

City of Seattle Office for Civil Rights

Racial Equity Fund

2016 Request for Proposals (RFP)

BACKGROUND, VISION AND PRINCIPLES

Seattle City Council approved funding in the 2015/16 Seattle Office for Civil Rights (OCR) budget for grants to Seattle's community-based organizations to build capacity to address structural racism. In addition to the budgeted amount of \$60,000 for SOCR, the Seattle Office of Arts & Culture has contributed \$15,000 for a total of \$75,000 in funds available in 2016.

Background direction provided by City Council

- Types of technical assistance (i.e. capacity building to address structural racism) to be funded through these grants:
 - a. Support to provide anti-racism training through the Race and Social Justice Initiative (RSJI) and/or other entities;
 - b. Advisory level assistance in doing the analysis necessary to unpack institutional and structural racism, and cultural competency;
 - c. Support for essential actions to carry out anti-racism strategies, such as creating, printing, and translating materials; providing meeting and event space; providing access to research and information; and
 - d. Support in cultivating racially equitable partnerships across organizations.
- Community and institutional partners, particularly historically underrepresented, people-of-color-led organizations, including non-traditional alliances, may seek these capacity building funds on behalf of their constituents to begin to collectively address the structural racism in their respective areas.
- Funding will help build capacity among community members and institutional partners. These partners will be adequately resourced, based upon their needs, to create space and opportunity to develop skills & tools through anti-racism principles as well as strategies that recognize and harvest the strengths of everyone in the community.
- These funds will offer tools for individuals to empower themselves in order to work across all boundaries to successfully tackle the pressing issues communities of color face.

The City of Seattle's Race and Social Justice Initiative Vision

Racial equity is achieved – race and racism cannot be used to predict outcomes in education, criminal justice, health, housing, jobs, etc.

Seattle Office for Civil Rights

810 Third Avenue, Suite 750, Seattle, WA 98104-1627

Tel: (206) 684-4500, Fax: (206) 684-0332, TYY (206) 684-4503, website <http://www.seattle.gov/civilrights/>

An equal opportunity - affirmative action employer. Accommodations for people with disabilities provided upon request.

Principles to guide use of funding

Projects will:

- **Incorporate a structural analysis of racism** in the development and implementation of the proposal, in order to address patterns of racism.
- **Build on, align and further work that has and is being done** to address structural racism, including but not limited to the Seattle Human Services Coalition (SHSC), the People’s Institute Northwest (PINW), and the City’s Race and Social Justice Initiative (RSJI).
- **Model accountable practices and relationships** between participants, leadership and partners involved in creating and implementing the proposal. Center the experiences and leadership of communities most impacted by particular patterns of racism being addressed through work.
- Focus on and leverage opportunities that are likely to have the **greatest impact on eliminating racial inequity in the community**.
- Create **processes and tools that are shared and sustainable**, to maximize long-term results.
- Provide **open and transparent communication**, about progress and learning that results from this funding, with and between non-profits and the City, and throughout the funding process.

PROCESS

January 27 th 2016	Racial Equity Fund Open House 2016 RFP Released
March 9 th 2-4PM	Racial Equity Fund Info Session All groups interested in applying, who have not previously received funding, are required to attend. This will be an opportunity to learn more about the guiding principles of funding, receive feedback from peers and the Proposal Review Committee, and seek further opportunities for collaboration. Required attendance for all NEW groups who have not previously applied to the Fund. New Holly Gathering Hall, 7054 32 nd Ave S., Seattle 98118
March 31 st 2016	Written applications due Requests to make an oral presentation due
Week of April 25 th	Proposal Review Committee meets Reviews written applications and hears oral presentations. (Exact dates and times will be announced at the March 9 th Info Session.)
First week of May	2016 Racial Equity Fund Grant Decisions Announced
May 2016- March 2017	Proposals implemented
Jan 2016	Symposium to share lessons learned, tools and skills Required for all groups receiving funding.

SUBMISSION INSTRUCTIONS, DEADLINE AND FORMAT

Submission Instructions

Applications can be received in one of the following ways: 1) in person 2) by mail 3) electronically by email (see below) or 4) by electronic request for an oral presentation. Applications or a request to make an oral presentation must be received and date/time stamped **by midnight on March 31st**, with the exception of applications delivered by hand or submitted through US Mail. These must be received by 5 pm on March 31st. *Late applications will **not** be accepted or reviewed for funding consideration.*

- **In person or US Mail:** The application packet can be hand-delivered or mailed to:
Seattle Office for Civil Rights
Racial Equity Fund RFP Response
ATTN: Gabriella Sanchez-Stern
810 Third Avenue, Suite 750
Seattle, WA 98104-1627
Hand delivered or US Mail applications must be received in by 5pm on March 31st. No exceptions will be made.
- **Electronic Submittal:** Application packets must be emailed to Gabriella.Sanchez-Stern@seattle.gov with the subject line ***Racial Equity Fund RFP Response***
- **Oral Presentations:** Applications can be made as an oral presentation to the proposal review committee. A request for an oral presentation must be received by the application due date and time, and should include a paragraph describing the proposal and the one-page budget and timeline described in this RFP. Applicants requesting an oral presentation will be scheduled for a thirty (30) minute appointment; 20 minutes for presentation and 10 minutes for questions.

Deadline

Completed applications are due by March 31st, 2016

Format for Written Applications

- A. Applications will be rated only on the information requested and outlined in this RFP.
- B. Please do not include a cover letter, brochures, or letters of support.
- C. The application should be typed, single spaced, size 12 font, with 1 inch margins on letter-sized (8 ½ x 11-inch) sheets.
- D. The application may not exceed a total of **4** pages for the narrative sections I-VI combined, and no more than **1** page for the budget/timeline.
- E. Organize your application according to the bold section headings (I – IV) and sub-questions that follow. Please format your responses in the order of questions. You do not need to include the sub-questions themselves.

NARRATIVE AND RATING CRITERIA

- I. **Incorporates a structural analysis of racism in the development and implementation of proposal to address patterns of racism. (20 points)**
- What is your organization or group's shared analysis on why people are poor? How do you see poverty connected to racism?
 - What role do you see your group or organization playing in the greater movement to create racial equity?
 - Based on your role within the movement, what work does your group or organization plan to do together through this proposal?
 - How will you integrate arts and cultural elements and strategies into your work to address structural racism?

A strong application meets all of the criteria listed:

- A clear and concise understanding of the intersection of structural poverty and racism.
- A clear link between the group's role within the movement and the project described in the proposal if funded.
- Incorporates arts and cultural elements as a strategy for creating racial equity.

- II. **Builds on, align and further work that has and is being done to address structural racism. (20 points)**
- What work has been done by your organization or group as a foundation for addressing structural racism (including but not limited to training, organizational assessment of cultural competence or structural racism, conducting analysis to identify institutional racism, plans of action to address institutional / structural racism, etc.)?
 - Based on what has been done, how will your proposal further efforts to create racial equity?

A strong application meets all of the criteria listed:

- Applicants share clear understanding and alignment with work that has and is being done to undo racism.
- Project proposal demonstrates clear vision for how work builds on work of the past.

- III. **Models accountable practices and relationships between participants, leadership and partners. (20 points)**
- From which agencies, institutions, communities, and organizations are the members of your partnership in this proposal?
 - Who are those most impacted by the pattern of racism that your project is intended to address? How will their experiences and leadership be centered through your project?
 - What are the power dynamics between participants, leadership and/or partners on the project and how will you structure your project in order to ensure equitable power-sharing during implementation and/or decision-making.

A strong application meets all of the criteria listed:

- Clearly outlines the various partners involved and/or impacted through the project.
- The partnership has a clear sense of what it means to center communities most impacted by racism and clearly defines the ways in which they plan to do so through this project as a means of eliminating racial inequities.
- Demonstrates a clear understanding of the inherent power dynamics, and outlines an intentional strategy for addressing them.
- The partnership members have worked together to develop a shared vision and guidelines for working together effectively during implementation.

IV. Focuses on and leverages opportunities likely to have the greatest impact on eliminating racial inequity in the community. (20 points)

- a. What outcomes have you defined for your project?
- b. How will the work you do help to eliminate racial inequity in the community?
- c. How will you determine the impact?

A strong application meets all of the criteria listed:

- The partnership has clearly defined an outcome for this project that addresses structural racism and/or leads to eliminating racial inequity in the community.
- The partnership has defined a way to assess the impact of the project outcomes.

V. Creates processes and tools that are shared and sustainable. (10 points)

- a. What processes and/or tools do you anticipate creating that can be shared with others in the community to eliminate racial inequities?
- b. How do you plan to sustain the impact of the work you do in your proposal?

A strong application meets all of the criteria listed:

- The proposal includes processes and / or tools that can be shared with others in the community to eliminate racial inequities.
- The proposal includes a plan to sustain the impact of the work accomplished in this proposal.

VI. Provides open and transparent communication. (10 points)

- a. What are your plans for maintaining open and transparent communication with and between your grantee partners, community partners and the City throughout this process?
- b. How do you plan to share the progress and the learning that result from this funding?

A strong application meets all of the criteria listed:

- The proposal includes plans and ideas for maintaining open communication that enhances collaboration among the grantee partners, other partner organizations and with community.
- The proposal addresses a plan for sharing progress and learning that result from this funding.

BUDGET AND TIMELINE

The proposal should include a one-page work plan that identifies a timeline and budget for the project. The work plan should identify the specific actions/activities you are planning in your proposal; the timeline should identify the specific time frame for the actions/activities; the budget should identify specific expenses associated with your proposal.

The work plan, timeline and budget should align with the narrative and your expected outcomes.