

CIVIC ENGAGEMENT GRANTS FOR APAPA CHAPTERS

“Capacity building is the process of building and strengthening the systems, structures, cultures, skills, resources, and power that organizations need to serve their communities.” - April Nishimura et al, Transformational Capacity Building

The APAPA Civic Engagement Chapter Grant Program provided by APAPA HQ will fund APAPA chapters' efforts to increase civic engagement events within the diverse AANHPI communities.

Application period:

June 1, 2024 - December 21, 2024

The grant program's objectives are to:

- Enable chapters to increase and enhance their civic engagement efforts by funding their mission-driven community events;
- Strategically invest in engaging the full diversity of AANHPI communities facing high barriers to civic participation;
- Build long-term, trusted relationships with diverse community-based organizations and the AANHPI communities they serve;

Funding:

- There is a total of \$50,000 available in funding for the remainder of 2024. Funds may vary each year.
- Applicants may apply for any amount.
- No matching funds are required.
- Grant applications will be accepted and considered based on funds available.
- These funds may be used for event costs including, but not limited to, printing, venue and equipment rental, speaker bureau fees, plaques or awards, marketing, and food and drink at the event.
- These funds may not be used for student scholarships, simple social events or mixers, membership drives, holiday parties, cultural events, or non 501c3 events.
- If a grant is provided, receipts, photos, achieved outcomes, and a summary of the event must be provided. The grant funds will reimburse the chapter within one week after the event (or after information is provided).

Process and timeline:

- Applications will be accepted on a rolling basis *at least* 5 weeks prior to the event date; submissions should be sent to chaptersupport@apapa.org by the 1st of the month to be considered by the grant subcommittee at their regular meeting date on the last Tuesday night of the month.

- This is a competitive grant application so not all applications will be funded but the intention is to fund as many thoughtful ideas centering AANHPI civic engagement as possible.
- Successful proposals will demonstrate a clear tie to civic engagement activities (partnerships with diverse organizations is encouraged). Examples include candidate forums, meet & greets with candidates or current public officials, ballot education or issue-based town halls with speakers or panel discussions, and dedicated voter registration drives with measurable results (such as number of voter registrations and voting pledge cards).

CHAPTER ELIGIBILITY TO APPLY?

- Chapter should have an elected President, Secretary, and Treasurer
- Be current with their financial reports
- Have held at least 3 board meetings in the last calendar year
- Participated in at least one National Signature Event in the last two years
- Hosted at least one community event in the last year
- Have at least 5 board members

HOW TO APPLY?

The grant application process will occur in two phases: a letter of interest and a grant application. This process encourages early dialogue with the grant committee.

Letter of interest

Interested applicants may submit a letter of interest through this form on the Chapter Resources webpage.

HQ will also provide a workshop on how to write a letter of interest. To be inclusive, applicants may also submit relevant information through other mediums, such as video or audio applications, which should be emailed to chaptersupport@apapa.org. Audio and video applications must answer all questions in the online form; the questions may be requested at chaptersupport@apapa.org.

They are provided here:

Chapter or Chapters applying

Contact person and info

Date or date range of event

Where would you like to hold the event?

How does this event focus on civic engagement?

Which other AANHPI groups will you reach out to and partner with?

Who would you like to have as honorees, speakers or panelists?

How will you publicize your event?

How many attendees are you expecting to have?

How much do you plan to spend and on what? (check online and local sources for preliminary estimates)

How will you measure your success?

Timeline

The grant subcommittee will meet once a month. Please submit your letter of interest to chaptersupport@apapa.org by the 1st of each month, in order to be reviewed at the monthly grant subcommittee meeting.

Application

After the grant committee reads a chapter's letter of interest, they can ask questions or ask for a full application. .

Here is a preview of what will be required:

- Event committee, contact information, and responsibilities
- Purpose of Event
- List of partners for event, if any
- Number of attendees abs any honorees expected
- Steering or planning committee planned schedule of status meetings and work sessions
- Detailed event schedule
- Line item budget
- Prospective speakers and panelists
- Volunteer needs and recruitment plan
- Communications/publicity plan
- Evaluation plan

Scoring Rubric

	5 Excellent	3 Good	1 Minimal
Idea	Idea is well thought out with a clear connection between the event and its objective of increasing APAPA's civic engagement via offering well-attended quality civic education events	Idea is sufficient and serves the general objective of civic engagement in a measurable way	Idea is a good start and needs further development
	Civic education idea is innovative and has high-excitement/high-interest elements	Incorporates proven elements of civic education that have been successful in the community previously	Civic education component needs further development

	Strategically targets and recruits many AANHPI diverse groups for engagement	Recruits at least 2 different AANHPI groups, in addition to APAPA chapter	Groups involved primarily serve one AANHPI group
	Clearly creates and explicitly identifies opportunities for many new relationships with elected officials and community leaders, and how to build them	Creates and communicates opportunities for many new relationships with community leaders and actively seeks relationships with at least 2 new elected officials and at least 2 established relationships with elected officials	Communicates how relevant community leaders and elected officials are invited and plan for follow up to increase likelihood of attendance
	Involves outside partners in ideation, secured preliminary buy-in	In communication with other community organizations about event idea and received pledges of participation	Idea is internally created by APAPA chapter or with other chapters
Proposal	Steering committee has volunteers from other organizations, roles are identified, and composition of committee instills high confidence that they are poised to accomplish the plan	Steering committee has identified roles and responsibilities and a timeline of planning meetings and progress benchmarks	Steering committee of chapter leaders and members has identified roles and responsibilities
	Budget is detailed and accounts for all expected expenses and income	Budget includes all expected costs and income, and preliminary estimates for both that are clearly explained	Budget includes broad categories of costs and how the grant would be used
	Schedule of the day is clear and manageable, with actions, specific times, and people responsible	Event day schedule includes setup, everything that happens at the event, and cleanup; responsibilities are generally assigned to specific volunteers	Flyer or document with details of time, place, event description, parties involved is provided
	Emails of volunteer commitments or minutes from initial planning meeting with attendance and sign in, support from elected officials and community leaders are provided; co-sponsors are identified	Emails of volunteer commitments or minutes from initial planning meeting with attendance and sign in, interested sponsors and community leaders emails are provided	Minutes from initial planning meeting with attendance and sign in provided

Letter of Interest/ Application Process	Attended grant workshops,, submitted all necessary components of the grant application, met all deadlines, actively sought information and asked questions of HQ/grant subcommittee	Attended grant workshops, submitted all necessary components of the grant application and all are of high quality, met all deadlines	Submitted all necessary components of the grant application, met all deadlines
	In addition to a complete application, background information and additional materials are provided such as draft publicity messages and flyers, outreach plans, etc and were thorough	In addition to a complete application, background information on community and the issue addressed by the event are provided	Materials submitted were complete