

**December 15, 2022**

### **Request for proposal**

Hamilton Community Foundation is requesting a brief proposal to conduct a community scan and literature review to support development of the Foundation's EDI and granting strategies.

Submission deadline for proposals is 5 pm January 12, 2023, anticipating that work will begin in late January, and be completed by March 31, 2023.

### **Background**

Hamilton Community Foundation was established in 1954 as Ontario's first community foundation. Today, it is a member of over 190 community foundations across Canada and a rapidly-expanding international network. In a nutshell, community foundations have three roles:

- Working with donors to build funds that support local charities
- Giving grants across all sectors of the community: arts and culture, education, recreation, health and human services and the environment
- Community leadership – bringing people together to address issues and opportunities facing their communities

HCF is driven by its:

- Vision: A vibrant, diverse and inclusive Hamilton, and
- Mission: To drive positive change by connecting diverse people, ideas and resources.

Our website: [www.hamiltoncommunityfoundation.ca](http://www.hamiltoncommunityfoundation.ca) provides more information.

### **Scope of Work**

In the first year of our 2022-2027 Strategic Plan, we are reviewing and exploring granting practices, in alignment with the strategic objective of increasing the capacity and health of equity-deserving organizations and communities to address systemic barriers. More information on HCF's Strategic Plan can be found on our website at

<https://www.hamiltoncommunityfoundation.ca/about/hamilton-community-foundation-strategic-plan-2022-2027/>

We are seeking a consultant to help advance this work through two distinct but related activities:

1. Completion of a community scan and mapping of equity-deserving community-led organizations and equity-deserving community-serving organizations; and
2. Completion of a review of literature and research on participatory granting models and recommendation of models with strong prospect of with HCF's work and the local context.

### **Proposal Content**

If you are interested in bidding on this work, please provide us with a **brief** proposal by January 12, 2023, that includes the following:

- Your understanding of the work and your process to accomplish it.
- Any examples of your work that demonstrate your experience in conducting similar projects.
- Your expectations of support from the HCF team in order to complete the work.
- Deliverables. We expect that at a minimum this would include:
  - (a) Community Mapping:
    - A mapping resource that identifies and describes equity-deserving community-led and equity-deserving community-serving organizations, based on the categories and definitions to be provided by HCF
    - A concise written report that describes process through which the mapping resource was developed
  - (b) Literature review:
    - Description of the literature review strategy including inclusion/exclusion criteria
    - A detailed report describing a full range of participatory granting models, highlighting models with strong prospect of alignment with HCF's strategy, values and the local community context.
    - An Executive Summary that can be shared with a range of people and organizations.
    - A detailed reference list of all articles/reports reviewed
- Fee proposal, plus hourly and per diem rates for any additional services.

- The names and contact information for two people we may contact, whom you have worked with in the past, ideally on similar projects.

Our estimated budget for this project is \$12,000. All work must be completed, and final reports received by March 31, 2023.

Proposals should be sent by email to Elizabeth Webb, Grants Co-ordinator at [e.webb@hamiltoncommunityfoundation.ca](mailto:e.webb@hamiltoncommunityfoundation.ca)

### **Experience and qualifications:**

The successful consultant will have an in-depth knowledge of the social and community services sector in Hamilton and extensive qualitative research experience. Experience working with community groups and equity-deserving communities are essential; experience working with local (Hamilton area) groups is considered an asset.

### **Evaluations**

Proposals will be evaluated on:

- Understanding of HCF and its goals
- The proposed approach to achieving the goals of the project
- Past performance – demonstrated expertise in providing similar projects
- Fees

While the number of consultants being invited to this call is small, we will likely wish to have a call with a shorter list before our final decision. We anticipate making a final selection by January 27, 2023, at the latest.

Elizabeth Webb (she/her)

Grants Coordinator

[e.webb@hamiltoncommunityfoundation.ca](mailto:e.webb@hamiltoncommunityfoundation.ca)

Please feel free to contact us at that address with any questions, or by phone at 905.523.5600 x 249