



National CAPACD Request for Proposals
2025 Small Business Development Technical Assistance Program

RFP Release Date:	Monday, October 6, 2025
Application Due Date:	Friday, October 24, 2025, 11:59p.m. PT
Informational Webinar:	Tuesday, October 14, 2025, 12p.m.-1p.m.PT / 3p.m.-4p.m.ET
	Register for info session here

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1. SUMMARY & PURPOSE

Program Objectives

AA and NHPI neighborhoods and business districts have long been important cultural and economic drivers. They serve as entry points for employment for recent immigrants, catalysts of local tourism, and the central hub for the daily needs of residents, many of whom are limited English proficient. National Coalition for Asian Pacific American Community Development (National CAPACD), with generous support from the TD Charitable Foundation, is pleased to announce the 2025 Small Business Development Program. This program aims to create a space where participants working in community-based organizations (CBOs) can connect with and learn from one another in their mission to engage and support micro-entrepreneurs and small business districts, with a focus on Asian Americans, Native Hawaiians, and Pacific Islanders (AAs and NHPIs). This Small Business Development Program employs: 1) capacity building funds for CBOs to deliver culturally appropriate business counseling and micro-lending activities; complemented by 2) a peer-learning community of small business counselors and advocates to share strategies for small business engagement that will continue to foster a strong local community with deep mutual networks able to weather times of anticipated public safety concerns and weakened economies due to tariffs and heightened xenophobia.

Who Should Apply

National CAPACD invites applications from organizations that support micro-entrepreneurs in low-income communities located only in the following states, serving a significant level of AA and NHPI communities: Connecticut, Delaware, Florida, Maine, Maryland, Massachusetts, New



Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, or Washington D.C.

Applicants must demonstrate their proposed support services to include at least one of the following areas: 1) culturally responsive business development services; 2) access to capital; 3) district stabilization efforts to prevent displacement and gentrification, and/or 4) community safety.

Program Information

Program activities will include peer discussions, training sessions, and opportunities to workshop new ideas. Examples of potential topics for the discussions and training include, but are not limited to: small business needs assessment, small business and micro-lending practices, business succession planning, and commercial tenant protections. Participants are expected to share their small business program goals, what they need support with, and frameworks they are interested in further exploring. There will also be opportunities for organizations to receive individualized technical assistance training.

Participants may be divided into small groups of 2 to 3 based on their goals. These cohort formations are organized to allow for network building amongst a smaller group of participants who share a commonality based on their organizations' area of interest. Each organization will be asked to complete a presentation.

Over approximately nine months, participants will be required to:

- attend a virtual orientation;
- complete a group presentation paired up with 1-2 other groups;
- attend 4-5 virtual cohort meetings (each meeting will be held online for two hours); and
- participate in a program convening at National CAPACD's Building CAPACD Convention held on August 3-5, 2026, in Long Beach, CA.

Estimated dates and times are listed in the table below.

Tentative Schedule in 2025-2026

Date	Content
Tues, December 9, 2025	Virtual Orientation
Thurs, January 15, 2026	Workshop 1
Thurs, February 5, 2026	Workshop 2
March 2026 TBD	Workshop 3
April 2026 TBD	Workshop 4
April 2026 TBD	PROGRESS REPORT DUE
August 2026 TBD	In-person convening in Long Beach, CA on August 3-5, 2026
August 2026 TBD	FINAL REPORT DUE & End of grant



2. GUIDELINES FOR SUBMISSION AND ASKING QUESTIONS

All applications are due by **Friday, October 24, 2025, 11:59 p.m. PT** and should be submitted [online via National CAPACD's grant portal](#). The Foundant user guide provides detailed information about how to create an account and access the grant portal ([linked here](#)). Applications must be complete, including a narrative and other required supporting documentation, to be considered. All questions about this grant opportunity should be directed to neighborhoodstrategies@nationalcapacd.org, and a response will be provided within two business days. Any questions directed to other staff or National CAPACD email accounts will result in a delayed response.

3. APPLICATION TIMELINE

- **RFP released** –Monday, October 6, 2025
- **Informational Session** –Tuesday, October 14, 2025, 12:00 p.m.-1:00 p.m. PT / 3 p.m.-4 p.m. ET
- **RFP deadline** – Friday, October 24, 2025, 11:59 p.m. PT
- **Acceptance Notifications** – Friday, November 14, 2025
- **Contracting completed** – Friday, December 5, 2025

4. GRANT PERIOD

Awards will have a grant period from November 2025 to August 2026.

5. GRANT AWARD DETAILS

- National CAPACD anticipates making 8 grants. Each awardee will receive \$9,000.

6. REQUIRED ACTIVITIES

- Attendance is required for all scheduled cohort meetings, including a one-day virtual orientation and trainings with TA providers. A maximum of two absences is allowed, preferably with a 48-hour notice.
- Attendance is required at an in-person convening at National CAPACD's Building CAPACD Convention on August 3-5, 2026 (Travel and accommodations will be covered).
- Sub-grantees must submit both a progress and a final report documenting program activities, statistics on entrepreneurs served, and learnings.
- Subgrantees may be asked to present their learnings on webinars, document their learnings, or present to external stakeholders.

7. ELIGIBLE APPLICANTS

To be eligible for this subgrant opportunity, an organization must:

- Have a 501(c)(3) status as determined by the IRS **OR** be an organization fiscally sponsored by a 501(c)(3) organization.
- Conduct work and services in the United States. As this fund is supported by the TD Charitable Foundation, funding for organizations is limited to specific states (Connecticut, Delaware, Florida,



Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, Washington D.C.).

- Be a community-based organization that serves and represents low-income AA and NHPI communities.

8. SELECTION CRITERIA

National CAPACD will use the following **criteria** to score sub-grant applications.

Category	Points Awarded
<p>Organizational Background</p> <ul style="list-style-type: none"> • The organization’s mission is aligned with National CAPACD’s mission: <i>National CAPACD advances equity and creates vibrant, healthy neighborhoods by mobilizing and strengthening a powerful coalition of community-based organizations working in low-income Asian American, Native Hawaiian, and Pacific Islander communities.</i>(7pts) • The organization has demonstrated commitment and a level of engagement with National CAPACD. (3pts) • The organization is <u>currently</u> a paid member of National CAPACD. (5pts) 	15
<p>Communities Served</p> <ul style="list-style-type: none"> • Low-income Asian American and/or Native Hawaiian and Pacific Islander communities are a significant part of the organization’s constituency or base. (10pts) • The organization serves small businesses and works with stakeholders within small business districts that have been impacted by gentrification and displacement. (10 pts) <p><i>Reminder: Applicants must be organizations conducting work in the following specific states: Connecticut, Delaware, Florida, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, Washington D.C..</i></p>	20



<p>Program Information</p> <ul style="list-style-type: none"> • The proposal demonstrates that the program: <ul style="list-style-type: none"> ◦ Supports Asian American and Native Hawaiian/Pacific Islander entrepreneurs in low-income neighborhoods by providing entrepreneurial and small business support services, ◦ Addresses or will address a pressing small business/economic development-related need in the communities served, ◦ Relates to the organization's broader community and economic development goals and strategies to change inequitable power structures, ◦ Seeks to organize small businesses and their communities to address and combat the impact of gentrification and displacement together to promote district stabilization. • Staffing of the program reflects the communities that the organization serves or aims to reach, with experience serving AA and NHPI entrepreneurs. • Does the organization currently have systems in place to track program impact? 	<p>30</p>
<p>Proposed Activities/ Capacity Building Needs</p> <ul style="list-style-type: none"> • The organization demonstrates a clear plan for developing the program and capacity-building needs of participants to deliver culturally appropriate business counseling and/or microlending activities during the grant period. Example: client self-assessment, business plan development, financial and capital access, financial management, disaster planning, and elements of protective commercial leases. • The organization demonstrates interest in participating in a peer learning program and demonstrates how participation will further their organizational capacity to organize small businesses that foster a strong local community with deep mutual networks, enabling them to weather times of anticipated public safety concerns and weakened economies due to tariffs and heightened xenophobia. • The organization commits to participating in the peer learning program for the full program duration. 	<p>35</p>



Total Possible Points	100
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9. APPLICATION FORMAT & QUESTIONS

Applicants will be required to respond to the following questions in the [online application portal](#).

Supplemental materials required for application submission are also indicated. Applicants will not be able to submit an application unless all required fields are completed.

- **Section I: Sub-Grantee Application Information**
- **Section II: Organization Details**
 - **Upload:** (501(c)(3) tax-exempt status (must be a letter from the IRS) or fiscal agent agreement
- **Section III: Contact Information**
- **Section IV: Financial** - includes Current Fiscal Year Organizational Operating Budget
 - **Upload:** Most recent IRS Form 990 and audited financial statement
- **Section V: Organizational Background** - includes the organization's mission statement and engagement with National CAPACD.
 - In what ways has your organization engaged with National CAPACD over the past year? Why is partnering with National CAPACD important to moving your work forward?
- **Section VI: Communities Served**
 - Indicate the ethnic populations served by your program.
 - Geography Served: Briefly describe the neighborhood(s) or region(s) your organization serves (i.e., are businesses in a defined district or are they spread out?, types of businesses and identified challenges, etc.). How does commercial displacement impact local businesses? What services are available to support entrepreneurs who seek access to capital or business counseling?
- **Section VII: Program Information**
 - Program Description: Describe the program/project for which you are requesting funding.
 - Provide examples of what kind of small business services your organization provides.
 - Experience serving AA and NHPI entrepreneurs: Describe your experience serving AA and NHPI entrepreneurs and why you are uniquely positioned to do so. What are your organizational efforts to support small businesses and their communities in combating gentrification/displacement, and in building community power? Describe how these organizing efforts support small business service delivery.
 - How does your staff reflect the community that your organization serves or the constituencies you are trying to reach?
 - Measuring Impact: Does the organization currently have systems in place to measure the impact of its programs?
- **Section VIII: Proposed Activities**
 - Propose numerical outputs and commit to tracking outcomes.
 - Self-identified Goals: Indicate goals you have for this TA engagement. Goals can include developing technical skills and or learning new strategies.



- Peer Learning Goals: Explain your interest in the program, topic, and strategies that would be helpful for the attending staff. Please choose from one of the following topics: small business needs assessment, strategies for small business engagement, small business and micro-lending practices, business succession planning, and commercial tenant protections. If the topic is not listed, please describe your interest below.
- Organizational Capacity: Commit to a **nine-month**-long program (November to August) and attend the National CAPACD Building CAPACD Convention on August 3-5, 2026, and the name of the attending staff.

10. ADDITIONAL RESOURCES

Frequently Asked Questions:

1. Do I need to be a paid National CAPACD member organization or current subgrantee to qualify for funding?

Being a dues-paying member is not a requirement for eligibility for funding, but it will be factored into the scoring process. If you need confirmation on your organization's current membership status, please email membership@nationalcapacd.org. We will take into consideration the length and quality of engagement between applicant organizations and National CAPACD.

2. My organization is not AA and NHPI-led, but does work with AA and NHPI communities. Can I still apply for funding?

Yes, all local community-based organizations that serve AA and NHPI communities are eligible for funding.

3. I'm having trouble accessing the grant portal. Whom can I contact for help?

If you experience any challenges with the application portal, please email neighborhoodstrategies@nationalcapacd.org and CC rfp@nationalcapacd.org.