**COMMUNITY-OWNED MULTILINGUAL FOCUS GROUPS**

**IN POLYGLOT PHILADELPHIA**

**Overview**

Thank you for submitting a response to our “Community-owned multilingual focus groups: Stipend opportunity in Polyglot Philadelphia” If you’d like more details on the opportunity, please review the [Opportunity Guidelines](https://philacityfund.org/wp-content/uploads/2023/03/ENGLISH-OTF-Polyglot-Philadelphia-Opportunity-Guidelines.pdf).

This application has three (3) parts and it should take between thirty (30) and forty-five (45) minutes to complete.

* Part 1 asks for general information, seven (7) questions total
* Part 2 includes eligibility requirements, seven (7) questions total
* Part 3 asks for details on your proposal to conduct focus groups with linguistically diverse community members, eight (8) questions total

If you have questions about this application, please email [oia@phila.gov](mailto:oia@phila.gov) indicating the question number (Q#).

|  |  |  |
| --- | --- | --- |
| **Q#** | **Part 1 – General Information** | |
| **1** | **Your full name** |  |
| **2** | **Your email address** |  |
| **3** | **Your organization’s legal name** |  |
| **4** | **Your organization’s mission** |  |
| **5** | **Can we publicize your organization’s name if awarded the stipend?** | * + Yes   + No |
| **6** | **Does your organization have experience serving individuals who speak languages other than English?** | * + Yes   + No |
| **7** | **How long has the organization been serving linguistically diverse community members?** |  |

|  |  |  |
| --- | --- | --- |
| **Part 2 – Eligibility** | | |
| **8** | **Do you operate in Philadelphia?** | * + Yes   + No |
| **9** | **Select your organization type** | * + 501(c)3   + LLC   + Other: \_\_\_\_\_\_\_\_\_\_ |
| **10** | **Are you willing to arrange at least one (1) focus group in person, in Philadelphia sometime between May and July, 2023?** | * + Yes   + No |
| **11** | **Would you be able to provide a W-9, an invoice, and an ACH Form for the organization?** | * + Yes   + No |
| **12** | **Please select all applicable language communities that you plan to serve through the focus group.** | * + Arabic   + Chinese (including Mandarin, Cantonese, or minority dialects)   + French   + Haitian Creole   + Portuguese   + Russian   + Spanish   + Swahili   + Vietnamese   + A different language (excluding English): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **13** | **Have you identified a staff member bilingual in English and the target language who can facilitate the focus group(s); or would you have to recruit?** | * + Our organization has identified a facilitator from our staff who is bilingual in English and the target language   + Our organization will need to recruit a bilingual facilitator |
| **14** | **Do you agree to submit project documentation to the Office of Immigrant Affairs by the outlined timeline?** | * + Yes   + No |

|  |  |  |
| --- | --- | --- |
| **Part 3 – Proposal** | | |
| **Q#** | **Criterion** | **Type your answers in this column** |
| **15** | **Target community:**  Please describe how you chose the target language group and your experience or interest in working with community members in the given language.  Include all relevant experience or research. |  |
| **16** | **Facilitators’ bilingual expertise:**  Please share the name and bio of the facilitator(s) and make a statement on how they are best equipped to lead the focus group(s).  If you don’t have a facilitator yet, please describe your recruitment strategy to determine the facilitator’s ability to collect written and spoken feedback on communication preferences, both in the target language and English. |  |
| **17** | **Capacity/Reach:**  Each focus group should have at least 10 participants and should last at least one (1) hour.  How many focus groups would you be able to host? |  |
| **18** | **Impact:**  Please explain how your engagement will have an impact in the target community and how it aligns with the Language Access Philly Program’s mission of ensuring that all people can access City services in their language. |  |
| **19** | **Outreach strategy:**  Please describe your outreach strategy and any methods that you plan to use for collecting feedback on communication’s preferences from community members.  Please specify what tools do you plan to use to engage with participants such as surveys, mapping, interviews, etc. |  |
| **20** | **Linguistic Experience:**  Please describe any experience of the organization or facilitator for gathering feedback around language use, such as developing glossaries, using or creating style guides, analyzing qualitative data, conducting translation or interpretation, leading multilingual teams, etc. |  |
| **21** | **Accommodations:**  Please describe the accommodations that your organization will provide at the focus group(s) to ensure meaningful participation of linguistically diverse individuals, or anyone requesting a reasonable accommodation to attend the in-person focus group(s). |  |
| **22** | **Visibility**  Please describe how you will present your findings to the general public and to the Office of Immigrant Affairs at the end of the project.  Applicants should present findings in an artistic manner of their choice. Do you have anything in mind? |  |

Thank you for submitting your application. A committee will review applications within the coming weeks and follow up with you in mid-May.

If you have questions, please email [oia@phila.gov](mailto:oia@phila.gov).