

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.

**2022 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:       Project Name:

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):

Two-sentence Summary of Proposal:

Name of person authorized to approve application:

\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

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

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

# EQUITABLE DEVELOPMENT INITIATIVE (EDI) FUND APPLICATION

1. Application Questions
2. 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.**

1. 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. Project proposals should explicitly identify those outcomes that are most relevant for their community and what the benefits of the project will be to the community. **Please refer to the Equity Drivers scoring section for guidance on answering this question.**

1. 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 community/neighborhood engagement has been conducted to identify and prioritize this project? How has this project been 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.**

1. There are two categories of EDI funds available. Applicants may apply for funds from one or both categories.

## Need for Funds for 2022 (check all that apply)

|  |  |
| --- | --- |
| Category 1 **Up to $75,000** | Category 2 **Up to $2,000,000 maximum** |
| Capacity Building | Project Development (check all that may apply):  Capital Funding |

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 capital 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.**

Check if acquisition funding is requested and there are currently occupants of the property, either businesses or residents? **If checked, Relocation cost will likely apply**

1. **Zoning Project Optional Question**. If the project would like to participate in the OPCD Equitable Development Zonimg strategies, please indicate below the circumstances your project is encountering with receiving the land use or zoning permits. Please refer to the Zoning Project Appendix for a description of the effort.

1. Supplemental Application Questions

These questions should **only** be answered by organizations that have received funding from the EDI Fund in prior years (except organizations that have only been funded from the in the 2020 COVID response RFP round). **Consult your project manager if you are unsure.**

1. Describe what capacity gains have been achieved through the previous rounds of capacity-building and how the organization has been better able to serve the community through the capacity-building awards.

1. Detail how you have maintained accountability with your community. Identify any areas where governance structures and/or performance diverged from what was proposed in the initial application and provide an explanation of any discrepancies.

1. The EDI fund’s ongoing support is intended to provide stability while an organization identifies more diverse funding sources. Please identify your sustainability strategy, starting with 2022 activities, to expand the sources of operations support beyond EDI capacity-building grants.

1. Identify ways in which you have uplifted or partnered with other organizations operating in your community who have not received EDI capacity-building support. Examples could include: providing financial support to partner orgs, providing information and technical support, using administrative capacity as a backbone for shared community projects.
2. Budget

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

1. Format for proposals
2. Applications will be rated on the information requested and outlined in this RFP.
3. Limit narrative to a total of 6 pages. Only answers to Questions 1-4b count against this total
   1. Organizations required to complete the supplemental questions should limit responses to questions 1-9 to 10 pages. **Consult with your EDI Project Manager to confirm if supplemental questions are required.**
4. Organize your application according to the order of questions in this section.
5. Submission Instructions

Applications are due at 11:59 p.m. on **Sunday, June 5th, 2022** and can be received:

|  |  |  |
| --- | --- | --- |
| **HOW** | **WHERE** | **WHEN** |
| By email | [michael.blumson@seattle.gov](mailto:michael.blumson@seattle.gov)  **RE: EDI fund RFP response** | 11:59 p.m. June 5, 2022 |

1. Questions

Questions may be submitted to EDI staff at any time up to the application deadline. Staff will respond to questions based on availability.

Please [**Find the pre-recorded link here**](http://www.seattle.gov/opcd/ongoing-initiatives/equitable-development-initiative#whatwhy)toan overview of the EDI application process. Additionally, you can sign up on the same page for further updates from the EDI program about the application.

Application Submission Checklist:

Articles of Incorporation or fiscal sponsor letter

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.**