

**Amendment #1 (May 6, 2022):** Clarified age range eligibility from Provider criteria section (page 3)

**Amendment #2: (May 6, 2022):** Clarified that Focus Youth includes BIPOC and/or immigrant/refugee youth and young adults ages 5-24 (page 7)

**Amendment #3: (May 6, 2022):** Added Grades K-5 as a selection option in Cover Sheet age range section (page 14)

Revisions are highlighted in **yellow** and underlined (addition) or as a *strikeout* (deletion) to the original RFI issued on Monday, April 25, 2022. Please see page 3, 7, and 14 of the [RFI Overview Document](#) for details.

## INSTRUCTIONS TO APPLICANTS

### Submission:

#### **ATTN: NEW Submission Instructions**

In addition to submitting an application, all applicants **are required** to complete an [online registration form](#) for each application they submit. Upon completion of the registration for you will receive an email confirmation.

Applications may be submitted electronically. All attachments must be received on or **before 3:00 PM Monday, May 16<sup>th</sup>, 2022.**

The following sections, unless noted otherwise, must be submitted to constitute a complete RFI Application submission:

- Cover Sheet
- Section 1: Organizational Information
- Section 2: Program Strategies
- Section 3: Program Outcomes
- Section 4: Data Use & Continuous Quality Improvement
- Section 5: Labor Harmony
- Section 6: Budget
- COVID-19 Addendum

Responses to each of the sections must follow the page limits identified in the instructions for each section.

#### **Electronic submission**

Deliver to: [DEELFunding@seattle.gov](mailto:DEELFunding@seattle.gov)

Please use the following naming convention in the subject line of your email and for the electronic files attached:

**[Organization Name] – Youth Leadership & Cultural Education RFI**

#### **Questions:**

Please direct submission process questions via email to [DEELFunding@seattle.gov](mailto:DEELFunding@seattle.gov) and include “Question: Youth Leadership & Cultural Education RFI” in the subject line.

**COVER SHEET**

**Youth Leadership & Cultural Education  
Request for Investment Application**

**ORGANIZATION INFORMATION:**

Organization Name	
Organization Leader (e.g., Executive Director, Owner, Principal)	
Mailing Address	
Email Address	
Contact Phone	
Organization URL	
Organization/Business Type	<input type="checkbox"/> Community Based Organization <input type="checkbox"/> Sole Proprietor

**APPLICANT CONTACT INFORMATION:**

***Primary contact person for questions about this RFI:***

Name	
Title/Role	
Phone	
Email	

***Secondary contact person:***

Name	
Title/Role	
Phone	
Email	

**SUMMARY OF PROGRAM/SERVICE PROPOSAL:**

Proposed Program/Service Name	
Program Strategies (Choose at least one)	<input type="checkbox"/> Identity & Belonging <input type="checkbox"/> Well-Being <input type="checkbox"/> Learning & Agency

Youth Identified Outcomes (Choose at least two)	<input type="checkbox"/> <b>Outcome 1:</b> Increased positive identity development through experiences with identity-affirming cultural education programming for BIPOC, and/or immigrant and refugee youth
	<input type="checkbox"/> <b>Outcome 2:</b> Increased supportive and identity affirming relationships with peers and adults for BIPOC, and/or immigrant and refugee youth
	<input type="checkbox"/> <b>Outcome 3:</b> Increased leadership skills (critical thinking analysis, strategy development, systems level thinking) among BIPOC, and/or immigrant and refugee youth
	<input type="checkbox"/> <b>Outcome 4:</b> Increased social-emotional skills (self-advocacy, self-efficacy, self-management, self and social awareness) among BIPOC, and/or immigrant and refugee youth
	<input type="checkbox"/> <b>Outcome 5:</b> Increased access to safe space in their lives where they can receive identity-affirming, community-based programs, for BIPOC youth
Anticipated number of focus students to be served <b>annually</b>	
Age range program will serve: (select all that apply)	<input checked="" type="checkbox"/> <b>Elementary, grades K-5</b> <input type="checkbox"/> Middle, grades 6-8 <input type="checkbox"/> High, grades 9-12 <input type="checkbox"/> Opportunity Youth (16yrs-24yrs)
Does your program serve a majority of BIPOC Youth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Share which focus population(s) your proposed program/services will support  <i>Example: (Immigrant and/or refugee youth, emergent multilingual youth, etc.)</i>	
Funding Amount Requested (max \$150,000.00)	
Partner agency (if applicable)	

SERVICE AREA	
In which City Council District(s) do you propose to deliver services? Check all that apply. Follow link to view a map of Seattle City Council Districts or search by address: <a href="http://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmember">http://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmember</a>	<input type="checkbox"/> Council District 1 <input type="checkbox"/> Council District 2 <input type="checkbox"/> Council District 3 <input type="checkbox"/> Council District 4 <input type="checkbox"/> Council District 5 <input type="checkbox"/> Council District 6 <input type="checkbox"/> Council District 7
CAPACITY	
How would these funds support your organization?  Check all that apply.	<input type="checkbox"/> Enable the creation of a new program or service <input type="checkbox"/> Stabilize an existing service at its current capacity <input type="checkbox"/> Enable an existing program to use a new model of service delivery <input type="checkbox"/> Enable an existing program to expand

	<input type="checkbox"/> Enable an existing program to better serve a specific sub-population <input type="checkbox"/> Other: (please specify)
How many full-time equivalents (FTE) does your organization employ?	<i>Please calculate FTE by converting hours worked by part-time employees into full-time equivalent hours (e.g., two employees working 20 hours per week equals one FTE).</i>  _____ FTE
<b>FINANCE</b>	
Have you previously been awarded DEEL funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
What was your organization's annual operating budget the past fiscal year?	

**AUTHORIZED SIGNATURE OF LEAD ORGANIZATION APPLICANT:**

*To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.*

Name and Title of Authorized Representative:

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*Signature of Authorized Representative*

*Date*

## SECTION 1: ORGANIZATIONAL INFORMATION

*Responses to Section 1 are to be no more than **2 pages** (8½" x 11"), **approximately 500 words**, typed or word-processed, size 11 font, single- or double-spaced, page-numbered, and submitted with all other sections. Any content that exceeds the page limit will be redacted and not considered as part of application review.*

This section assesses the alignment of organizational attributes with the criteria described in the RFI. In approximately 500 words or less, please respond to the following prompts:

1. A description of your organization's mission and how the work of your organization prioritizes serving BIPOC and/or immigrant and refugee youth.
2. A description of the organization's experience providing the type of service proposed. Alternatively, a description of the ways in which the organization plans to acquire the capacity to add this to their body of services.
3. A description of how staff in your organization reflect the priority communities and populations they serve.
4. A description of how the executive staff and board (if applicable) of your organization reflect the communities and populations the organization serves.

## SECTION 2: PROGRAM STRATEGIES

*Responses to Section 2 are to be no more than **3 pages** (8½" x 11"), typed or word-processed, size 11 font, single- or double-spaced, page-numbered, and submitted with all other sections. Any content that exceeds the page limit will be redacted and not considered as part of application review.*

Organizations will provide programming and/or services for BIPOC youth and/or immigrant and refugee youth in Seattle and King County through **one or more** of three (3) specific program strategies.

Applicants will select the program strategy (or strategies) most reflective of the program or service they intend to provide and draft their RFI proposal accordingly. The three program strategies are:

- 1. Identity & Belonging:** Programming that is identity-affirming, creates the opportunity for BIPOC youth to feel culturally represented, and cultivates environments that value individual ways of being, learning, and knowing.

**Connected Outcomes:**

**Outcome 1:** Increased positive identity development through experiences with identity-affirming cultural education programming for BIPOC youth

**Outcome 2:** Increased supportive and identity affirming relationships with peers and adults for BIPOC youth

- 2. Learning & Agency:** Programming that provides opportunity for BIPOC youth to build skills and mastery and environments that allow translating learning into action. Supporting the development of youth agency by cultivating a sense of efficacy and leadership through programs that provide access to social capital and provide college & career readiness supports.

**Connected Outcomes:**

**Outcome 3:** Increased leadership skills (e.g., critical thinking analysis, planning and goal setting, systems level thinking) among BIPOC youth

- 3. Social Emotional Well-being:** Programming that provides BIPOC youth with culturally responsive social emotional support, social emotional learning programs, and guiding and connecting youth to holistic support services.

Programming that provides safe spaces situated in their communities for youth to explore their identities, practice building healthy relationships, and are given opportunities to cultivate personal strengths (focusing on what you do best).

**Connected Outcomes:**

**Outcome 4:** Increased social-emotional skills (self-advocacy, self-efficacy, self-management, self and social awareness) among BIPOC youth

**Outcome 5:** Increased access to safe space in their lives where they can receive identity-affirming, community-based programs, for BIPOC youth

Please note that program strategies are loosely defined with broad parameters. Quotes included above come directly from survey respondents within the landscape study and are provided for applicant context about the types of program services this grant seeks to support.

***Program Strategies prompt:***

Describe your program and how it fits into one or more of the program strategies listed above. Successful answers will include descriptions of how:

- Your program fits into the program strategy(s) and what services are provided.
- Services align with the program strategy(s).
- Your organization's mission and vision connect to the program strategy(s).

**SECTION 3: PROGRAM OUTCOMES**

*Responses to Section 3 are to be no more than **3 pages** (8½" x 11"), typed or word-processed, size 11 font, single- or double-spaced, page-numbered, and submitted with all other sections. Any content that exceeds the page limit will be redacted and not considered as part of application review.*

Organizations will explain how programming intends to accomplish **two or more** of the following outcomes within their programming.

Outcome 1 - Increased positive identity development through experiences with identity-affirming cultural education programming for BIPOC youth and/or immigrant and refugee youth.

Outcome 2 - Increased supportive and identity affirming relationships with peers and adults for BIPOC youth and/or immigrant and refugee youth.

Outcome 3 - Increased leadership skills (critical thinking analysis, strategy development, systems level thinking) among BIPOC youth and/or immigrant and refugee youth.

Outcome 4 - Increased social-emotional skills (self-advocacy, self-efficacy, self-management, and social awareness) among BIPOC youth and/or immigrant and refugee youth.

Outcome 5 - Increased access to safe space in their lives where they can receive identity-affirming, community-based programs, for BIPOC youth and/or immigrant and refugee youth.

***Program Outcomes prompt:***

Describe the impact your program has had thus far on BIPOC youth in Seattle and King County, what impact you have planned for the next year, and how this impact aligns with two (or more) of the outcomes above. If there are additional outcomes your program intends to accomplish, articulate those outcomes in your response.

Successful answers will include descriptions of how:

- Your organization's intended outcomes align with the program services offered, as outlined in the program description in the *Program Strategies* section.
- Your program's impact and intended impact align with at least two of the program outcomes and any additional proposed outcomes.
- Your organization will utilize funding to accomplish outcomes.



**SECTION 4: DATA USE & CONTINUOUS QUALITY IMPROVEMENT PLAN**

*Responses to Section 4 are to be no more than **2 pages** (8½" x 11"), typed or word-processed, size 11 font, single- or double-spaced, page-numbered, and submitted with all other sections. Any content that exceeds the page limit will be redacted and not considered as part of application review.*

The Data Use & Continuous Quality Improvement Plan serves as a reflection tool for organizations, so they can ensure responsiveness to student needs throughout the different phases of program implementation. And that future iterations of this program incorporate lessons learned. Successful Data Use & Continuous Quality Improvement Plans will include descriptions of how:

- Your proposed program captures outcomes (youth surveys, tracking of data points, etc.) and uses data to inform future planning and programming.
  - Specifically, how your proposed program utilizes quantitative and/or qualitative data to support continuous quality improvement processes to check and adjust program strategies/interventions and implement programming responsive to youth need.
- Your organization identifies and addresses youth barriers to accessing services.
  - Specifically, how will you ensure youth feel welcomed, respected, and safe when accessing support services?
- Your organization partners with youth and community accessing your services.
  - Specifically, how will you ensure youth have positions of power and authority in program decisions and implementation?
  - Specifically, how will you ensure youth feel seen, supported, and affirmed by culturally relevant program content?

**SECTION 5: LABOR HARMONY**

*Responses to Section 5: Labor Harmony are to be completed using the template provided and submitted with all other sections. Attachments do not count towards the page limit and are to be submitted as a separate file.*

The City values agencies that work to prevent labor disputes, which may lead to work stoppages or adversely impact the ability of funded programs to achieve intended outcomes.

In your response, please indicate if your agency is committed to avoiding labor disputes that disrupt services by checking the appropriate box.

Yes       No

If your organization has standard practices and policies that uphold this principle, such as a labor harmony agreement or a collective bargaining agreement, **please attach with your submission as a separate file** (Word or PDF). This attachment will not count towards the page limit.

**COVID-19 ADDENDUM**

*The extent and duration of COVID-19 outbreak remains unknown and the impacts on our communities and our economy are still being assessed. DEEL is interested in proactively addressing these impacts to the extent possible and is asking applicants to anticipate potential impacts to their program/service proposal. Please respond to the following questions to the best of your ability. Responses will not be scored as a part of your application's evaluation.*

In the event public health guidelines place limits on social interactions and/or gathering places like schools and community centers during the 2020-21 school year, what aspects of your program/service proposal do you anticipate may be impacted? Please check all that may apply.

- Programming site/facility
- Schedule (e.g., start/end dates, frequency)
- Delivery of services/programming activities
- Students served
- Staffing
- Partnerships
- Transportation
- Meals/Snacks

Please provide a brief description (maximum 500 words) of how the impacted programming/services identified above may be sustained or if they would need to be suspended in the event of unforeseen school closures or the inability to provide direct, in-person services to identified focus students.

## EVALUATION AND DELIBERATION CRITERIA

A review panel comprised of community members and City of Seattle staff and partners will score and rank applications from highest to lowest based on factors outlined in the application sections above and recommend selections for final award. Below are the evaluation criteria that will be used to score and discuss proposals.

As part of the evaluation process, review panel members and DEEL will consider multiple factors when selecting applicants for funding during the deliberation process. Evaluation factors include:

- Fund a diverse group of eligible applicants identified in the youth and adult community surveys.
- Fund proposals that leverage partnerships and engagement with youth and families.
- Fund proposals that provide programming BIPOC youth in achieving two or more outcomes outlined in the RFI within one or more of the three identified program strategies.

Section	Criteria	Score
1. Organizational Information	<ul style="list-style-type: none"> <li>▪ Organization has a mission statement and/or other foundational documents that centers its mission on serving BIPOC youth and/or immigrant and refugee youth/priority population. <b>[10 points]</b></li> <li>▪ Organization demonstrates experience with the type of direct service proposed in application; or alternatively, if the type of direct service proposed is one with which the applicant has no experience, description/plan to acquire the capacity to add this to their body of services. <b>[10 points]</b></li> <li>▪ Organization staff and senior leadership reflects the priority communities and populations they serve. <b>[10 points]</b></li> </ul>	<b>30</b>
2. Program Strategies	<ul style="list-style-type: none"> <li>▪ Organization describes how program and services provided fit into the program strategy(s). <b>[9 points]</b></li> <li>▪ Programs content is culturally relevant and affirming to participating youth. <b>[8 points]</b></li> <li>▪ Services align with the program strategy(s). <b>[8 points]</b></li> <li>▪ Organization’s mission and vision connect to the program strategy(s). <b>[5 points]</b></li> </ul>	<b>30</b>
3. Program Outcomes	<ul style="list-style-type: none"> <li>▪ Organization’s intended outcomes align with the program services offered, as outlined in the program description in the <i>Program Strategies</i> section. <b>[10 points]</b></li> <li>▪ Program’s impact and intended impact align with at least two of the youth-identified outcomes and any additional proposed outcomes. <b>[10 points]</b></li> <li>▪ BIOPC youth are involved in decision-making and leadership of programs they participate in. <b>[5 points]</b></li> <li>▪ Organization will utilize funding to accomplish outcomes. <b>[5 points]</b></li> </ul>	<b>30</b>
4. Data Use & Continuous Quality Improvement Plan	<ul style="list-style-type: none"> <li>▪ Program captures outcomes (youth surveys, tracking of data points, etc.). <b>[4 points]</b></li> <li>▪ Organization identifies and addresses youth barriers to accessing services. <b>[2 points]</b></li> <li>▪ Organization prioritizes partnering with youth and community accessing your services. <b>[4 points]</b></li> </ul>	<b>10</b>
4. Labor Harmony	<i>Not scored, part of technical compliance review</i>	
<b>TOTAL POINTS</b>		<b>100</b>