

## TECHNICAL ASSISTANCE OFFERINGS

### One-on-One Technical Assistance: Substantive & Technical Questions

We are committed to providing as much clarity as possible during this RFP process. Submit your questions about the RFP in writing to [owd.procurement@sfgov.org](mailto:owd.procurement@sfgov.org). Every effort will be made to respond to questions within 24 hours, Monday through Friday, through the RFP submission deadline.

All questions received in writing by **December 17, 2021** will be posted online for the benefit of all applicants. OEWD will continue to address technical questions for applicants who are having difficulties with the application, such as completing a field within the application form. Questions will be posted at: <https://owd.org/bid-opportunities/RFP-219>

### OEWD Virtual Office Hours

OEWD staff are available to answer your questions and provide additional RFP guidance through **virtual office hours**. The dates and times are below. All RFP questions are welcome at these virtual office hours. Come to as many office hours as you need.

#### Office Hours Dates & Times:

Thursday, December 16, 2021 from 1pm - 3pm. Register and join the Zoom meeting here: [Dec 16<sup>th</sup> 1-3](#)

Monday, December 20, 2021 from 3pm-5pm. Register and join the Zoom meeting here: [Dec 20<sup>th</sup> 3-5](#)

Wednesday, December 22, 2021 from 12pm-2pm. Register and join the Zoom meeting here: [Dec 22<sup>nd</sup> 12p-2p](#)

Thursday, December 30, 2021 from 1pm-3pm. Register and join the Zoom meeting here: [Dec 30<sup>th</sup> 1-3](#)

Wednesday, January 5, 2022 from 3pm-5pm. Register and join the Zoom meeting here: [Jan 5<sup>th</sup> 3-5](#)

**If you are unable to join any of the above virtual office hours, please contact OEWD at [owd.procurement@sfgov.org](mailto:owd.procurement@sfgov.org).** We will do our best to schedule a one-on-one time with you.

### Self-Paced Intro to Proposal Writing

This free, online class from Candid will provide you and your team with an overview of how to write a standard project proposal to a grant funder. It will include:

- The basic elements of a proposal
- The "do's" and "don'ts" of writing and submitting a proposal
- How to follow up whether the answer is yes or no

This course is offered in English and Spanish. You will need to create an account with Candid to enroll. Access this self-paced course at any time by visiting the Candid website [here](#).

## Guide to Proposal Writing Audiobook

This free 9-hour audiobook from Candid provides insights into what makes for a winning grant proposal. In the fifth edition of this essential guide, author Jane C. Geever provides detailed instructions based on her 35 years of experience preparing successful grant proposals.

For your convenience the audiobook is divided into tracks corresponding to chapters in the original book. You can listen to just the chapters that interest you or download the book as a single mp3 file. You do not need to create an account with Candid to listen to all or any portion of the audiobook.

Access this audiobook at any time by visiting the Candid website [here](#).

## Creating Project Budgets

The Wallace Foundations offers a library of resources and online training for financial governance and management, including a guide to creating project budgets, available at [strongnonprofits.org](http://strongnonprofits.org).

If you have already created a budget and would like assistance reviewing and revising:

**Community Vision** offers 45-minute rapid-response consultations including financial advice and resources: <https://communityvisionca.org/rapidresponsetechnicalassistance/>

Organizations with access to **Catchfire** can access skilled volunteers for [Flexible Financial Support](#) or other projects to support proposal writing, such as [Copyediting](#).

*Note: While every effort has been made to include only high-quality resources, OEWD does not supervise all of these organizations and does not guarantee the quality of the information or services they provide.*