



**National CAPACD Sub-grant Application Guidelines**

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**1. ABOUT NATIONAL CAPACD**

In March 1999, community leaders and activists recognized the need for a national organization that could be a vehicle for advocacy and policy analysis related to issues facing low-income AAPI communities and to drive national resources to local organizations. In June of the same year, representatives of 16 organizations met in Seattle to plan the coalition, creating the National Coalition for Asian Pacific American Community Development, or National CAPACD, pronounced “National Capacity.”

**National CAPACD** is a progressive coalition of organizations that serve and represent low-income AAPI communities and neighborhoods. We build power nationally by strengthening and connecting local organizations and mobilizing them to further our shared vision of economic and racial justice for all.

As a national intermediary, National CAPACD’s grantmaking goal is to strengthen the community development programs of local organizations so that our network can reach more low-income AAPI communities and meet the emerging needs of underserved AAPI populations. We re-grant resources from public and private sources of funding to support programming in areas of housing counseling, financial empowerment, small business development and community organizing. We believe re-granting national resources to local community organizations strengthen and empower them to do more for their communities. National CAPACD is committed to realizing our coalition’s vision for healthy and thriving AAPI neighborhoods and communities.

Further details about National CAPACD’s Theory of Change and Vision for Healthy and Thriving Communities are attached.

**2. MEMBERSHIP**

Applicants are not required to be a member of National CAPACD to respond to Requests for Proposals but are highly encouraged to become member organizations. National CAPACD believes membership affirms an organization’s commitment to our organizational values, and mission. We believe in community based organizations’ to address the needs of local communities and hope that in turn, sub-grantees will join our efforts for progressive change at the national level.



Local or regional community-based organizations that serve low-income AAPI communities are eligible to apply for membership. All other organizations and institutions (including but not limited to foundations, corporations, national organizations, government agencies, educational institutions, and small businesses) are encouraged to apply as an Ally (please refer to the Ally Application on our website). Coalition membership is granted upon careful consideration of organizational alignment of values. For more information about our members and how to apply for membership, visit [www.nationalcapacd.org/members/](http://www.nationalcapacd.org/members/).

### 3. OUR SUB-GRANTING VALUES

National CAPACD utilizes seven sub-granting values (in no particular order) to guide our philosophy for sub-granting:

- **We are a unique funder that exclusively invests in the success of community-based organizations that serve low-income AAPIs.** We believe that one way of achieving healthy and thriving neighborhoods and communities is by ensuring local communities receive national/federal resources (to which they might not otherwise have access) to directly serve and improve the lives of low-income AAPIs. Organizations serving an increasingly multi-racial constituency are highly encouraged to apply, so long as low-income AAPIs remain a significant portion of the client base.
- **We are accountable to our donors.** As an intermediary, National CAPACD must be accountable to our funders. While National CAPACD aims to be flexible with sub-grantees and is constantly seeking ways to reduce administrative burden, we must also ensure that deliverables are met so as to be able to continue securing additional grant dollars for the benefit of our entire network.
- **We prioritize sub-granting that addresses the pressing needs of AAPI communities.** Our communities are dynamic and their needs are constantly evolving. We prioritize work in regions and neighborhoods with the largest populations of low-income AAPIs, the most underserved populations, and where economic need is growing the fastest or most pressing.
- **We invest in building the capacity of local organizations.** National CAPACD has over a decade of experience supporting partnership, experimentation and growth into new program areas by local community based organizations. Where appropriate, sub-grantees are also offered access to training and technical assistance by their peers or subject matter experts.
- **We believe in uplifting the best practices and innovations of local organizations.** Our member organizations and sub-grantees are talented subject matter experts in the community development field and are social change agents in their communities. We aim to uplift the best practices and connect the network by issue area and more broadly to build a stronger movement and create greater visibility for strategies that work.
- **We believe that the successes and challenges of our sub-grantees programs inform our coalition's policy agenda and mobilization of our base.** We conduct research and collect data to highlight the realities of low-income AAPIs and the vitality of their communities to uplift voices from the local level to the national level. We represent our membership and are our coalition's voice for community development needs at the federal level.
- **We are a part of the broader progressive movement.** Our strategies aim to incorporate the impacts of race, class, gender, religion, sexual orientation, and disability when considering how to tackle comprehensive community development and economic vitality initiatives. We seek to support, and see ourselves as a part of, intersectional movements and initiatives that lift up all communities.



#### 4. GENERAL ELIGIBILITY CRITERIA

To be eligible for any National CAPACD sub-grant, an organization must:

- Be an organized group of people (we do not fund individuals) with a 501(c)(3) status as determined by the IRS **OR** is an organization fiscally sponsored by a 501(c)(3) organization.
- Conduct work and services in the United States and the Pacific Islands.
- Be a community-based organization that serves and represents low-income AAPI communities.

#### 5. OUR AREAS OF WORK

National CAPACD's programs are:

- **National Housing Counseling Program**, helping community-based organizations to deliver culturally and linguistically relevant housing counseling services to low-income AAPI homeowners and renters.
- **Financial Empowerment Program**, partnering with organizations to implement innovative, culturally relevant initiatives (including our signature Empowerment Economics framework) that improve financial security for low-income AAPIs and create pathways to economic opportunity.
- **Small Business Program**, providing technical assistance, peer-learning, and resources to member organizations that provide small business assistance in concert with their neighborhood stabilization and preservation efforts.
- **Community Organizing Program**, supporting AAPI-serving organizations to implement and support local and national campaigns fighting displacement of our communities and neighborhoods.

National CAPACD makes sub-grants available (as funding allows) in the above-listed programmatic areas. Please check for available Request for Proposals. National CAPACD provides the following types of sub-grants:

- **Performance-based sub-grants** fund organizations that have a proven track record or have developed the organizational capacity to offer effective and quality services to a high client volume, or other significant deliverables outlined by National CAPACD or National CAPACD's donors.
- **Program capacity building** sub-grants fund organizations that aspire to build, or re-establish, organizational capacity toward offering effective or quality services or programs. This category may include support for pilot projects, as dictated by National CAPACD's or National CAPACD's donors.



## 6. FUNDING LIMITATIONS

- Organizations must apply for either (but not both) a performance-based or capacity building sub-grant.
- In each calendar year, organizations cannot receive (for all awards combined) more than 10% of the total amount of National CAPACD's available sub-grant funds. For example, if in 2020, National CAPACD were to make \$1.2 million available for sub-grants, any individual organization could not receive more than \$120,000 in that calendar year for all its National CAPACD sub-grants across all program areas combined.
- National CAPACD cannot be the sole funding source for the selected program/project, unless it is a capacity building pilot project.
- Funds cannot be used toward individuals, endowment funds, or capital campaigns.
- Funds cannot be used toward lobbying activities.
- Funds cannot be used toward community development work that does not fit into our existing areas of work (see above).
- Funds for programmatic support cannot be used toward general operating expenses.

## 7. GRANTMAKING PROCESS

National CAPACD will award private grant dollars to support the Economic Empowerment Programs once per year. The Request for Proposals (RFP) will be issued annually in Q4 of each year, for a grant period that runs according to the calendar year.

Government grants or special opportunity grants (e.g. – HUD Housing Counseling, ACTION TAs, and/or research projects) may still be awarded year round. Special opportunity grants may or may not require a competitive RFP process, to be decided at the discretion of National CAPACD staff. National CAPACD may also issue additional grant making rounds if additional resources become available for release.

Every sub-grant decision making process follows the same process:

1. Application and prescreening
2. Scoring and review of previous sub-grant performance (if appropriate)
3. Discussion of applications and decision making
4. Referral to Executive Team for final approval
5. Notification of sub-grant awardees
6. Contracting

To view how your sub-grant application will be scored, please refer to your RFP in Section 8 (Scoring Criteria).