



City of Seattle
Edward B. Murray, Mayor

SUMMER OPPORTUNITY FUND

REQUEST FOR PROPOSALS (RFP) & APPLICATION WORKSHEET

Statement of Purpose: Seattle Department of Neighborhoods and Seattle Human Services Department are pleased to announce the Summer Opportunity Fund. The total available amount is \$75,000 to invest in community-based summer projects. Its goal is to support positive activities and opportunities for youth while reducing violence that disproportionately affects communities of color in Seattle. Project budget requests should range from \$5,000-15,000.

Elements of a Successful Project: We are looking for community-based ideas and encourage applicants to leverage other resources (e.g., community partnerships, in-kind donations, existing resources and services, and more). Projects should also:

- Focus on engaging East African and Black/African American young men ages 18-24 living in or attending school in Seattle.
- Take place within Seattle city limits.
- Address education, employment, justice, violence prevention and/or health.
- Be culturally and linguistically appropriate.
- Be led by volunteers or staff that reflect the communities of the participants.

Successful applications will result in contract beginning on July 22, 2016 and ending on October 31, 2016. Projects should clearly start and end within this contract time period.

NOTE: Anyone may submit an application, but all applicants must have a fiscal agent with a Tax ID number. All contracting organizations will be required to submit a W-9 and meet insurance requirements that include naming the City as an additional insured. Organizations must be able to provide proof of commercial general liability insurance up to \$1,000,000. No funds will be disbursed to successful applicants until these steps have been completed.

Support and Instructions for How to Submit a Summer Opportunity Fund Application: Applicants are encouraged to attend the Information Session to hear an overview of the RFP and the application, ask questions, and learn more about the process for review, approval and contracting.

There will also be three Help Sessions, designed to provide additional assistance with the application. Applicants may sign up for an appointment at any of these Help Sessions by emailing DON_Grants@seattle.gov. Applicants may also come to these Help Sessions without an appointment, but may have to wait to receive assistance.

Attendance at the Information Session or Help Sessions is not mandatory for funding consideration but highly encouraged.

Information Session

Thursday, May 26 from 3:00 PM – 7:30 PM
Douglass-Truth Seattle Public Library
2300 East Yesler Way
Seattle, WA 98122
Light refreshments will be provided

Help Sessions

Help Session 1

Thursday, June 2; 11:30 AM – 5:00 PM
New Holly Seattle Public Library
7058 32nd Avenue South
Seattle, WA 98118

Help Session 2

Wednesday, June 8; 4:00 PM – 7:30 PM
Rainier Beach Community Center Teen Room
8825 Rainier Avenue South
Seattle, WA 98118

Help Session 3

Thursday, June 9; 4:00 PM – 7:30 PM
Douglass-Truth Seattle Public Library
2300 East Yesler Way
Seattle, WA 98122

An application must include responses to all of the questions and include all of the information requested in order to be considered. If information is missing or not included, the application will be considered incomplete and not eligible for funding.

Applications are due **Monday, June 20th at 12:00 PM**. **Late applications will not be accepted**. Please email your application to Seattle Department of Neighborhoods at **DON_grants@seattle.gov**.

Applications can also be delivered in-person at:

Seattle Department of Neighborhoods
4th Floor City Hall
600 Fourth Avenue
Attention: Tim Wolfe



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SUMMER OPPORTUNITY FUND APPLICATION

NOTE: Please read this full application before you begin. You may want to gather resources in advance.

Applicant Information

Project Contact Person:

Name of Organization:

Contact Person Address and Zip Code:

Phone Number:

Email Address:

Project Information

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.

EDUCATION

EMPLOYMENT

HEALTH

JUSTICE

VIOLENCE PREVENTION

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?

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?

Management and Fiscal Responsibility

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 organization they work or volunteer for, (if appropriate), and contact information: home/business address, email address, and phone number.

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.

Fiscal Sponsor Information

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

Fiscal Sponsor
Organization Name:

Fiscal Sponsor Address:	City, State Zip:
Federal Tax I.D. Number:	
Fiscal Sponsor Contact Name:	Fiscal Sponsor Contact Title:
Fiscal Sponsor Signer's Name:	Fiscal Sponsor Signer's Title:
Project Sponsor Signer's Name:	Project Sponsor Signer's Title:

Optional

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).

Project Budget

List the details of your project budget.

Capital Expenses:

Item	Description	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Sub-total	

Personnel Expenses: For paid staff who are working on the project indicate the rate of pay and number of hours to be worked.

Item	Description	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Sub-total	

Professional Services Expenses: These are services not provided by any paid staff listed above, in Personnel Expenses.

Item	Description	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Sub-total	

Supplies and Material Expenses:

Item	Description	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Sub-total	

Total Expenses:

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Total

Congratulations! You've completed the application. Save your application and name it with the title of your project. Email completed applications to Seattle Department of Neighborhoods at DON_grants@seattle.gov.

Applications can also be delivered in-person at:
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