

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.

**2018 EDI Fund Round 2 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:

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 Fund Manager  
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. **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.**

1. Describe the community/neighborhood engagement that has been conducted to identify and prioritize this project. How was this project 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. 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 2018-2019 (check all that apply)

|  |  |
| --- | --- |
| Category 1 **Up to $75,000/year** | Category 2 **Up to $1,000,000 maximum including Category 1 funds** |
| Capacity Building | Project Development:  Pre-Development  Property acquisition/site control  Capital Requests |

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 capital funds 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 but are encouraged to use the Forms in **Attachment B**, especially if the project will have an affordable housing component. **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.

1. Reporting

Applicants are encouraged to propose reporting requirements that would serve both as a vehicle for additional capacity-building as well as provide accountability to the community demonstrating the effectiveness of services provided.

1. Budget

**Attachment B** contains suggested budget and schedule templates. Applicants are allowed to submit alternatives that provide similar levels of detail.

1. Format for proposals
2. Applications will be rated on the information requested and outlined in this RFP.
3. Limit application to a total of 10 pages.
4. Organize your application according to the order of questions in this section.
5. Submission Instructions

**Pre-Application Meetings**: We strongly encourage pre-application meetings and will accept requests for meetings until February 14, 2018 by sending an email to [michael.blumson@seattle.gov](mailto:michael.blumson@seattle.gov) with the subject line “Pre-Application Meeting Request EDI Fund.” Requests should include a paragraph describing the proposal and whether other City Departments are already engaged in the effort.  
Applicants will be scheduled for a one-hour meeting.

Applications are due at 5 p.m. on **Monday, March 5th, 2018** and can be received:

|  |  |  |
| --- | --- | --- |
| **HOW** | **WHERE** | **WHEN** |
| By mail | **ATTN: Michael Blumson**  PO Box 94788  Seattle, WA 98124-7088 | 5:00 p.m. |
| By email | [michael.blumson@seattle.gov](mailto:michael.blumson@seattle.gov)  **RE: EDI fund RFP response** | 5:00 p.m. |
| In person | **ATTN: Michael Blumson**  Seattle City Hall, 5th Floor  600 4th Avenue  Seattle, WA 98124-7088 |  |

# Application Submission Checklist:

501c3 Letter or Agreement with Fiscal Sponsor

Bylaws and Articles of Incorporation

Most recent audited financial statement, IRS 990, or Bookkeeper Annual Report

RFP Narrative

Capacity Building Budget and Timeline

**If applicable:** Development Sources and Uses Budget and Schedule

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