**HAFI FY2023/2024 Funding Application**

**For grant period: 7/1/22-6/30/24**

**Applications are Due: Thursday, March 10, 2022**

**Optional Applicant Information Session: Friday, February 11, 2022**

The Homeless Assistance Fund, Inc. (HAFI) provides grants to 501c3 nonprofit organizations (or fiscal sponsors) that support individuals and families in Philadelphia who are experiencing homelessness as they transition to permanent housing. For questions and to RSVP for the (optional) Applicant Information Session contact HAFI Executive Director Janet Kroll ([janet@hafi-phila.org](mailto:janet@hafi-phila.org)).

**Grantmaking Priorities**:

We seek to move with urgency to address our nation’s history of structural racism, which has been codified through public systems, including housing, education and criminal justice. People of color have been excluded and devalued, resulting in policies, practices, attitudes and cultural messages that reinforce differential outcomes based on race.[[1]](#footnote-1) These practices have too often resulted in disproportionate and harmful interventions in the lives of Black and brown families and communities. In light of this reality, priority will be given to organizations that exhibit at least two of the following characteristics:

1. The organization is led by people of color. We also acknowledge our multiple identities - including race, ethnicity, sexual orientation, gender identity, and disability status. We further acknowledge that racism and discrimination against other identities are significant causes of homelessness.
2. Leadership (Board/CEO) adopts as an organizational priority the need to address structural racism within and outside of the organization as one part of creating an inclusive and equitable organizational culture. At all levels of the organization, race equity is prioritized as an operational driver to shape staffing, decision making, programs and culturally appropriate service delivery in concrete and observable ways. The organization sets measurable goals related to racial equity, and holds itself accountable for tracking and achieving its goals. This work will look different in each organization- we are looking for evidence of rigorous examination, planning and action, grounded in respect and care for the communities with which you’re engaged, and the work you do.
3. People of color and/or stakeholders most affected by homelessness and its underlying causes take on leadership and decision-making roles within the organization, and are supported as agents and advocates for change.

**Grantmaking Guidelines:**

HAFI requests proposals from 501c3 nonprofit organizations (or fiscal sponsors) for programs that assist individuals and families in Philadelphia who are experiencing homelessness to identify and access permanent housing with a high likelihood of sustaining that housing over time. All grants are for two years, beginning July 1, 2022. Grant funds may be used for:

Direct Housing Costs, must equal at least 60% of the grant budget. Defined as:

o Rental assistance (first/last month’s rent, short-term shallow rental subsidy)

o Security deposits

o Payment of utility arrearages

o Purchase of furniture & basic household items

o Membership and other fees for the Philadelphia Furniture Bank <https://pathwaystohousingpa.org/philadelphia-furniture-bank>

Organizational Costs cannot exceed 40% of the total budget. Defined as:

* Salary and fringe benefits for staff working on the HAFI-funded program (program or case manager, housing locator, data analyst, finance clerk, etc.).
* Staff or other costs associated with supporting strategies, examples include community organizing, nonpartisan public education, leadership development, legal or other support to resolve tangled titles.

Ineligible requests: HAFI is not able to provide support for:

1. Programs that only provide services outside of Philadelphia.
2. Programs that do not support the transition from homelessness to permanent housing.
3. General operating support grants.
4. Legislative or political advocacy.

**Definition of homeless**:

A family or individual is considered homeless when they meet any of the following criteria:

1. Individual or family lacking a fixed, regular, and adequate nighttime residence.
2. Individual or family who will imminently lose their primary nighttime residence (within 2 weeks).
3. Unaccompanied youth under 25 years of age, or families with children and youth (under age 25), who do not otherwise qualify as homeless, but who: (i) Are defined as homeless under federal statute; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.
4. Individuals or families fleeing domestic violence who have no other residence and who lack the resources or supports to obtain other permanent housing.

**Definition of permanent housing:**

We define permanent housing as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible.

**Application details:**

* All grants are for two years (July 1, 2022 - June 30, 2024). Grant requests cannot exceed $35,000 each year for two years (up to $70,000 total). The budget must be evenly allocated between the grant years (50% of budget in year one/50% of budget in year two).
* The proposal narrative should not exceed ten pages (but can be shorter), double-spaced with 12-point font and one-inch margins.
* **PLEASE EMAIL COMPETED APPLICATIONS IN 2 SEPARATE FILES:**
  + - FILE ONE: Cover page, abstract, narrative, budget, budget narrative
    - FILE TWO: supporting documentation:
    - Organization’s Board approved Annual Operating Budget
    - Financial Statement (ideally, most recent audit)
    - List of current funding sources for work with homeless clients: purpose, amount and duration for each.

**APPLICATIONS ARE DUE BY 5:00 P.M. ON THURSDAY, MARCH 10, 2022 VIA EMAIL:**

[**janet@hafi-phila.org**](mailto:janet@hafi-phila.org)

**HAFI FY FY2023/2024 APPLICATION TIMELINE**

|  |  |
| --- | --- |
| **DATE** | **EVENT** |
| Friday, February 11, 2022  10:00 – 11:30 a.m. | Applicant Information Session via Zoom. RSVP to [janet@hafi-phila.org](mailto:janet@hafi-phila.org)  This session is optional- if you have questions, please feel free to participate. |
| Thursday, March 10, 2022 by 5:00 p.m. | Completed applications due to HAFI via email: [janet@hafi-phila.org](mailto:janet@hafi-phila.org) |
| March/April 2022 | Proposals are read and scored by review panel |
| May 21, 2022 | HAFI’s Board approves FY2023/2024 grants |
| May 22 – 31, 2022 | All applicants notified of grant decisions by HAFI’s Executive Director |
| July 1, 2022 | Grants launch |

**Homeless Assistance Fund, Inc.**

**FY2023/2024 Request for Proposals**

**Application Cover Page**

**Organization Name:**

**Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website:**  **Year Organization Founded**: \_\_\_\_\_\_\_\_\_

**Fiscal Sponsor (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fiscal Sponsor contact name/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Purpose/Population(s) Engaged (if applicable):**

**Grant Request: $\_\_\_\_\_\_\_\_\_\_\_\_\_** **Total** **Organizational Budget: $**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total number of households engaged annually for housing permanency**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (there is no minimum number expected or required).

**Projected number of households** that you predict will be assisted to move into permanent housing with HAFI grant support over two years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Primary Contact Person for HAFI Grant** | **Organizational Leader** |
| Name |  |  |
| Title |  |  |
| Email/Phone |  |  |

**HOMELESS ASSISTANCE FUND, INC. (HAFI)**

**FY2023/2024 Request for Proposals**

**Proposal Abstract**

Please provide a brief overview of your proposal (up to one page), including the organization’s approach to race equity, organizational mission and goals, major activities to be supported through this grant, and what evidence points to the organization’s effectiveness in engaging individuals and families experiencing homelessness to transition to permanent housing.

**Homeless Assistance Fund, Inc.**

**FY2023/2024 Request for Proposals**

**Questions for Proposal Narrative**

1. HAFI’s mission is to support individuals and families experiencing homelessness as they transition to permanent housing. How does your organization’s mission and day-to-day work relate to the mission of HAFI?
2. Describe the organization’s approach to race equity, as specifically as possible, including the roles of the Board, senior leadership, program managers and clients. How is this approach manifested in areas that may include staffing, organizational culture, service delivery, engagement with community, and use of data and accountability? We acknowledge that this work is different for each organization – let us know what it looks like in your organization.
3. Describe your organization’s structure, including Board, senior leadership and other staff. How is decision-making structured? To what extent are individuals of color, and those with lived experience of homelessness in leadership and/or decision-making positions? If they are not currently, describe current strategies in use focused on leadership development and skill building.
4. How does your organization engage with people experiencing homelessness and support them in moving to permanent housing?
   1. What are some of the reasons the individuals you work with find themselves homeless?
   2. Through what specific strategies/tactics does the organization support individuals and families to move from homelessness to permanent housing?
   3. What are the most significant challenges faced by the individuals you engage with as they seek to stabilize their housing? How does your organization support them in addressing these challenges? Please be specific in your answer.
   4. Who are the key staff who would undertake the work HAFI supports and what are their backgrounds and related experiences?
5. How do you measure success in your work with individuals and families experiencing homelessness? Do you collect data on outcomes, disaggregated by race and/or other identities? What can you share about the outcomes of the organization’s housing-related work over the past two years, particularly as related to transitions to permanent housing? Provide an example of some things you have learned from your work and how that learning has impacted ongoing planning and development.
6. Do you solicit anonymous feedback from the individuals/families you engage with? If yes, how do you do so? Provide an example of some things you have learned from this feedback, and how it has informed the organization’s work.
7. What other funders support the work of your organization, particularly as related to providing permanent housing supports? How do the program’s funding streams help to strengthen effectiveness and impact?

**HOMELESS ASSISTANCE FUND, INC.**

**FY2023/2024 Request for Proposals**

**Grant Budget**

**Budget Overview:**

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Amount Requested for Year One** | **Amount Requested for Year Two** |
| Direct Housing Costs |  |  |
| Organizational Costs (not to exceed 40% of total grant request) |  |  |
| TOTAL REQUEST (not to exceed $35,000 per year) |  |  |

**Projected Direct Housing Costs (detail):** (we acknowledge these may need to change over time- we are looking for a projection based on past experience)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item:** | **Amount Requested for Year One** | **Amount Requested for Year Two** | **Total Request** |
| Rental Assistance |  |  |  |
| Security Deposits |  |  |  |
| Utility Arrearages |  |  |  |
| Furniture and/or household items |  |  |  |
| Furniture Bank membership/fees |  |  |  |
| Other (describe in budget narrative). |  |  |  |

**Organizational Costs (detail):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item:** | **Year One Request** | **Year Two Request** | **Total Request** |
| Salary/Fringe benefits (please list staff names/roles in budget narrative) |  |  |  |
| Other- please add rows as needed |  |  |  |

**HOMELESS ASSISTANCE FUND, INC.**

**FY2023/2024 Request for Proposals**

**Budget Narrative**

1. Describe how you determine the costs associated with supporting a household to transition into permanent housing as listed in the direct housing costs chart above.
2. If you are requesting support for “other” direct housing costs beyond those listed on the budget form, describe those items and how they will support achievement of the goals of this grant.
3. If you are requesting support for staff salary/fringe benefits, please list staff who would be supported, and for each, list their role in the program, and annual salary and fringe benefits.
4. If you are requesting support for additional organizational costs, please describe these activities and how they relate to housing support.

1. *Awake to Woke to Work: Building a Race Equity Culture*. Equity in the Center. 2020. <https://equityinthecenter.org/aww/> [↑](#footnote-ref-1)