

**Terms of Reference**  
**Grant Proposal Development for a Participatory Action Research Project on Sexual  
Violence as Experienced by Undocumented Immigrant Women**

**Client Contact: Deborah Fry, Research Director, New York City Alliance Against Sexual Assault**

**New School Consultants: Tania Lozano, Marcel Reynolds, Rosa Tesfai**

**Project Coordinator: Mark Johnson, The New School**

**Date: 15/February/2007**

**I. Background:**

Our client is a coalition of organizations made up of the New York City Alliance Against Sexual Assault, the Arab-American Family Support Center, the Sauti Yetu Center for African Women, SAKHI for South Asian Women, Planned Parenthood of New York City and the Center for Immigrant Families. These organizations have partnered due to their common interest in Participatory Action Research and their common goal to provide services to undocumented immigrant women in New York City. Participatory Action Research (PAR) is a method of research that involves the community it focuses on and aims to enact social change. Our client's primary goals are to prevent all forms of violence against undocumented immigrant women; increase awareness of sexual and domestic violence among undocumented immigrant women; increase awareness of and access to services that are available to help and support them; and increase education among the immigrant community on the issues surrounding violence against women. Our client hopes to utilize PAR to influence policy changes that will improve the services available to undocumented immigrant women.

**II. The Purpose of the Project:**

The project's primary purpose is to generate a project proposal for PAR that can be utilized by all community based organizations in the coalition. In addition, we will work to identify potential funders for the project and to assist the coalition with networking among additional organizations with similar goals.

**III. Objectives:**

- a) At the end of four weeks, starting on Jan. 25 and ending on Feb. 15, we will have completed a preliminary literature review. The review will give us an understanding of existing research, programs and policies on sexual violence on undocumented immigrant women. We will use forms to summarize the key points of the articles reviewed. In addition, we will have scheduled meetings with our client's partner organizations in order to gain a better understanding of their workings.

Activities:

- Individual and group research in order to find essential city, state and national data

- Liaise with main community based organizations (CBOs)
  - Weekly meetings with the client to define and refine the scope of the project
- b) At the end of nine weeks, we will have researched, identified, and compiled a list of potential foundations, organizations or corporations willing to fund a city-wide PAR project.

Activities:

- Individual research on foundations
- Weekly meetings with the clients to define and refine the scope of the project
- Attend networking events
- Attend grant-writing courses at the Foundation Center

- c) At the end of ten weeks, we will have an updated description of all member CBOs to be included in the final report.

Activities:

- Site visits with all founding CBOs in order to gain inside knowledge
- Weekly meetings with the client to define and refine the scope of the project

- d) At the end of eleven weeks, we will use our knowledge gained to begin writing a comprehensive grant proposal template and a list of potential grants and funders to support the overall mission of our client.

Activities:

- Individual and group writing to draft our proposal
- Meet with client to get feedback on proposal
- Editing and rewriting to complete final draft of proposal

**VI. Methodology:**

- Individual and Group research using paper and online sources
- Weekly meetings with the client (Deborah Fry, New York City Alliance Against Sexual Assault), the CBOs and the Project Manager (Mark Johnson, New School)

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Deborah Fry  
 Research Director  
 New York City Alliance  
 Against Sexual Assault

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Mark Johnson  
 Project Coordinator  
 The New School

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Katy Taylor  
 Project Advisor  
 The New School

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Tania Lozano  
 Project Consultant  
 The New School

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Marcel Reynolds  
 Project Consultant  
 The New School

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Rosa Tesfai  
 Project Consultant  
 The New School

#### IV. Timeline:

Activity	Weekly Timeline												
	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29	4/5	4/12	4/19	4/26	5/3
Submit ToR. to Project Coordinator		2/15											
a. Preliminary literature review	2/8	2/15											
Liaise with main CBOs		2/15								4/19			
b. Research and identify potential funders			2/22						4/5				
Attend events in order to network with like-minded CBOs			2/22						4/5				
Meet with alliance/CBOs to conceptualize PAR structure for citywide project	2/8									4/12			
c. Submit draft proposal to client										4/12			
Incorporate client feedback into the report											4/19	4/26	
Prepare for Presentation											4/19		5/3
d. Presentation to client organization													5/3

#### V. Deliverables:

- a) Initial literature review, which will summarize community efforts in the United States that have targeted the problem of sexual violence (SV) and domestic violence (DV) among undocumented immigrant women; literature that details Participatory Action Research (PAR) methods employed among undocumented immigrants; PAR projects conducted in multiple languages.
- b) List and detail potential foundations, organizations or corporations willing to fund a NYC-wide PAR project.
- c) A final project proposal that will incorporate our literature review; a detailed program description; a description of CBOs involved in alliance and the work they have done to date on dating violence, SV and DV among undocumented immigrant communities; a monitoring and evaluation plan; and a detailed budget and time line.
- d) A final presentation to the alliance of CBOs involved in the PAR project.