



SOCIAL AND
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ENTREPRENEURS

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Scope of Work

Thriving Communities Region 9 Outreach and Communications Consultant

Project Overview	
<p>The Environmental Protection Agency (EPA) has made grant-funding available via an Environmental Justice Thriving Communities grant to support community-based organizations, tribes and local governments addressing environmental justice.</p> <p>SEE and its partners are seeking an experienced communications firm to develop a comprehensive communications plan to distribute \$40 million in federal funds to underserved communities for environmental justice projects and programs.</p>	
Project Title	Thriving Communities Region 9 Outreach and Communications Consultant
Grant Title	The Environmental Justice Thriving Communities Grantmaking Program (EJ TCGM)
Grant Administrator	Social & Environmental Entrepreneurs
Project Location	EPA Region 9: Remote with travel required
Project Timeframe	September 2024 – January 2025
Project Description	
<p>The EJ TCGM grant is a three-year grant for Region 9 which includes California, Arizona, Nevada, Hawaii, American Samoa, and the Commonwealth of the Northern Mariana Islands, Guam and 148 Tribal Nations. Grantmakers will alleviate much of the burden that the federal grants process places on small, resource-constrained community-based organizations supporting underserved communities and marginalized populations. Grantmakers will design competitive application and submission processes, award environmental justice subgrants, implement a tracking and reporting system, provide resources and support to communities, all in collaboration with EPA’s Office of Environmental Justice and External Civil Rights. Social and Environmental Entrepreneurs (SEE) is leading the grantmaking partnership.</p> <p>Grantmakers will also consult with a Community Advisory Panel (CAP) composed of trusted community leaders throughout the region who will focus on ensuring equitable outreach on priority local environmental justice issues and effective sub-granting program design.</p>	



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Region 9 Grantmaking partners include:

- Social and Environmental Entrepreneurs (SEE)
- Resources Legacy Fund (RLF)
- Liberty Hill Foundation (LHF)
- Native Americans in Philanthropy (NAP)
- Community Foundation of Southern Arizona (CFSAZ)
- International Community Foundation (ICF)

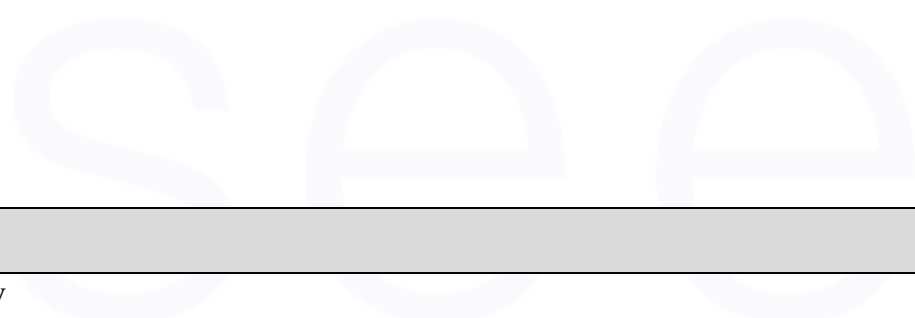
Scope of Work		
Activity	Deliverables	Timeframe and Results Expected
Creative Development	<p>Topline Messaging</p> <ul style="list-style-type: none"> - Develop overall communications plan that focuses on EJ and equity and is culturally informed and community focused - Determine needs of partners in initial meeting to develop suite of materials - Guide webinar content (partners to host webinars) <p>Social Media Content</p> <ul style="list-style-type: none"> - Develop a Social Media Toolkit featuring messaging for partner distribution 	<p>Months 1-3</p> <ul style="list-style-type: none"> - Meet with partners to determine needs - Branding materials developed and ready to disseminate - Strategy for publicizing calls for applications - Strategy for award announcements developed
Templates	<p>Templates and Content</p> <ul style="list-style-type: none"> - Develop FAQ and run clearance - Develop templates with consistent branding for social/digital content, success stories, media placements, etc. - Ensure in-language outreach in at least 8 languages spoken throughout EPA Region 9 (in coordination with translation service/vendor) ensuring visuals, photographs, social/digital, community-level media placements are provided and made available 	<p>Months 2-4</p> <ul style="list-style-type: none"> - Communications plan for entire 3-year project lifetime developed - FAQs and Templates are published and ready for applicant use

Compensation	
Four Months	\$60,000 total at \$15,000/month



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Responsible Staff	
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