

Asian American Center of Excellence (AACE) Micro-Grants for Capacity Building FY2024 Request for Proposals

AAHIinfo.org/AACE/FY24MicroGrants

Introduction

The Asian American Health Initiative (AAHI), a part of the Montgomery County Department of Health and Human Services, is soliciting micro-grant applications from eligible organizations to improve capacity, sustainability, and infrastructure of organizations that provide health and wellness programs and social support services to the County's Asian American and Pacific Islander (AAPI) communities. Micro-grants are being awarded for purchase of equipment, professional development, and capacity building consultants.

The micro-grants program is a part of AAHI's Asian American Center of Excellence (AACE). AAHI has contracted the Primary Care Coalition (PCC) to oversee the administration and implementation of the AACE micro-grants program.

Background

The AAHI is a division of Montgomery County Government's Department of Health and Human Services, Office of Community Affairs. The mission of AAHI is to improve the health and wellness of Asian American communities in Montgomery County by applying equity, community engagement, and data-driven approaches. To carry out this mission, AAHI's work focuses on four core priorities, one of which is capacity building. As a part of AAHI's evolving efforts in capacity building, AAHI has formed [the Asian American Center of Excellence \(AACE\)](#). The goal of the AACE is to support Asian American-serving community-organizations in developing and increasing their capacity to successfully provide health, wellness, and social support programs and services. One of the ways that the AACE seeks to build capacity is through micro-grants.

PCC is a 501(c)(3) nonprofit organization with a mission to improve the health of vulnerable individuals and families by building partnerships and strengthening systems. PCC has strong partnerships with the Montgomery County Government to develop programs that improve the health of the community and reduce inequity.

AAPI community-based organizations, faith institutions, and other nonprofits play a vital role in responding to the health and wellness needs of AAPIs in Montgomery County. In order to invest in grassroots, community organizations reaching and serving the diverse AAPI communities in Montgomery County, the AACE micro-grants will provide qualified applicants with funding to purchase equipment, enable staff professional development, and hire professional consultants and contractors.

Funding Categories

AACE micro-grants will be provided for activities that build organizational capacity under the following categories:

Category	Description	Examples
Purchase of Equipment	Purchase of equipment that will support the organization’s growth, enable better data collection, and/or allow for improved operations	<ul style="list-style-type: none"> • Tablets to collect demographic data • Laptops for key staff to compile reports, review applications, and conduct organization business • Purchase of software or services
Professional Development	Enrollment in professional development courses or activities for staff or volunteer personnel to improve or expand the delivery of health and wellness services	<ul style="list-style-type: none"> • Enrollment in project management certificate programs and exam fees • Enrollment in health and wellness trainings and certificate • Attendance at conferences, learning cohorts, or other professional development opportunities
Consultants	Hire consultant(s) or contractor(s) for specialized services to improve organization’s ability to provide services, elevate business practices, and/or increase collaborations	<ul style="list-style-type: none"> • Contractor to build a website or a special application • Consultant to help with strategic planning • Consultant to create multilingual health education materials

The AACE micro-grants will not fund:

- Projects or costs that are covered by current contracts with the County or other funding by more than 50%
- Reimbursement for previous projects or costs
- Organizations that failed to satisfy past contractual obligations with the County or PCC
- Partial or full salary costs for staff
- Operating costs for direct services to clients (see question #8 in FAQs for more information on this)
- Cultural, religious, political, or community events or celebrations
- Purchase of food
- Trainings that occur before or after the grant period

Eligibility

Eligible organizations must:

1. Be a nonprofit corporation with either 501(c)(3) or 501(c)(4) tax-exempt status;
2. Have an annual budget of less than \$3,500,000; AND

3. Have been continuously delivering health and wellness programs or social support services to diverse AAPI communities in Montgomery County, MD since July 1, 2022.

Awards

AACE micro-grants are one-time competitive awards of up to \$5,000 per category. No organization will receive more than \$15,000 collectively across all three funding categories. There is no minimum award amount. Awards will be distributed in two installments. The first installment of 75% of the award amount, will be disbursed at the start of the grant cycle. The remaining 25% will be disbursed in May, pending a successful mid-point check-in.

This opportunity is intended to boost the capacity of small and emerging CBOs; however, all eligible organizations are encouraged to apply. Awards will be determined after a competitive review of all completed proposals. The total funding available for all awards is \$101,000, with \$35,000 available for purchase of equipment, \$35,000 available for professional development, and \$31,000 available for consultants.

Basis for Awards

Applications will undergo a primary technical review to ensure all required information has been provided and that the application meets all eligibility criteria. Applications that pass the technical review will be evaluated by a selection committee and will be ranked according to the scoring criteria. Final awardees and award amounts will be decided by AAHI and PCC.

All awards will be subject to PCC Terms and Conditions as PCC is the contractor to distribute funds.

How to Apply

Applicants should visit [AAHI's Community Grants Online Portal](#) and click the link to create their profile and complete the online application by 9:00 a.m. EST on Monday, February 12, 2024. Organizations with existing accounts with the online portal do not need to make a new profile. Organizations may reach out to AAHI@montgomerycountymd.gov for assistance in the application process.

Program Timeline

The grant period for the micro-grants will start on March 18, 2024 and end on June 30, 2024. Funds provided must be expended prior to the end of the grant period.

Key Dates:

- RFP publication date: Thursday, January 11, 2024
- Applications open: Monday, January 15, 2024
- Informational Workshop: Thursday, January 18, 2024 from 6:00pm to 7:30pm

- Register [HERE](#) or use this direct link:
<https://us02web.zoom.us/meeting/register/tZUpc-isqzMoHdJzbG4oVf0JPZkNts2Gdj9C>
- **Proposal due date: 9:00 AM EST on Monday, February 12, 2024**
- Notification of Awards: Friday, March 8, 2024
- Program start: Monday, March 18, 2024
- Program end: Sunday, June 30, 2024
- Final report due date: Friday, July 19, 2024

Proposal Evaluation & Criteria

<u>CRITERIA</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
A	Organizational Background & Needs	25
B	Organizational Financials	15
C	Funding Request	15
D	Funding Use	10
E	Funding Impact	25
F	Outcome	5

Proposal Instructions

The online proposal submission will include the following. All applicants must complete all required fields and submit all requested files.

- **Organizational Background & Needs**
 - Briefly describe your organization’s mission, purpose, and target population. Please be sure to include which Asian American subgroups you primarily serve. (1,000 characters max.)
 - Summarize your organization’s experience providing health and wellness programs and/or social support services to AAPI populations in Montgomery County, MD. (2,000 characters max.)
 - Specify some of the challenges, barriers, or needs facing your organization. These can be financial, staffing, expertise, or any other barriers that are preventing your organization from growing. (3,000 characters max.)
- **Organizational Financials**
 - What is your organization’s annual budget? Please upload an excel version of your annual budget.
 - What are your organization’s main sources of funding (e.g., donations, public grants, private grants, program revenue, contracts, etc.)? (2,000 characters max.)
- **Funding Request**

- Please specify which funding category/categories you are applying for, and the total amount requested overall.
- Please use the [budget template](#) to provide an itemized list of all costs. Justification of cost and proof of pricing is required for all expenses.
- **Funding Use**
 - How much are you requesting per category?
 - Please confirm that the funding requested through AACE will cover at least 50% of the expenses.
 - Briefly describe how the funding will be used per category. (1,000 characters max.)
- **Funding Impact**
 - **Each funding category request** must be linked to at least one of the below impact statements. For each funding category requested, please select the impact statements that apply:
 - Expansion of support and infrastructure for health and wellness programs and/or social support services.
 - Advancement of knowledge and skills among staff, volunteers, or other practitioners.
 - Improvements in information flow, operations, or organizational structure.
 - Explain how the funding request(s) will lead to the selected impact statement(s). If you have multiple purchases in a funding category, be sure to mention how each item will meet some or all of the selected impact statements. (3,000 characters max. per request)
- **Outcome**
 - For each funding category, you will need to track specific outcomes for the end of year report. Please look at the final reporting template and confirm whether you will be able to track these outcomes.
 - If you are not able to track the outcomes, please specify which ones you cannot track and why. (3,000 characters max.)

Required Documentation

- Current Board of Directors Roster
- IRS Determination Letter
- Good Standing Certificate
- W-9 Form
- Most recent organizational budget (*this is different from the program budget*)

*Upon award, each awardee will be required to submit supporting documentation for their use of the grant award. The list of required supporting documentation will be disclosed to awardees upon announcement of the award.