COVID-19 Rapid Response – Essential Services
Request for Proposals

The Hampton Roads Community Foundation and United Way of South Hampton Roads launches this joint funding opportunity in response to the COVID-19 pandemic and its impact on our local community. Many of our neighbors are facing tremendous hardships, an unfortunate trend that is expected to increase in the coming months. Some populations, particularly those experiencing significant inequities, are more vulnerable to the effects of the pandemic and are therefore disproportionately impacted. Examples include older adults and people with disability who face challenges such as limited mobility; and families whose earnings prior to the outbreak were limited, making it difficult to save for this crisis.

Through this funding partnership, we strive to provide resources that address the short-term direct service responses of local nonprofits. While the release of this initial Request for Proposals (RFP) prioritizes several essential services, additional funding opportunities may be released as part of our rapid response grants as new needs emerge. We recognize the uncertainty of what is ahead and stand together in our commitment to understanding the short- and long-term needs of our community and being as flexible and responsive as we are able.

Investment Priorities

The purpose of this RFP is to support agencies with adapting and responding to urgent and essential needs of people who are impacted by the COVID-19 pandemic. Grants awarded are to support direct service responses and are not to be used for general agency stabilization purposes due to such factors as decreased revenue and donations or event cancellations.

The four priorities described below have been identified for our first RFP based on community feedback and emerging data:

1. **Food security:** Includes the distribution of food items to people experiencing food insecurity or access issues. This may be accomplished through the delivery and pick-up of prepared meals, groceries, food boxes, etc.
2. **Emergency housing:** Includes shelters and hotel stays for those experiencing homelessness or an immediate housing crisis; Providers that incorporate wraparound supports, case management, and a demonstrated track record are preferred.
3. **Household essentials:** Includes personal care items and household products that are critical to one’s survival needs during this pandemic (e.g., medication, infant formula,
diapers, toilet paper, cleaning supplies, etc.). Preference is for this priority to be combined
with priority one and/or two above rather than as a standalone project.

4. **Mental health:** Includes professional mental health services such as counseling.

All applicants must demonstrate the ability to deliver services in a high-quality manner that
adheres to safety protocols associated with social distancing and other public health
recommendations. In some instances, training and technical assistance may be available to support
organizations with adopting these practices.

**Grant Conditions**

**Eligibility & Due Diligence**

- 501(c)(3) nonprofit organizations that are registered with the Commonwealth of Virginia
  and that serve residents of Chesapeake, Franklin, Isle of Wight, Norfolk, Portsmouth,
  Suffolk, and Virginia Beach.
- The following types of organizations are **not** eligible to apply: Organizations that require
  religious participation by clients/participants, political or fraternal organizations, national
  or international organizations or purpose, and hospitals and similar health-care facilities.
- Organizations must meet due diligence requirements based on at least **one** of the following:
  - Currently certified and in good standing with UWSHR;
  - A grant recipient through HRCF within the past three years;
  - Satisfactory review of due diligence documents: current Board of Directors roster,
    most recently filed IRS 990 or audited financials, and the organization’s operating
    budget.

**Grant Term**

Dates associated with the term of this grant are to remain flexible. Once awarded, grants will be
disbursed upon receipt of the signed grant agreement. These grants are intended to support short-
term efforts that address the immediate needs of people experiencing difficulties associated with
the pandemic.

**Grant Award Range**

Award amounts will vary based on several factors, such as the scope of the proposed response and
the number of grant requests received. To provide guidance for applicants, the suggested size of
awards is anticipated to range from $1,000-$25,000. Proposals that demonstrate a coordinated
effort among two or more partners may be considered for larger grant awards.
Application Process & Grantee Expectations

Application

All application submissions must be submitted electronically through HRCF’s online portal. Access the portal here, click Apply at the top of the screen then select Apply next to the COVID-19 Response Grants opportunity. The application requirements are short and simple.

Submission Deadline

The priority deadline for submissions is Monday, April 13, 2020, meaning applications submitted by this date are guaranteed consideration. However, we anticipate the RFP remaining open and continuing to accept applications on a rolling basis beyond this date.

Technical Assistance

Technical assistance will be provided by phone, email, and by appointment, depending on the type and complexity of the assistance requested.

- Staff are available to provide guidance and answer questions about the application content. Please contact Dr. Linda Rice [lrice@hamptonroadscf.org] and/or Kathleen Banfield [kbanfield@unitedwayshr.org].
- For assistance with the HRCF Application Portal, please contact Gina Kelly [gkelly@hamptonroadscf.org].

Review Process

HRCF and UWSHR will jointly review applications and make funding recommendations with the intention of dispersing grants as quickly as possible. Please note that receiving a COVID-19 grant will not preclude an organization from applying or receiving other grants from HRCF or UWSHR.

Grantee Communications

Grantees agree to acknowledge both funders as part of any communication in which the grant award is mentioned or shared.

Grantee Reporting

Reporting will be minimal and include submission of a single report through UWSHR’s Blackbaud Grantmaking system. As funders, we understand that the ability of grantees to collect data during the immediate response to the pandemic is likely to be limited. Grantees will be asked to provide a brief narrative summary and success story. In addition, grantees are expected to report one or more of the following:

- the number of individuals and/or households served, either as an unduplicated count or an informed estimate;
• the total quantity of service provided (e.g., number of meals, number of bed nights, etc.);
• additional data or results collected.

Once grants are dispersed, grantees will have access to the report and will be able to submit it when they are ready. A formal deadline for submission will be communicated at a later date.

For more information:

Read more about HRCF’s response and UWSHR’s response to COVID-19.