



**Seattle**  
Neighborhoods

Department of Neighborhoods & Human Services Department

# Summer Opportunity Fund RFP

**May 26, 2016**

# Information Session and Q & A

- Welcome and Introductions
- Purpose of today's session:
  - provide an overview of the Request for Proposal (RFP)
  - review steps in the process
  - explain how to get help
  - explain how to apply
- General Question and Answer (Q & A) followed by one to one assistance until 7:30 PM



# Overview of RFP

Guidelines and application can be found online at:

<http://www.seattle.gov/neighborhoods/programs-and-services/summer-opportunity-fund>

- Competitive process
- Fiscal sponsor with tax ID needed
- \$75,000 available
- \$5,000-\$15,000 per project



# Overview of RFP, continued

- Projects run between July 22-October 31, 2016
- Projects must occur in Seattle city limits
- Focus population: East African and/or Black/African American young men, ages 18-24
- Project focus: Education, Employment, Health, Justice, Violence Prevention



# Step by Step: Learning More & Getting Help

- Information Session and Q & A
- How to submit questions outside of Help Sessions: [DON\\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov)
- Deadline for final questions: **June 10 by 5 PM**
- Three Help Sessions--make an appointment by emailing: [DON\\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov)



# Help Sessions

June 2 11:30 am-5 pm

Seattle Public Library, New Holly Branch

7058 32nd Ave. South

June 8 4pm-7:30pm

Rainier Beach Community Center, Teen Room

8825 Rainier Ave S, 98118

June 9 4 pm-7:30 pm

Seattle Public Library, Douglass Truth Branch

2300 E. Yesler Way



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# Step by Step: Applying & Review

- Submit application and budget by:  
**Monday, June 20 by 12:00 PM**
- Review panel reads and rates applications
- Applicants notified of decisions by July 5



# Review of Application

1. Describe your proposed project and your experience working with the focus population, East African and Black/African American young men ages 18-24.
2. Projects will address education, employment, justice, health and/or violence prevention. Which will your project address? Check all that apply.



# Review of Application

3. What impact will the project have on its participants and on the broader community? How will you measure success?
4. How does your project support positive activities and opportunities for youth while reducing violence?
5. Where will your project be located?



# Review of Application

6. Given the focused time frame of this RFP, proposals selected must be completed by October 31, 2016. Will your project be able to meet the timeline for implementation?

7. Who are the key people who will be involved and have primary responsibility for ensuring that the project moves forward? Are they paid staff or volunteers? Identify the individuals by name, the name of the organizations they work or volunteer for (if appropriate), and contact information: home/business address, email address and phone number.



# Review of Application

8. If your project requires the approval or involvement of a City department, please identify the department and staff who have been involved in planning your project.

9. If the funding for your project will go to a community organization, please identify the organization and the name of the organization staff person who has been involved in planning your project.



## Review of Application: Fiscal Sponsor Information

Note: Your organization may be the fiscal sponsor for your project if it meets the eligibility requirements

You will need to provide the name, address, federal tax I.D., and contact information for your fiscal sponsor.



## Review of Application: Optional Questions

10. Does your project leverage other resources (e.g. community partnerships, in-kind donations, existing resources and services, and more)? If so, please explain.

11. If you are proposing a physical improvement project, who will be responsible for future maintenance of the project? (Please include documentation from the organization or agency that will be responsible for future maintenance).



# Budget

- Capital Expenses
- Personnel Expenses
- Professional Services Expenses
- Supplies and Materials Expenses



# Tips for Applying

- Read the RFP very carefully and make sure you understand who the funding is supposed to help and how it is supposed to help them.
- Answer all the questions completely.
- Be sure to explain how your project will address each of the categories you check in question two (education, employment, justice, violence prevention or health).



# Tips for Applying, continued

- When you reply to the questions, focus mainly on your solution, not the problem. Keep your focus on what exactly you plan to do, and how it will help.
- Be specific and include the following: dates, times, locations, and exactly what will happen and who will be responsible for doing it.
- Provide details about your program and your ability to make it happen.



# Tips for Applying, continued

- Don't use terms or "jargon" the raters might not understand or be familiar with.
- Proofread your application multiple times for clarity and for mistakes. Have someone who isn't familiar with the project read your application. Does it make sense to the proofreader? Do they understand what you want to do and how it will help?



# Tips for Applying, continued

- Double and triple check your budget to be sure there are no math errors, it makes sense, and is realistic.
- **Please do not wait until the last minute to submit!**



## Applications Due June 20 by 12:00 PM

Please email your final application to:

[DON\\_grants@seattle.gov](mailto:DON_grants@seattle.gov)

The subject line of your email should be :Final Application

Or Hand Deliver it to:

Seattle Department of Neighborhoods

Attention: Tim Wolfe

4<sup>th</sup> Floor City Hall

600 Fourth Avenue

Please do not mail your application



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## If Your Application is Selected for Funding

- Provide proof of insurance
- Contracts start on July 22, 2016
- Reporting and Invoices
- All projects must end by October 31, 2016



# Break and Questions

To schedule an appointment during one of the Help Sessions, or to ask questions, email:

**[DON\\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov)**



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