**REQUEST FOR PROPOSALS (RFP) & APPLICATION WORKSHEET**

**Statement of Purpose**: The City of Seattle is pleased to announce the Youth Opportunity Fund. The total available amount is $145,000. This Fund will offer flexible mini-grants to support agencies that are providing positive youth development activities for young people. The premise of the Funds is that positive youth development is an important antidote to negative or harmful behavior which can too often result in young people being unsafe and/or involved in the criminal justice system.

Project budget requests should range from $5,000-15,000. The Fund will be administered by the Human Services Department and the Department of Neighborhoods. Contributing departments include the Office of Economic Development, Seattle Police Department, Seattle Parks & Recreation, Department of Education and Early Learning, Seattle Public Library, Seattle-King County Public Health, Human Services Department, Seattle Center, Office of Housing, City Budget Office, Seattle Department of Construction & Inspection, Seattle Office of Civil Rights, and the Office of Arts & Culture.

**Elements of a Successful Project**: We are looking for community-based ideas and encourage applicants to leverage other resources like community partnerships, in-kind donations, existing resources and services, and more. Projects should also:

* Engage youth and young adults of color up to age 24 living in or attending school in Seattle.
* Take place within Seattle city limits.
* Focus on education, employment, safety, health, and positive connections.
* Be designed and led by volunteers or staff that reflect the culture and languages of the participants.

Successful applications will result in contract beginning on September 1, 2017 and ending on November 30, 2017. Projects should clearly start and end within this contract period.

**NOTE: All applicants must have a fiscal agent with a Tax ID number. Other governmental agencies are not eligible to apply for this Fund. All contracting organizations will be required to submit a W-9 and meet insurance requirements that include naming the City as an additional insured. Organizations must be able to provide proof of commercial general liability insurance up to $1,000,000. No funds will be disbursed to successful applicants until these steps have been completed.**

**Application Information and Help Sessions:** Applicants are encouraged to attend the Information Session to hear an overview of the RFP and the application, ask questions, and learn more about the process for review, approval and contracting.

There will also be four (4) Help Sessions designed to provide additional assistance with the application. Applicants may sign up for an appointment at any of these Help Sessions by emailing DON\_Grants@seattle.gov or by calling (206) 256 – 5947. Applicants may also come to these Help Sessions without an appointment, but may have to wait to receive assistance.

Attendance at the Information Session or Help Sessions is not mandatory for funding consideration but highly encouraged. Light refreshments will be provided at all events. Please visit the Youth Opportunity Fund website at www.seattle.gov/neighborhoods/programs-and-services/youth-opportunity-fund to learn more about the Information Session & Help Sessions.

**Application Submission Details:** An application must include responses to all questions and give all the information requested to be considered. If information is missing or not included, the application will be considered incomplete and not eligible for funding.

Applications are due **June 20 at 5:00 PM**. **Late applications will not be accepted.** Please email your application to Seattle Department of Neighborhoods at DON\_Grants@seattle.gov .

Applications can also be delivered in-person at:

 Seattle Department of Neighborhoods

 City Hall, 4th Floor

 600 Fourth Avenue

 Attention: Teresa Bui

**YOUTH OPPORTUNITY FUND APPLICATION**

NOTE: Please read this full application before you begin. You may want to gather resources in advance.

**Applicant Information**

Project Contact Person:

Name of Organization or Community Group:

Contact Person Address and Zip Code:

Phone Number:

Email Address:

**Project Information**

1. Describe your proposed project and your experience working with youth and young adults of color up to age 24.
2. Funded projects will address education, employment, safety, health, and/or positive connections. Which will your project address? Check all that apply.

 EDUCATION EMPLOYMENT SAFETY

 HEALTH POSITIVE CONNECTIONS

1. What impact will the project have on its participants and on the broader community? How will you measure success?
2. How does your project support positive youth development activities for young people?
3. Where will your project be located?
4. If you are awarded funds, the contract will begin on September 1, 2017 and end on November 30, 2017. Will your project be able to start and finish within this timeline?

 YES NO

**Management and Fiscal Responsibility**

1. Who are the key people who will be involved and have primary responsibility for ensuring that the project moves forward? Are they paid staff or volunteers? Identify the individuals by name, the name of the organization or community group they work or volunteer for (if applicable), and contact information: home/business address, email address, and phone number.
2. If your project requires the approval or involvement of a City department, please identify the department and staff who have been involved in planning your project.
3. If the funding for your project will go to a community organization, please identify the organization and give the name and contact information of the organization staff person who has been involved in planning your project.

**Fiscal Sponsor Information**

(Note: Your organization may be the fiscal sponsor for your project if it meets the eligibility requirements)

Fiscal Sponsor

Organization Name:

|  |  |
| --- | --- |
| Fiscal Sponsor Address: | City, State, Zip: |
| Federal Tax I.D. Number |  |
| Fiscal SponsorContact Name: | Fiscal SponsorContact Title: |
| Fiscal SponsorSigner’s Name: | Fiscal SponsorSigner’s Title: |
| Project SponsorSigner’s Name: | Project SponsorSigner’s Title: |

**Optional**

1. Does your project leverage other resources like community partnerships, in-kind donations, existing resources and services, and more? If so, please explain.
2. If you are proposing a physical improvement project, who will be responsible for future maintenance of the project? (Please include documentation from the organization or agency that will be responsible for future maintenance).

**Project Budget**

List the details of your project budget.

**Capital Expenses:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Item | Description | Amount |
| 1 |  |  |  |
| 2 |  |  |  |
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| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
|  |  |  Subtotal |  |

 |  |  |

**Personnel Expenses:** For paid staff who are working on the project indicate the rate of pay and number of hours to be worked.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Description | Amount |
| 1 |  |  |  |
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| 3 |  |  |  |
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| 9 |  |  |  |
| 10 |  |  |  |
|  |  |  Subtotal |  |

**Professional Services Expenses:** These are services not provided by any paid staff listed above, in Personnel Expenses.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Description | Amount |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
|  |  |  Subtotal |  |

**Supplies and Material Expenses:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Description | Amount |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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**Total Expenses:**

Congratulations! You have completed the application. Save your application and name it with the title

of your project. Email completed applications to Seattle Department of Neighborhoods at

DON\_Grants@seattle.gov.

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