



Hartford Foundation

FOR PUBLIC GIVING

Request for Proposals

Basic Human Needs Emergency Assistance Grants

July 2023

The Hartford Foundation for Public Giving is pleased to announce a competitive grant opportunity to support nonprofits as they increase access to emergency services and immediate assistance for the most basic of human needs for vulnerable residents in Greater Hartford. Items and services can include food, personal care items, emergency financial aid (e.g., rental assistance, utility assistance), one-time easily distributable, non-prescription [durable medical equipment](#) or medical aid assistance, immediate or informal case management services, or other critical basic needs you see in the community you serve.

The Foundation welcomes requests of **\$1,000-\$15,000 for individual projects and up to \$20,000 for collaborative projects** for items and/or services to be provided during a one-year time-period. Grants will be awarded twice a year. Round 1 opened April 6 with a deadline of May 16. Round 1 announcements took place July. Applications received between August 1 and the **Round 2 deadline: September 19** will be awarded no later than late November. Applicants are allowed to submit **one application each round** but may only **receive one grant a year**.

The deadline for Round 2, which is now open, is **September 19th**.

The online application is [available here](#).

Have questions? Start with our [fact sheet](#).

I. Background

The Hartford Foundation seeks to create lasting solutions that result in vibrant, resilient, and inclusive communities for all residents in Greater Hartford. To achieve this, the Foundation seeks to advance equitable economic and social mobility and dismantle structural racism. For more information about the Foundation's current strategic priorities, [please visit our website](#).

Hartford Foundation is continuing the historic tradition of supporting emergency aid and basic needs throughout its service area in alignment with the Foundation's Basic Human Needs desired outcomes to increase food security, decrease homelessness, and improve the physical and emotional wellbeing of residents.

II. Proposal Requirements

The Foundation is seeking requests to directly provide emergency services and assistance that address the most basic of human needs of Greater Hartford residents. Examples of emergency services and assistance might include one or more of the following:

- Food or food assistance
- Emergency clothing needs (e.g., shoes, school uniforms, coats)
- Personal care items (e.g., deodorant, diapers, sanitary products)
- Emergency financial assistance (e.g., rent and/or mortgage assistance and utility expense assistance, childcare assistance, bus fare/tokens, gas money)

- Emergency medical aid or immediate expense assistance (e.g., dental, medical, mental health supports, and prescription expenses)
- Aftercare programs for victims of domestic violence
- Emergency and/or informal case management services

While the Foundation acknowledges that all the needs mentioned above are essential, the region's food security needs are increasing due to factors such as inflation and the consequences of the economic disruption of Covid-19. Therefore, this Request for Proposals prioritizes requests addressing food security. All items and emergency services must be provided to the most vulnerable residents in [Hartford Foundation's service area](#).

Below are examples of ineligible requests:

- Permissible education-related expenses are limited to items such as K-12 uniforms and items such as pens, pencils, and notebooks. **College-specific expenses such as textbooks or tuition are not eligible expenses.**
- All items and services are for human consumption, use and benefit. **Requests benefitting animals are not eligible.**
- Applications from **individual people** and not nonprofit organizations are **not eligible**.

The online application is [available here](#).

1) Eligibility

- Applications must be submitted by a 501(c)(3) nonprofit. Community groups can use an organization with a 501(c)(3) designation as a fiscal sponsor. Nonprofits may serve as a fiscal sponsor for multiple projects.
- Both the organization and program in the application should be in existence for at least one year prior to applying.
- Most grants awarded will be between \$1,000 and \$15,000. Awards between **\$15,000** and **\$20,000** are available for requests supporting more than one organization OR for items and services being offered at more than one site. We consider these grants ***Collaboration Grants***.
- If your ***organization is named as a direct beneficiary in a collaboration grant*** that is awarded in Round 1, your organization is now ***ineligible*** to receive a grant in ***Round 2***.
- A nonprofit or community group can only submit ***one application for one project or program each round*** for consideration. ***If you receive a grant in July, you are not eligible to receive a grant in November.***
- If a nonprofit organization or community group is currently the recipient of multi-year core or project/program support from the Foundation you are ***ineligible*** for this opportunity (excluding those serving as a fiscal agent for another applicant).
- To increase funding equity, applicants are eligible to receive a Basic Human Needs Emergency Assistance grant based on a "3 years on 1 year off policy". Grantees are eligible to receive a grant for three consecutive years and will be ineligible the 4th year. Applicants will then be eligible to apply after year 4th.
 - Organizations subject to this RFP's 3 years on 1 year off policy are organizations reporting an average annual operating budget of \$2.5 million or more.
 - Exceptions might apply to organizations whose primary purpose or mission is to increase food security.
 - The 3 years on 1 year off policy applies to 2022 BHN Emergency Assistance grantees.
- Requests from the Foundation's entire service area will be considered. However, this RFP prioritizes serving vulnerable residents in Foundation towns where the percentage of households living under Asset-Limited, Income-Constrained and Employed (ALICE) or below the

Federal Poverty Line is comparable to or higher than the State percentage ([see Rubric Addendum for detailed information](#)).

- Requests will be reviewed using [the rubric available here](#).

2) Reporting requirements

The Foundation is interested in learning how the items and services our nonprofit/community partners offer positively impact the lives of the most vulnerable members of the Greater Hartford community. All information reported should be related to the program to be supported through this application.

The types of information you might tell us in a report may include:

- Total number of people served by service type (if relevant)
- Total number of items distributed by type of item (if relevant)
- Observations about the positive benefits of the services/items provided for people that you serve
- Trends you are noticing in the needs and requests of the population seeking services from your organization

III. Additional Information

If you need help pulling up the online application, please contact Grants Administration at grantsadministration@hfgp.org. Contact Susan Hills, Community Impact Manager, at either shills@hfgp.org or 860-339-3565 for questions about project fit, eligibility or if you need help answering application questions.

IV. Key Dates

Release RFP: August 1, 2023

Deadline: September 19, 2023