



Our vision for an equitable  
Seattle: a city with people of  
diverse cultures, races, and  
incomes where everyone can  
reach their full potential  
regardless of race or means.

## 2019 Round EDI Fund Coversheet

### EDI Fund Overview

The EDI fund was created to support healthy, vibrant communities and includes the investments, programs, and policies that meet the needs of marginalized populations and reduce disparities in Seattle. Projects funded by the EDI will advance six equity drivers that create **strong communities and people** and **great places with equitable access**.

Applicant Organization:

Applicant Contact Organization Mailing Address:

Applicant Primary Contact Name:

Secondary Contact Name:

Applicant Contact Phone Number:

Secondary Phone Number:

Applicant Contact Email Address:

Secondary Email Address:

Total Amount Requested:

Capacity Building included (Y/N):

Summary of Proposal:

Name of person authorized to approve application:

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Signature

For specific questions regarding the Application process or materials,  
please contact:

**Michael Blumson**, Equitable Development Fund Strategic Advisor  
at (206) 256-5974 or [michael.blumson@seattle.gov](mailto:michael.blumson@seattle.gov)

## EQUITABLE DEVELOPMENT INITIATIVE (EDI) FUND APPLICATION

### I. Application Questions

1. Provide a brief description of your organization and your proposed EDI Project or anti-displacement strategy, including the name of your organization, project geographic site, who will lead the work, partners that will be or may be involved, and the roles they will have in the project. Please identify the demographics intended to be served and what is driving the displacement risk and/or identified opportunity gaps. **Please refer to the Displacement Risk and Access to Opportunity scoring sections for guidance on answering this question.**
2. What is the vision for the EDI Project? How does the proposed project address the six equity drivers? See guidelines for definition of the Equity Drivers. Please describe how the project will advance three of the Equity Drivers and identify outcomes that the project will aim to influence. **Attachment A** lists examples of sample outcomes that could be positively impacted by projects. However, project proposals should identify those outcomes that are most relevant for their community. **Please refer to the Equity Drivers scoring section for guidance on answering this question.**
3. Describe who this project will serve and how impacted members of your community have been involved in design and development of the project to date. What the community/neighborhood engagement that has been conducted to identify and prioritize this project. How this project was identified as a priority. Who has been involved. If additional community engagement is needed, please describe the plan for outreach. Include a description of your organization's governance structure and how the staff and leadership reflect the community being served by the project. **Please refer to the Depth of Relationship scoring section for guidance on answering this question.**
4. There are two categories of EDI funds available. Applicants may apply for funds from one or both categories. EDI will accept applications for Category 2 awards on an as-needed basis for any projects accepted into the EDI during this funding round.

## Need for Funds for 2019-2020 (check all that apply)

Category 1 Up to \$75,000	Category 2 Up to \$1,000,000 maximum
<input type="checkbox"/> Capacity Building	Project Development (check all that may apply): <input type="checkbox"/> Pre-Development <input type="checkbox"/> Property acquisition/site control <input type="checkbox"/> Construction

4a. Please describe your plan for building organizational capacity to implement the project, including how capacity needs are determined and what the strategy is to be able to build capacity in line with the project. Define what capacity means for your organization, community, and project.

4b. Requests for predevelopment, acquisition, or construction funding should provide a preliminary Sources and Uses budget that shows how the project will be funded and how EDI funds will contribute, as well as a project schedule. Applicants may submit budgets and schedules in the format they prefer the Forms in **Attachment B** are provided as optional templates. Consider adding narrative around the project schedule and phasing if needed. **Please refer to the Reasonableness scoring section for guidance on how to respond to this question.**

Respond to this question only if relevant to your project. **Note that funding for capital projects may trigger prevailing wage requirements.**

## II. Reporting

Applicants are encouraged to identify what the proposed benefits to the neighborhood would be if the project was successfully completed.

## III. Budget

**Attachment B** contains optional budget and schedule templates. Applicants may submit alternative formats if they are more appropriate for the project.

## IV. Format for proposals

1. Applications will be rated on the information requested and outlined in this RFP.
2. Limit application to a total of 10 pages.

3. Organize your application according to the order of questions in this section.

## V. Submission Instructions

Applications are due at 5 p.m. on **Wednesday, June 5th, 2019** and can be received:

HOW	WHERE	WHEN
By mail	<b>ATTN: Michael Blumson</b> PO Box 94788 Seattle, WA 98124-7088	5:00 p.m.
By email	<a href="mailto:michael.blumson@seattle.gov">michael.blumson@seattle.gov</a> <b>RE: EDI fund RFP response</b>	5:00 p.m.
In person	<b>ATTN: Michael Blumson</b> Seattle City Hall, 5 <sup>th</sup> Floor 600 4 <sup>th</sup> Avenue Seattle, WA 98124-7088	

## VI. Questions

Questions may be submitted to EDI staff at any time up to the application deadline. Staff will respond to questions based on availability. Periodically, questions will be compiled and placed on the [EDI website](#) in an FAQ.

In addition, there will be five workshops for to introduce potential applicants to the program and answer questions:

- April 16 – SE Filipino Community Center, 5740 Martin Luther King Jr Way S, Seattle, WA 98118, 12pm – 2pm
- April 18 – South Park Community Center, 8319 8th Avenue South, Seattle, WA 98108, Teen Center, 5pm to 7pm
- April 20 – Lake City Library, 12501 28th Ave NE, Seattle, WA 98125, 2pm - 4pm
- April 26 – Douglass Truth Library, 2300 E Yesler Way, Seattle, WA 98122, 2pm – 4pm

A drop-in session will be available closer to the deadline for applicants to meet with staff to discuss technical questions related to their specific proposals:

- May 23 – Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104 Room 4080 – 1 -5 pm

### Application Submission Checklist:

- ☐ 501c3 Letter or Agreement with Fiscal Sponsor
- ☐ Most recent audited financial statement, IRS 990, or Bookkeeper Annual Report
- ☐ RFP Narrative
- ☐ **If applicable:** Capacity Building Budget, Workplan, and Timeline
- ☐ **If applicable:** Development Sources and Uses Budget, and Timeline

**Note that OPCD staff may request additional materials during the grant review process in order to provide a considered funding recommendation.**