

Healthy Havenscourt Collaboration

Request for Partner:

Community Leadership Training and Town Hall Facilitation

Background

The Healthy Havenscourt Collaborative is a collective of organizations and neighborhood residents working together to improve the health and well-being of the Havenscourt neighborhood.

Our vision is that children and families living in Havenscourt are healthy and safe in their schools, homes, and community. The Collaborative has created an action plan with a goal of improving local education, early childhood development, employment, local businesses, housing, air quality, and most

importantly supporting community leadership so that Havenscourt residents are helping to make key decisions and lead the change efforts to make Havenscourt a healthier place.



The Healthy Havenscourt Collaborative has conducted a robust community survey asking Havenscourt residents about their needs and interests. The Collaborative is asking for a community partner to support and train neighborhood residents to co-design and co-facilitate a presentation of these results at town hall forums in the winter of 2018. Additionally, the Collaborative would like for residents at the town hall to identify one low cost/no cost action that the community can implement to

address their biggest concern. East Bay Asian Local Development Corporation (EBALDC) has set aside \$8,000-\$10,000 as payment for a partner to achieve this goal. To be equitable to our community, EBALDC asks that all potential partners complete applications for large funded projects. This Request for Partner identifies our project goals, scope of work, and selection process. We ask that partner applicants respond to the questions on the last page.

This request for partner is developed by the Healthy Havenscourt Community Leadership workgroup in partnership with EBALDC.



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Project Description and Goals

The Healthy Havenscourt Collaborative is looking for a community organization to facilitate leadership workshops with a group of Havenscourt residents, with the goal of co-designing and co-hosting two community town halls in early 2018. The purpose of the town halls are to share key findings from the 2017 Havenscourt community survey.

The goal of the leadership workshop is to build strong Havenscourt community leaders, have leaders practice their skills by co-leading the town hall meetings, and to activate the Havenscourt community to implement an action based on the priorities residents identified at the town hall.

By March 2018, the Collaborative would like to see the following results:

- 15 Havenscourt residents complete at least 75% of leadership trainings.
- 10 Havenscourt residents co-facilitate two town halls in early 2018
- 200 Havenscourt residents attend town halls
- Town hall participants identify one priority low cost/no cost action to implement with concrete next steps.

Scope of Work for Partner

Provide a comprehensive training to support 15-20 Havenscourt residents to lead change efforts in their community. An ideal training would support members to learn the basic components of the community-organizing model; establish a process to identify, recruit and maintain leaders; and, strategies to enable the community to change existing relations of powers. In addition, 10-15 community leaders participating in the training must be trained and supported to have an active role in all stages of the town hall planning, implementation, evaluation and follow up.

The community leadership workgroup has identified the following areas as training needs:

- General leadership skills
- Planning and meeting facilitation
- Time management skill and self-care
- Developing a unified message and outreaching
- Building and maintaining relationships (coalition building)

The town halls must share the results of the 2017 Havenscourt community survey to 200 or more Havenscourt residents and enable community members to engage and take action to address a top priority residents identified in the survey and town hall discussions. This action must be a low cost/no cost project. Clear next steps of community engagement and volunteerism required.

The community leaders have envisioned their involvement in the town hall as follows:



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- Create timeline, benchmarks and goals
- Identify desired speakers/panelists and facilitators, if needed
- Create lists of organizations/departments, etc. to invite
- Determine desired dates and venues
- Co-lead outreach efforts for attendance
- Co-lead media communication and co-lead outreach; identify and prepare 2-3 community leaders to be spokespeople. (All talking points and media outreach must be vetted by Healthy Havenscourt Collaborative Core Partners)

For both leadership trainings and town halls, partner will serve as the primary outreach coordinator with support from the Healthy Havenscourt Collaborative and Havenscourt community leaders.

Timeline:

- **October 6 – Request for partner due**
- October 15 – Selected partner notified
- December 31 –Leadership trainings complete
- January- February 2018 – Town Halls launched and completed

EBALDC will pay up to \$10,000 for a partner to provide this scope of work.

Selection Process

All community organizations must respond to the application questions by October 6, 2017 at 5 PM

EBALDC, with input from the Community Leadership workgroup, will review applications.

Key criteria in reviewing applications are:

- Community leadership and town hall experience
- Experience working in a collaborative
- History of serving East Oakland and Havenscourt residents
- Proposal alignment with project goals and scope of work
- Realistic budget to achieve stated results
- Organizational alignment with Healthy Havenscourt vision and results.
- Community organizing and base building experience

Community organization will be selected no later than October 15.

All EBALDC partners must be able to meet the following standards:

- Contribute as requested to program evaluation, and contribute to participant tracking and grant reporting. Including:



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- Must be able to provide sign in sheets of attendees of all leadership trainings
- Must be able to provide sign in sheets of all attendees of town halls.
- Must provide a written report at the completion of project, highlighting successes and challenges of their work.
- Must maintain commercial general liability insurance in the amount of not less than \$1,000,000 combined single limit, with a \$2,000,000 annual aggregate
- Must maintain worker's compensation.



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Responses

Please provide EBALDC with a document answering the following questions no later than October 6, 2017 at 5 PM. Please keep total response to no more than 6 pages.

Community Partner Information

Please provide the organization name, address and mission, including applicant's name, email address, and phone number.

Community Leadership and Town Hall Experience

Please describe your organization's experience conducting leadership trainings and organizing town halls. What are your best practices and lessons learned?

Low Income and East Oakland Experience

Please describe your organization's experience serving East Oakland residents. Please describe your best practices for serving this community.

Collaborative Experience

This project is in collaboration with the community leadership workgroup and the Healthy Havenscourt Collaborative. Please describe your experience working in a collaborative. What approaches/models would you use to make it successful?

Vision of Scope of Work

Please describe your vision of the training and town halls. Include a timeline for completion.

Budget

Please explain your proposed budget to achieve the proposed results. In the budget include estimated costs, including staff and administration. **Please note that EBALDC has reserved \$8,000-\$10,000 as payment to support the community partner.** Please attach an excel budget to this application

For questions or concerns, please call or email Amber Lamason at 510-606-1839 or alamason@ebaldc.org.

Please send all responses to Amber Lamason at alamason@ebaldc.org, or fax to Attn: Amber Lamason at 510-763-4143. Or drop off Attn: Amber Lamason at 1825 San Pablo Ave, Suite 200 in Oakland, CA.



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