

FIELDS OF VISION

SAFSF 18th Annual Forum

June 22-24, 2020

Kansas City, MO

SUSTAINABLE AGRICULTURE &
FOOD SYSTEMS FUNDERS



REQUEST FOR PROPOSALS (RFP): CONCURRENT WORKSHOPS AND DINNERS

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

Sustainable Agriculture and Food Systems Funders (SAFSF) is seeking proposals for concurrent workshops and concurrent dinners at the 2020 SAFSF Forum—held June 22-24, 2020 in Kansas City, Missouri. SAFSF amplifies the impact of philanthropic and investment communities in support of just and sustainable food and agriculture systems. The annual SAFSF Forum is the only national gathering for and by funders supporting just and sustainable food systems change.

This document provides information about session types, shares an overview of the submission process, and offers detailed information about the questions asked in the [online RFP submission form](#).

Session proposals must be submitted by funders or affinity group staff. Sessions may be co-sponsored or jointly organized by more than one funding organization. Organizers do not need to be members of SAFSF.

Session proposals must be submitted online by funder organizers by Monday, January 6, 2020 at 5 pm PT.

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

2020 SAFSF FORUM THEME: *FIELDS OF VISION*

Many of us share a vision of food and agricultural systems that cultivate health, equity, vitality, and resilience for all communities. To get there, we must draw on our full field of view—looking closely to understand and address challenges right in front of us; scanning the horizon for what’s ahead; and striving to overcome our blind spots.

The 18th Annual SAFSF Forum brings us to Kansas City, Missouri, a dynamic city located in the geographic center of the country, and an important economic hub for rural and urban areas throughout the Midwest and beyond. We will ground our learning in this region, examining issues that play out here and in many other parts of the country—including the increasing challenges facing rural and frontier communities and farming and ranching families; the climate crisis and its many linkages to food, agriculture, and health; agribusiness concentration and consolidation; historical and structural barriers to justice and equity; and building unity at a time when divisions tend to get much of the spotlight.

Join us in Kansas City to learn from farmers, advocates, Tribal leaders, funder colleagues, and more whose vantage points reveal the complex landscapes in which our work is situated—and to build relationships and strategies that are informed by the longer view.

TOPICS OF INTEREST AND PROMPTS FOR REFLECTION

- We are open to sessions that address many different issues related to equitable and sustainable food and agriculture systems. **All programming should be relevant to attendees representing the philanthropic and investment communities**, and should emphasize how funders can engage in that particular issue.
- Sessions may include examples of work in the Forum region (Kansas, Missouri, or the Midwest), other parts of the United States, and/or international locations.
- **We are particularly interested in session proposals that:**
 - Are inspired by the Forum theme, *Fields of Vision*.
 - Discuss long-term strategies and actionable opportunities for engagement by the philanthropic and investment communities.
 - Are aligned with SAFSF's [organizational values](#): collaboration, equity, respect, stewardship, integrity.
 - Explicitly address issues of equity and inequity (racial equity, gender equity, structural barriers and their relationships to socioeconomic or health disparities, etc.).
 - Explore the role and implications of federal, state, local, and/or Tribal public policy.
 - Highlight solutions currently employed by communities, including urban, rural, frontier, and/or Tribal communities.

ORGANIZER'S ROLE

As an organizer, you'll develop the framing/content of your session. You'll also be responsible for inviting and preparing your speakers, and holding at least one prep call with your speakers and SAFSF staff.

Additionally, all organizers are expected to cover the travel and lodging costs of non-funder speakers. Non-funder speakers are invited and encouraged to attend the majority of the Forum—from Monday, June 22 at 4 pm through Wednesday, June 24 at 5 pm. Please budget for two nights of lodging at the Forum hotel per non-funder speaker (discounted room block rate of \$174 per night, plus taxes and fees). SAFSF will cover the cost of non-funder speakers' registration and meals during the Forum.

Funders developing a dinner are also expected to cover the costs of attendees' meals, drinks, and A/V (average \$125-150 per attendee). Please see additional details in the section below.

WHAT'S THE DIFFERENCE BETWEEN A DINNER AND A WORKSHOP?

Dinners

Dinners will be held on the evening of the first day of the Forum—**Monday, June 22, 2020**. Dinners are usually about three hours long (e.g. 6-9 pm), and formal programming usually takes up 90 minutes of that time. Developing your session idea as a dinner provides a great space for funders to engage in deeper conversations and build connections while sharing a meal. Some dinners are held at the Forum hotel, and others may be held at a private dining room at a restaurant nearby. Forum attendees must pre-register to attend a dinner, and organizers have the opportunity to limit attendance at the dinner (e.g. only open to funders; limited to a more intimate number of attendees for deeper conversation, etc.).

Funders developing a concurrent dinner are expected to cover the costs of attendees' meals, drinks, and A/V during their dinner. On average, we recommend budgeting \$125-150 per attendee (e.g. a budget of \$3000 for the dinner would allow you to have 20 attendees at the dinner at most, including speakers; organizers must also cover travel and lodging

for non-funder speakers). SAFSF will handle all of the logistical details associated with your dinner, including registration, A/V support and menu development, so that you can focus on your speakers and content.

Workshops

Workshops are 90-minute sessions held on the third day of the Forum—**Wednesday, June 24, 2020**. Workshop sessions may have a panel of speakers, but certainly don't have to: think creatively about how you might engage participants, foster dialogue, and encourage collaboration. Workshops are open to funders and non-funders attending the Forum, but like all Forum programming, should be designed primarily for a funder audience. SAFSF will handle all of the logistical details, including registration and A/V support, so that you can focus on your speakers and content.

Session Types at a Glance

	CONCURRENT DINNER	CONCURRENT WORKSHOP
Session Date	Monday, June 22, 2020	Wednesday, June 24, 2020
Session Length	2 - 3 hours <i>(presentation/discussion usually around 90 minutes)</i>	90 minutes
Session Location	Private dining room at Forum hotel or offsite restaurant	Breakout room at Forum hotel
Sessions Selected	5 – 8 concurrent dinner options	10 workshops <i>Two blocks of 5 concurrent sessions</i>
Who Attends?	Open to any Forum attendee; or limited based on organizer's preferences (e.g. open to funders only) <i>Attendees must pre-register before the Forum</i> <i>Number of attendees capped based on organizer's budget and preferences (in consultation with SAFSF)</i>	Open to any Forum attendee <i>Attendees do not need to pre-register for workshops</i> <i>No attendance limits</i>
Cost to Organizer(s)	<ul style="list-style-type: none"> Food, beverage, and A/V for dinner attendees (average \$125-150 per person) Non-funder speakers' travel to Kansas City, Missouri and lodging during the Forum Organizer's Forum registration, travel, lodging 	<ul style="list-style-type: none"> Non-funder speakers' travel to Kansas City, Missouri and lodging during the Forum Organizer's Forum registration, travel, lodging
Organizer Manages	<ul style="list-style-type: none"> Session content Speaker invitations Speaker travel and lodging* 	<ul style="list-style-type: none"> Session content Speaker invitations Speaker travel and lodging
SAFSF Manages	<ul style="list-style-type: none"> Speaker and attendee registration A/V needs Venue and logistics Menu development** and food/beverages SAFSF covers cost of non-funder speakers' registration and meals during the Forum 	<ul style="list-style-type: none"> Speaker registration A/V needs Location and logistics SAFSF covers cost of non-funder speakers' registration and meals during the Forum

*SAFSF can manage speaker travel/lodging for dinner organizers on request

**Organizer can be involved in menu development on request

IMPORTANT NOTES

- Proposals should convey session ideas. At this point, 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 early 2020.

- When preparing your proposal, avoid overly long titles/description and jargon-y language. What is the session really about? Write titles/descriptions that are brief, 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.
- Workshop/dinner acceptances will not be determined by a funder's ability to pay for all non-funder travel/lodging expenses and meal expenses. SAFSF has covered expenses for a few speakers in years past when the organizers requested support. Jointly organizing/co-sponsoring a session with other funders can also provide an opportunity to share ideas and costs.
- We often receive many more excellent proposals than we have space for at the Forum. The review committee may recommend developing some session ideas as other types of programming (e.g. webinars, etc.) throughout the year.

KEY DATES AND DEADLINES

January 6, 2020 (5 pm PT)	Deadline for session proposals to be submitted online
January 31, 2020	Proposal status shared
February 2020	Organizers must participate in 30-minute call with SAFSF staff to discuss the planning process and their session's needs
March 3, 2020	Final session title, description, and confirmed speaker information due
May 1, 2020	All workshop speakers and organizers must be registered and have hotel rooms booked
June 3, 2020	Deadline for organizers to host a session prep call with speakers and SAFSF staff
June 22-24, 2020	18 th Annual SAFSF Forum in Kansas City, Missouri

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 6, 2020 at 5 pm Pacific**. You will receive a confirmation email containing a copy of your proposal after submitting your form. You will be notified by January 31, 2020 as to the status of your submission.

Please use this worksheet to prepare your responses before submitting them online. * indicates response 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 brief 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 words, please write in up to four topics/strategies your session will address (e.g. federal policy, public health, 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, Funding Coordination

*** 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 concurrent dinner. You may also indicate that you are open to developing your session in either format.*

*** Session Audience:** *This session is targeted to an audience with (choose **one**): (a) general familiarity with the subject, no specialized knowledge required; (b) intermediate experience with the subject, some knowledge of specialized terms and concepts is helpful; (c) advanced experience with the subject; thorough knowledge of the underlying concepts and ability to understand and discuss nuances.*

*** What funder organization(s) are co-sponsoring this session?** *Please indicate any other organizations that are jointly developing this session.*

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 [2020 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.

What financial or other support do you need to host this event? Please let us know about any support you might require to host this event.

Additional Comments: A space provided for any additional comments about anything else you'd like to share about your session.

THANK YOU FOR YOUR TIME AND INTEREST IN CONTRIBUTING TO THE 2020 SAFSF FORUM!