**GOALS AND PURPOSE**

**APPLICATION TIMELINE**

Proposals are due December 3, 2018

**TWO CONTRACT TYPES**

Organizations are invited to apply for one of two categories:

1. *Education and Enrollment Program* Up to $30,000
2. *Community Event(s)*

$500-$5,000

**DISTRIBUTION OF FUNDS**

January 11, 2019

**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 intends to increase diversity of Democracy Voucher usage and achieve greater equity for underserved communities.

The Democracy Voucher Program has budgeted $150,000 to award to 501(c)(3) community-based organizations to conduct outreach to underserved communities in Seattle.

Community organizations are asked to submit proposals to:

1. Increase enrollment for eligible residents who are lawful permanent residents, U.S. Citizens who are not registered to vote, and U.S. Nationals.
2. Increase the number of Seattle residents who are first-time campaign contributors.
3. Remove barriers to the program by distributing translated program materials.

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 $150,000 in contracting opportunities are available to community organizations. Applicants may apply for only one contract type.

1. **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 July 2019.

1. **Community Event(s) – May range from $500-$5,000**

Contracts will be awarded to organizations that provide a single or series of event(s) intended to educate and/or enroll residents.

**TIMELINE**

* Proposals are due by **4:00pm on Monday, December 3, 2018.**
* Funds will be distributed by **January 11, 2019.**
* Outreach activities must be completed by **July 26, 2019.**

**PRIORITIES**

Communities of color and language-based community groups are strongly encouraged to submit proposals. We will prioritize applications from organizations that plan to:

* Promote civic engagement in underserved communities by educating residents about the Democracy Voucher Program
* Enroll residents in the Democracy Voucher Program through in-language assistance with a high degree of cultural competence.

Proposals should specify how the organization plans to engage residents in the following communities: communities of color, limited-English communities, lawful permanent residents, immigrant/refugees, people with disabilities, African-Americans, Native Americans, East Africans, Asian Pacific Islanders, Latinx, low-income, LGBTQ, unsheltered individuals, unregistered voters, aging populations and more.

**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 pages total.***

|  |  |  |
| --- | --- | --- |
| Section | Questions | Evaluation Criteria |
| 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   (50 points) | * What are your strategies to increase engagement with the Democracy Voucher Program? Please describe your outreach plan, detailing activities and strategies. * What is your budget for the activities? Use the provided budget template to outline your activities, inputs (resources), 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? |
| 1. Tracking   (15 points) | * How will your organization track and evaluate the effectiveness of its strategies? | * Does the organization clearly outline how it will track the results or effectiveness of strategies? |

**HOW FINALISTS WILL BE DETERMINED**

1. The review panel includes the Democracy Voucher Program Advisory Committee, City of Seattle staff from the Department of Neighborhoods and the Office of Immigrant and Refugee Affairs, and the Democracy Voucher Program staff. The review panel will select a group of finalists.
2. The final list will be presented to the Seattle Ethics and Elections Commission for approval.

**HOW TO SUBMIT A PROPOSAL**

1. **By email (preferred). Must be received by 4:00pm on December 3, 2018.**

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

1. **By mail.** **Must be received by December 3, 2018.**

Mail the entire proposal package 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).

Contract awardees receive basic training about the Democracy Voucher Program. Two training options are tentatively set for January 16, 2019 and January 26, 2019.

Staff will remain available to organizations throughout the duration of their contracts and complete 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 full-time staff?       How many part-time staff?**

**Does your group have volunteers?  Yes  No**

**If yes, how many volunteers?**

**What is your overall project budget?**

**How much funding are you requesting?**

* $500-$5,000 (for community event) **Please specify amount:**
* Up to $30,000 (for education and enrollment programs) **Please specify amount:**

**COMMUNITY SERVED**

**Neighborhoods:**

**Communities:**

**Languages:**

**Estimated reach:**

**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).