



Capacity Building Capacity grants for Local Breastfeeding Coalitions in Kansas 2021 Request for Proposals

The Kansas Breastfeeding Coalition (KBC) 2021 Capacity Grant is designed to help local breastfeeding coalitions build their capacity to fulfill their mission over time and positively impact their communities. It is the KBC's desire that by building strong internal governance and support processes local breastfeeding coalitions will be well positioned to come back stronger after the pandemic.

Eligible local breastfeeding coalitions in Kansas are invited to submit proposals for up to \$2,500 to fund activities that will strengthen the coalition's leadership and capacity to increase breastfeeding rates. Proposals must be submitted through the accompanying form and submitted by **5:00 PM on May 3, 2021**.

Duration: Up to one year

Amount: Up to \$2,500

Awards Expected: 4-7

Project Work

Coalitions may apply for **one or both** of the following grant types, with a maximum total award of \$2,500:

1. Staff support - \$1,500 maximum
2. Capacity building – up to \$2,500 if *not* requesting staff support

1. Staff Support:

Coalitions often rely on volunteers to support the coalition and its work. During the pandemic, when this labor source was called upon to respond to the public health emergency, coalition meetings and work were often suspended or scaled back. This was occurring at a time when breastfeeding families and the systems that support them needed more help, not less.

To address this, the KBC 2021 Capacity grant funds could be used to pay an individual to manage the day-to-day operations and work of the coalition. This individual would be an independent contractor *to the KBC*. As such, they are a self-employed person contracted to perform work for, or provide services to, the local coalition on behalf of the KBC. The KBC's independent contractor agreement will be used to outline the terms of the contract. The KBC will issue payments directly to the contractor in two installments; upon signing the contract and upon completion of the contract. Contractors are responsible for payment of tax on income from the contract.

A coalition applying for a staff support capacity grant will address the following in their proposal and budget:

- Services/deliverables to be performed by the independent contractor, including deadlines and dates where possible.
- Calculation of contractor's total payment based upon estimated hours worked at a minimum hourly rate of \$25/hr.

2. Capacity-building can take many forms, such as leadership development, collaboration planning or re-examining organizational plans. Examples of capacity building activities may include, but not be limited to the following:

- Governance – Board development, development of governance documents; facilitation for strategic planning, 501(c)3 application
- Leadership development - may include activities such as leadership training, defining the role of the board, strengthening governance, assistance with executive transition, succession, expanding the diversity of the Board and leadership, and search process. Resources available from the Kansas Leadership Center <https://kansasleadershipcenter.org/>

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- Learning and Planning – equity training, organizational assessments, strategic planning, fundraising assessment and development, communications/marketing training or tools
- Partnerships – needs assessment of local continuity of care for breastfeeding support; membership analysis and creation of membership engagement plan
- Technology Improvements: online meeting platforms, websites, and training to optimize the use of technology, including social media.

Regardless of which grant type (staff support/capacity building) being applied for, funded work should build a local breastfeeding coalition's internal capacity to fulfill their mission. Successful proposals will address:

- Need(s) identified from the Coalitions Effectiveness Inventory available at https://ksbreastfeeding.org/wp-content/uploads/2021/01/coalition_effectiveness_inventory.pdf; and/or
- Challenges or needs identified in the KBC *Coalitions Needs Assessment Report* available at <https://ksbreastfeeding.org/wp-content/uploads/2019/03/2019-KBC-Coalitions-Needs-Assessment-Report-FINAL.pdf>; and/or
- "Essential Elements of a Healthy Breastfeeding Coalition" outlined in KBC *Toolkit for Local Breastfeeding Coalitions*, available at <https://ksbreastfeeding.org/wp-content/uploads/2019/09/ToolKit-for-BF-Coalitions-1.pdf>.

Additional resources and ideas for capacity building ideas can be found at <http://ksbreastfeeding.org/tools-for-coalitions/>. Racial equity resources can be accessed at <https://ksbreastfeeding.org/our-work/racial-equity/>. Contact the KBC for suggestions for equity training if needed.

Eligible Breastfeeding Coalitions

Local breastfeeding coalitions in Kansas who are recognized by the KBC as evidenced by their listing on the KBC's Coalitions webpage, <http://ksbreastfeeding.org/local-coalitions/>.

Coalitions must have an eligible fiscal agent. Organizations with tax exemption recognized under Section 501(c)(3) of the Internal Revenue Code and qualifying as public charities under provisions of Section 509(a)(1) and (2) are eligible to serve as fiscal agents to breastfeeding coalitions. Governmental entities of the State of Kansas and its local units of government (i.e., local health departments) are also eligible to serve as fiscal agents to breastfeeding coalitions. Other organizations and individuals are not eligible.

Amount of Award

The maximum award for any one grant project is \$2,500, with a maximum of \$1,500 of the award being allowed for personnel. A single breastfeeding coalition will not be awarded more than one grant through this RFP.

Period of grant

Grant work should commence on or after June 1, 2021 and be completed by May 31, 2022. In many cases, the time period of the grant may be shorter.

Limitations on Funding Uses

Grant funds may NOT be used for any of the following:

- Lobbying or political activity as defined in the Internal Revenue Code related to tax exempt organizations
- Alcoholic beverages may not be purchased with grant funds
- Capital campaigns
- Out-of-state travel
- Supplantation or replacement of funds supporting *existing projects or staff*
- Professional certifications (for an individual)

Indirect fees are not allowable in these small grants, except that a small reasonable fiscal agent fee may be paid where necessary to have a third party serve as fiscal agent.

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Matching Funds

No matching funding or support—cash or in-kind—is required. Of course, other sources of support—cash or in-kind—may be important to the grant reviewers in determining the strength of the project.

Preferences in Review of Proposals

- Preference will be given to proposals that address equity (i.e., racial, ethnic, geographical, etc.)
- Proposal goal aligns with the KBC values of leadership, integrity, and inclusion, as stated in the KBC's Strategic Framework available at <https://ksbreastfeeding.org/wp-content/uploads/2013/07/KBC-Strategic-Framework-FINAL.pdf> will be valued in the review process.
- Preference will be giving to coalitions who have *not* received funding from the KBC in the past.
- Geographical diversity will be valued in awarding funds so that several Kansas communities have expanded breastfeeding support.
- Projects which provide some benefits beyond the project term will be viewed favorably.

Application Process

The application for this invitation may be found at <http://ksbreastfeeding.org/tools-for-coalitions/>. The application will be completed and submitted via email not later than **5:00 PM May 3, 2021**. Detailed instructions about completion of the application may be found on the application.

Reporting

- Presentation of progress at either the KBC 2021 Breastfeeding Conference Oct. 14-15 OR at a KBC Meeting Feb. or May 2022 meetings.
- Final written ***or video*** report with 1) description of activities, challenges, successes, future work and evaluation and 2) line-item financial detail will be due *within thirty days* of the end of the project period or **by July 1, 2022** whichever occurs first. These reports will be reviewed by staff of the KBC and shared with members of the KBC Board of Directors and potentially publicized on the web, in whole or by summary.

Grant Timeline

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|-------------------------|----------------------|
| 1. Release of RFP | March 1, 2021 |
| 2. Proposal deadline | 5:00 PM, May 3, 2021 |
| 3. Notice of awards | May 31, 2021 |
| 4. Grant project begins | June 1, 2021 |

Kansas Breastfeeding Coalition

Funds for the grant awards are provided by the Kansas Breastfeeding Coalition (KBC). Decisions about which proposals are funded will be made by the members of the KBC Board of Directors supported by KBC staff.

At this time (February 2021), the KBC is committed to funding a total of **\$10,000** in capacity grants to breastfeeding coalitions in Kansas through this RFP.

For additional information, please contact:

Kansas Breastfeeding Coalition

info@ksbreastfeeding.org

To learn more about the work of the KBC, please go to <http://ksbreastfeeding.org/>

