

Welcome to the Nonprofit Readiness Summit

Nonprofit Capacity Building Program

THURSDAY, JUNE 15TH, 2023



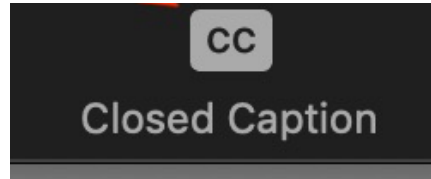
UNIVERSITY OF
ILLINOIS CHICAGO



Housekeeping

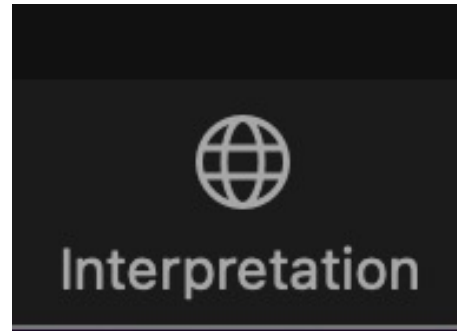


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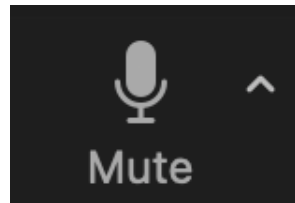


- Enter questions into the chat box

Click here for
**American Sign
Language**



- Please keep yourself on **mute** until the Q&A



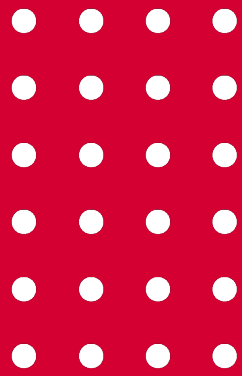
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para **español**



- This event is being **recorded** and will be posted online

Contact sphcollaboratory@uic.edu if you need assistance during today's session

Time	Session
9:00 am	Welcome and Overview of The Nonprofit Capacity Building Program <ul style="list-style-type: none"> <i>Maggie Acosta, UIC School of Public Health</i> <i>Bea Floresca, UIC School of Public Health</i>
9:15 am	Basics of Applying for a City Grant <ul style="list-style-type: none"> <i>Guddi Kapadia, UIC School of Public Health</i>
10:15 am	Decoding RFP's: Building Great Applications <ul style="list-style-type: none"> <i>Julia Talbot, Chicago Department of Family and Support Services</i>
11:20 am	Panel of Nonprofit Leaders: Lessons Learned in Pursuing Government Funding <ul style="list-style-type: none"> <i>Erik Carlson, Lakeview Roscoe Village Chamber of Commerce</i> <i>Keona Owens, Touch Gift Foundation</i> <i>Edwin Martinez, Centro Sanar</i> <i>Emily Kehoe, Northwest Side Community Development Corporation</i>
12:30 pm	Additional Resources and Upcoming Nonprofit Capacity Building events <ul style="list-style-type: none"> <i>Norma Sanders, Greater Auburn Gresham Development Corporation</i>
12:45 pm	Concluding Remarks and Survey <ul style="list-style-type: none"> <i>Maggie Acosta, UIC School of Public Health</i>



Overview of the Chicago Recovery Plan and the Nonprofit Capacity Building Program

Bea Floresca, UIC School of Public Health

Chicago Recovery Plan

What is the Chicago Recovery Plan?

- The Chicago Recovery Plan is the City's plan to uplift once-in-a-generation federal funding to create an equity-based investment strategy to work towards a sustainable economic recovery from the COVID-19 pandemic.

Where does the funding come from?

- The funding under the Chicago Recovery Plan includes funding from the American Rescue Plan Act ("ARPA") and over \$600 million in local bond funds. This funding is allocated alongside all other available resources in the City budget to maximize this opportunity over the next 3-5 year funding period.

Where can I learn more and see available RFPs/grants?

- Visit www.chicago.gov/RecoveryPlan to learn more



American Rescue Plan Act

What is the American Rescue Plan Act?

- Created at the federal level, the American Rescue Plan Act (ARPA) was created to help provide direct financial relief, combat COVID-19, and calm the economy. For the purposes of this summit, we will focus mostly on the direct financial relief which falls into the following:

Individual economic impact payments

(e.g. child tax credits, employee retention credits, unemployment)

State and local fiscal recovery funds

(e.g. capital projects funds, small business credit initiatives, homeowner assistance funds)

How did the City of Chicago receive funding?

- Under ARPA, Congress allocated the City of Chicago \$1.9 billion for expenditures incurred beginning March 2021 through December 2024.

Where can I learn more about ARPA?

- Visit the following sites to learn more:
 - <https://home.treasury.gov/news/featured-stories/fact-sheet-the-american-rescue-plan-will-deliver-immediate-economic-relief-to-families>
 - <https://www.whitehouse.gov/american-rescue-plan/>

CRP Data Dashboards



Where can I find these dashboards to explore?

- Visit <https://www.chicago.gov/city/en/sites/chicago-recovery-plan/home/dashboards.html> to learn more

Nonprofit Capacity Building Program

The COVID-19 pandemic has left many nonprofit organizations experiencing financial hardship. Nonprofits have experienced a significant increase in the demand for their services without a comparable increase in their financial and operational capacity to meet that demand.

Program description: To ensure a strong recovery for our City's nonprofits, the City of Chicago has created the Nonprofit Capacity Building Program. This program will provide technical assistance and capacity building services for disproportionately impacted nonprofits, helping to stabilize and scale their operations.

Curated events and seminars will be organized, specifically with the needs of nonprofits in mind. Topics and training will include:

- How to apply for City/Government Requests for Proposals (RFPs)
- Navigating iSupplier
- Upcoming City RFP Opportunities
- Compliance and Reporting Expectations
- Small group workshops

These workshops will be facilitated by capacity-builders who are well oriented with the Chicagoland ecosystem (e.g., philanthropy, academia, for-profit, nonprofit, and governmental agencies).

Program Overview

Readiness Summit	Application Assistance
<p>Quarterly virtual meetings include:</p> <ul style="list-style-type: none">• Sessions on best practices and common mistakes when applying for funding• Notification of upcoming funding opportunities	<p>Webinars</p> <ul style="list-style-type: none">• 60-90 minute live webinar trainings to be recorded and posted online; deep dive presentations on specific subject matters
	<p>Weekly Small-Group Workshops</p> <ul style="list-style-type: none">• Held weekly on Wednesdays at 11:00 am & 1:00 pm; an opportunity to connect with peers and subject matter experts to discuss upcoming grants and specific organizational challenges
	<p>One-on-one Application Assistance</p> <ul style="list-style-type: none">• Coaching sessions for support on application and iSupplier assistance, along with other topics as needed; may be held in-person or virtual

Program Partners



Upcoming Supports

Webinars

New topic just posted! June 29th (10 am) webinar on “Risk Assessment for Nonprofit Organizations”

Small Group Workshops

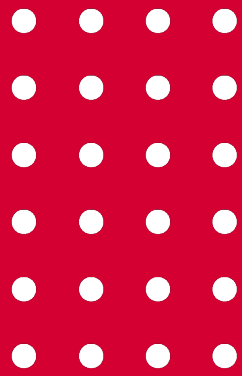
Upcoming topics include “Partnerships and Collaboration,” “Evaluation Needs and NFP Success”... and more!

One on one application assistance

By appointment

NONPROFIT CAPACITY BUILDING SCHEDULE OF EVENTS		
GREATER AUBURN GRESHAM DEVELOPMENT CORPORATION		
JUNE 21, 2023	JUNE 22, 2023	JUNE 23, 2023
WORKSHOP 1:00PM: Partnerships & Collaboration	WEBINAR 2:00PM : TOPIC TBD	WORKSHOP 12:00PM: Evaluation Needs and NFP Success
JUNE 28, 2023	JUNE 29, 2023	JUNE 30, 2023
WORKSHOP 1:00PM: NFP Integrity and Honesty	WEBINAR 10:00AM: TOPIC TBD	WORKSHOP 12:00PM: NFP Program Compliance Overview
JULY 13, 2023	JULY 27, 2023	
WEBINAR 9:00AM: TOPIC TBD	WEBINAR 12:00PM: TOPIC TBD	
WOMEN'S BUSINESS DEVELOPMENT CENTER		
JUNE 21, 2023	JUNE 28, 2023	JULY 19, 2023
WORKSHOP 11:00AM: City Grant Opportunity Review	WORKSHOP 11:00AM: City Grant Opportunity Review	WORKSHOP 11:00AM: City Grant Opportunity Review
JULY 26, 2023	AUGUST 2, 2023	AUGUST 9, 2023
WORKSHOP 11:00AM: City Grant Opportunity Review	WORKSHOP 11:00AM: City Grant Opportunity Review	WORKSHOP 11:00AM: City Grant Opportunity Review

Check the website for more announcements and to sign-up!
Chicago.gov/BACPRRecoveryPlan



Basics of Applying for a City Grant

*Guddi Kapadia, UIC Co-Lead in the Nonprofit Capacity Building Program,
UIC School of Public Health*

Goals of this Session

1) Explain key terminology and systems

2) Share the basics of the City of Chicago RFP/grant process both internally and externally

3) Help you understand if your nonprofit is ready to apply for a City grant

There will be time for Q&A at the end. Please enter your questions into the chat.

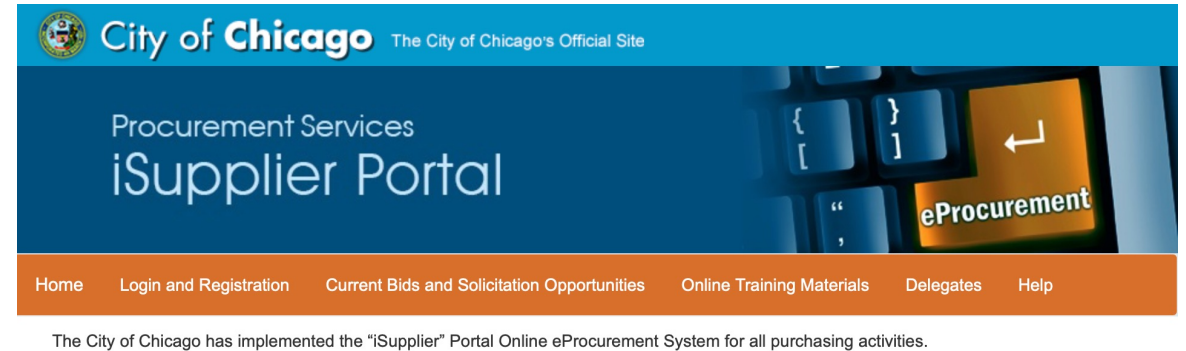
What is an RFP?

- RFP stands for “**Request for Proposal**”
- Issued by departments to invite local community organizations to apply to contract with the city to provide services (e.g. youth employment, small business development, mental health services, etc.)
- Applicants who get selected are known as “**delegate agencies**”
- All RFPs are posted online at the Department of **Procurement Services** website

What is iSupplier?

www.Chicago.gov/eprocurement

- To apply, your organization must be registered in iSupplier
- iSupplier is a Real-Time Online Purchasing System with Data Export



iSupplier Allows Agencies to

Manage Your
Contact Info

Submit RFPs

Submit
Vouchers/Invoices
for Payment

Communicate
with Departments

ISupplier Homepage- Key Links

At the bottom of the homepage, find important links for:

- ☐ **Registration**
- ☐ **Finding and Responding to RFP's ("bids")**
- ☐ **Training Information**
- ☐ **Alerts when new information or bids have been released**



LOGIN/REGISTER



CURRENT BIDS



ONLINE TRAINING
MATERIALS



SIGN UP FOR DPS ALERTS



ISUPPLIER

Registration

Questions on Registration:

CustomerSupport@cityofchicago.org or (312)744-4357

iSupplier Technical Assistance
for Delegate Agencies:

CustomerSupport@cityofchicago.org or (312) 744-4357

- Website has info on how to register for iSupplier
- All organizations must have:
 - ✓ Federal Employer Identification Number (FEIN)
 - ✓ IRS W9
 - ✓ Vendor names MUST MATCH Articles of Incorporation
- Registration through iSupplier takes approximately 3-5 business days



We encourage delegate agencies to register in iSupplier at least 6 weeks before they plan to submit an RFP application

Finding current City of Chicago funding opportunities

City of Chicago The City of Chicago's Official Site

Procurement Services
iSupplier Portal

Home [Login and Registration](#) **Current Bids and Solicitation Opportunities** [Online Training Materials](#) [Delegates](#) [Help](#)

Current Bids and Solicitation Opportunities

eProcurement Bid and Solicitation Opportunities **

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).

***Note:** When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.

To View PreBid Attendee List click link below:
[PreBid and PreSubmittal Conference Attendees](#)

Non-eProcurement Bid and Solicitation Opportunities

Non-eProcurement opportunities are current competitively bid, RFP, RFQ, RFI and Small Order bids and addenda that cannot be responded to using iSupplier, but available for downloading. Some documents listed on the Website are not available for downloading due to size restrictions. All non-eProcurement documents are available in the Bid and Bond Room at 121 N. LaSalle St, Room 103, Chicago, IL.

Clicking on the orange button will take you a page where ALL procurement opportunities for the City of Chicago are listed. Clicking on the words Previous and Next will allow you to scroll through the complete list until you find the RFP you are looking for. Clicking on the infinity or eyeglass icon will allow you to see the solicitation including the application questions without having to start an application.

Login

City of Chicago eProcurement Solicitations



Details

Document PDF File

To view or download solicitations without logging in, click the icon at the Online Bid link, then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Abstracts

Status Active Go

Previous 1-10 Next 10

Department Name	Event	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
DEPT OF STREETS & SANITATION	Commodities		9275	1188913C	1188913C: SAFETY SHOES, BOOTS AND ICE CLEATS (MOBILE UNIT SERVICE)	01-MAR-2023 08:00:00	01-MAR-2023 08:00:00	09-MAR-2023 11:00:00		03-MAR-2023 12:00:00	
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		9263	1251436	1251436: Canal Street Viaduct Rehabilitation: Jackson Blvd. to Harrison St.	20-JAN-2023 09:00:00	20-JAN-2023 09:00:00	04-APR-2023 11:00:00		16-MAR-2023 16:00:00	
DEPARTMENT OF WATER MANAGEMENT	Construction		9234,3	1231603	1231603: SWPP Boiler Room Renovation Project	12-JAN-2023 12:00:00	12-JAN-2023 12:00:00	15-MAR-2023 11:00:00		10-FEB-2023 16:00:00	
DEPARTMENT OF WATER	Construction		9220,2	1249096	1249096: Term Agreement for	04-JAN-2023	04-JAN-2023	10-MAR-2023		27-JAN-2023	

City of Chicago eProcurement Solicitations

[Document PDF File](#)

To view or download solicitations without logging in, click the icon at the Online Bid link, then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Form Details (Abstract): RFQ 9214

[Document PDF File](#)Status **Active**

Abstract

Event Program/Model
Solicitation Number
Specification Number
Solicitation Title

Delegate Agency
DFSS-ARP-DV-LSFGBVS
9214
1261264
DFSS: Division on Domestic Violence,
Prevention Education on GBV & HT RFP

Advertisement Date
Supplier Response Start Date
Supplier Response Due Date
Protected Markets

10-FEB-2023 09:00:00
24-MAR-2023 12:00:00

Other Details Section

Other Details

Pre-Solicitation Meeting

*Type	Attendance	Pre-Solicitation Conference Date & Time	Pre-Solicitation Conference Location
Pre-Solicitation Conference	Strongly Suggested	22-Feb-2023 12:00:00	https://attendee.gotowebinar.com/register/5244764351810242653

Deadline for Questions

[Return to Abstracts](#)

If you wish to look at the RFP document without starting an application, click on the “PDF file” (circled). This will open a .pdf file of the RFP and the application questions.

More opportunities available on Chicago Recovery Plan website



Chicago.gov | [Select Language](#) ▼

[HOME](#) [REPORTS](#) [FUNDING OPPORTUNITIES](#) [RESOURCES](#) [JOBS](#) [EQUITY](#) [DASHBOARDS](#) [I WANT TO... ▼](#)

[Home](#) / [Funding Opportunities](#)

Funding Opportunities

The Chicago Recovery Plan invests over \$1.9 billion in new and existing initiatives. Over the lifespan of the Chicago Recovery Plan, there will be frequent opportunities to partner with Chicago organizations and we look forward to these partnerships. Please see below for open funding opportunities.

For more information about the Department of Planning and Development's Recovery Plan programs and grant opportunities, please visit DPD's [Chicago Recovery Plan Projects](#) site.

If your organization is interested in applying for funding opportunities, becoming an delegate agency or vendor, or learning more about doing business with the City of Chicago, please also refer to the [Resources](#) page.



Chicago Recovery Plan Current Bids and Grant Opportunities

The Chicago Recovery Plan is the City's plan to amplify once-in-a-generation federal funding to create an equity-based investment strategy to catalyze a sustainable economic recovery from the COVID-19 pandemic.

Find the current opportunities at www.chicago.gov/RecoveryPlan

An aerial photograph of a university campus, likely the University of Illinois at Chicago (UIC), showing a large green lawn, numerous trees, and a winding pedestrian path. The entire image is covered with a semi-transparent blue filter. The title 'Basics of the Grant Process' is centered in white text.

Basics of the Grant Process

Key Stakeholders in the Grant Process

Nonprofit Applicant

- Register Organization on iSupplier
- Research RFP Solicitations and Submit Proposals
- Create and Submit Payment Requests

Issuing Department

- Develop and Manage RFPs and Programs
- Provide program-specific technical assistance and training
- Review vouchers (invoices) for processing

Department of Procurement Services

- Register delegate agency in iSupplier

Office of Budget Management

- Manage delegate agency eProcurement process
- Provide training

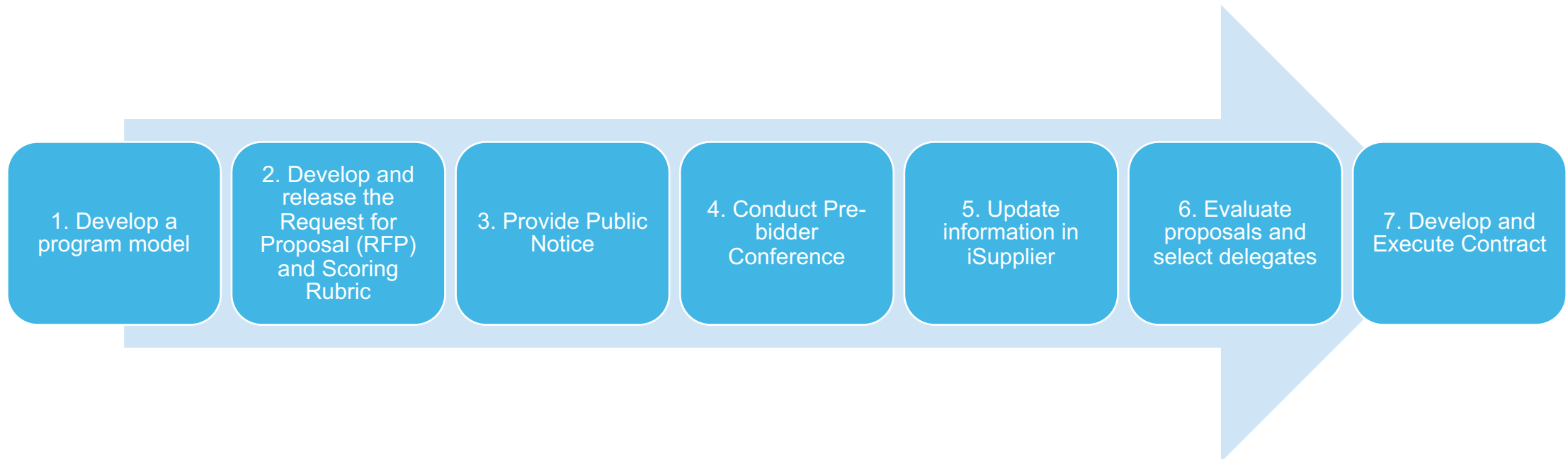
Finance

- Process Payments

Behind the Scenes: Contracting Lifecycle

RFPs are designed at the department level, often in partnership with the Mayor's Office, and utilizing the procedures built by the Office of Budget Management, Finance, Procurement, Department of Law, among other internal city operations departments. The process can vary across departments, original funding source, etc.

Generally, the steps that the City takes during the lifecycle of an RFP are:



Want to apply? First thing's first....

- **Are you eligible? To be eligible, you must:**

- ☐ Be an Illinois-based nonprofit, registered 501(c)(3) organization
- ☐ Be incorporated at least 12 months prior to applying
- ☐ Be a Chicago resident company – City street address is necessary! No P.O. Boxes.
- ☐ Primarily serve the residents of the city of Chicago. You must be able to demonstrate that, on average, half of all programming occurs within the city of Chicago limits

- **Consider: Can these funds support your work?**

- Funding restrictions are based on federal and/or city uniform guidance, other statutory requirements, etc.
- Examples of restrictions include, but are not limited to: Capital improvements, the purchase of permanent, depreciable equipment valued at more than \$5,000, organizations applying on behalf of an organization/program for which they serve as a fiscal agent or fiscal sponsor, and so on.

- **Do you have all the general/administrative materials required for the RFP?**

RFP General Requirements

Complete responses to RFP questions

Required documentation

- Articles of Incorporation
- Insurance
- SAM Registration Status
- State Good Standing Letter
- Board of Directors
- Financial Statements from most recently completed fiscal year
 - Budgets under \$300,000, Federal Form 990, 990EZ or 990N e-postcard
 - Budgets over \$300,000, Federal Form 990 OR an audit
 - If e-postcard or FY20 statements, submit AG990 or board approved year-end financials statement
 - FY20 financials can be accepted if your fiscal year end date is between June 30 – December 31
- Cost Allocation Plan (if indirect cost is included)

Examples of possible additional documentation/compliance reviews

- Indebtedness
- Debarment
- Risk Assessment
- Open Audits and Findings
- Proof of 501(c)(3) status – copy of IRS letter
- Annual Adjusted Income
- Board and Staff demographics



Tips for First-Time Applicants!

- ✓ RFPs are posted for at least two weeks, but typically four weeks
- ✓ Always **read the RFP in full**
- ✓ Review the Evaluation Criteria and the Associated Weights/Scoring Value
- ✓ Attend the Pre-bidders Conference and any application assistance workshops that are offered! Valuable information gets shared.

Submission Process

All applications must be submitted by 12 noon on the day of RFP due date

Submit early! Late applications will not be accepted

- Set calendar reminders for deadlines

You'll get email from WorkflowMailer@cityofchicago.org

- If you do not receive email, check spam, blocked emails, or contact your organization's IT person for assistance

Application Review Process

Applications are reviewed by Department staff and sometimes external partners.

Each proposal is evaluated based on the criteria listed in the RFP by multiple readers.

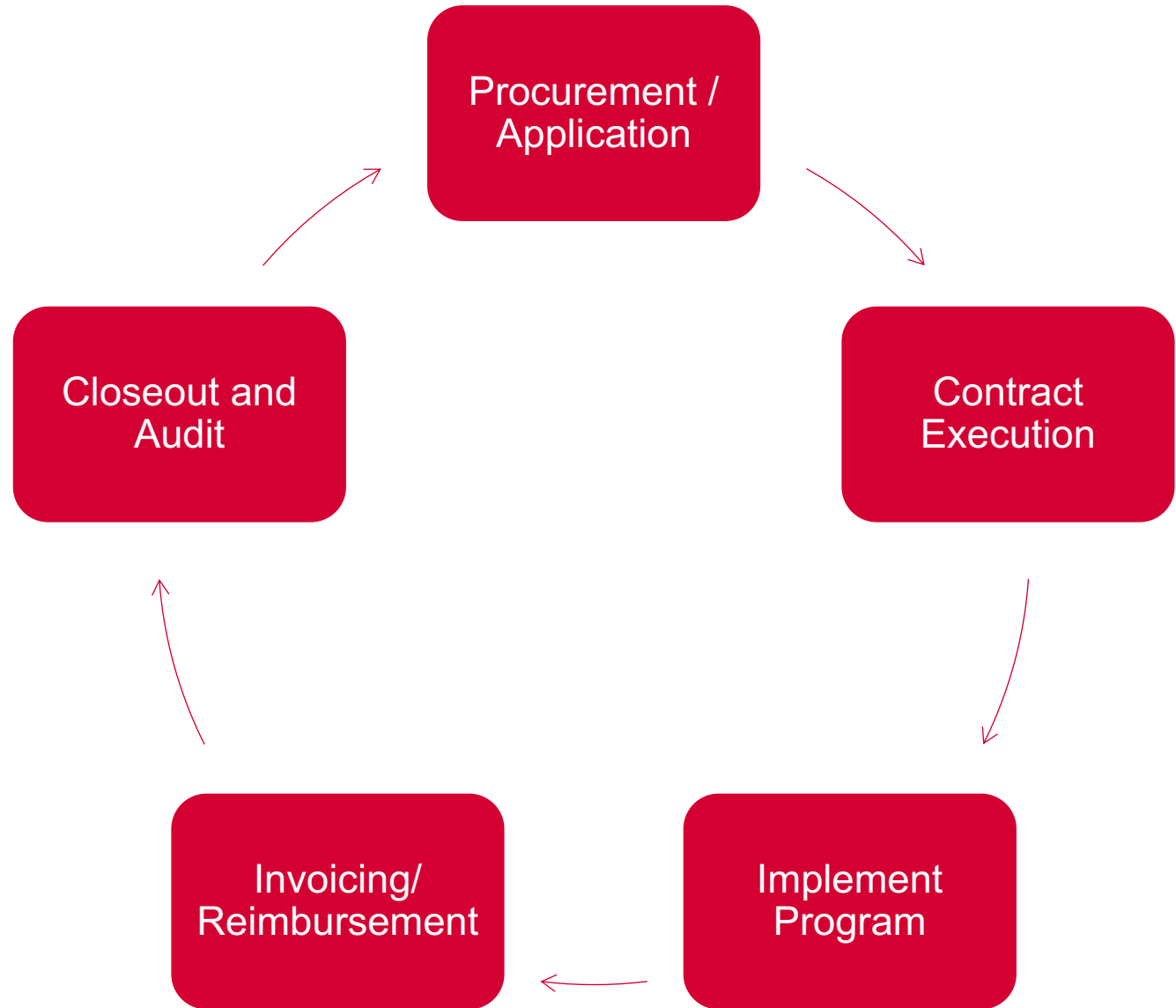
Awards are made based on a variety of factors, including proposal scoring, funding availability, and community need.



Contract Lifecycle

The complete lifecycle of a contract with the city of Chicago has critical steps throughout the duration.

Applying for an RFP and being selected as the delegate is **step one**.



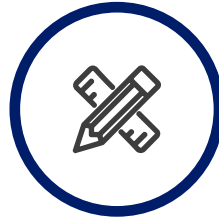
Vouchering (aka invoicing)

- **It will take time for the funds to arrive.** You will need to use your own funds and then get a voucher that reimburses you.
- The City of Chicago uses ISupplier for its vouchering
- The ISupplier system can be tricky the first time you use it- but with support, you will be able to invoice the City for your services and get reimbursed quickly.



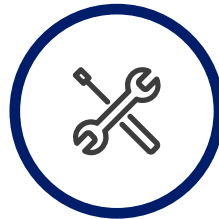
Tips for getting started

Understanding ISupplier, the City's budget requirements, and your particular department's invoicing preferences are key to successful invoice creation and submission.



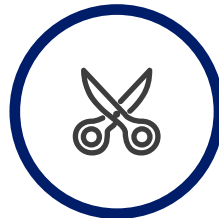
UNDERSTAND ISUPPLIER

Watch helpful tutorials on invoice creation in ISupplier, poke around in the invoice creation section, know your P.O. number, so you can go into the creation of your invoice with an understanding of the system you are using.



BE PREPARED

Gather all your supporting documents, fill out all your invoice forms, have you budget handy, save all these documents on your computer in one folder. Doing all these things will ease the process for you.

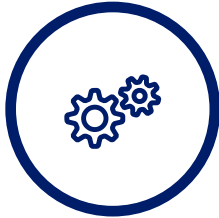


WORK WITH YOUR DEPARTMENT

Each user department has different preferences or specifications for how they want your particular grant to be invoiced. Make sure you read everything they send you, ask questions, and understand their preferences.

Help is available

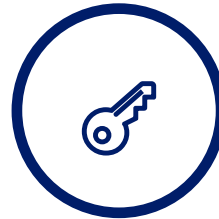
Vouchering can be tricky, especially if you haven't done it before or technology is not your thing!



One-on-one counseling

The Nonprofit Capacity Building program provides no-cost one on one counseling.

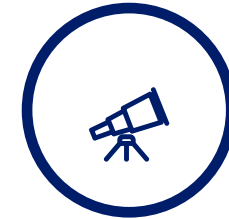
Meet with a counselor who will take you step by step through the vouchering process.



Online tutorials

The City has a series of helpful video tutorials on how to use ISupplier.

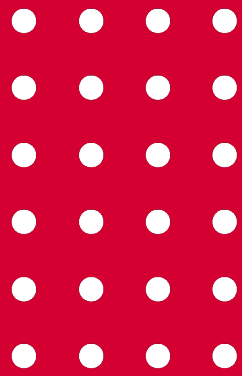
<https://www.chicago.gov/city/en/depts/dps/isupplier/online-training-materials.html>



ISupplier Help Desk

The City of Chicago has a help desk you can use for issues with the ISupplier system

312-744-HELP or email customersupport@chicago.gov
(Mon. – Fri., 8:30 a.m. to 4:30 p.m.)



Decoding RFP's: Building Great Applications

*Julia Talbot, Senior Grants and Procurement Manager, Chicago
Department of Family and Support Services*



A Little About Me

I manage the RFP process at the City of Chicago, Department of Family and Support Services

In that role, I manage the request for proposal process (RFP) for 93 different program models resulting in over 1,170 contracts annually.

This requires knowledge of over 20 different local, state, federal and private funding sources valuing over \$450,000,000.

I also have 20 plus years of service servicing on non-profits boards.



DECODING THE RFP DOCUMENT

How RFPs/grant opportunities are designed and built

The vision, mission and strategic plan of the funding organization are all linked to the funding parameters.

If funding is coming from an outside source the vision, mission and strategic plan of that source should be considered as well.

For instance, government funding that originates with one government agency and is “passed through” sometimes multiple other governmental agencies on its way to being available to a cbo/npo applicant.

Some (larger) foundations manage affiliate funds which may have additional parameters that will provide both additional focus and may impact or guide the shape of the funding opportunity.



DECODING THE RFP DOCUMENT

Understanding the decision- making process

Applications must likely will all go through these stages on their way to a funding decision being made:

1. Checking for completeness/the ability for the funder to fund the project.
2. A qualitative evaluation of the application questions and answers.
 - a. Did the response answer the question asked.
 - b. Did the response provide enough relevant details.
3. Determining a recommendation for funding.
4. Securing approval for funding by either a board (in the case of foundations) or an executive team/the Commissioner (in the case of government).
 - a. Almost always one person(s) will recommend funding, and another will approve.



DECODING THE RFP DOCUMENT

Decoding the selection criteria and developing a strategy for completing the application

In preparation to begin writing:

Familiarize yourself with the scope requirements.

Look at the selection criteria and check for any indication of weights. Pay attention to them if the weights are shared.

If none are given, gently assume that grant makers will be seeking to determine the following from your application:

1. Is your organization capable of doing the work proposed either by the grantor or the grantee.
2. What is your prior experience, both direct and adjacent.
3. Does your organization have the administrative depth to manage a contract of the requested size
4. Does your organization have experience with the desired service population or geographical area.



DECODING THE RFP DOCUMENT

Decoding the application question

Since you are familiar with the scope and requirements of the program, read the application question through that lens and connect it to the evaluation criteria either specifically and broadly. It will be through this lens that you will craft your (best) answer.

If questions or sections are weighted, pay greater attention to the higher weighted questions and sections as those answers are more important.



DECODING THE RFP DOCUMENT

How to answer an application question

Give yourself time to do a good job.

Don't be sloppy. Proofread and spell check your answers. Complete sentences are easier to read and understand.

Show don't tell.

Question: *Does your agency have a personnel policy manual, affirmative action plan, and grievance procedures? If not, will you develop and put these policies in place before contracting with the City?*

Telling: Yes, it does.

Showing: Yes, we maintain all of the aforementioned procedures, which are posted publicly at program sites according to funder requirements and regulations. The procedures are also accessible to all employers via the organization's intranet site.

Respondent also uploaded the policy manual procedures as an attachment in their application packet.



DECODING THE RFP DOCUMENT

How to answer an application question

Avoid circular logic in your answers.

The President of the United States is a good leader, because they are the leader of this country.

My organization is the best applicant for this afterschool youth program because we are experienced in providing services in afterschool setting for youth.

Instead write:

My organization is the best applicant for this afterschool youth program because for the past 23 years we have served over 250 youth ages 6-16 in an afterschool program that operates Monday – Friday from 2:30 p.m. – 6:30 p.m. According to our annual satisfaction survey, 82 % of all guardians and parents think our program is a safe, fun, place for their children to go afterschool. Since we provide transportation from school to our building, our catchment area encompasses eight elementary schools, and we have a waiting list.



DECODING THE RFP DOCUMENT

How to answer an application question

Be detailed.

This was the question: *Please describe how you will identify and recruit a broad range of stakeholders—including but not limited to youth, faith-based organizations, social influencers, youth-serving organizations, block club leaders, CPS administration, and others—to attend monthly convenings and contribute to the development of the Community Plan. Include details about how you will encourage stakeholders to consistently attend meetings and participate in the development of the Community Plan.*

This is one answer:

We will utilize our relationships with the communities, schools, and business partners throughout the city of Chicago.

Here is another answer:

We will employ several methods to identify and recruit a broad range of stakeholders, including:

Social media: Utilize platforms like Facebook, Twitter, and Instagram to reach and engage with potential stakeholders. This can be done through creating posts and ads targeting specific demographics and interests.



DECODING THE RFP DOCUMENT

How to answer an application question

(Continued)

Community outreach: Host events and meetings in the community, such as town hall meetings or informational sessions, to inform and engage local stakeholders.

Referral networks: Leverage existing relationships and networks to identify and recruit potential stakeholders. This can include working with organizations and individuals with connections to the target population. We have identified existing networks like the X Community Clearinghouse Organization.

Surveys and focus groups: Conduct surveys and focus groups to gather information about the needs and interests of potential stakeholders. This can be used to identify key individuals and organizations to target for recruitment.



DECODING THE RFP DOCUMENT

How to answer an application question

(Continued)

Online platforms: Utilize platforms that connect organizations and individuals, such as Meetup or LinkedIn, to identify and recruit potential stakeholders.

It's also important to note that working with CPS will be instrumental for youth. Working with Program X Youth, we are developing social influencers with a large social media following.

Additionally, we will attend other community events and meetings to network and recruit community stakeholders. Engaging stakeholders in co-creation and engagement through the community plan will give stakeholders significant input and, consequently, buy-in to our strategy. Collaborating with existing stakeholder groups by supporting existing community initiatives and projects through the program cohort and maintaining quality meeting content and structure.



DECODING THE RFP DOCUMENT

How to answer an application question

Budgeting

When we look at the budget to determine the following:

- Leverage of other funds and non-cash resources (match).
- Size of the ask v. size of the overall operating budget.
- What cost categories you are budgeting for.
- How well you are (or are not) paying your staff.

Generally, we are not going to give you more than you ask for, but we will give you less.



DECODING THE RFP DOCUMENT

Questions?

QUESTIONS?

Julia Talbot

Julia.Talbot@cityofchicago.org

312-743-1679

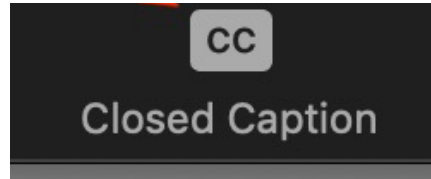
Thank you!

5 minute break :)

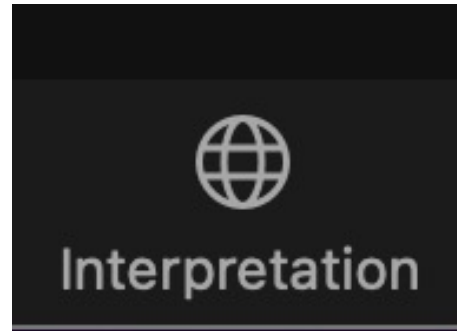
Housekeeping reminder



Click here for
captions



Click here for
**American Sign
Language**



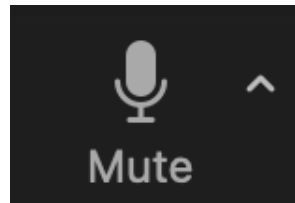
Haga clic aquí
para **español**



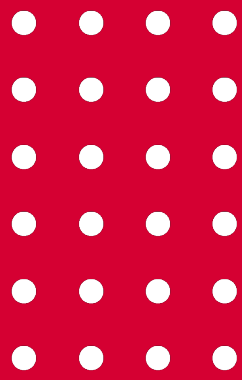
- Enter questions into the chat box

- Please keep yourself on **mute** until the Q&A

- This event is being **recorded** and will be posted online



Contact sphcollaboratory@uic.edu if you need assistance during today's session



Lessons Learned in Applying to Government Grants



Edwin Martinez
Co-Founder &
Executive Director,
Centro Sanar



Emily Kehoe
Grants &
Communications
Manager, Northwest
Side Community
Development
Corporation



Erik Carlson
Business Services
Manager, Lakeview
Roscoe Village
Chamber of
Commerce



Keona Owens
Executive Director
Touch Gift
Foundation



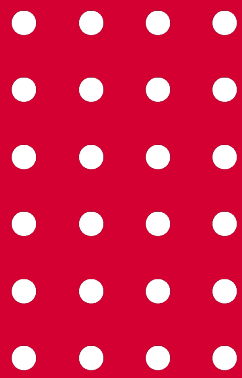
UNIVERSITY OF
ILLINOIS CHICAGO

Agenda

11:20am – 11:25am: Introductions with the panelists (5 min)

11:25am – 12:00pm: Lessons learned from pursuing government funding (35 min)

12:00pm – 12:30pm: Q&A (30 min)



Resources and Upcoming Nonprofit Capacity Building Supports

*Norma Sanders, Director of Special Initiatives, Greater Auburn
Gresham Development Corporation*

Nonprofit Capacity Building Program



<https://www.chicago.gov/city/en/sites/bacp-recovery-plan/home/nonprofit-capacity-building-phase1.html>

In addition to Summits like today, there are 3 recurring program offerings:

Webinars

Topic-specific webinars that prepare your organization to apply for Chicago Recovery Plan grants

Small Group Workshops

Organizations gather to review a current Chicago Recovery Plan grant opportunity and discuss issues of interest to your organization

One on One Application Assistance

These sessions address your organization's unique questions as they relate to the Chicago Recovery Plan and other city funding

Upcoming Webinars

What: Topic-specific webinars that prepare your organization to apply for Chicago Recovery Plan grants

When: Twice a month during the summer. New session announced: June 29th (10 am) on “Risk Assessment for Nonprofit Organizations”

Check the NCBP website for details on more upcoming sessions.

NONPROFIT CAPACITY BUILDING SCHEDULE OF EVENTS		
GREATER AUBURN GRESHAM DEVELOPMENT CORPORATION		
JUNE 21, 2023	JUNE 22, 2023	JUNE 23, 2023
WORKSHOP 1:00PM: Partnerships & Collaboration	WEBINAR 2:00PM : TOPIC TBD	WORKSHOP 12:00PM: Evaluation Needs and NFP Success
JUNE 28, 2023	JUNE 29, 2023	JUNE 30, 2023
WORKSHOP 1:00PM: NFP Integrity and Honesty	WEBINAR 10:00AM: TOPIC TBD	WORKSHOP 12:00PM: NFP Program Compliance Overview
JULY 13, 2023	JULY 27, 2023	
WEBINAR 9:00AM: TOPIC TBD	WEBINAR 12:00PM: TOPIC TBD	
WOMEN'S BUSINESS DEVELOPMENT CENTER		
JUNE 21, 2023	JUNE 28, 2023	JULY 19,2023
WORKSHOP 11:00AM: City Grant Opportunity Review	WORKSHOP 11:00AM: City Grant Opportunity Review	WORKSHOP 11:00AM: City Grant Opportunity Review
JULY 26, 2023	AUGUST 2, 2023	AUGUST 9, 2023
WORKSHOP 11:00AM: City Grant Opportunity Review	WORKSHOP 11:00AM: City Grant Opportunity Review	WORKSHOP 11:00AM: City Grant Opportunity Review

Small Group Workshops

Who: Informal sessions with a non-profit counselor and nonprofit staff members like you.

What:

- Review a current Chicago Recovery Plan grant opportunity to gain familiarity with their format and requirements
- Raise questions about issues and challenges you are facing and get help on the journey to Chicago Recovery Plan grant opportunities

When: Weekly

NONPROFIT CAPACITY BUILDING SCHEDULE OF EVENTS		
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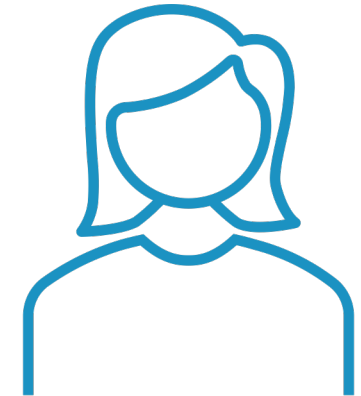


One on One Application Assistance

Who: Individual sessions with you and a non-profit counselor

What: Individualized support for your needs as you proceed on the journey to apply for Recovery funding and grow your organization

When: By appointment on Mondays and Wednesday-Friday



Registration: A Two-step Process



This Intake Form is accessible from the Nonprofit Capacity Building Program website.

<https://www.chicago.gov/city/en/sites/bacp-recovery-plan/home/nonprofit-capacity-building-phase1.html>

1

Indicate your interest in specific Webinars, Weekly Workshops, Counseling Sessions, and Summits

- Complete the form once for EACH event you wish to attend
- The first time you complete the form you will be asked for background information. You will not have to submit this info every time.

2

When you complete the form, you will **receive a response email**.

- Read the complete email. You will either get a confirmation or additional instructions on how to register for a specific event.

Step 1: Program Web Site



The screenshot shows a web browser displaying the Chicago.gov website. The address bar shows the URL: <https://www.chicago.gov/city/en/sites/bacp-recovery-plan/home/nonprofit-capacity-building-phase1.html>. The page header includes the Chicago logo and the text "CHICAGO". Below the header is a navigation menu with links: HOME, SMALL BUSINESS SUPPORT, NON-PROFIT CAPACITY BUILDING, FOOD EQUITY, NEWS/UPDATES, and ADDITIONAL RESOURCES. The main content area has a breadcrumb trail: Home / Nonprofit Capacity Building – Phase 1. The title of the page is "Nonprofit Capacity Building – Phase 1". The text describes the role of nonprofit organizations in creating more equitable and thriving communities, the impact of the COVID-19 pandemic on nonprofits, and the City of Chicago's response through the Nonprofit Capacity Building Program. It also lists curated events and seminars.

← → ↻ <https://www.chicago.gov/city/en/sites/bacp-recovery-plan/home/nonprofit-capacity-building-phase1.html>       Update ⋮

* An official website of the City of Chicago [Here's how you know](#) ▾

 CHICAGO

Chicago.gov | BACP | [Select Language](#) ▾

HOME SMALL BUSINESS SUPPORT NON-PROFIT CAPACITY BUILDING FOOD EQUITY NEWS/UPDATES ADDITIONAL RESOURCES

[Home](#) / Nonprofit Capacity Building – Phase 1

Nonprofit Capacity Building – Phase 1

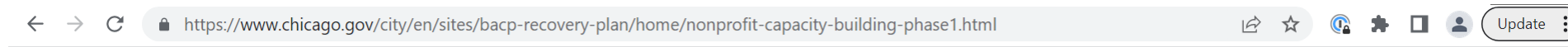
Nonprofit organizations play a fundamental role in creating more equitable and thriving communities. The COVID-19 pandemic has left many nonprofits experiencing financial hardship. During the pandemic, nonprofits across Chicago saw an increase in the demand for their services without an increase in their financial and operational capacity to meet that higher demand. Nonprofits operating in low-to-moderate income areas and those with budgets less than \$1M were disproportionately impacted, with many seeing decreased revenue and increased costs and have not yet fully recovered.

To ensure a strong recovery for our City's nonprofits, the City of Chicago has created the Nonprofit Capacity Building Program. This program will provide technical assistance and capacity building services for disproportionately impacted nonprofits, helping to stabilize and scale their operations.

Curated events and seminars will be organized, specifically with the needs of nonprofits in mind. Topics and training will include:

- How to apply for City/Government Requests for Proposals (RFPs)
- Navigating iSupplier
- Upcoming City RFP Opportunities

Step 1: Program Web Site



- Upcoming City RFP Opportunities

- Compliance and Reporting Expectations
- Small group workshops

- These workshops will be facilitated by capacity-builders well oriented with the Chicagoland ecosystem (philanthropy, academia, for-profit, nonprofit, and governmental agencies).

The Nonprofit Capacity Building Program will offer participants direct access to partner organizations that can help with Application Assistance. The goal of Application Assistance is to provide frequent, in-depth training and one-on-one coaching on specific topics for disproportionately impacted nonprofits seeking to apply for Recovery funding and grow their organizations. This individualized aide with be crucial to nonprofits that may be new to the City's RFP system or feeling overwhelmed by the application process.

This program is part of the Chicago Recovery Plan, the City's plan to amplify once-in-a-generation federal funding to create an equity-based investment strategy to catalyze a sustainable economic recovery from the COVID-19 pandemic. To learn more about this Program and BACP's Recovery Plan efforts, please visit [Chicago.gov/BACPrecoveryPlan](https://www.chicago.gov/BACPrecoveryPlan).

Program Overview:

Nonprofit Capacity Building Program includes four types of programs:


- **Readiness Summits:** Quarterly virtual meetings covering best practices and common mistakes when applying for City RFPs and upcoming opportunities.
 - Schedule: Next Readiness Summit will be **Thursday, March 9, 2023 from 9:00 AM – 12:00 PM.**
 - [Tentative agenda](#)
- **Monthly Webinars**
- **Weekly Small-Group Workshops**
- **One-on-one Application Assistance**

Participant Sign Up - Register Here

Click here!



Step 1: Program Sign Up Form



Department of Business Affairs and Consumer Protection (BACP) - Nonprofit Capacity Building Intake Form

The City of Chicago Nonprofit Capacity Building Program (NCBP) provides access to curated counseling and education programs for Chicago area nonprofits. In order to access the program, an organization representative must complete this form in its entirety. Be prepared to provide organization background information and to confirm what communities you serve and whether or not your organization experienced COVID impact. After completing the form, you will receive an email with the next steps.

[NCBP Assistance Opportunities](#)

Program opportunities are listed at the bottom of the form. To access them, you must first select events or individual counseling. If you select events, you will see three options: Summit, Webinar or Workshop. Additional information about each event type is provided below. Select one of these options.

Nonprofit Name *

Business Address

Street *

City *

Zip Code *

(Enter 5 digits)


Taxpayer ID *

(Enter 9 digits)

Contact Information

First Name *

Step 1: Program Sign Up Form



Department of Business Affairs and Consumer Protection (BACP) - Nonprofit Capacity Building Intake Form

The City of Chicago Nonprofit Capacity Building Program (NCBP) provides access to curated counseling and education programs for Chicago area nonprofits. In order to access the program, an organization representative must complete this form in its entirety. Be prepared to provide organization background information and to confirm what communities you serve and whether or not your organization experienced COVID impact. After completing the form, you will receive an email with the next steps.

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Last Name *

Title *

Email *

Phone *



+1 () -

Organization Background

Have you previously completed this form? *

(Yes, No)

Yes

Program Selection

Program Selection *

☐ Register for Event (Summit, Webinar, Workshop)

☐ Register for Individual Counseling Session

Program Sign Up Confirmation

← → ↻ 🔒 <https://app.smartsheet.com/b/form/f850d9bb605c4190867f01869fbb42d2?confirm=true> 📄 ☆ 🌐 ⚙️ 🗄️ 👤 Update ⋮

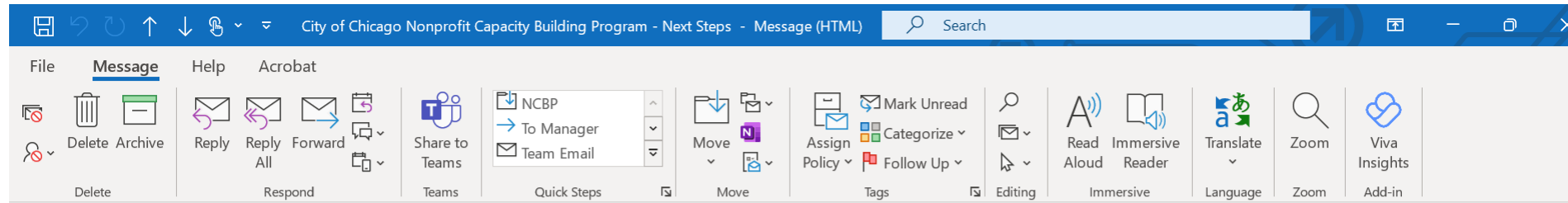


Success! We've captured your response.

To return to the BACP Nonprofit program click here: <http://www.chicago.gov/city/en/sites/bacp-recovery-plan/home/nonprofit-capacity-building-phase1.html>

To register for another event, click here: <https://app.smartsheet.com/b/form/f850d9bb605c4190867f01869fbb42d2>

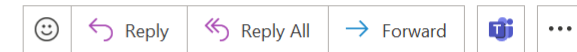
Step 2: Program Registration Email



City of Chicago Nonprofit Capacity Building Program - Next Steps



readyforrecovery@wbdc.org via Smartsheet <automation@app.smartsheet.com>
To Clark McCain



Wed 3/1/2023 4:21 PM



Hello Clark,

Thank you for your interest in the BACP Nonprofit Capacity Building Program. In order to complete your registration for individual counseling, please click the link below or copy and paste it into your web browser. This will take you to another page that must be completed to confirm your registration for . If you have questions or need additional assistance to complete your registration, please email ReadyForRecovery@wbdc.org.

<https://bacpnonprofit.as.me/schedule.php>

ID: 1391398311225220 | [Unsubscribe](#)
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Additional Nonprofit Resources

Nonprofit Capacity Building Program

- [First Summit Recording and Resources](#) including best practices for grant writing
- Past webinar recordings including Fundraising 101, Strategy, etc. (by [WBDC](#), by [GAGDC](#), by [UIC](#))

AMPT: Advancing Nonprofits ([website](#))

- Array of learning communities, training programs, and resources dedicated to building the capacity of Black and Latine-led community organizations

Questions?

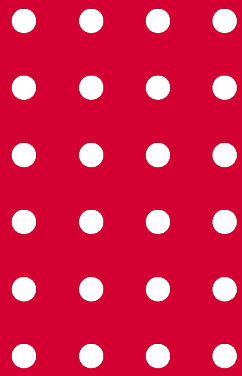
Please give us feedback

Your feedback will help us improve future session

Scan the QR code or type
bit.ly/NPCBSummit2 into your browser

For questions, email sphcollaboratory@uic.edu





Thank you for joining us!

Nonprofit Readiness Summit

June 15th, 2023

