**GOALS AND PURPOSE**

**APPLICATION TIMELINE**

Proposals Due by 4:00pm on October 11, 2024.

**CONTRACT TYPE**

Organizations are invited to apply for this contract type:

* **Education and Enrollment Programs**

Up to $30,000

**ELIGIBILITY**

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

**CONTACT**

[DemocracyVoucher@seattle.gov](mailto: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 $300,000 to award 501(c)(3) community-based organizations to conduct outreach to underserved communities in Seattle. Of the overall budget, 75% 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.
* Remove barriers to the program by providing in-language program education and distributing translated program materials.
* Inform residents on how to request Democracy Vouchers in their preferred languages.

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 $300,000 in contracting opportunities are available to community organizations. Of the overall budget, 75% is dedicated to organizations focusing on lawful permanent resident enrollment and education.

* **Education and Enrollment Program – May be up to $30,000**

Contracts will be awarded to organizations that provide an ongoing education and enrollment program through **October 31,** **2025**.

**TIMELINE**

* **October 11, 2024 -** Proposals are due by 4:00pm**.**
* **November 18, 2024 -** Notice of award.
* **January 22, 2025 and January 25 2025 -** Two required training sessions (will be held remotely).
* **January 26 , 2025 -** Outreach activities may begin.
* **June 2025 –** Required mid-year check in meeting.
* **October 31, 2025** - 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.***

|  |  |  |
| --- | --- | --- |
| 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: * Type of materials, quantity, and language(s) of items 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. * 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? |

**HOW TO SUBMIT A PROPOSAL**

1. **By email (preferred). Must be received by 4:00pm on October 11, 2024.**

Email: [democracyvoucher@seattle.gov](mailto:democracyvoucher@seattle.gov)

1. **By mail.** **Must be received by October 11, 2024.**

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](mailto: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?**

* Up to $30,000 (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).