal year by the demographics listed in the chart using beneficiary registration data, program attendee records, etc.

   Note: Beneficiary demographic data will inform us about the diversity, representativeness and inclusivity of our potential and current grantees. We recognize that you may not collect all of this data. If you do not currently collect the data, please mark that box with an X. If you do not provide direct service (e.g., policy and advocacy organizations), please use the text boxes below to document the demographic information that you either collect or use to inform your understanding of the reach of your organizational efforts. We do not expect you to develop new data collection practices to complete the table; however, we are happy to provide technical assistance to organizations interested in expanding their data collection practices. Please email learning@cct.org with recommendations or suggestions to include in future versions.

30. Broad Location Served
   Select the location of the beneficiaries that your organization serves or impacts. For policy organizations, select locations that are relevant to your efforts. Choose all that apply. You will be asked to select the specific neighborhoods or townships that your organization works in if you select City of Chicago or Cook, DuPage, Kane, Kendall, Lake, McHenry or Will Counties.

31. Who are the populations of focus for your organization?
   Select the primary beneficiaries or populations that your organization serves. Select all that apply. If you select “Other,” a text field will appear for you to describe your populations of focus. Note: Population categories will be updated and refined based on your feedback. Email learning@cct.org with recommendations or suggestions to include in future versions.

32. Provide your organization mission and vision statement. (1,000 characters)
33. The Trust’s vision is a thriving, equitable and connected Chicago region where people of all races, places and identities have the opportunity to reach their potential. Please describe how your organization's mission, activities, and outcomes contribute to that vision. (1,500 characters)

34. Provide a brief summary of your organization’s history (3,000 characters)

35. Briefly describe your organization's current programs and activities. (1,000 characters)

In answering this question, in addition to the current programs and activities, please include the intended goals and outcomes for the grant period.

36. Describe your organization's recent significant accomplishments or milestones (within last five years). (1,500 characters)

37. Describe any internal and external efforts your organization is currently undertaking or plans to undertake to incorporate diversity, equity, and/or inclusion (DEI) into its policies, practices, and programs. (1,500 characters)

38. Describe how the demographics of the community and/or individuals that your organization serves are reflected in the composition of your staff and Board. (1,500 characters)

39. Describe how your organization incorporates the perspective and lived experience of the community and/or individuals that you serve. (1,500 characters)

Board, Leadership and Staff

40. Executive Director/President/CEO Name

41. Provide a brief bio for your organization’s Executive Director/President/CEO

42. Brief Bios of the Leadership Team

   Click the blue Open button to complete the table, which will open in a pop-out box. Complete the Leadership Team table by inputting the full name, title, and a short bio (no more than 4-5 sentences) for each member of your organization’s leadership team. When you are finished, click the Save button at the bottom of the pop-out box.

43. Board Members

   Click the blue Open button to complete the table, which will open in a pop-out box. Complete the Board Member table by inputting the full name, role, professional affiliation and residence for each member of your organization’s board. When you are finished, click the Save button at the bottom of the pop-out box.

44. Staff and Board Demographics

   Click the blue Open button to complete the table, which will open in a pop-out box. Enter the demographic information for your organization’s executive director (or most senior leader), other senior staff, non-senior staff, and board. You are welcome to enter “0” (zero) if you do not collect this data.

45. Total number of full-time staff
46. Total number of part-time staff

47. Total Number of senior staff

48. Total number of board members

49. Total number of volunteers

50. Describe your Board and the role it plays in planning, fundraising, and financial oversight. How are decisions made?

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**Financials**

51. Upload your current year’s Operating Budget to include both projected expenses and revenues

52. Upload your organization's year-to-date Statement of Financial Position (Balance Sheet)

53. Upload your organization's year-to-date Statement of Activities (Income Statement)

54. Organization Fiscal Year Start (mm/dd/yyyy)

55. Organization Fiscal Year End (mm/dd/yyyy)

56. Upload your organization’s three most recent Audited Financial Statements. Upload the final financial statement for the year just completed if not yet audited.

57. Upload your most current IRS Form 990

58. Upload your IRS Letter of Determination

59. Organizational Budget
   
   Please provide the numbers from your most recent audit or 990. Please do not enter decimals, commas or dollar signs. The three years should be consecutive.

   List your revenues, expenses (categorized as program, general, administrative, and fundraising), surplus, deficit, and net assets.

60. If there is a deficit or other major changes over the past three years, please explain why. (1,000 characters)

61. Funding Sources
   
   For the previous year, please provide the names and dollar amounts of the top five sources of funding for your organization, including government contracts, foundations, corporations, individual donors and earned income.

62. Does your organization use a financial management system?
63. If yes, select the appropriate financial management system from the dropdown menu.

64. Has your organization had any instances of fraud, malfeasance, or financial mismanagement within the last five years? If yes, describe how it was managed.

Contacts

Select contacts from the dropdown menus of contacts associated with your organization in GrantCentral. Scroll down on the “Contacts” tab to the “Manage Users” section to add or remove contacts associated with your organization.

65. Staff Contact Name
   Main point of contact for your GrantCentral account.

66. Signatory
   This individual should be the most senior executive for your organization and must be able to sign grant contracts. A grant cannot be made without an up-to-date signatory.

67. Staff Contact for Development

68. Staff Contact for Marketing

69. Staff Contact for Finance/Accounting