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DC Office of the Deputy Mayor for Planning and Economic Development
Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA)
FY16 Asian American and Pacific Islander Community Grant
11/20/2015 deadline

Advance Conference

\$ 12,865 Requested

Submitted: 11/20/2015 1:43:31 PM (Pacific)

Project Contact

[Redacted]
[Redacted]
[Redacted]

Additional Contacts

[Redacted]

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President

[Redacted]
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Telephone N/A

Fax

Web [Redacted]

Application Questions

1. Please provide an overview of your organization, the goal of the proposed program(s), its objectives, and outcomes.

The [Redacted] was established in 2007 with the purpose to unite Vietnamese Student Associations from seven Universities to help develop leadership, foster cultural awareness, and community service. Since then, we have grown to ten schools across the DC, Maryland, Virginia and North Carolina.

Our biggest and most influential program is our annual [Redacted] Advance Conference, which was conceived in 2012. The goal of the conference is to provide a platform for our students and young professionals to network and build relationships to help guide each other on the paths to reach their personal or career endeavors. This year's theme is Beyond All Limits, which will empower the attendees to have a greater sense of strength in their capability to achieve past what they believe their limitations are in achieving their personal or professional goals. Our conference objective is to provide an environment for our attendees to experience a rich program consisting of inspirational and relative speakers, engaging workshops, and a positive atmosphere where they can feel comfortable in expressing themselves with those around them. Our conference attendance, since its inception in 2012, has incremented from 75 students and young professionals to 300, and this year we are expecting to exceed that mark. By the end of the weekend, our attendees will leave as family, as leaders, with a duty to go back to our communities with a new found knowledge and experience to create a better community and future.

2. What is the name/title of your program(s)?

[Redacted] Advance Conference 5: Beyond All Limits

3. What are the funding area(s) for which you are applying?

- ☐ Arts, Culture, and Humanities
- ☐ Domestic Violence Intervention
- ☐ Employment
- ☐ Health and Human Services
- ☐ Housing Services
- ☐ Legal Services
- ☐ Public Education
- ☐ Public Safety
- ☐ Small Business Support
- ☐ Vietnamese American Youth Academic and Mentoring Services

4. Who is the target population(s) this project will serve?

You are limited to 500 characters, including spaces and punctuation marks. If you copy and paste from a different document and your answer

exceeds 500 characters, it may not be saved. If it does exceed 500 characters, pare down your response to fit.

This project will serve collegiate Vietnamese American students and young alumni from over 10 universities in the DC, Maryland, Virginia and North Carolina area.

5. What are the cultural and/or linguistic competencies, sensitivities, and appropriateness of your proposed project? How will your proposed project address one or more of "Mayor Bowser's Policy Priorities"?

"Mayor Bowser's Policy Priorities" are the following: "Getting the basics rights", "Focusing on our youngest residents", "Creating quality middle schools", "Transforming workforce training", "Ending homelessness", & "Creating economic opportunities".

As a network of cultural organizations, [REDACTED] promotes cultural awareness, leadership, and social justice. These same principles will be applied in [REDACTED] Advance Conference 5 through various engaging activities. Keynote speakers of past conferences have talked about being true to one's roots, the benefits of leadership, and taking action on ethical dilemmas. Workshops of past conferences have touched on topics ranging from cultural lion dances to social activism in the digital age. Performances of past conferences have highlighted cultural values through song, dance, and poetry. The attendees will ultimately apply these experiences in their everyday lives. For example, a young manager who learns about different leadership styles will be able to pass on this information to his/her workplace and train new employees in more creative and effective ways. On the other hand, a young activist who learns about communication methods will be able to have a deeper impact in his/her fight against major issues in his/her community. In short, this project will support and create opportunities for young leaders to improve the well-being of residents in DC and beyond.

6. Would it be possible for the Mayor or one of her delegates to participate in an event(s) with your organization that has received support from this grant?

It is possible for either the Mayor or one of her delegates to participate in our event. In fact, we do have options to have them be a guest key note speaker or a workshop leader to facilitate a session to convey a meaningful message related to the team or lessons and skills they've learned in life that helped them succeed.

7. What is the service/program that you are proposing?

The proposed program is a leadership conference to provide a platform for our students and young professionals to network and build relationships to help guide each other on the paths to reach their personal or career endeavors.

8. Why is there a need for your service/program?

This program is one of the largest and impactful program developed for Vietnamese students and young professionals in the Mid-Atlantic region, which includes DC, Maryland, and Virginia. Our conference offers numerous platforms in various career paths to help jump-start their careers whether it may be in medical, engineering, start up, etc., develop team collaboration and personal skills, and addresses cultural awareness and advocacy on issues affecting the Vietnamese community in our area as well as around the world.

9. What is the expected impact of your service/program?

[REDACTED] Advance Conference expects to empower the attendees so they may apply what they have learned to help improve their community and pursue their lifelong passion. Since 2013 we have had four Passion Into Action (PIA) scholarship recipients, 12 Advance Scholarship recipients, and hundreds of students leave with an impact on their life..

The PIA scholarship was designed for students with a vision and desire to achieve something so profound and meaningful in life. With the financial and morale support that the PIA scholarship offers we have had our recipients advance forward to pursue their passions; constructing school camp in the Dominican Republic, embarking on medical assistance trips to Vietnam, and even opening a local martial arts school for kids.

The Advance scholarship was designed as a gateway for students to attend the conference free of the registration cost. The value behind the scholarship has increased the likelihood of a student to attend without having a financial burden. We select the students whom displays a profound purpose to not only want to improve themselves but also willing to improve their communities as well.

Aside from our scholarship recipients, our students leave ready to make an impact. Everyone is given the opportunity to truly be themselves in an environment that encourages and supports it. Our environment allows them experience new ideas, share their ideas, and build a relationship with other students and alumni whom they would not have met without this opportunity. Beyond that, we enhance the environment by finding speakers and presenters who may have shared the same struggles and interests as the students in past, where they can share their message, story, and wisdom to help empower and guide them. In the span of three days our program will help them grow into a more confident and motivated individual to succeed and help others.

10. What are the practices your organization proposes to implement to address the need? How will your organization's practices create the desired impact? What innovative practice(s) will your service/program implement?

Our organization will adopt similar practices we have used in the past that have worked well and will implement new practices where needed. These areas of need are based off of our debrief survey taken by our staff and attendees after the previous conference. By Implementing new ideas to fit the needs and wants of our evolving generation of young Vietnamese Americans, we can create an all around experience that will range from the moment they walk through the hotel doors to the moment they walk out. We plan to implement a rich program schedule filled with individuals with amazing messages and experiences by starting our conference planning 2 months earlier than the previous year, so our programming committee is given a sufficient amount of time to staff and prepare presenter for their craft. We also will plan our day to day program schedule to compliment and change the pace of the previous schedule event. We will alter the physical environment of each room and invest in equipment to enhance the way they take in the experience. Changes may be in the way we arrange our seating to higher model sound system and technology items. Going through these practices will help us bring a unique and fresh conference experience to our guests.

11. Who will you be collaborating with and what will each collaborator's roles be in the service/program?

If you are NOT collaborating with another organization, you may reply 'N/A' to this question.

N/A

12. How will your organization or collaboration plan to provide the service/program? What is your capacity to implement the service/program?

Please be sure to note at minimum your capacity, including human and financial resources, to implement the services/program.

[REDACTED] provides this conference by selecting two executive director through a rolling application and interview process to plan and oversee the progress of conference. The executive directors will then select their committee directors through a rolling application and interview process. With approval and consent of the [REDACTED] executive board, and by default the conference advisers, the executive directors can finalize the their staff

directors, and then the staff directors can finalize their staff through selecting applicants who applied for the position, but not everyone who applies will be selected. Once all committees have been selected, all directors will meet to determine the goals and objectives of conference, and how to proceed from there out to achieve it. Each staff committee will meet bi-weekly for a status update on their progress and to solve any problems that may occur. The executive directors will work with the committee directors to decide the budget for that committee. The executive director will then confirm with the treasurer for approval based on revenue and whether it is mission critical or not.

This conference has 9 committees: Logistics, Media, Marketing, Program, Sponsorship, Registration, Activities, Entertainment, Family. Throughout the process these teams will learn how to collaboration with each other to help them achieve their goals and the conference mission.

13. How will your organization or collaboration document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved?

Pre-conference:

There will be a bi-weekly meeting for all directors and advisors to go over any issues and future plans. The executive directors will be in charge of checking up on each committee directors to determine if their committee in on track with their plan and will offer guidance on issues that may occur. These meetings will consist of detailed meeting minutes which will be stored on our cloud service platform for all committee to view as our source for documentation.

Post-conference:

We monitor and evaluate our conference with two methods: post conference survey released through our conference listserv for attendees and a staff debrief on conference as a whole and how their committee performance.

The post conference survey targets the pros and cons of each segment in the conference program schedule. This will give a detailed indicator for which portion of the conference the attendees felt impacted the most and the least. That survey is then filtered out to where each committee would receive the ratings geared towards them and talk it over to see why that happened and how it can be improved for the next year. All surveys will be documented and passed on to the next conference staff.

The staff debrief is where each committee will meet to discuss the pros and cons from their point of view. They will start from the planning process to the execution and shut down at conference. Each phase will be evaluated for thorough understanding and improvements for future committees.

14. How/Why is your organization or collaboration uniquely positioned to implement this service/program?

Our organization impacts many young Vietnamese Americans every year and many of them are interested in how to get involved, how can they contribute, and how we implement a conference of this size and magnitude with young Vietnamese Americans like themselves. We are able to develop already amazing and creative individuals to help inspire and lead others. Every single one of our committee directors have attended and experienced our conference before, and now they are here to lead a new team to help bring that experience to others.

Budget

Budget Summary

	Salary/Hrly Rate OR Unit costs	% of Time OR # of Units	Total	Narrative
PERSONNEL				
President	\$ 0	100	0	No salary
Internal Vice President	\$ 0	100	0	No salary
External Vice President	\$ 0	100	0	No salary
Treasurer	\$ 0	100	0	No salary
Secretary	\$ 0	100	0	No salary
Fringe Benefits	\$ 0	0	0	We do not receive benefits
Personnel Total	\$ 0	500	0	
NON PERSONNEL				
Travel and Transportation	\$ 6,000		12	12 units requiring \$500 to travel would be used for staffing presenters and speakers.
Supplies	\$			
Equipment	\$ 5,865			\$1699.99 - subwoofers \$799.99 - 2 speakers \$300 - Activities equipment 3 units of projectors \$599.99 each. 3 units of movers dolly \$70 each 2 units of walkie talkies (6 pack) at \$85 each. \$200 office supplies/craft \$300 staff name tags

3 units of extension cords 100 feet at \$25 each			
\$110 - DSLR slider			
2 units DSLR Stabilizer \$100 each			
Consultants/Contractors	\$		
Communications	\$		
Printing/Copying	\$ 1,000	1	1 unit will cover 330 program books
Training	\$		
Operating Expenses	\$		
Indirect Cost/Overhead	\$		
Non Personnel Total	\$ 12,865	0	13
Total	\$ 12,865	500	13

Staffing Plan

Name	Position Title	Filled	Vacant	% of Effort	Start Date mm/dd/yy
1	Co Executive Director	b	e	100	8/30/2015
2	Co Executive Director	b	e	100	8/30/2015
3	Logistics Director	b	e	100	9/6/2015
4	Programming Director	b	e	100	9/6/2015
5	Sponsorship Director	b	e	100	9/6/2015
6	Activities Director	b	e	100	9/6/2015
7	Family Director	b	e	100	9/6/2015
8	Registration Director	b	e	100	9/6/2015
9	Entertainment Director	b	e	100	9/6/2015
10	Media Director	b	e	100	9/6/2015
11	Marketing Director	b	e	100	9/6/2015
12	IT Director	b	e	100	9/6/2015
13	Advisor	b	e	100	8/30/2015
14		e	e		
15		e	e		
Total				1,300	0

Work Plan

	Description of Task/Activity	Responsible Person and/or Organization	Start Date mm/dd/yy	Completion Date mm/dd/yy
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total				

Performance Plan

	Performance Measures	1st Qtr Target	2nd Qtr Target	3rd Qtr Target	4th Qtr Target	Comment
1	N/A	N/A	N/A	N/A	N/A	N/A
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total		0	0	0	0	

Documents

Documents Requested *

Required?

Attached Documents *

Audited financial statements and/or most recent 990 and/or cash flow statements for 2014 and year-to-date.

b

[990 for \[REDACTED\]](#)

Staff Job Descriptions

b

[Staff Job Descriptions](#)

Relevant Staff Resumes

b

[Relevant Staff Resumes](#)

Nonprofit Corporation Status - copy of IRS determination letter. [Note: Letter must be current at date of application.]

b

[IRS Determination Letter for \[REDACTED\]](#)

Certificate of Exemption from DC Office of Tax and Revenue

b

[IRS Letter of Exemption for \[REDACTED\]](#)

Basic Business License from Department of Consumer and Regulatory Affairs [Note: License period must be current at time of application.]

b

[do not own](#)

Organizational and Program Charts

b

[\[REDACTED\] Organization Chart](#)

Current board list with names, affiliation, and contact information.

b

[\[REDACTED\] Contact Information](#)

Memorandum of Agreement/Understanding, if applicable

e

Program related materials, if applicable

e

Agency brochures or program materials, if applicable

e

Evaluation tools, if applicable

e

Certifications

b

[Certifications for \[REDACTED\]](#)

[download template](#)

Assurances

b

[Assurance form \[REDACTED\]](#)

[download template](#)

Collaborative Partner Materials, if applicable

e

Certificate of Good Standing/ "Clean Hands": The community-based organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue.

b

[do not have](#)

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