

INFORMATIONAL SESSION

RFP 101

Empowerment & Capacity Building

SAN FRANCISCO
HUMAN RIGHTS
COMMISSION

March 9, 2026

Today's Agenda

-  RFP Overview & Program Goals
-  Schedule & Key Dates
-  Funding & Period of Performance
-  Application Materials & Scoring
-  What Makes a Strong Application
-  How to Submit & Deadlines

What Is the ECB Program?

HRC seeks a qualified foundation partner to administer a grant portfolio that supports emerging community-based organizations serving historically marginalized communities in San Francisco.

Foundation Partner Model

One selected foundation administers a mini-grant process for smaller CBOs

Capacity Building

Technical assistance, mentorship, fiscal guidance & organizational development

Community Impact

Funding reaches grassroots orgs serving Black, LGBTQI+, immigrant & low-income communities

Program Goals & Guiding Principles

Equity & Access

Prioritize grassroots & emerging organizations facing barriers to traditional grant opportunities

Community-Centered

Culturally competent capacity building that respects local knowledge and lived experience

Sustainability & Growth

Foundational support for learning, mentorship, infrastructure, and funding diversification

Collaboration & Impact

Build networks of mutual support, resource-sharing, and collective advocacy

Transition Readiness

Prepare organizations for future public & private funding opportunities

RFP Schedule

All dates are 2026 and subject to change. Check sf.gov for updates.

March 3	RFP Issued
March 3–11	E-Question Period
March 9	Informational Session (Today)
March 23	Proposal Deadline (12:00 PM Pacific)
Mar 24–Apr 10	Review & Scoring
April 30	Notice of Intent to Award
May 2026	Negotiation Period
July 1	Grant Start Date

Funding & Period of Performance

ANTICIPATED FUNDING

\$7.0M

Year 1

Up to \$3.5M

Year 2

Up to \$3.5M

Not-to-exceed amount of \$10.0M in case additional funds become available

PERIOD OF PERFORMANCE

2 Years

Initial Grant Term

+ Optional Year 3

No-cost extension for transition support, contingent on performance and available funding

Application Materials



Attachment I: Coversheet & References

Complete via online Fillout Form — no separate upload required.
form.fillout.com/t/c7Tnta4EZuus



Attachment II: Proposal Template

Written proposal narrative (Sections 1–7) in .DOC or .DOCX format using the provided template.



Form 990 Filings

Last 3 full fiscal years (including schedules). If not required to file, submit equivalent financial statements.

Failure to submit all required attachments may result in disqualification.

Scoring Criteria

Maximum Score: 100 Points



Sections 6 (Staffing Plan) and 7 (Philanthropic Match) are not separately scored but inform the panel's assessment across all scored criteria.

Minimum Qualifications

Applicants must meet ALL of the following to be considered eligible:

 Registered 501(c)(3) public charity in good standing

 5+ years providing capacity-building to orgs under \$2.5M budget

 Annual operating budget of at least \$10M (3 fiscal years)

 Operational presence or grantmaking history in SF/Bay Area (4+ years)

 Experience administering grants totaling at least \$5M annually

 Lead staff with 3+ years TA experience with marginalized communities

 At least 3 grantmaking rounds in the last 5 years

 Not debarred/suspended; no City department affiliates

What Makes a Strong Application

Depth & Clarity

Well-reasoned, detailed, and actionable plans with specific examples, data, and evidence. Avoid vague or general statements.

Alignment with RFP Goals

Clear alignment with Guiding Principles, program goals, DKI values, and HRC's Charter mandate. Show you understand the ECB intent.

Feasibility & Readiness

Realistic approach, appropriately resourced, grounded in experience. Identify potential risks and mitigation strategies.

Impact & Sustainability

Articulate meaningful, long-term community benefits. Show how work outlasts the grant period and contributes to lasting change.

Key Reminders

- Use the provided Proposal Template (Attachment II) — do not deviate from the section structure
- Sections 1–5 are limited to 1,000 words or fewer each; Section 7 limited to 500 words
- Submit in .DOC or .DOCX format only — no handwritten applications
- Do NOT submit demographic data about staff, leadership, or board racial/ethnic/gender composition
- CBOs funded through ECB must serve eligible participants regardless of race, ethnicity, gender, etc.
- Communicate only with the Contract Administrator (hrcgrants@sfgov.org) during the RFP process
- Collaboratives must designate a lead agency as fiscal sponsor and contract signatory
- Philanthropic match strongly encouraged to maximize City funds reaching CBOs directly

How to Submit

1

Complete Fillout Form

Attachment I (Coversheet &
References)
form.fillout.com/t/c7Tnta4EZuus

2

Prepare Proposal

Use Attachment II template.
All 7 sections + Form 990s.

3

Email Submission

Send complete package to:
hrcgrants@sfgov.org

DEADLINE: March 23, 2026 — 12:00 PM Pacific

Late submissions may not be considered. Early submission is highly encouraged.

Questions?

Email: hrcgrants@sfgov.org

E-Question Deadline: March 11, 2026

Proposal Deadline: March 23, 2026 — 12:00 PM Pacific

sf.gov/information--human-rights-commission-funding-opportunities

San Francisco Human Rights Commission