

City of Seattle Office for Civil Rights

Racial Equity Fund

Request for Proposals (RFP)

BACKGROUND, VISION AND PRINCIPLES

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

Background direction provided by City Council

- Types of technical assistance to be provided:
 - 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 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;
 - 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 the technical assistance 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 recognize and harvest the strengths of everyone in the community;
- Technical assistance 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

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

Principles to guide use of funding

- **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.
- **Support partnerships** that work systemically, across non-profits and with community, other institutions and organizations, faith-based groups, businesses, academia, etc. Encourage collaboration and creative approaches
- Focus on and leverage opportunities that are likely to have the **greatest impact on eliminating racial inequity in the community**.
- **Engage community members** in eliminating racial inequities and leveraging community commitments.
- 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

February	SOCR 1) Sends out RFP 2) Identifies an RFP Review Committee to review proposals and make recommendations for funding to the Director of SOCR. (Group members must be free from conflicts of interest.)
March 9 th 2-5PM New Holly Gathering Center	3) Racial Equity Fund Open House and Proposal symposium – all potential proposers should be prepared to share ideas for their draft proposals with others in the room. This will be an opportunity to receive feedback from their peers and the Proposal Review Committee, and to seek further opportunities for collaboration. Required attendance for all proposers.
March 27 th	Written applications due. Requests to make an oral presentation due.
Sometime between April 1-10 th	Proposal Review Committee meets to review written applications and hear oral presentations. (Exact dates and times will be announced on March 9 th at the Proposal Symposium.)
April 13 th	Decisions Announced.
April-Dec	Proposals implemented.
Jan 2016	Symposium to share lessons-learned, tools and skills. Required for all funded proposers.

SUBMISSION INSTRUCTIONS, DEADLINE AND FORMAT

Submission Instructions

Applications must be received in person, by mail, by appointment for an oral presentation, or electronically. Applications or a request to make an oral presentation must be received and date/time

stamped by the midnight on March 27th. Oral presentations are strongly encouraged. *Late applications will **not** be accepted or reviewed for funding consideration.*

- Electronic Submittal: Application packets may be emailed with the subject line: **Racial Equity Fund RFP Response** to Gabriella.Sanchez-Stern@seattle.gov

- Hand Delivery 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

- 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 midnight on Friday, March 27th, 2015.

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. **Build on, align and further work that has and is being done to address structural racism (20 points)**
 - a. What work has been done by your agencies or organizations 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.)?

- b. Based on what has been done, what work does your partnership plan to do together in this proposal?

A strong application meets all of the criteria listed:

- There is specific work documented in this narrative demonstrating that the partner agencies have done foundational work to address structural racism.
- A clear and concise description of the work to be accomplished if the project is funded.

II. Support systemic partnerships (20 points)

- a. From which agencies, institutions, communities, and organizations are the members of your partnership in this proposal?
- b. How will you work together in implementation?
- c. What is your shared vision?
- d. What norms/ground rules have you created to guide how you will work together?

A strong application meets all of the criteria listed:

- At least two or more agencies or organizations form this partnership.
- Either community members, or other institutions and organizations are in this partnership.
- The partnership members have worked together to develop a shared vision and guidelines for working together effectively during implementation.

Applicants are also strongly encouraged to:

- Integrate arts and cultural elements and strategies to address structural racism; and/or
- Include (an) arts and/or cultural group(s)/organization(s) in their partnership.

III. 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.

IV. Engage community members in eliminating racial inequities (20 points)

- a. In what ways has or will your partnerships center the experiences and leadership of the community members most impacted by the pattern of racism that you are trying to address?
- b. In what ways has or will your partnership build capacity in the community leading to greater commitments to eliminate racial inequities?

A strong application meets all of the criteria listed:

- 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.
- The partnership has included plans to build capacity in the community to leverage commitments to eliminate racial inequity.

V. Create 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. 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 for this proposal that includes a time line and budget for the project. The work plan should identify the specific actions / activities you are planning in your proposal; the time line should identify the specific time frame for the actions / activities; the budget should identify specific expenses associated with your proposal.

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