

## REQUEST FOR PROPOSALS

Grant Program Consultant  
League of California Community Foundations

The League of California Community Foundations is seeking the services of a qualified vendor to conduct a comprehensive review and analysis of its grant programs, recommend and implement improvements to optimize the applicant and reviewer experience, and develop a strong impact measurement and evaluation framework that will inform its communications with funders, grantees, and members. These activities are expected to take place over the course of approximately 5 months in 2024.

### ABOUT THE LEAGUE:

The League of California Community Foundations builds and strengthens California's communities by fostering collaboration and learning among the state's community foundations.

The League began as an informal statewide partnership of community foundations in 1994 when one in five Californians lived in an area with no community foundation. The League now has 40 affiliated community foundations serving over 98.5% of Californians, with combined grantmaking of over \$4.4 billion in 2022. Learn more about the League at [www.lccf.org](http://www.lccf.org).

### PROJECT OVERVIEW:

In 2020 the League launched the California Disaster Relief, Recovery and Resilience Fund to provide a centralized opportunity for external funders to invest in local-level disaster response through community foundations. To date this statewide pooled fund has raised over \$5 million and disbursed over \$3 million via 49 grants to 19 community foundations.

Key objectives of the Fund include:

- Increasing the available resources for community foundation-led disaster response work in under-resourced geographic areas of the state.
- Promoting equity in disaster relief, recovery and resilience-building by community foundations across California.
- Building the core capacity of community foundations and their local nonprofit partners to lead equitable disaster response.

Grantmaking decisions are led by the Disaster Resilience Committee and approved by the Board of Directors, guided by four key principles:



- **Equity:** Funds will be granted with an equity lens to ensure that individuals, families, and communities most vulnerable to the impacts of disasters from natural hazards, and the organizations that serve them, will be prioritized for support.
- **Partnership:** This fund will work closely with other disaster response funders to understand philanthropic and government funding flows and to prioritize grants that help fill critical gaps, that maximize local impact, and that are complementary to existing efforts rather than redundant.
- **Trust:** Grants from this fund will be made with minimal restrictions and reporting requirements to allow community foundations and their nonprofit partners to deploy funds quickly and strategically for local impact.
- **Capacity Building:** Grants from this fund will help community foundations and their local nonprofit partners build their capacity to support their community through current and future crises and to build long-term community resilience.

Additionally, the League occasionally serves as a pass-through grant maker via subgrants to community foundations on behalf of private foundations for ad hoc special projects and initiatives. The League also occasionally seeks special project grants or general operating grants for its own programs which may involve sub-granting.

The successful vendor for this project will have the skills and experience to evaluate all aspects of the League's grant programs, make strategic recommendations, develop a strong impact evaluation and measurement framework, and take the lead on implementing changes and improvements in consultation with League staff and committees.

## SCOPE OF WORK:

- Conduct a comprehensive review and analysis of the League's current and recent grant making and grant seeking activities including technology solutions, RFPs, evaluation processes, impact reports, and external communications. This will include interviews with League staff and with select members of League committees.
- Make strategic recommendations to League staff and committees including but not limited to:
  - A set of prioritized technology solutions that optimize user experience and are mapped to the League's capacity, budget, and needs.
  - A strong impact measurement and evaluation framework to track and analyze the impact of sub-grants from the fund.
- Lead the implementation of new technology solutions and internal processes.
- Lead the implementation of an impact measurement and evaluation framework including crafting application questions, evaluation rubrics, sub-grantee reporting templates, funder impact reports, and other materials.

## DELIVERABLES:

- **Preliminary report (target delivery: May-June 2024):** A written report outlining key findings from the comprehensive review and analysis of the League's grant program, including recommendations for 1)



upgrading the League’s internal grant management system(s), and 2) implementing a robust measurement and evaluation framework for the fund.

- **Presentation of findings (target delivery: June-July 2024):** A webinar presentation (approx. 1 hour) to League staff and committee members to share key findings of the report, collect feedback, and prioritize final recommendations.
- **System implementation (target delivery: August 2024):** Work with League staff to select, test and deploy new technology solutions and internal processes across its grant program.
- **Measurement and evaluation framework (target delivery: September 2024):** Deliver final versions of application questions, evaluation rubrics, sub-grantee reporting templates, funder impact reports, and similar materials aligned around the new impact measurement and evaluation framework.

## BUDGET AND TIMELINE:

**Project Budget:** The League anticipates paying vendors monthly on an hourly rate basis with a mutually agreed-upon ‘do not exceed’ amount per month. The League requests that vendors submit proposals based on an hourly rate, with an estimate of total hours for each deliverable outlined in the RFP.

### Timeline:

Action	Completion Date (all dates in 2024)
Issue RFP	February 9
RFP proposals due	March 8
Review of proposals	March 11 – March 22
Final vendor selection communicated	Late March
Project timeline	Approximately April – October

## VENDOR SUBMISSION REQUIREMENTS

Please submit a letter of intent with timeline, methodology, qualifications, hourly rate, and two recent client references to Sheila Tyree, Program & Finance Manager, at [sheila@lccf.org](mailto:sheila@lccf.org). Letters of intent will be accepted until 5 PM on March 8, 2024.

## EVALUATION FACTORS

The League will rate proposals based on the following factors:

- Responsiveness to the requirements included in this RFP
- Expertise of vendor in grant management systems and processes
- Relevant experience in the community foundation and/or disaster philanthropy sector
- Cost
- Aptitude of firm(s) to evaluate, implement, and potentially provide ongoing support for LCCF’s current and future pooled funding, grant making, and grant seeking programs
- References