

Pittsburgh, PA  
June 18-20, 2019

# Points of Convergence

## SAFSF 17th Annual Forum

SUSTAINABLE AGRICULTURE &  
FOOD SYSTEMS FUNDERS



### REQUEST FOR PROPOSALS (RFP):

### CONCURRENT WORKSHOPS & THEMED DINNERS

*This document provides an overview of the concurrent workshop/themed dinner proposal submission process for the 2019 SAFSF Forum, as well as detailed information about the questions asked in the online RFP submission form. **Session proposals must be submitted by funders.** Submit proposals online by Monday, January 7, 2019 at 5:00 pm Pacific. Organizers will be notified about the status of their submission by February 1, 2019.*

**ALL PROPOSALS MUST BE SUBMITTED ONLINE BY JANUARY 7, 2019 AT 5:00 PM PT**

**ONLINE FORM LINK: <https://www.tfaforms.com/4704288>**

#### 2019 SAFSF FORUM THEME DESCRIPTION: *POINTS OF CONVERGENCE*

As we strive toward a more equitable and sustainable food system, we must recognize and embrace the complexities that such systemic change requires. Challenges abound in the food system, and often communities must contend with many issues at once. If we want to deeply support communities in overcoming the inequities and challenges they face, we must examine points of convergence—such as where race, climate, and economic injustice interact; where hunger, access to land, and policy meet; or where health, extractive economies, and agriculture intersect. As these issues play out across the country—in rural and small towns, urban centers, and everywhere in between—the philanthropic and investment communities must examine their roles and take actions that foster equitable change.

Meet us in Pittsburgh—a western Pennsylvania city located at the point of convergence of three rivers. We'll reflect and learn how cross-sector and -issue collaborations are driving innovation and reinvention in Pittsburgh, the surrounding tri-state region, and across the country.

*SAFSF amplifies the impact of philanthropic and investment communities in support of just and sustainable food and agriculture systems. The SAFSF Annual Forum is the only national gathering for and by funders supporting just and sustainable food systems change. Learn more at [www.safsf.org/2019forum](http://www.safsf.org/2019forum).*

#### TOPICS OF INTEREST AND PROMPTS FOR REFLECTION

- Please reflect on the 2019 Forum theme, *Points of Convergence*, and theme description when developing your workshop proposal. We are open to sessions that address many different issues and conversations related to just and sustainable food and agriculture systems. Sessions may include examples from across the country and/or be more focused on the region, but all sessions should be applicable to a wide audience.
- Inspired by the Forum theme and our organizational values (collaboration, equity, respect, stewardship, integrity), we are particularly interested in session proposals that:

- Are intersectional in nature and touch upon the convergence of multiple topics, issues, geographies, and/or strategies within the food system (e.g. examples within the food system where race, climate, and economic injustice interact; case studies that involve cross-sector or cross-issue collaborations; etc.).
- Explicitly address issues of equity and inequity—racial equity, gender equity, structural barriers and their relationships to socioeconomic or health disparities, etc.
- Reflect on the roles of the philanthropic and investment communities in food systems change and the many forms of capital and power that might be utilized in achieving community-driven change.

### SESSION DETAILS AT A GLANCE

We are seeking proposals for **concurrent workshops** and **themed dinners** at the 2019 SAFSF Forum. All sessions selected will be held on **Tuesday, June 18, 2019**. Basic information about these session options follows:

Session Type	Number Selected	Session Timing on <u>Tuesday, 6/18/19</u>	Session Length
<b>Concurrent Workshop</b>	8-10 workshops	<ul style="list-style-type: none"> <li>• Morning</li> <li>• Afternoon</li> </ul> <p><i>Two workshop blocks with 4-5 workshops offered concurrently</i></p>	90 minutes
<b>Themed Dinner</b>	5-8 themed dinners	<ul style="list-style-type: none"> <li>• Evening</li> </ul> <p><i>All themed dinners offered concurrently</i></p>	Varies; length of presentation/discussion generally around 90 minutes

### FUNDER ORGANIZER’S EXPENSES AND SAFSF SUPPORT

- Session proposals must be submitted by funders. Funder organizers do not need to be members of SAFSF. Sessions may be co-sponsored or jointly organized by more than one funding organization.
- Funder organizers are expected to pay for:
  - Their own registration, travel, and lodging
  - Travel and lodging for their session’s non-funder speakers\*
  - *For themed dinners:* Cost of food and drink for dinner participants

\*Please note that non-funder speakers are invited and encouraged to participate in two days of the Forum: Tuesday, June 18 and Wednesday, June 19 only. (*Thursday, June 20 is a funder-only day at the Forum.*)
- SAFSF will cover registration and meals for non-funder speakers during their participation at the Forum. Please note that decisions on workshops/dinners that are offered will not be determined by a funder's ability to pay for all non-funder travel/lodging expenses. SAFSF has covered expenses for a few speakers in years past when the organizers requested support.
- SAFSF will work with dinner hosts to find appropriate locations for themed dinners, either at the hotel or offsite. Themed dinner expenses have been covered by one or several funders in the past; SAFSF staff is open to discussing alternative options for covering dinner expenses if necessary.

### OTHER RECOMMENDATIONS

- Proposals are meant to share session ideas. We do not expect every detail to be worked out or for all speakers to be confirmed. If you need help identifying speakers or if connections to people in other parts of the country would make a more balanced proposal, please say so. You will have time to more fully develop your session in 2019.
- When preparing your proposal, avoid overly long titles and jargony language: what is the session really about? Write titles/descriptions that are concise, clear, and indicate some of the anticipated outcomes for participants.
- Wherever possible, we encourage creative and interactive session formats rather than a traditional panel conversation (e.g. role play/case study exercises, small group or facilitated discussions, etc.)
- Funder moderators are strongly preferred for all sessions.

## RFP WORKSHEET

### **YOU MUST FILL OUT THE ONLINE FORM TO SUBMIT A PROPOSAL**

#### [CLICK HERE FOR THE RFP ONLINE FORM](#)

Session proposals must be **submitted online** to SAFSF **no later than January 7, 2019 at 5:00 pm Pacific**. You will receive a confirmation email containing a copy of your proposal after submitting your form. You will be notified by February 1 as to the status of your submission. All session organizers will be expected to participate in a mandatory, one-on-one call with SAFSF staff in February to discuss the planning process and their session's needs. Final descriptions and confirmed speakers will be due in early March.

**Please use this worksheet to prepare your responses before submitting them online.** *\*questions are required*

*Note: the online form allows you to save and come back before submitting.*

**\* Session Organizer: Name, Organization, Job Title, Work and Mobile Phone, Email**

*This should be the person who is completing and submitting the form.*

**\* Session Title**

*Please include a draft title with your submission; this can be changed later.*

**\* Session Description:** *Limit to 150 words. We are looking for ideas—not necessarily carefully crafted and edited descriptions. Please include information about the topic(s) to be covered and goals and outcomes for the session.*

**Session Topic(s):** *Please help us understand what your workshop/dinner is about. Using your own language, please write in up to four topics/strategies your session will address (e.g. public health, land access, community development, and racial justice).*

**Session Goal(s):** *Please help us understand your goals for this session. Choose 1-2:* Collaboration, Professional Skills Building, Discussion, Education

**\* Session Format:** *How will you engage the audience? How will this session encourage funders to learn from each other as well as the 'experts'? Be creative! Stay away from too many 'talking heads'! Use interactive formats and audiovisuals where appropriate.*

**\* Workshop or Dinner:** *Please select whether you would prefer to develop this session as a concurrent workshop or as a sponsored dinner. You may also indicate that you are open to developing your session in either format.*

**Proposed Moderator: Name, Organization, Job Title**

*May be the same as the Session Organizer. Funder moderators are strongly preferred for all sessions.*

**\* Speaker Diversity:** *SAFSF endeavors to approach all of our topics from diverse perspectives. You will be asked to explain how your speakers represent diverse perspectives. **We prioritize sessions that represent a diversity of voices** in terms of race, class, gender, geography, etc.*

**Speaker Ideas (Up to 3):** You will be asked to answer the following questions about each speaker:

(a) Name, Organization, Job Title

(b) Why do you think they will be a good speaker?

(c) Have you heard them speak previously?

(d) Have you contacted them? *(not necessary at this point)*

(e) Are they a funder? *(You may review SAFSF's definition of a funder on the [2019 Forum webpage](#).)*

*We strongly encourage you to incorporate new and fresh voices. You will be given space to list three ideas for speakers on the form, but may choose to feature fewer speakers in your session.*

**Additional Comments:** *A space provided for any additional comments about speakers, covering speaker costs, or anything else you'd like to share about your session.*

**THANK YOU FOR YOUR TIME AND INTEREST IN CONTRIBUTING TO THE SAFSF ANNUAL FORUM!**