

2022-2023

**Community Organizing to Reach Domestic Workers**  
**Project Application Information**

Opens: June 6, 2022

Closes: July 11, 2022 at 5:00 pm PDT

Contact: Courtney Velazquez, OLS Engagement Specialist at  
courtney.velazquez@seattle.gov or call (206) 446-8300 for application assistance

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**Office of Labor Standards**

The mission of the Seattle Office of Labor Standards (OLS) is to advance labor standards through thoughtful community and business engagement, strategic enforcement, and innovative policy development with a commitment to race and social justice.

**Opportunity**

OLS seeks to partner with organizations or grassroots groups that have existing relationships in communities of color. OLS has one-time funds to support **community organizing projects** that will help to build wider and deeper connections with **domestic workers** in **communities of color** to understand their **domestic worker rights in Seattle**. Preference will be given to projects that use a clear organizing strategy (e.g., peer-to-peer), involve mutually benefiting partnerships, and/or build relationships in Asian/Pacific Islander and Black/African Descent communities.

**Eligibility**

This opportunity is open to nonprofit organizations in the greater Seattle area OR grassroots groups that have fiscal sponsorship with a nonprofit organization in the greater Seattle area.

**Funding Details**

A. Project funding available	\$250,000 (Total): <ul style="list-style-type: none"><li>At least \$50,000 will be awarded for projects in Asian/Pacific Islander communities (Native Hawaiian, Pacific Islander, South Asian, East Asian, or Southeast Asian)</li><li>At least \$50,000 will be awarded for projects in Black/African Descent communities (Black, African American, African Descent, East African, or West African)</li></ul>
B. One-time funding only	Funds are available only for the project period. Funds are not renewable.
C. Project period	October 1, 2022 – December 31, 2023
D. Request amount per project	\$25,000 - \$57,000
E. Project awards to be funded	Up to 8 projects
F. Criteria	OLS will give preference to projects that: <ul style="list-style-type: none"><li>use a clear organizing strategy (e.g., peer-to-peer);</li><li>involve mutually benefiting partnerships; and /or</li><li>build relationships in Asian/Pacific Islander and Black/African Descent communities.</li></ul>



G. Deliverables	<p>Awarded projects will:</p> <ul style="list-style-type: none"> <li>Attend (1) Domestic Workers Standards Board (DWSB) meeting in 2023 to share about their project and network with DWSB members, OLS staff, and other community organizers.</li> <li>Complete and submit (1) project summary report (no more than two pages) to OLS by December 31, 2023.</li> </ul>
<p>H. Information session (Webex)</p> <p><i>Note: Participation is not mandatory. Registration is not required to attend.</i></p>	<p>Thursday, June 16, 2022 at 12:00 pm - 1:30 pm Pacific Daylight Time (PDT)</p> <p><b>Join from the meeting link</b>  <a href="https://seattle.webex.com/seattle/j.php?MTID=m6644519fece82d4eaa2567e0bc9da2df">https://seattle.webex.com/seattle/j.php?MTID=m6644519fece82d4eaa2567e0bc9da2df</a></p> <p><b>Join by meeting number</b>  Meeting number (access code): 2484 798 4885  Meeting password: Qh8RKppQq25</p> <p><b>Tap to join from a mobile device (attendees only)</b>  <a href="tel:+12062071700">+1-206-207-1700</a>, 24847984885## United States Toll (Seattle)  <a href="tel:+14084189388">+1-408-418-9388</a>, 24847984885## United States Toll</p> <p><b>Join by phone</b>  +1-206-207-1700 United States Toll (Seattle)  +1-408-418-9388 United States Toll</p> <p>Please submit requests for interpretation to Courtney Velazquez, OLS Engagement Specialist, at <a href="mailto:courtney.velazquez@seattle.gov">courtney.velazquez@seattle.gov</a> or call (206) 446-8300 by June 13, 2022 at 5:00 pm PDT.</p>
I. Application deadline	Applications must be received electronically by <b>Monday, July 11, 2022 at 5:00 pm PDT</b>
J. Application submission	<p>Applications must be completed in English and submitted electronically by the deadline listed above to Courtney Velazquez, OLS Engagement Specialist, at <a href="mailto:courtney.velazquez@seattle.gov">courtney.velazquez@seattle.gov</a> with the subject line "Project Application: Community Organizing to Reach Domestic Workers." Complete applications will include:</p> <ol style="list-style-type: none"> <li>1) Project Application: Cover Sheet (Attachment 1)</li> <li>2) Project Application: Budget Sheet (Attachment 2)</li> <li>3) Project Application: Application Questions – Maximum two pages (Attachment 3)</li> </ol>
K. Application rating criteria	Applications will be reviewed based on criteria identified in the Application Rating Criteria (Attachment 4)
L. Other requirements if awarded funding	<p>Awarded projects will be contracted for funding and required to:</p> <ul style="list-style-type: none"> <li>complete IRS W-9 form and City of Seattle Consultant Questionnaire; and</li> <li>submit monthly invoices -- see Sample Invoice Template (Attachment 5).</li> </ul>

### Funding Decision Estimated Timeline

- OLS application review and award decisions: Tuesday, July 12, 2022 – Friday, August 12, 2022
- OLS notify applicants of award decisions: Mid-August 2022
- Contract negotiation and execution: Mid-August – September 2022
- Contract activity/project period begins: October 1, 2022



2022-2023

Community Organizing to Reach Domestic Workers  
Project Application: COVER SHEET

1. Applicant Organization:			
2. Organization Executive Director:			
3. Organization Primary Contact:			
Name:	Title:		
Address:			
Email:			
Phone:			
a. Nonprofit organization (Y/N):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Federal Tax ID or EIN:			
c. WA Business License Number:			
d. City of Seattle Business License Number (if applicable):			
4. Proposed Project Name:			
5. Funding Amount Requested (\$25,000 - \$57,000):			
6. Would you like partial funding if we are unable to grant your full request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7. What is the minimum amount you need to do the activities you propose?			
8. <b>Racial/Ethnic community(ies)</b> that your project will reach (check all that apply; those checked should match who you will reach in the narrative):	<input type="checkbox"/> Asian, specify ethnicity: <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Pacific Islander, specify ethnicity: <input type="checkbox"/> Native American/Alaska Native <input type="checkbox"/> Hispanic/Latinx <input type="checkbox"/> Other, please specify:		
9. <b>Domestic worker industry type(s)</b> that your project will reach (check all that apply; those checked should match who you will reach in the narrative):	<input type="checkbox"/> Nannies <input type="checkbox"/> Home Care Workers <input type="checkbox"/> Cooks	<input type="checkbox"/> House Cleaners <input type="checkbox"/> Gardeners <input type="checkbox"/> Household Managers	
10. <b>Geographic area(s)</b> inside/outside Seattle that your project will reach (specify):			
11. Fiscal Sponsor (if applicable):			
Contact Name:	Title:		
Address:			
Email:	Phone number:		
Signature of fiscal sponsor representative:	Date:		
<b>Authorized signature of applicant/lead organization</b>			
<i>To the best of my knowledge and belief, all information in this application is true and correct.</i>			
Name and Title of Authorized Representative:			
Signature of Authorized Representative:			Date:



2022-2023

Community Organizing to Reach Domestic Workers

Project Application: BUDGET SHEET

Project Period: October 1, 2022 – December 31, 2023

Applicant Organization:	
Proposed Project Name:	

ITEM	AMOUNT
Personnel (staff, consultant, stipends, etc.) – please specify:	
Equipment Costs – please specify:	
Supplies	
Material Costs for Outreach Efforts	
Parking/Mileage Reimbursements	
Rent/Occupancy Costs	
Utilities	
Insurance	
Printing & Copying	
Other expense – please specify:	
TOTAL	



2022-2023 Community Organizing to Reach Domestic Workers

Project Application: APPLICATION QUESTIONS

(Maximum 2 pages)

Applicant Organization:	
Proposed Project Name:	

*Note: Narrative responses should match with community(ies) that you identified in your Cover Sheet.*

1. Please describe your organization. Describe your history, experience, and work. Is your organization led by people who reflect the community that you plan to reach?
2. Please describe the community that you plan to reach. How do they get their information? Whom do they trust or not trust? Describe your relationship with the community that you plan to reach.
3. What does the community that you plan to reach think about the work that you do? How do you know?
4. Please describe what you will do in your community organizing project to reach domestic workers in the racial/ethnic communities, industry types, and geographic areas that you identified in your Cover Sheet.
  - What will you do to connect the community to [domestic worker rights in Seattle](#)?
  - Describe the community organizing strategy(ies) that you will use (e.g., peer-to-peer organizing, community participatory research, narrative change efforts, engaging in community gatherings).
  - Describe the culturally relevant and language-specific activities that you will do to engage the community.
5. Please describe mutual partnerships that your project will involve. Who are your partners? What will they contribute? In what ways will they benefit? What will you contribute? In what ways will you benefit?
6. Please explain the ways that your project budget will directly support your proposed activities.



2022-2023 Community Organizing to Reach Domestic Workers  
Application Rating Criteria

Questions and Points Possible (Total: 100 points)	Rating Criteria
<p>Question #1 (10 points)</p> <ul style="list-style-type: none"> <li>○ Please describe your organization.</li> <li>○ Describe your history, experience, and work.</li> <li>○ Is your organization led by people who reflect the community that you plan to reach?</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly describes the organization's history, experience, and work.</li> <li>• Organization is led by people who reflect the community that they plan to reach.</li> </ul>
<p>Question #2 (20 points)</p> <ul style="list-style-type: none"> <li>○ Please describe the community that you plan to reach.</li> <li>○ How do they get their information?</li> <li>○ Whom do they trust or not trust?</li> <li>○ Describe your relationship(s) with the community that you plan to reach.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly describes the community that the organization plans to reach.</li> <li>• Describes organization's understanding of how the community receives information.</li> <li>• Describes organization's understanding of whom the community trusts/does not trust.</li> <li>• Organization describes a strong relationship with community that they plan to reach.</li> </ul>
<p>Question #3 (10 points)</p> <ul style="list-style-type: none"> <li>○ What does the community that you plan to reach think about the work that you do?</li> <li>○ How do you know?</li> </ul>	<ul style="list-style-type: none"> <li>• Describes strong support for the organization's work by the community they plan to reach.</li> <li>• Identifies evidence of support from the community they plan to reach.</li> </ul>
<p>Question #4 (40 points)</p> <ul style="list-style-type: none"> <li>○ Please describe what you will do in your community organizing project to reach domestic workers in the racial/ethnic communities, industry types, and geographic areas that you identified in your Cover Sheet.</li> <li>○ What will you do to connect the community to <a href="#">domestic worker rights in Seattle</a>?</li> <li>○ Describe the community organizing strategy(ies) that you will use (e.g., peer-to-peer organizing, community participatory research, narrative change efforts, engaging in community gatherings).</li> <li>○ Describe the culturally relevant and language-specific activities that you will do to engage the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly describes what their community organizing project will do to reach domestic workers in the racial/ethnic communities, industry types, and geographic areas identified in their Cover Sheet.</li> <li>• Describes what they will do to connect the community to domestic worker rights in Seattle.</li> <li>• Clearly identifies and describes their community organizing strategy(ies).</li> <li>• Clearly describes culturally relevant and language-specific activities that they will do to engage the community.</li> </ul>
<p>Question #5 (15 points)</p> <ul style="list-style-type: none"> <li>○ Please describe mutual partnerships that your project will involve.</li> <li>○ Who are your partners?</li> <li>○ What will they contribute? In what ways will they benefit?</li> <li>○ What will you contribute? In what ways will you benefit?</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly describes mutual partnerships that their project will involve.</li> <li>• Clearly identifies partners.</li> <li>• Clearly identifies ways that partners will contribute and benefit.</li> <li>• Clearly identifies ways that the organization will contribute and benefit.</li> </ul>
<p>Question #6 (5 points)</p> <ul style="list-style-type: none"> <li>○ Please explain the ways that your project budget will directly support your proposed activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly explains ways that the organization's project budget will directly support their proposed activities.</li> </ul>



### Sample Invoice Template

INVOICE DATE	INVOICE NUMBER	CONTRACT #	CONTRACT TITLE	BILLING PERIOD		
<b>OLS Program Manager</b>			<b>Consultant Contract Administrator</b>			
OLS Program Manager Name			Project Manager Name			
Seattle Office of Labor Standards			Organization Name			
Email / Phone			Email / Phone			
810 Third Ave. Suite 375, Seattle WA, 98104			Organization Address			
Contract Maximum	Prior # to Date	Invoice Month	Balance	Description	Rate	Total Cost
3	0	0	0	2022 Monthly Base	\$ -	\$ -
12	0	0	0	2023 Monthly Base	\$ -	\$ -
1	0	0	0	Participation in (1) DWSB Meeting 2023	\$ -	\$ -
1	0	0	0	Project Summary Report submission	\$ -	\$ -
<b>TOTAL Invoice Amount</b>						\$ -
		<b>Base-Budget Monthly Installments</b>	<b>Deliverables Achieved</b>	<b>Total</b>		
<b>Contract Budget</b>		\$0.00	\$0.00	\$0.00		
<b>Total Reimbursed to Date</b>		\$0.00	\$0.00	\$0.00		
<b>Requested Amount this</b>		\$0.00	\$0.00	\$0.00		
<b>Contract Balance to Date</b>		\$0.00	\$0.00	\$0.00		
<b>INVOICE CERTIFICATION</b> - I, the undersigned, do hereby certify under penalty of perjury under the laws of the State of Washington, to the best of my knowledge and belief after diligent inquiry, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Seattle, and that I am authorized to authenticate and certify to said claim.						
<b>Name</b>		<b>Signature</b>			<b>Date</b>	
<b>A. Communities, industry types, and areas that your project worked toward reaching during the invoice month (highlight all that apply):</b>						
Racial/Ethnic communities		Domestic Worker industry types		Geographic areas		
Asian	Native American/Alaska Native	Nannies	Gardeners	Inside Seattle (specify areas):		
Black/African American	Hispanic/Latinx	House Cleaners	Cooks			
Pacific Islander	Other, please specify:	Home Care Workers	Household Managers	Outside Seattle (specify areas):		
Native Hawaiian						
<b>B. Briefly describe project updates for invoice month:</b>						