**GOALS AND PURPOSE**

**APPLICATION TIMELINE**

Proposals Due by 4:00pm on September 16th, 2022

**CONTRACT TYPE**

Organizations are invited to apply for this contract type:

* **Education and Enrollment Programs**

Up to $15,000

**ELIGIBILITY**

501(c)(3) organizations (or organizations with a 501(c)(3) fiscal sponsor) working in Seattle, Washington.

**CONTACT**

DemocracyVoucher@seattle.gov

(206) 727-8855

The Democracy Voucher Program established this contracting opportunity to increase diversity and representation of Democracy Voucher usage and achieve greater equity for underserved communities.

The Democracy Voucher Program has budgeted $225,000 to award to 501(c)(3) community-based organizations to conduct outreach to underserved communities in Seattle. Of the overall budget, $150,000 is dedicated to organizations focusing on lawful permanent resident enrollment and education.

Community organizations are asked to submit proposals that respond to one or more of the following:

* Promote civic engagement in underserved communities by educating residents about the Democracy Voucher Program.
* Provide program education and enrollment to lawful permanent residents with a high degree of cultural competency.
* Remove barriers to the program by providing in-language program education and distributing translated program materials.

**PRIORITIES**

We will prioritize applications from organizations that serve Black, Indigenous, People of Color, limited-English communities, lawful permanent residents, immigrant/refugees, People with Disabilities, East Africans, Asian Pacific Islanders, Latinx, low-income, LGBTQ+, unsheltered individuals, youth, and more.

Democracy Vouchers are available to Seattle residents who are:

* At least 18 years of age;
* Either a U.S. Citizen, U.S. National, or lawful permanent resident ("green card holder"); and
* A resident of Seattle for at least 30 days.

**ELIGIBILTY FOR CONTRACT**

* Organizations must be non-partisan.
* Organizations must be 501(c)(3) organizations working in Seattle, Washington (or have a 501(c)(3) fiscal sponsor).

**FUNDING AVAILABLE**

A total of $225,000 in contracting opportunities are available to community organizations. Of the overall budget, $150,000 is dedicated to organizations focusing on lawful permanent resident enrollment and education.

* **Education and Enrollment Program – May be up to $15,000**

Contracts will be awarded to organizations that provide an ongoing education and enrollment program through **August 31,** **2023**.

**TIMELINE**

* **August 17th, 2022 and August 22nd, 2022-** Optional information sessions (may be held remotely).
* **September 16th, 2022-** Proposals are due by 4:00pm**.**
* **October 10th, 2022-** Notice of award.
* **October 17th, 2022–** Awardee kick-off (may be held remotely).
* **November 9th, 2022 and November 16th 2022-** Two required training sessions (may be held remotely).
* **December 1st, 2022 -** Outreach activities may begin.
* **August 31st, 2023** - Outreach activities must be completed.

**SUBMIT A NARRATIVE: QUESTIONS AND CRITERIA**

Please submit a narrative answering the following questions. Proposals will be selected and funded based upon the degree to which the narrative meets the following criteria.

***Please limit narratives to 5 total pages.***

**Review (insert fund webpage) for examples of DVP materials available for distribution.**

|  |
| --- |
| 1. Education and Enrollment Program Contract Criteria
 |
| Section | **Questions for you to answer:** | **What we’re looking for:** |
| 1. Target population

(15 points) | * What is your target population(s) for this outreach effort?
 | * Does the organization know the needs of the communities?
 |
| 1. Experience

(20 points) | * How does your organization currently serve and interact with the targeted communities?
* What are the roles of the staff and/or volunteers who will be implementing the outreach activities?
 | * Does the organization have the expertise to effectively educate and engage residents?
* Is the organization equipped to implement the proposed outreach activities?
 |
| 1. Outreach Plan & Budget

(65 points) | * What are your strategies to increase engagement with the Democracy Voucher Program? Please describe your outreach plan, detailing activities and strategies. Include the following:
* Number of residents contacted for education.
* Number of residents you plan to enroll (LPRs)
* Item, quantity, and language(s) of materials you plan to distribute.
* Social media posts and/or texts – number of communications and approximate audience count for each.
* Number of events planning to attend and/or host. Describe audience.
* Number of education sessions held. Describe audience.
* What is your budget for the activities? Use the provided budget template to outline your activities, existing resources/expertise, and budget needs.
 | * Does the organization identify specific strategies and plans that address the unique needs of the targeted communities?
* Does the organization demonstrate knowledge of effective and realistic outreach and engagement strategies within budget?
 |
| 1. ~~Tracking~~

~~(15 points)~~ | * ~~How will your organization track and evaluate the effectiveness of its strategies?~~
 | * ~~Does the organization clearly outline how it will track the results or effectiveness of strategies?~~
 |

**HOW TO SUBMIT A PROPOSAL**

1. **By email (preferred). Must be received by 4:00pm on September 16, 2022.**

Email: democracyvoucher@seattle.gov

1. **By mail.** **Must be received by September 16, 2022.**

Mail the proposal to:

Seattle Ethics and Elections Commission

Democracy Voucher Program

PO Box 94729

Seattle, WA 98124-4729

**RESOURCES AVAILABLE TO ORGANIZATIONS**

If organizations have questions about the application process, staff are available by phone or email at (206) 727-8855 or democracyvoucher@seattle.gov. E-mail us your contact information if you would like to keep-in-touch about any updates to the contract process.

Staff will remain available to organizations throughout the duration of the contracts and will require a monthly check-in.

Existing program materials, such as translated documents, will be provided free of charge to organizations.

## **Proposal Cover Sheet**

Please note that all documents provided to the Democracy Voucher Program are subject to the Washington State Public Records Act. If a member of the public requests any of the documents submitted with this proposal, the City will be required to release them, in whole or in part.

**Applicant organization/group name:**

**Address:**       **City, state, zip:       Website:**

**Leader of the applicant organization/group:       Title:**

**Email:       Phone:**

**If the project is being managed by a different person, please also give us the following information.**

**Name of project lead:       Title:**

**Email:       Phone:**

**NONPROFIT STATUS**

**Is your organization an IRS 501(c)(3) nonprofit organization?**  **[ ]  Yes [ ]  No**

**If no, which eligible IRS 501(c)(3) organization will serve as fiscal sponsor?**

**STAFF AND VOLUNTEERS**

**Does your group have paid staff? [ ]  Yes [ ]  No If yes, how many staff?**

**Does your group have volunteers? [ ]  Yes [ ]  No If yes, how many volunteers?**

**How much funding are you requesting?**

* $500-$3,000 (for community events) **Please specify amount:**
* Up to $15,000 (for education and enrollment programs) **Please specify amount:**

**PARTNER ORGANIZATIONS**

* Is your organization planning to partner with other organizations to complete the work described in this proposal? **[ ]  Yes [ ]  No**
* If yes, provide the name of the organization(s) and dollar amount that will go to each.

**PROPOSAL CHECKLIST**

[ ]  Proposal cover sheet

[ ]  Narrative

[ ]  Current IRS 501(c)(3) letter (yours or your fiscal sponsor’s).

[ ]  Project budget (using the attached form).