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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

Center Asian/Pacific American (APA)

\$ 25,000 Requested

Submitted: 11/20/2015 1:46:45 PM (Pacific)

Project Contact

[Redacted contact information]

Additional Contacts

none entered

[Redacted contact information]

[Redacted contact information]

Executive Director

[Redacted contact information]

Telephone [Redacted]
Fax N/A
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] educates, empowers, celebrates, and connects the lesbian, gay, bisexual, and transgender communities. To fulfill its mission, the community center focuses on four core areas: health and wellness, arts & culture, social & support services, and advocacy and community building. The [Redacted] envision communities where LGBT people feel healthy, safe, and affirmed. It provides a diverse array of services and programming to lesbian, gay, bisexual, transgender and queer people, including Center Careers, the DC Anti-Violence Project, HIV Prevention, Center Arts, Smoking Seccession, Center Youth, Center Families, and Center Aging. Each program has its own specific goals, but all of [Redacted] programming focuses on improving the lives of all members of our very diverse community. The [Redacted] is located at [Redacted] and its regular business hours are Monday through Friday 12PM to 6PM and Saturday from 11AM to 3PM.

This program will target LGBT APA/API community members and stakeholders to continue gathering information about the community and its needs, and disseminate that appropriately. The program will also engage LGBT APA/API artists through The [Redacted] existing arts programs. In order to do this The [Redacted] will utilize the time of the Program Coordinator to assist with the logistics of organizing events associated with this grant, such as one-on-one interviews, a townhall and social media outreach. A contractor will be hired to conduct these interviews and assist with facilitating and coordinating the townhall event.

The objectives and outcomes of this grant will be:

- 1) To gain further insight into the needs of the LGBT APA/API community by conducting one-on-one interviews with 6 community stakeholders,
2) To gather together these stakeholders at a townhall to solidify what needs can be addressed moving forward with 30 community members and organizations in attendance,
3) To engage members of the LGBT APA/API community through social media and increase that reach by 20%,
4) To reach the community on a recurring basis by sending monthly email updates to at least 400 people, and
5) To engage the community in the work of APA/API LGBT artists by having their works featured at the OutWrite LGBT Book Festival and the Reel Affirmations Film Festival and have 80 attendees between these two events.

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

The name of this program is Center Asian/Pacific American (APA).

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.

The target population of this project is lesbian, gay, bisexual and transgender (LGBT) members of the APA/API community.

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".

The [REDACTED] received a capacity building grant from the Mayor's Office on Asian and Pacific Islander Affairs in FY2015. This allowed the organization to train it's staff on LGBT APA/API cultural competency to enhance its ability to serve these LGBT community members. The organization also hosted a townhall to get initial feedback from the community about what they are looking for in local services and programming. The [REDACTED] also has a long history of working with other organizations that serve LGBT APA/API community members, such as KHUSH DC, Aqua and Rainbow Dragon Fund. The [REDACTED] currently hosts the monthly South Asian LGBT Support Group at its community space.

This proposed program would meet the priority of getting the basics right by giving more opportunities to LGBT APA/API community members to voice their needs and concerns so we can work on building programming that is culturally competent, engaging and relevant.

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?

The Mayor or one of her delegates would be welcome to participate in any number of events listed on this grant application, including the townhall, the OutWrite LGBT Book Fair event or the Reel Affirmations Film Festival screening.

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

The [REDACTED] is proposing to have several activities take place involving its Center APA program as well as other programs of [REDACTED]. These activities are:

- 1) Conducting one-on-one interviews with 6 LGBT APA/API community stakeholders,
- 2) Gather together these stakeholders at a townhall to solidify what needs can be addressed moving forward with 30 community members and organizations in attendance,
- 3) Engage members of the LGBT APA/API community through social media and increase that reach by 20%,
- 4) Reach the community on a recurring basis by sending monthly email updates to at least 400 people, and
- 5) Engage the community in the work of APA/API LGBT artists by having their works featured at the OutWrite LGBT Book Festival and the Reel Affirmations Film Festival and have 80 attendees between these two events.

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

LGBT community members face unique challenges in their day to day lives, ranging from employment, health disparities, housing needs and discrimination. Similarly, APA/API community members also have unique needs and disparities that they face. Living at the intersection of these two groups means there are even more specific issues that are faced by those who identify as LGBT and APA/API. There are few programs in DC that serve those that do identify this way, and [REDACTED] would like to fill this need by giving LGBT APA/API individuals more opportunities to voice their concerns and have programming reflect their needs.

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

This program will allow for existing services at [REDACTED] to include aspects that resonate with LGBT APA/API individuals and will allow for more detailed data about what the specific needs of these community members are. After the interviews and townhall, through social media Center APA will be able to disseminate this important information about programming and services as well as gather together community members through arts events at the OutWrite LGBT Book Fair and the Reel Affirmations film festival.

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?

To address the needs of LGBT APA/API individuals, the Center APA program will work collaboratively with other organizations and programs at the [REDACTED]. This collaborative process will allow The [REDACTED] reach a wider audience by engaging LGBT APA/API in social justice and arts programming as well as share information via social media with and from our community partners. This is innovative because it allows our Center APA program to engage community members in a variety of topics so that messages can reach the widest audience possible. This ensures that many community members from different backgrounds and with different interests and needs can find out more about what Center APA is doing and what is taking place in the community around LGBT APA/API issues. The monthly newsletter also provides an opportunity for a concentrated recourse for upcoming LGBT APA/API events across the area.

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.

The [REDACTED] its Center APA program will be collaborating with local LGBT APA/API community leaders, organizations and stakeholders, such as organizations like KHUSH DC, AQUA and Rainbow Dragon Fund who all serve and empower LGBT APA community members. The [REDACTED] will sit down with these organizations and their members to continue receiving valuable information and feedback about what needs should be met and how The [REDACTED] and its programs can meet these needs.

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.

The staff and employees of The [REDACTED] will provide and organize the activities and programs for this grant. The Contract Employee will conduct the interviews and help coordinate and facilitate the townhall after the interviews are complete. These activities will be help at The [REDACTED] community space. The Program Coordinator will work with the Contract Employee to have access to the space, engage community members and disseminate information relevant to the activities through social media. The organizers of OutWrite and Reel Affirmations will work with the Program Coordinator to ensure that LGBT APA/API artists are featured in the programming and that these events are shared with the community. The [REDACTED] has a long history of hosting community events at its space, doing work that intersects with many of its programs (as Center APA will with OutWrite and Reel Affirmations) and engaging community members to come to events through its existing network and social media.

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

The [REDACTED] will document interviews and arts events appropriately, noting the number of those in attendance or the relevant issues discussed. The townhall will have an evaluation component to get honest feedback from community members and measure its efficacy. Social media numbers will be tracked Quarterly to note how many additional individuals are engaged through that medium.

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

As the community center serving all LGBT members of DC, The [REDACTED] has the unique opportunity to bring together many groups from different backgrounds within the LGBT population. At our community space, we can create a safe environment for APA/API LGBT individuals to come together and be frank about their needs, challenges and what opportunities that would like to available to them. This is evident through The [REDACTED] already-existing relationships with organizations such as KHUSH DC, Aqua and Rainbow Dragon Fund, as well as the South Asian LGBT Support Group that meets monthly at The [REDACTED]. Our previous opportunity to do capacity building work through the Mayor's Office on Asian and Pacific Islander Affairs means we are established as an LGBT organization that is can do this work competently and sensitively.

Budget

Budget Summary

	Salary/Hrly Rate OR Unit costs	% of Time OR # of Units	Total	Narrative
PERSONNEL				
Executive Director	\$ 78,500	10	7,850	The ED will spend 10% of his time overseeing and reporting on this project.
Program Coordinator	\$ 35,000	13	4,375	The Program Coordinator will spend 12.5% of their time supporting the ED and Contract Employee in executing the outcomes for this grant.
Contract Employee	\$ 2,000	1	2,000	This contract employee will work with the Executive Director and Program Coordinator to assist in organizing and doing interviews with community members/leaders. This will be throughout Q2-Q4.
	\$			
	\$			
Fringe Benefits	\$ 3,118		3,110	This is the 13% fringe rate plus the percentage of health insurance costs reflecting the percent time spent on the project.
Personnel Total	\$ 118,618	24	17,335	
NON PERSONNEL				
Travel and Transportation	\$			
Supplies	\$			
Equipment	\$			
Consultants/Contractors	\$			
Communications	\$ 500	2	1,000	Sponsorship of two APA LGBT arts events (OutWrite and Reel Affirmations)
Printing/Copying	\$			
Training	\$			
Operating Expenses	\$ 350	10	3,500	Rent costs for 10 months of grant execution.
Indirect Cost/Overhead	\$ 3,165		3,165	Indirect Costs
Non Personnel Total	\$ 4,015	12	7,665	
Total	\$ 122,633	36	25,000	

Staffing Plan

Name	Position Title	Filled	Vacant	% of Effort	Start Date mm/dd/yy
1	Executive Director	6	6	10	
2	Program Coordinator	6	6	13	01/01/2016
3	Contract Employee	6	6		01/01/2016
4		6	6		
5		6	6		
6		6	6		
7		6	6		
8		6	6		
9		6	6		
10		6	6		
11		6	6		
12		6	6		
13		6	6		
14		6	6		
15		6	6		
Total				23	0

Work Plan

	Description of Task/Activity	Responsible Person and/or Organization	Start Date mm/dd/yy	Completion Date mm/dd/yy
1	Contract Employee will conduct a series of one-on-one interviews with key stakeholders in the LGBT APA community	Contract Employee	01/01/16	09/30/16
2	Center APA will host a town hall to gather community members and discuss relevant issues	Executive Director, Program Coordinator, Contract Employee	01/01/16	09/30/16
3	Center APA will increase its presence on social media and will send monthly emails about LGBT APA events	Program Coordinator	01/01/16	09/30/16
4	Two arts events (OutWrite and Reel Affirmations) will host LGBT APA/API artists/art	Executive Director, Program Coordinator	01/01/16	09/30/16
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	Number of Interviews	0	0	0	6	All interviews will be held during/by Q4.
2	Townhall Attendees	0	0	0	30	This townhall will be held during/by Q4.
3	Increase Number of Individuals Reached on Social Media	0	1,181	118	118	Q2 is the number of current followers for Center APA on Facebook and Twitter, with a 20% increase in Q3 and Q4.
4	Attendees at LGBT APA/API Arts Events	0	0	0	75	Both arts events will be held during/by Q4.
5	Send Monthly Updates About	0	100	100	200	Monthly emails will reach 400 individuals by Q4.

Relevant Event in the Community				
6				
7				
8				
9				
10				
Total	0	1,281	218	429

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	Audited Financials
Staff Job Descriptions	b	Job Descriptions
Relevant Staff Resumes	b	Updated Staff Resumes
Nonprofit Corporation Status - copy of IRS determination letter. [Note: Letter must be current at date of application.]	b	IRS Letter
Certificate of Exemption from DC Office of Tax and Revenue	b	Certificate of Exemption
Basic Business License from Department of Consumer and Regulatory Affairs [Note: License period must be current at time of application.]	b	Business License
Organizational and Program Charts	b	Organizational Chart
Current board list with names, affiliation, and contact information.	b	Board of Directors
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 download template	b	Attachment A
Assurances download template	b	Attachment B
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	Certificate of Good Standing

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