



REQUEST FOR APPLICATIONS Financial Education Initiative

Application deadline: February 23, 2024, by 11:59 pm EST

Who Is Hispanic Federation (HF): Hispanic Federation ([HF](#)) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grant making and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, and the environment.

With the support of Congressman John B. Larson and in collaboration with U.S. Small Business Administration (SBA) Congressional Community Projects, Hispanic Federation is pleased to announce a Request for Applications (RFA) to provide culturally and linguistically (Spanish/English) competent financial education to low- to moderate-income Latino communities in Connecticut's 1st Congressional District (CT-1). This initiative will empower the community and equip individuals with the knowledge and skills necessary to make financial decisions for a sustainable future.

Through this Initiative, community-based nonprofit organizations will work with HF to (1) Improve financial literacy in the Latino community through educational programs and resources to empower informed financial decisions, (2) Contribute to the development of a financial toolkit to uplift the Hispanic/Latino community in CT-1, (3) Foster economic health in CT-1 to promote growth and resilience, with a focus on Hispanic/Latino families, (4) Deliver essential financial literacy services to economically vulnerable Latino populations in CT-1.

The toolkit will include topics such as banking basics, understanding credit, becoming loan-ready, accessing government resources, and other critical financial management subjects.

With the support of Congressman John B. Larson, HF will provide subgrants of \$50,000 for up to seven (7) eligible organizations within Connecticut's 1st Congressional district. Your proposal should aim to empower the Latino community by offering a diverse range of services which can include interactive workshops and seminars, online courses accessible to all, personalized one-on-one coaching, informational sessions, school visits, and other methods to enhance the financial wellness within the Latino community in CT-1.

Only applications submitted by 11:59 pm EST on **Friday February 23, 2024**, will be accepted and only the applicants that provide all required information and documentation will be considered. HF will notify applicants on the status of their applications by **March 15, 2024**.

For more information on this Initiative, HF will host a **Community Briefing** on February 15th, at 10:00 AM. If you wish to attend the workshop, please complete the following link: [Community Briefing Registration](#).

ELIGIBILITY CRITERIA

Eligible organizations:

- Have organizational values that align with HF's values.
- Have non-profit tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or use a fiscal sponsor with a nonprofit tax-exempt status.
- Have been operating as an incorporated nonprofit in one of Connecticut's 1st Congressional District towns or cities for at least three (3) recent years.
- Have proven previous experience and capacity to provide similar services.
- Have proven record of culturally and linguistically competent work with Latinos and communities of color.

- Have the capacity to meet all relevant federal and SBA program-specific requirements, especially the requirements of the [2 CFR 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).
- Are registered with the [Connecticut State Department of Consumer Protection Charities Unit](#).
- Have an annual operating budget of at least \$150,000.
- Agree to participate in monthly check-ins with HF for data collection and evaluations.
- Attend all Hispanic Federation’s subawardee cohort meetings and training sessions and other HF activities as needed.

EVALUATION CRITERIA

- **Meets Eligibility Requirements Listed Above.**
- Organization works with the target population of low- to moderate-income Latino communities within Connecticut’s 1st Congressional District.
- Organization has the capacity to meet all federal requirements outlined in [2 CFR 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).
- Organization demonstrates linguistic and cultural capacity; a record of accomplishment of providing culturally competent and language-accessible services; an understanding of cultural and linguistic needs of population served; demonstrated and successful record of outreach to the community and a record of involving the community in the planning, implementation, or promotion of programs surrounding financial literacy and education.
- Proposed narrative is focused, well-defined, and clearly aligns with one of the program areas providing vitally important financial literacy education and services to the Latino community in Connecticut’s 1st Congressional District. Plan identifies a clear and realistically achievable timeline, outputs, and a reasonable process for measuring progress towards benchmarks and overall success of program.
- The proposed budget is clear, appropriate, and reflects the program design.
- Key staff show the necessary qualifications and experience needed for successful program implementation.
- Organization, staff, or board have not been/are not debarred or suspended.
- The organization is financially stable and does not have any monetary debts to the Federal government.
- All required documentation is provided at the time of application submission.
- Application is submitted on time.

APPLICATION PROCESS

1. Hispanic Federation will conduct a community briefing on **February 15, 2024, at 10:00AM**.
2. Eligible organizations must submit a full application by **11:59pm on February 23, 2024**.
3. Applications will be reviewed by an allocations panel comprised of community members with expertise in philanthropy and capacity-building.
4. Prior to review by the panel, applicants will undergo a risk assessment to ensure organizations have the capacity to meet all Federal grant requirements outlined by the [2 CFR 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).
5. Applicants will be notified of the Awards by **March 15, 2024**.
6. Awardees will be required to enter a Subawardee Agreement with Hispanic Federation. Program participation and funding are contingent on signing the contract.

DOCUMENTS REQUIRED FOR APPLICATION

- Proof of registration with the Connecticut State Department of Consumer Protection Charities Unit
- Organizational budget for current fiscal year
- List of Board of Directors
- Copy of IRS (Internal Revenue Service) 501(c)(3) determination letter OR a fiscal sponsorship agreement and a copy of the fiscal agent’s IRS 501(c)(3) determination letter
- Signed and dated W-9 for 2024
- Audit documents for the last 3 years, including audit statements, management letters, and corrective action plans (**all documents must be included**). This includes Single Audits, where applicable.

- List of planned key program staff including:
 - Position
 - Role in program implementation
 - Number of years of experience with similar programs and services
 - Monthly number of hours planned to be dedicated to the program
 - Indication if the staff member is new (hired in the last 3 months)
- List all public sector (federal, state, and local) awards and contracts in the last 12 months, including:
 - Program name
 - Funding source
 - Implementation timeframe
 - Amount
- Fiscal Policies and Procedures/Fiscal Manual
- State registration as a charitable entity
- Planned program budget, using the format provided within application

APPLICATION

To apply click on the link: [CLICK HERE FOR APPLICATION](#)

Incomplete applications will not be considered.

FOR APPLICATION PLATFORM TROUBLESHOOT

Technical Assistance: mail@grantapplication.com

For additional questions on the application, please contact Karlene Santiago at Ksantiago@hispanicfederation.org or by filling out this form: [Grant Inquiry](#)

For more information, please join us for the **Community Briefing on February 15, 2024, at 10:00AM**. If you wish to attend the following workshop, please complete the following link: [Community Briefing Registration](#)

Funded through a Grant with the U.S. Small Business Administration.