



REQUEST FOR PROPOSALS

Leadership Development Training for APA High School and College Students

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Anna Wang, Esq.

Vision New America (VNA), a nonprofit 501(c)(3) organization based in the San Francisco Bay Area, invites you to submit a proposal to organize and implement a youth leadership development program targeting high school and college students of Asian Pacific American background.

Organizational Overview

VNA was founded in 1996 with a mission to increase the civic participation of underrepresented ethnic minorities, starting with the Asian Pacific American community. Since then, we have established a successful Summer Public Policy Internship program that identifies and trains about 30 high school and college students (from an applicant pool of nearly 75) to be placed in the offices of policymakers at the city, county, state, and federal level. We also focus on increasing voter turnout via voter registration drives, nonpartisan candidates' forums, PR efforts through ethnic media, and vote-by-mail initiatives. More information is available on our website.

Required deliverables

Vision New America will accept Request for Proposal (RFP) applications for its 2003 leadership training program, which is intended to replace the current half-day Orientation offered to the Summer Intern class. We plan to expand and shift the training to *before* the selection process and offer it to all applicants to the Summer Public Policy Internship Program. The one-day training (held twice to accommodate as many students as possible) would be sometime in February or March 2003. Bids may not exceed \$6,000 (\$3,000 per day) to implement the program, not including site rental or food.

Your proposal should be for a one-day training session that will be offered twice, with about 40 participants each time, ranging in age from high school sophomores to college seniors. The program should discuss the need for APA leadership, equip students with concrete skills, and prepare students for the public policy internship experience.

Proposals can be either e-mailed and mailed to Vision New America by Wednesday, August 14, 12 noon PST. If a hard copy is mailed, please also include a copy of the file on disk for e-mail distribution to Committee and Board members.

Website: www.VisionNewAmerica.org

Email: Info@VisionNewAmerica.org

students of Asian Pacific American heritage concrete leadership skills and awareness of their roles as APAs in American history and current events. In addition, the training program will assist Vision New America's Selection Committee in evaluating applicants to the Summer Public Policy Internship Program.

Applicant Qualifications

The ideal grant recipient will possess the following characteristics:

- 1) A proven track record of providing leadership development services, specifically to Asian Pacific American youth
- 2) The capacity and experience to give historical context to APAs' experiences and provide a present-day assessment
- 3) A demonstrated commitment to involving and motivating youth
- 4) An evaluation system that measures the degree to which services increase the leadership skills of participants

Application Guidelines

Who can apply: Any individual or nonprofit organization that addresses the goals and objectives of the program is eligible to apply for the grant

Grant Duration: The grant is for a specific project planned for two days in February or March 2003.

Grant Amount: The grant is for a maximum of \$6,000.

Geographic Focus: The San Francisco Bay Area, though most students will probably be from the Silicon Valley/Santa Clara County area.

Please see attached application for specific questions that should be answered and the cover sheet that should be attached to all proposals.

Proposal Evaluation Procedure and Criteria

Vision New America's Education Committee will review all eligible proposals based on the criteria listed below:

- 1) Quality of proposal
- 2) Capability and expertise of the contractor
- 3) Cost

The Committee will then make a recommendation to the full Board, which will have final authority to select the grant recipient.

Applicants may be interviewed regarding specific areas of their proposals as part of the evaluation process.

Acceptance or Rejection of Proposal

The grant shall be awarded to the applicant whose proposal most closely satisfies the needs of Vision New America and is deemed most advantageous to VNA. VNA reserves the right to accept or reject any item or group(s) of items of a proposal. VNA also reserves the right to waive any minor informality or irregularity in any proposal. Additionally, VNA may, for any reason, decide not to award a grant as a result of this RFP.

For clarification or additional information, please contact:

Anna Wang, Executive Director
Vision New America
52 Harold Ave.
San Jose, CA 95117
408-241-4505

AWang@VisionNewAmerica.org

DEADLINE FOR RECEIPT IS 12 NOON PST ON AUGUST 14, 2002

Vision New America APA Youth Leadership Development Application
EXECUTIVE SUMMARY

Instructions:

Complete and sign the following one-page Executive Summary and attach to the front of the completed application questions. You may reproduce this form on your computer provided you limit your answers to the space provided. Please single-space all responses and use 12 point type.

Name of Organization or Individual applying for funds:

Address:

Contact person:

Email address of contact person:

Telephone number:

Fax number:

Website (if applicable):

Please briefly describe your organization or, if an individual, your work history, and how you will meet the goals and objectives of this project. *Limit response to this page.*

Signature

Print Name and Title

Vision New America APA Youth Leadership Development Application
PROJECT QUESTIONS

Instructions:

Please answer all of the following questions on a separate piece of paper. Please single-space all responses and use 12 point type. Please include the name of your organization or your name on the top right corner of each page. Please type the question you are answering before each response. Please limit your total answers to no more than 7 pages.

- 1) Describe your organization's mission and strategic goals and provide a brief organizational history. If an individual, please describe your work history and provide a examples of past projects.
- 2) Please describe the leadership needs of APA youth.
- 3) What do you consider to be the essential components of youth leadership development program? Of a leadership development program targeting APAs?
- 4) Describe your experiences providing leadership development services to APAs or youth.
- 5) What are the challenges you have encountered while providing leadership development services to youth? To APAS?
- 6) Please provide an overall project budget.
- 7) How will you measure the effectiveness of a one-day leadership development training session?