



Seattle
Office of Immigrant
and Refugee Affairs

2026 Rapid Response
Small Community Grants

**REQUEST FOR PROPOSALS
GUIDELINES**

Purpose and Background

The City of Seattle is a Welcoming City and we strive to ensure that our residents have dignity and safety. In alignment with this commitment and in response to community advocacy, the Seattle City Council adopted a \$4 million ongoing add to the 2026 budget of the Office of Immigrant and Refugee Affairs (OIRA) to strengthen critical services for Seattle's immigrant and refugee communities, including funding for rapid response activities.

Two-hundred and eighty thousand (\$280,000) of this funding will be dedicated to small community grants. OIRA is seeking to enter into one-time contracts with community organizations to provide:

- **Community aid for basic needs**
- **Know Your Rights (KYR) presentations or community information sessions**
- **Family safety planning**

This funding is intended to provide resources to community-based organizations and neighborhood-specific groups to address service gaps and respond to the challenges imposed by the current and emerging increased immigration enforcement and federal policy changes.

This program intends to serve multiple Seattle-area communities, including neighborhood-specific groups, community members who live or work and go to school in Seattle.

Scope of Work

The successful applicants shall be responsible for developing a proposal designed to address an urgent need for their community as they prepare for increased enforcement and/or support community members who have been impacted by immigration enforcement and federal immigration policy changes.

Specifically, grantees are expected to fulfill one or more of the following activities:

1. Community aid for basic needs
2. Know-Your-Rights Training/Community Education Event
3. Family Safety Planning

Community Aid for Basic Needs: Community aid for basic needs is intended to assist community members impacted by immigration enforcement and/or federal immigration policy changes with accessing basic needs, resources and paying for fees. Allowable expenses include activities like: meal delivery service, food pantry, basic goods (baby formula, diapers), car towing fees and immigration fees. (Note that there are [City of Seattle programs to assist with utilities, rent assistance, and food](#)).

Know-Your-Rights Training or Community Education Events: Host and deliver education on topics that are relevant and timely to immigrant communities in Seattle. Potential topics may include, but are not limited to:

- Recent or pending changes in immigration law and policy
- Immigrant community safety and interaction with law enforcement
- Employment of immigrants, self-employment, immigrant workers' rights and protections

- Immigration status and tenant rights
- Immigrant eligibility for public benefits
- Immigrant eligibility for driver's licenses and state identification
- Issues impacting immigrant-owned businesses

Applicants must ensure each event includes:

- Event hosting and logistics (venue/virtual platform management, accessibility arrangements, interpretation as needed).
- Community outreach and promotion to secure participation from the focus audience.
- Secure a qualified speaker or subject matter expert, which may be from outside the organization.
- Provide services that are culturally-responsive and linguistically-accessible, including offering live interpretation for the event participants and/or translated materials as appropriate.

Immigrant Family Safety Planning: Assistance with creating plans for care of children or dependents and legal preparations in case of detention or deportation.

Focus Audience

Proposals must support community members who live, work, go to school, or own businesses in Seattle, or individuals who have been detained or are subject to legal removal proceedings in Seattle. Priority will be given to immigrant groups whose status is impacted by recent changes in immigration laws, policies, or practices. For events, eligible attendees can also include service providers who serve Seattle residents.

Tracking & Reporting

All grantees will be required to submit quantitative and qualitative reports during the grant period. Grantees will need to track client information but submitted reports will only be in aggregate. OIRA will provide a reporting template. The reports may require the following information, on the below data points:

- For all events: Track and report to OIRA the number of events, the topic(s), number of attendees, and languages served.
- For family safety planning: Number of completed plans.
- For basic needs: Organization attestation of eligibility and delivery, receipts or financial reports for type of need (food, household essentials, fees, etc.)

Sample Report Template – OIRA Community Small Grant	
Organization Name	
Contract Number	
Project Title	
Type of Project – Depending on the type of project selected, the report will vary. Some projects will contain more than one type of activity, in which case the organization will need to provide the necessary information for each type of activity.	
Check all relevant activities: <ul style="list-style-type: none"> <input type="checkbox"/> Community aid for basic needs <input type="checkbox"/> Know Your Rights (KYR) presentations or community information sessions <input type="checkbox"/> Family safety planning 	
Summarize the activity and the services provided. When applicable, provide: <ul style="list-style-type: none"> • Event type (online or in person) AND topics covered • Event location • Event date • Number of attendees • Number of individuals served • Total amount if program supplies purchased <p><i>Note that all program supply purchases must have accompanying receipts.</i></p>	
Response:	

Funding Details

- **Total Funds Available:** Up to \$280,000
- **Awards:** Each eligible organization may be awarded up to \$10,000. Funding decisions may be for no award, partial or full request amount. Applicants may submit multiple applications; however, only one grant will be awarded to each eligible applicant under the small grants opportunity.
- **Application Deadline:** Applications will be accepted on a rolling basis, with funding decisions announced within six weeks of application submission, for as long as funds are available or until funds are exhausted.
- **Contract Period:** All funded activities must occur within the calendar year 2026 or by December 31, 2026.

Who Should Apply?

We strongly encourage small non-legal, neighborhood-based groups or ad hoc coalitions, and other community-led organizations most impacted by federal immigration policy changes to apply. Small

organizations new to City RFPs and contracts are also strongly encouraged to apply. The City of Seattle will support a variety of unique, creative and urgent projects that occur within Seattle city limits.

Eligible applicants must meet the following minimum qualifications:

- Be a nonprofit organization with a 501(c)(3) status OR have a fiscal sponsor with a 501(c)(3) status.
- Organizations must show that they are significantly composed of and/or their work would significantly benefit the Seattle community.

Multiple Funding Awards

Applicants can receive funding from OIRA or other City of Seattle departments and still be eligible for these funds. However, priority will be given to projects/ programs that do not have other sources of funding for this specific RFP with this timeline.

What Will Not Be Funded

- Any projects that actively or unlawfully obstruct or interfere with federal immigration enforcement.
- Legal advice not provided by an immigration attorney or accredited Department of Justice representative.
- Cash assistance for individuals.
- Rental assistance.

Information Sessions

Join an optional virtual information session on Tuesday, April 14, 2026, to learn more about the application process and qualities of a strong proposal and to ask any questions. Bi-monthly Q&A sessions will be held for interested applicants until funds are exhausted. Dates and meeting details will be shared at a later date.

Optional Q&A sessions for potential applicants (via Teams)	
<p>April 14, 2026</p> <p>Noon – 1 pm PST</p>	<p>Microsoft Teams meeting Join: https://teams.microsoft.com/meet/25766735892354?p=Tj7rtWX7j85aC4j1sv Meeting ID: 257 667 358 923 54 Passcode: a5ev6TW3</p> <p>Need help? System reference</p> <p>Dial in by phone +1 206-686-8357, 927683515# United States, Seattle Find a local number Phone conference ID: 927 683 515#</p> <p>Join on a video conferencing device Tenant key: seattle@m.webex.com Video ID: 115 525 331 5</p>
<p>April 14, 2026</p> <p>6 - 7 PM PST</p>	<p>Microsoft Teams meeting Join: https://teams.microsoft.com/meet/25506522182811?p=qpBZgV3fYEOvqPPUr Meeting ID: 255 065 221 828 11</p>

	<p>Passcode: Nr9E7wd2</p> <p>Need help? System reference</p> <p>Dial in by phone +1 206-686-8357, 773987426# United States, Seattle</p> <p>Find a local number</p> <p>Phone conference ID: 773 987 426#</p> <p>Join on a video conferencing device</p> <p>Tenant key: seattle@m.webex.com</p> <p>Video ID: 113 141 929 2</p>
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Submission Instructions

Applications must be received in PDF format via email to: OIR_SmallGrants@seattle.gov

RFP Process Timeline

A review panel will review completed applications. Applicants may expect to hear back from OIRA within 6 weeks from application submission.

Proposal Checklist

A complete RFP application must include the following:

- Proposal cover sheet (included in this packet).
- Proof of your organization or fiscal sponsor's IRS 501(c)3 letter.
- Proposal narrative (maximum 2 pages).
- Project budget – See budget template

For Additional Information

Applicants can send questions regarding the application process, interpretation/translation/ accessibility support or request to schedule a one-on-one meeting with a Program Manager by emailing OIR_SmallGrants@seattle.gov or calling (206) 727-8515. OIRA staff are available to meet outside of regular business hours and weekends with advance scheduling.

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Application Cover Sheet

APPLICANT INFORMATION

Applicant or Organization Name:

Address:

City, State, Zip:

Website (if applicable):

PERSON WHO WILL SIGN CONTRACT AND INVOICE IF DIFFERENT FROM THE PROJECT LEAD

Name:

Title:

Email:

Phone Number:

PROJECT LEAD

Name:

Title:

Email:

Phone Number:

NON-PROFIT STATUS

PLEASE CHECK ONE:

LEAD AGENCY HAS 501C3 STATUS

PROJECT HAS A FISCAL SPONSOR (NAME OF THE FISCAL SPONSOR):

REQUESTED AMOUNT: \$

PROJECT START DATE

APPLICATION INCLUDES REQUIRED ITEMS:

- Proof of your organization or fiscal sponsor's IRS 501(c)3 letter.
- Proposal narrative (maximum 2 pages).
- Project budget – using supplied budget template

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Narrative Questions

Please limit your response to **no more than 2 pages**.

1. What type of project do you hope to implement with this requested funding (mark all that apply):

- Know-Your-Rights Training Community Education Event
- Family Safety Planning
- Community Aid for Basic Needs

2. **Project Details:**

Provide details about your proposed project, including a brief work plan from start to finish. Include the following details when applicable: proposed program name, location, date or timeline, number of sessions, population focus, languages served, estimated number of community members served, amount of funding requested, and how you will document and report all project activities.

3. **Community Impact:**

How are the communities you intend to serve impacted by immigration enforcement? Describe the specific challenges they experience, and how your proposed project is designed to address those needs. What outcomes or changes do you expect to achieve for community members because of your project?

4. **Community Connections:**

How is your organization connected to the community you plan to serve? How will you reach and engage people most impacted? Share any examples of similar projects you've completed (if applicable).

5. **Project Feasibility:**

What staff/ volunteer roles are necessary for the implementation of this project? Describe the roles of the individuals who will carry out all the project activities, including reporting and invoicing.

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Proposal Budget

These are the expense Categories (applicant may include more than one line item in these categories)

Categories	Description	Amount
Personnel Expenses (Includes Volunteer Time) <ul style="list-style-type: none">• Expenses related to staff and interns who will manage the project.• For paid positions, indicate the rate of pay and number of hours to be worked.		
Professional Services Expenses <ul style="list-style-type: none">• Expenses related to consultants, vendors, and services.		
Project Supplies and Materials Expenses <ul style="list-style-type: none">• Expenses related to materials needed to complete the project.		