

Questions and Answers for the Request for Proposals: Fund Development Manager for the City of Philadelphia Office of Immigrant Affairs

Answers Posted 10/11/2024

RFP Deadline extended to 10/21/2024 to ensure adequate time for submissions in response to the answered questions.

1. Has a fundraising case statement been developed for this project?
 - a. We have not developed a fundraising case statement. However, the project's framework emphasizes the importance of strategic fundraising efforts and outlines the role of the Fund Development and Grant Distribution Management Consultant, who will be responsible for raising funds and potentially creating a compelling case for support with the Advisory Committee.

2. Can you provide more details on the current funding sources and partnerships of the Black Immigrant Capacity Building Project (BICBP)?
 - a. The Black Immigrant Capacity Building Project (BICBP), also known as the Philadelphia Collaborative Initiative Fund for Black Immigrant Capacity Building (PCIFBICB), currently receives funding primarily through a grant from the Philadelphia Foundation. In March 2022, the Philadelphia Foundation approved a two-year grant of \$450,000 from its Black Community Leaders Fund, aimed at supporting the development of Black immigrant-led organizations in Philadelphia. This grant is managed in partnership with the Mayor's Commission on African and Caribbean Immigrant Affairs and the Office of Immigrant Affairs (OIA) and has been extended by the Philadelphia Foundation to allow a shift of this project from OIA to the community leaders and organizations. In addition to the Philadelphia Foundation, the BICBP currently collaborates with the Philadelphia City Fund. The Philadelphia City Fund acts as a fiscal sponsor, providing support for project administration and fund management. These partnerships are essential for the initiative's goals of capacity building, resource provision, and community development among Black immigrant organizations. The BICBP is comprised of 10 advisors that come from 10 different Black Immigrant led organizations across Philadelphia. The Mayor's Commission on African and Caribbean Immigrant Affairs is also comprised of dozens of leaders committed to the betterment of the Black immigrant community of Philadelphia and beyond.

3. What specific strategies has the BICBP Advisory Committee already implemented for fund development, if any?
 - a. Since the BICBP Advisory Committee members are newly selected, there are no specific fund development strategies implemented by the current advisory team at this time. However, the project framework created in 2023 includes several

planned strategies for fund development that the committee can explore as they begin their work:

- i. **Transparent Community Engagement:** Regular updates on fund operations are planned, which will be shared through community town halls and quarterly presentations to partners. This commitment to transparency is expected to enhance community involvement and trust, which can strengthen fundraising efforts.
 - ii. **Partnership Development:** The advisory committee is tasked with building partnerships with organizations that align with the BICBP's mission. By fostering a network of collaborators, the committee can create opportunities for resource sharing and fund contributions from a broader range of supporters.
 - b. These strategies form the foundation of the BICBP's approach to fund development, and the advisory committee will likely refine and expand upon them as they begin their formal work.
4. How will the success of the fund development efforts be measured beyond the target fundraising amounts?
 - a. This will be defined by the Advisory Committee members as they establish their foundation in the coming months.
5. What level of autonomy will the consultant have in designing and implementing fundraising strategies?
 - a. The Advisory Committee is the decision-making body of this project and will serve as the manager to the consultant. This relationship is parallel to that of a nonprofit board and an Executive Director. OIA will serve as a backbone and provide facilitative support while the Advisory Committee retains decision making authority and would need to approve the fundraising and grant management plans developed by the consultant.
6. Can you elaborate on the transition plan from the Philadelphia City Fund to a new fiscal sponsor after Phase I?
 - a. The Philadelphia City Fund (PCF) is the dedicated fiscal sponsor of the City of Philadelphia, and the City departments are the Fund's clients. The Office of Immigrant Affairs has nurtured the BICBP since 2021, and after this year of incubation and development, the committee will leave the management of OIA and PCF and live as a Donor Advised Fund within the Philadelphia Foundation. All parties involved are aware of and in support of this plan.
7. What support or resources will be provided by the Office of Immigrant Affairs and the BICBP Advisory Committee to assist with fundraising efforts?
 - a. **Consultant Engagement:** OIA and the Advisory Committee will work closely with a Fund Development and Grant Distribution Management Consultant. This

consultant is tasked with raising funds and providing strategic guidance on fund development. They will help create strategies for engaging the advisory committee in fundraising, which can include training and capacity-building support for fundraising activities

- b. Collaboration and Project Management: OIA will act as the project manager, coordinating efforts and ensuring that the fundraising goals align with the broader objectives of the BICBP. OIA will also provide regular check-ins and project oversight to help the consultant and Advisory Committee stay on track with fundraising targets and milestones
 - c. Fiscal Sponsorship and Fund Management: The Philadelphia City Fund and Philadelphia Foundation will handle the financial aspects of fundraising. Funds raised by the consultant will be held by the Philadelphia Foundation, which serves as a fiscal sponsor. This structure allows for efficient fund management and ensures that raised funds are properly allocated to support BICBP's mission.
 - d. OIA and PCF might occasionally advise on fundraising strategy and points of contact, however the bulk of the fundraising activity will be done by the Fund Development Manager and the Advisory Committee.
8. Are there any restrictions or preferences regarding the types of funding sources to be pursued (e.g., government grants, private foundations, corporate sponsorships)? And, what is the current status of identifying and qualifying both institutional and individual funders?
- a. The current framework for the Black Immigrant Capacity Building Project (BICBP) does not specify strict restrictions or preferences regarding the types of funding sources to pursue. However, it emphasizes a comprehensive approach to fundraising, which may include various avenues such as:
 - i. Diverse Funding Sources: The consultant is expected to identify and pursue a range of funding sources, including government grants, private foundations, corporate sponsorships, and individual donations. This diversified approach is essential for creating a sustainable funding base for the initiative
 - ii. Strategic Guidance: As part of their responsibilities, the consultant will contribute strategic guidance on identifying and qualifying institutional and individual funders. This may involve conducting research on potential funding opportunities, assessing their alignment with BICBP's mission, and developing tailored proposals
 - iii. Current Status of Fundraising Efforts: At this point, the formal efforts to identify and qualify both institutional and individual funders are still in the planning stages. The consultant's engagement will play a crucial role in this process as they will be tasked with raising funds and establishing connections with potential funders

- b. **Skill Development:** Provide training in areas like grant writing, program management, and fundraising to improve organizational impact for BICBP and the involved Advisory Committee members.
 - c. **Resource Access:** Increase knowledge of and access to critical resources and support systems for navigating challenges in running a business or nonprofit.
 - d. **Target Audience: Black Immigrant-Led Organizations:** Specifically aimed at entities with a mission to serve African and Caribbean immigrant communities in Philadelphia.
12. Are you seeking proposals that scope out (including budget) for the full 3 years, or just the initial, first year of the project?
- a. We are seeking proposals that scope out the full three years. The management of funds will only live with PCF for the first year, but the expectation for this role is a three-year commitment.
13. What impact can a consultant anticipate that will have on the progress of the project and the ability of someone from OIA to be the face of the project with funders?
- a. OIA is not the face of the project but the facilitator of a process. The intention is for the BICBP project to transition to community ownership in 2025. The Advisory Committee has been formed to serve as the leadership and decision-making body of this project so they can serve as the fundraiser and grant makers with key support from the Fund Development Manager.