



2020 HANDBOOK

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PART 1

Program Information



Background

PA is READY! Background:

In September 2014, Pennsylvania Immigration and Citizenship Coalition (PICC) began convening member and partner organizations in anticipation of then-President Obama enacting an Executive Order creating new forms of administrative relief for undocumented immigrants currently living in the U.S. These organizations came together and created *PA is Ready!* as a vehicle for providing quality, high-volume services across Pennsylvania. Members developed a service model that would ensure that Pennsylvania immigrant community members had access to the information and assistance they needed to apply for the both existing and anticipated forms of relief, and began raising funds to support collaborative projects utilizing the service model. Despite the Supreme Court's tie vote in June 2016 that halted the implementation of new forms of administrative relief, the *PA is Ready!* coalition pressed forward in recognition of the many already unmet needs of immigrant communities across the Commonwealth.

Since 2016, with the support of many local funders, The Philadelphia Foundation and PICC have raised or leveraged over \$1 million to support the work of *PA is Ready!* In that time, *PA is Ready!* has connected large and small cities with rural groups who are now more equipped to both support their own communities and engage in statewide advocacy efforts.

These collaborative projects reached 6,265 individuals through 105 information sessions, and 38 legal clinics across 20 Pennsylvania counties. The coalition completed 858 legal eligibility screenings and 846 applications, as well as trained 359 new community volunteers from diverse immigrant communities in Pennsylvania. Of those, 70 are now trained to provide basic legal screenings with members of their own communities. *PA is Ready!* connected large and small cities with rural groups, who are now more poised to engage in statewide advocacy efforts.

While the impetus for *PA is Ready!*'s formation was then-President Obama's new executive orders on immigration, the need for a robust and organized network of immigrant groups across the state has never been clearer. Unprecedented changes to immigration policies and programs include eliminating programs such as Deferred Action for Childhood Arrivals (DACA) and Temporary Protected Status (TPS), severely limiting refugee resettlement, and proposed limits to legal immigration. It is more important than ever that immigrant-serving organizations are able to build their capacity to address community needs related to increased enforcement, broaden awareness of immigrant rights, continue to provide quality immigration services, and build the leadership of immigrant and refugee communities in advocacy efforts. *PA is Ready!* provides a ready-made vehicle for this urgent work. In response to the changed political climate, PICC and member organizations created the *PA is Ready!* 5-Year Framework to meet the ongoing needs of immigrant and refugee communities.



Purpose & Goals

Purpose Statement

PA is Ready! strives to be an adaptive, well-coordinated Pennsylvania statewide network of organizations – rooted in and serving diverse immigrant and refugee communities – that is equipped to:

1. Make legal and other immigration services accessible;
2. Build power, organizational capacity, and the leadership of immigrant community members; and
3. Address community-identified needs and root causes in the long term.

PA is Ready! Goals

Immigrant communities have the skills and resources necessary for building safe and welcoming communities that promote all resident's well-being.

Over the next five years, *PA is Ready!* will focus on funding projects that are furthering five primary goals:

- Immigrant communities are fully informed of their rights
- Immigrant and refugee communities across the state have access to legal and other services necessary for obtaining citizenship, identifying opportunities for adjusting immigration status, and applying for available forms of relief.
- Legal support is widely available to organizing campaigns, ie: public campaigns highlighting ICE actions/policies, impact litigation, etc.
- All immigrants in detention have access to full legal representation & resources to leave detention
- Immigrant and refugee communities are actively engaged in civic life at the local and state levels, including voting, educating lawmakers, and leading immigrant-serving organizations



Five-Year Funding Framework

After a comprehensive evaluation process, *PA is Ready!* has created a funding framework to guide its work through 2025. This framework will be reviewed annually and overall funding allocations across the priority areas will be based on changing policies and community needs. *PA is Ready!* will continue to use a collaborative grantmaking process led by immigrant-serving organization to make all funding decisions.

- **Leadership Development and Organizational Capacity Building:** Develop active leaders within immigrant and refugee communities and build strong organizations that can serve as vehicles for communities to be able to exercise their collective power to make systemic changes and ensure access to the types of services needed to promote collective well-being.
 - Collaborative projects that develop leadership within immigrant and refugee communities and/or build organizational capacity to achieve *PA is Ready!* goals. For example:
 - Community-led deportation defense organizing
 - Creation of DOJ programs that increase access to legal services
 - Financial service programs for undocumented communities
 - Technical Assistance coaching grants for senior leadership of community-based organizations. Coaching topics could include:
 - Fundraising
 - Evaluation
 - Board Development
 - Volunteer management
- **Community-Based Immigration Services:** Build statewide capacity to provide immigration assistance.
 - Community-led, collaborative projects that increase access to needed services in immigrant communities. This includes:
 - Know your rights training
 - Deportation defense planning
 - Naturalization application assistance
 - Immigration legal consultations
 - ITIN applications

- ***Enforcement Response:*** Build statewide capacity to engage in community-based responses to protect and defend immigrant and refugee communities from increased immigration enforcement.
 - Collaborative projects to resist and respond to increased ICE enforcement and criminalization of immigrant and refugee communities. Projects could include:
 - Community Resistance Zones
 - Strategic legal representation projects
 - ICE raid rapid response teams
 - Court accompaniment and observation
 - Organizing campaigns around specific deportation/sanctuary cases
- ***Pennsylvania Immigrant Family Unity Project (PAIFUP):*** Universal representation pilot project at the York Detention Center. Grants administered by the Vera Institute.



Principles & Agreements

Providing quality service:

- PICC commits to coordinating centralized trainings to help ensure standardized knowledge and level of services
- Grantees commit to including immigration services fraud information in all information sessions and packets
- Legal Services Providers commit to providing adequate attorney presence at pro se legal clinics

Engaging in a model that centers the leadership of immigrant communities:

- Grantees commit to recruiting community members to become volunteers, leaders, and Community Navigators instead of relying primarily on paid staff
- Grantees commit to including information about organizing events, community actions, etc. hosted by Community Based Organizations during *PA is Ready!* sessions
- Community Based Organizations commit to gathering sign-in sheets with participant contact information with the goal of engaging participants in activities outside of the project area
- PICC commits to organizing coalition meetings to welcome and include community leaders, e.g. providing interpretation, travel assistance, and childcare

Collaborating with other PA is Ready! grantees to provide services:

- All funded work will be collaborative in nature
- Grantees commit to following the *PA is Ready!* legal service guidelines for work conducted under the *PA is Ready!* umbrella

Sharing information and expertise with other PA is Ready! grantees:

- PICC will maintain a central online repository of all training materials, community outreach materials, etc. that is accessible to all member organizations
- PICC and grantees commit to transparent information sharing of all grantmaking and funding decisions
- PICC and grantees commit to transparent reporting of project outcomes
- Grantees commit to participating in calls and in-person meetings
- Grantees commit to sharing materials and best practices

Reaching PA's diverse immigrant communities (geographic & country of origin):

- PICC will actively recruit organizations that work in under-represented immigrant communities
- Grantees commit to helping PICC identify new organizations, particularly those that work in under-represented immigrant communities
- PICC will ensure that materials are translated into multiple languages in a timely manner



Coordination Role

The Pennsylvania Immigration and Citizenship Coalition (PICC) is the lead agency for the *PA is Ready!* project and houses a *PA is Ready!* Coordinator. As the central coordinating agency of the *PA is Ready!* project, PICC fills the following core functions:

Coordination:

- Works with grantees to achieve project outcomes
- Leads efforts to collaborate with key stakeholders, such as local governments, consulates, educational institutions, and pro bono attorneys
- Leads regular coalition calls and coalition meetings

Fundraising:

- Leads and manages fundraising efforts for the *PA is Ready!* project and helps lead funder education briefings
- Tracks grantee work, collects data, and submits reports to funders and national partners.

Organizational Capacity Building & Support:

- Provides and maintains a centralized location for training, community outreach, and application materials
- Ensures that materials are translated into all needed languages
- Coordinate regular Community Navigator Series Trainings and other needed trainings throughout the year that are open to all organizations
- Serves as a Fiscal Agent for any member organization without 501(c)3 status
- Coordinating logistics for all regional capacity building trainings
- Facilitating communication and coordination between grantees around case campaigns

Grantmaking Process:

- Facilitates participatory grantmaking process
- Organizes trainings for the grantmaking committee members

The Philadelphia Foundation:

The Philadelphia Foundation (TPF) serves an equally important anchor function on the philanthropic end in three primary areas: 1) funder education 2) fundraising 3) technical assistance. Aside from hosting and managing the *PA is Ready!* Fund and providing administrative support, TPF provides a seasoned consultant to *PA is Ready!*, who brings expertise in leading strategic philanthropic initiatives and designing grantmaking processes as well as strong connections with local funders. The consultant leads fundraising efforts, coordinates funder education, serves as TPF's liaison to a national immigration-funders collaborative, and provides technical assistance to the Grantmaking Committee.



***PA is Ready!* Network Members**

PA is Ready! members include grassroots community groups, legal service providers, faith communities and other nonprofit organizations. Membership is based on the organization having been previously funded through the *PA is Ready!* fund and maintaining active involvement in the network.

PA is Ready! network members are involved in all decisions that affect the network as a whole. This includes establishing funding priorities, setting grantmaking policies, and electing members of the Grantmaking Committee. Every member is expected to conduct itself according to the *PA is Ready!* Principles and Coalition Agreements while engaging in coalition activities.

All *PA is Ready!* Members must:

- Be a non-profit organization or community group
- Commit to the *PA is Ready!* Principles and Coalition Agreements
- Actively participate in *PA is Ready!* for example:
 - Appoint a representative to *PA is Ready!*
 - Regularly attend network meetings/calls
 - Assist with fundraising efforts

Organization	Type of Organization	Region
ACLAMO Family Centers	Community-Based	SE PA
Aquinas Center	Service/Faith-Based	Philadelphia
Asian Americans United	Grassroots	Philadelphia
Bhutanese Community Association of Pittsburgh	Grassroots	Pittsburgh
CASA	Grassroots	Central & SE PA
Casa de la Cultura	Grassroots	Central PA
Casa San Jose	Grassroots	Pittsburgh
Ceiba	Community-Based	Philadelphia
Centro de Apoyo Comunitario	Grassroots	Del Co
Church World Service - Lancaster	Community-Based	Central PA
Coalition of African Communities (AFRICOM)	Grassroots	Philadelphia
Comite de Apoyo a los Trabajadores Agricolas (CATA)	Grassroots	Central PA
Esperanza Immigration Legal Services	Legal	Philadelphia

Free Migration Project	Legal	SE PA
Grupo de Apoyo	Grassroots	Lehigh Valley
HIAS PA	Legal	SE PA
Immigrant Rights Action	Community-Based	SE PA
International Service Center	Community-Based	Central PA
Jewish Family and Community Services	Legal	Pittsburgh
Juntos	Grassroots	Philadelphia
Justice at Work	Legal	Statewide
Make the Road PA	Grassroots	Philadelphia, Berks, Lehigh Valley
Movement of Immigrant Leaders in PA (MILPA)	Grassroots	SE PA & Central PA
Nationalities Services Center	Legal	SE PA
Pennsylvania Immigration Resource Center (PIRC)	Legal	Central PA
Project Libertad	Grassroots	SE PA
VietLead	Grassroots	Philadelphia
Welcoming the Stranger	Service	SE PA



PART 2

Grant Information



2020 Grant Eligibility & Guidelines

ORGANIZATION ELIGIBILITY CRITERIA:

To be eligible to apply for and receive a grant through *PA is Ready!* each organization named in an application must meet the criteria below.

1) Organization has 501(c)3 status or a fiscal sponsor

2) Organization follows The Philadelphia Foundation Non-Discrimination Policy:

“It is the policy of The Philadelphia Foundation to support organizations, projects and programs that do not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability or any other legally protected characteristics. The Foundation does not knowingly award grants to organizations that discriminate in their hiring, those they accept as volunteers or the clients they serve.”

3) Organization demonstrates a commitment to:

- Community engagement
- Building leadership of immigrant and refugee communities in advocacy and service projects
- Creating long-term systems change through its work
- Collaborating and sharing information with fellow organizations
- Upholding *PA is Ready!* Goals and Principles in all work funded through *PA is Ready!*
- Actively participating in *PA is Ready!*

4) Organization has demonstrated expertise and experience:

- Community-based organization has demonstrated roots within the community they purport to serve
- Legal service provider has demonstrated experience with providing immigration services

5) All projects must be based in Pennsylvania and intend to serve residents of Pennsylvania

Proposal Guidelines:

PA is Ready! provides grants to collaborative work that is aligned with *PA is Ready!* goals and fits within the *PA is Ready!* five-year framework. All work must be based in Pennsylvania and intend to serve residents of Pennsylvania. Proposals from single organizations are capped at \$20,000 and proposals from multiple organizations are capped at \$30,000.

Examples of collaborative work includes:

- Collaboration between a community-based organization and a legal service provider to provide access to needed services in immigrant communities.

- A legal service provider provides legal support to a community-based organizations to advance public case-based campaigns.
- Coordinated community-based response to increased immigration enforcement.
- Partnership between a community-based organization and a technical support organization that aims to build the capacity of the community-based organization in a specific area that fits within the *PA is Ready!* framework.

Proposals for the following will not be considered:

- General operating or project proposals unrelated to the *PA is Ready!* goals and framework
- Individuals or scholarship programs
- Research, litigation, or legal expenses unrelated to the *PA is Ready!* goals and framework
- Capital or endowment campaigns
- State agencies or government programs
- Businesses or business associations
- Reimbursement for services provided by private attorneys

Application Deadline:

Final applications are due **on May 22, 2020**. Please submit final applications via email with the subject line “*PA is Ready!* Application” to Kim Dinh at: kimdinh@paimmigrant.org.

Application Process:

PICC will host an informational session prior to the application deadline to present the framework, grantmaking criteria, application expectations, and answer questions about the grantmaking process. All potential applicants are strongly encouraged to participate in this informational session. For the 2020 grant year, applicants can choose to submit a video application in lieu of a written application.

All final applications received by the posted deadline will be reviewed by the Grantmaking Committee. All final funding decisions will be posted publicly on the *PA is Ready!* website after decisions are made. Once a final decision is made, PICC will notify the Philadelphia Foundation of final award amounts and funds should be distributed within two to three weeks.

A final application must include:

- *PA is Ready!* Grant Cover Sheet
- Completed Application Form – max 4 pages
- Completed *PA is Ready!* Budget Form
- For new *PA is Ready!* applicants ONLY:
 - Supporting documents for organizations applying as a 501(c)(3)
 - Most recent IRS Form 990 or financial audit

- List of Board of Directors
- Annual Budget for current fiscal year
- 501(c)(3) letter
- Fiscally sponsored organizations must submit:
 - List of advisory board or organizational leadership
 - Annual Budget for current fiscal year
 - The 501(c)(3) letter for the sponsoring organization

Grantee Requirements:

In addition to following the *PA is Ready!* Principles and Agreements in all work funded through *PA is Ready!*, grantees must:

- Submit a midyear report and an end-of-the-year report via online reporting form
- Inform Statewide Coordinator of scheduled information sessions, legal clinics, etc. to be included in the *PA is Ready!* calendar of events
- Participate in regularly scheduled *PA is Ready!* calls/meetings

Reporting Requirements:

To comply with reporting requirements from local and national funders, all *PA is Ready!* grantee organizations must complete a midyear report by January 10, 2020 and an end-of-the-year report by July 10, 2021. PICC will organize a webinar in July after grants are awarded to explain all reporting requirements and what information grantees should be tracking as they implement their projects. All grantee organizations are required to attend this webinar.



2020 Grantmaking Policies

Duties and Compensation of Grantmaking Committee:

The *PA is Ready!* Grantmaking Committee reviews all applications submitted for funding, and will make funding decisions according to the *PA is Ready!* Grantmaking Policies and Criteria.

PA is Ready! uses a unique grant-making model for awarding grants. Instead of individual foundations deciding which organizations will be funded, a committee makes all funding decisions. The committee is made up of five (5) representatives from *PA is Ready!* network member organizations, the *PA is Ready!* Statewide Coordinator, a representative of the Philadelphia Foundation, and a representative of one additional *PA is Ready!* funder.

Elections for the Grantmaking Committee are conducted annually. All Grantmaking Committee members are required to attend an in-person orientation training prior to the start of the grantmaking cycle to review the grantmaking policies and criteria as a group, ensure a common understanding of the criteria, and schedule the grantmaking meetings for the remainder of the year. Additionally, Grantmaking Committee members are encouraged to participate in an informational webinar to explain *PA is Ready!* funding framework and inform potential applicants about the timeline for application submissions and evaluation criteria.

Members of the Grantmaking Committee are expected to participate in all grantmaking activities, including the orientation training, informational webinars, and grantmaking meetings. The total time commitment is expected to be 15-20 hours.

We understand that this commitment of staff time can be especially onerous for smaller partners. Thus, each *PA is Ready!* network member represented on the Grantmaking Committee is entitled to receive a \$500 stipend. The organization will then have the following three options: 1) Organizations can receive the stipend; 2) Organization can donate their stipend to another organization which serves immigrants and refugees; and 3) Organizations can donate the stipend back into the *PA is Ready!* pooled fund.

Grantmaking Policies:

- The total amount available for grants will be announced to the *PA is Ready!* Network two weeks prior to the application deadline
- The total amount requested by all applicants will be announced to the *PA is Ready!* network immediately after the deadline
- Grantmaking Committee will only consider applications received by the posted deadline and that fulfill the organization eligibility criteria, proposal guidelines, and include all application materials
- Committee members shall evaluate each proposal individually based on the *PA is Ready!* Grant Eligibility & Guidelines, Principles, Coalition Agreements, and established Grantmaking Criteria to decide whether to fund a proposal

- The Committee may choose to partially fund one or more proposals based on the overall amount requested and availability of grant funds.
 - The total points awarded to each proposal under the Grantmaking Criteria will be used to rank proposals when considering whether to fully or partially fund proposals
- To address sensitivities related to criticism of fellow grantees, the *PA is Ready!* Coordinator will anonymize and aggregate all committee member scores for presentation to the full Grantmaking Committee.

Aligned Funding Policy:

The primary source of funding for *PA is Ready!* will be a pooled fund housed at the Philadelphia Foundation. However, some funders have strict requirements that will not allow them to participate in a pooled fund. In those cases, those funders will be invited to participate in the grantmaking process to identify a specific *PA is Ready!* proposal that fits their requirements and fund that proposal directly. That proposal would then be removed from consideration for funding from the pooled fund.

Conflict of Interest Policy:

To protect the integrity of *PA is Ready!*'s decision-making process and to enable our constituencies to have confidence in our integrity, *PA is Ready!* has established a conflict of interest policy. A conflict of interest exists when a member of the *PA is Ready!* Grantmaking Committee has a personal interest that is in conflict with the interests of *PA is Ready!*, such that they may be influenced by this personal interest when making a decision for *PA is Ready!* This includes the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain.

At the outset of the grant review process, committee members will be asked to disclose conflicts of interests and recuse themselves from decisions about relevant organizations. Any member of the Grantmaking Committee who has an application in front of the Committee will step out the room during consideration of their application. If the Committee has questions about the proposal, including discussion of reducing the proposed goals of a proposal due to partial funding, they will be addressed outside of the meeting, similar to all other applications under consideration.



2020 Grantmaking Criteria

Each proposal will be individually evaluated according to the following criteria. Potential factors to be considered are included under individual criteria. Each member of the Grantmaking Committee will assign points to each criteria, for a maximum total of 100 points per proposal.

Are the stated goals attainable and in alignment with the *PA is Ready!* five-year framework? (10 points)

- Proposal has a clear plan for achieving goals and addressing challenges
- Proposal clearly fits within five-year framework

Does this proposal target under-represented immigrant communities? (15 points)

- The project serves geographic area with minimal overlap with other projects
- Project will primarily serve AAPI, African, or other under-represented immigrant communities and groups.

Will this proposal build immigrant leadership and organizing capacity? (25 points)

- The proposal indicates plan to recruit and train immigrant community leaders and volunteers
- The proposal indicates a plan to engage community leaders, Community Navigators, and volunteers outside of the service portion of proposed project

Does this proposal increase statewide capacity to provide immigration services and/or respond to increased immigration enforcement? (25 points)

- Does funding allow organization to expand, particularly into underrepresented areas/communities?
- Does the proposal provide for increased opportunities for collaboration with more/different organizations?

Will this proposal provide quality services in the community? (15 points)

- Legal provider has expertise and capacity to provide adequate attorney coverage at screenings and legal clinics
- Each organization has the experience to provide the proposed services, leadership development, training, etc.

To what extent is the request amount reasonable and in line with expectations? (10 points)