



The Mayor's Fund
for Philadelphia



City of
Philadelphia

Opportunity: Equitable Community Engagement Toolkit Community Advisory Council

The Mayor's Fund for Philadelphia and the [PHL Service Design Studio](#) (SDS) are pleased to share a paid opportunity for Philadelphia residents to participate in an "Equitable Community Engagement Toolkit Community Advisory Council."

We'll offer up to 12 stipends to Philadelphia-based community organizers, advocates, engagement practitioners, and residents. Members will participate in an advisory group that will offer feedback and direction to the City of Philadelphia on equitable engagement best practices that address racial equity as well as digital, language, and disability access issues.

High-level application details

- **Stipend amount:** Up to \$6,000 made in three payments
- **Stipends awarded:** Up to 12 advisors will be selected
- **Contract:** Selected applicants will be issued a contract with The Mayor's Fund
- **Application opens:** Monday, December 12, 2022
- **Application closes:** Monday, January 16, 2023

About the Equitable Community Engagement Toolkit

The City of Philadelphia is creating an Equitable Community Engagement Program that will offer City employees support and training in how to equitably engage and collaborate with community members.

The program is made up of:

- **A digital toolkit:** It's a website or digital repository of guidance, case examples, and tools that City staff can reference when seeking to engage communities in more equitable ways.
- **Training:** The [Office of Civic Engagement and Volunteer Service](#) (OCEVS) will use the guidance and tools to train City staff on equitable engagement practices.
- **Consulting:** OCEVS will help City agencies and staff apply Toolkit guidance to their work through one-on-one conversations and ongoing support.
- **Equitable Engagement Collaborative:** Organized by OCEVS, this internal cross-agency coalition of City staff will meet monthly to discuss how equitable engagement is practiced in the City of Philadelphia.

About the Community Advisory Council

The Community Advisory Council will be coordinated by the [PHL Service Design Studio](#) and will be made up of up of no more than 12 Philadelphia-based community organizers, advocates, engagement practitioners, and residents.

Through meetings and ongoing collaboration, advisors will be expected to:

- **Review existing Toolkit guidance:** This could look like offering feedback on existing guidance that addresses racial equity as well as digital, language, and disability access issues.
- **Create new Toolkit guidance:** This could look like working with team members to create new content that's missing from existing guidance.

- **Create Toolkit training:** This could look like creating training materials (e.g., recorded interviews that share engagement stories and best practices) that will be used to teach City staff equitable engagement practices. We hope to include community members in our training development, so City engagement practitioners can learn from those who access and navigate engagements with the City of Philadelphia.

Who should apply

We'd like to collaborate with Philadelphia-based community organizers, advocates, engagement practitioners, and community members who can offer expertise in at least one area.

- **Disability access:** We want to make sure our guidance addresses the access needs of communities who identify with a wide range of disabilities.
- **Racial equity:** With care to include Indigenous and Native perspectives alongside Black, Brown, Asian, and other communities of color, we seek to make sure our guidance addresses the needs of communities of color when engaging local government.
- **Language access:** We'd like to gather input from community members who speak Spanish, Arabic, Russian, and Vietnamese. We want to make sure our language access guidance considers the needs of people whose primary language is other than English.
- **Digital access:** We want to make sure our guidance considers the needs of community members who don't feel comfortable using technology or don't have access to digital devices or the internet.

Members of the Community Advisory Council should:

- Be individuals — not businesses, organizations, or nonprofits.
- Not be a current employee of the City of Philadelphia.
- Live in Philadelphia.

In addition, members of the Community Advisory Council should be able to:

- Work with us consistently from February to June 2023.
- Sign an Independent Contractor Agreement with the Mayor's Fund — agreeing to participate in the Community Advisory Council between February and June 2023. Community Advisory Council members will be classified as 1099 contractors of the Mayor's Fund.
- Accept direct payments to their bank account for compensation (e.g., payments will be made via ACH).
- Provide a W-9 to the Mayor's Fund.

How we'll work together

From late February to June 2023, the Community Advisory Council members will be expected to participate in meetings and deliver work in the following ways.

Meetings and individual work

- **Four Council meetings:** The full advisory council will meet as a group at three key moments.
 - **February:** We'll facilitate kick-off meetings with all members so we can establish how we'll work together.
 - **April:** At the midpoint of the collaboration, all members will be brought together to share progress and learnings.
 - **June:** In two meetings, we'll wrap up the work together and discuss what's next.
- **Bi-weekly workgroup meetings:** Community Advisory Council members will choose workgroups (e.g., racial equity, language access, disability access, and digital access workgroups) based on their lived experience and interest. In these workgroups, members will review, improve, and create guidance and training.

- **Individual work:** We anticipate Community Advisory Council members needing independent time to review, provide feedback, and create guidance or training material in between workgroup meetings. This time commitment could be up to five hours per week.

Key deliverables

- **Reviews, feedback, and edits on Toolkit guidance:** Community Advisory Council members will be expected to read, review, and offer feedback on Toolkit guidance. In addition, some guidance may be written by members.
- **Contributions to training material:** Community Advisory Council members will be expected to contribute content to training materials. This could look like recorded videos where members share stories and equitable engagement best practices.

Please note:

- American Sign Language (ASL) and language interpretation will be provided across all meetings as needed.
- We'll accommodate how members want to participate in meetings — whether that's virtual or in person.

Stipends

We're offering up to 12 stipends to Philadelphia-based community organizers, advocates, engagement practitioners, and community members.

The stipend is \$6,000 for full participation in the Community Advisory Council. Members will be paid in three installments for their participation in meetings and completion of deliverables.

The compensation schedule looks like the following:

Phase		Timing	Deliverables	Payment
1	Getting started	February	Attend one Council and one workgroup meeting, plus review guidance and training materials	\$1000
2	Drafting	March - April	Edit and write guidance and training materials, plus attend one Council and three workgroup meetings	\$2500
3	Finalizing	May - June	Finalize guidance and training materials, attend one Council and four workgroup meetings, and participate in a wrap-up celebration and evaluation	\$2500

Please note:

- Members will be paid if they attend meetings and complete deliverables based on the above schedule. Near the end of each phase of work, members' participation will be assessed before the payment is dispersed.
- We'll compensate members through direct payments to their bank accounts (e.g., payments will be made via ACH).
- Members will need to provide a W-9 form for tax purposes and will be classified as 1099 contractors of the Mayor's Fund.

High-level process and timing

We're looking for a five-month commitment.

- **Monday, December 12, 2022:** The application opens.
- **Monday, January 16, 2023:** The application closes at 5:00 p.m. EST.
- **Mid-January 2023:** We'll review submissions, reach out to applicants with questions if needed, and notify applicants of their status.
- **February 2023:** We'll kick off the Community Advisory Council with a full group meeting.
- **February to June 2023:** Council members will meet, attend workgroup meetings, and create content.
- **June 2023:** We'll wrap up our work together with a final meeting and celebration.

Additional details

The Mayor's Fund for Philadelphia is serving as the fiscal sponsor for this opportunity and will issue agreements and stipends on behalf of the PHL Service Design Studio.

Please note that all individuals selected to participate in this opportunity will be expected to comply with all applicable laws regarding the use and reporting of these funds.

Community Council members will not use any funds provided via this Agreement to attempt to influence legislation or the outcome of any specific election for candidates to public office.

Deadline: Applications are due by Monday, January 16, 2023, by 5:00 p.m. EST.

Application: Submit your application through the [linked form](#).

Please email service.design@phila.gov if you have questions.