

PARALLEL HUMAN SERVICES APPLICATION PROCESS
2017-2018 HUMAN SERVICES APPLICATION CYCLE
Participating Funders: Cities of Federal Way, Kent, Tukwila and Seattle Foundation

STATEMENT OF NEED AND PURPOSE

Human services funders acknowledge that a significant number of populations residing in King County (especially South King County) are under-served, under-represented¹ and under-resourced due to barriers to access, language barriers, capacity to apply for human services funds through processes created by mainstream institutions, and lack of understanding of how to successfully maneuver through mainstream institutions.

Applications are written in English and responses must be submitted in English. One of the main reasons applications submitted by small Ethnic Community Based Organizations (ECBOs) are rejected for funding is that they are poorly written, and many of these organizations are led by directors and board members who are Limited English Proficient (LEP). Studies have shown that English language proficiency (written and spoken) is one of the most significant determinants of economic success and social integration, and it is also a factor in funding decisions.

Despite these barriers, we recognize that a large portion of the human services provided to under-served, under-represented and under-resourced populations are delivered by ECBOs or linguistically and culturally proficient staff in small mainstream organizations. These organizations and programs receive a disproportional percentage of human services funds; therefore, we are creating a pilot for cities to dedicate a small portion of their human services budgets for small organizations (budget up to \$200,000) serving racially, ethnically and economically disadvantaged populations to apply for 2017-2018 human services funds using a simplified application process.

Some may take the view that this process takes funds away from organizations that are successfully delivering services in municipalities. The counter view is that this process fosters inclusiveness by widening the funding distribution list to provide opportunities to organizations that have historically been left out. These under-resourced organizations have continued to deliver services to our residents with little or no government support. Ironically, services are provided with funds that are frequently paid out-of-pocket by organizational leaders who are often economically disadvantaged themselves.

As a result of this pilot process, we will acquire a deeper understanding of the barriers, how to decrease or eliminate barriers, and identify policy changes that can be made to successfully integrate all organizations that provide vital services to residents into the human services funding stream.

¹ Under-served, under-represented, and under-resourced populations include immigrants, refugees, English Language Learners (ELL), People of Color, LGBTQ, and/or People with Disabilities.

ELIGIBILITY

Organizations eligible for this funding must:

- Have a budget of \$200,000 or less; **AND**
- Not have received funding from Federal Way, Kent or Tukwila between 2013-2016; **AND**
- Specialize in serving an under-served, under-represented and/or under-resourced population (i.e., immigrants, refugees, English Language Learners (ELL), People of Color, and/or LGBTQ ; **AND**
- Have a Board of Directors and staff that represents the population served; **AND**
- Demonstrate through its application that service or assistance is being provided in one of the participating jurisdictions **or** to a significant number of people living in one of the participating jurisdictions; **AND**
- Address or support a human services need or priority identified by the funding jurisdiction **or** an emerging need recognized by the jurisdiction's Human Services Board or Commission.

BUDGET

City of Federal Way	\$ 15,000.00
City of Kent	\$ 25,000.00
City of Tukwila	\$ 10,000.00
<u>Seattle Foundation</u>	<u>\$ 50,000.00</u> (match)
Total:	\$100,000.00

Grants will range from approximately \$2,000 to \$5,000 per funded project; however, these amounts are subject to change based on availability of funds and scope of work.

HOW TO APPLY

The attached LOI must be submitted via e-mail, or dropped off, by **October 25, 2016, 4:00 p.m.**, to the City staff listed below (please make sure that you e-mail **OR** drop off the LOI to each person in the City in which you are applying):

- **City of Federal Way:** Jeff Watson, Community Services Division Manager jeff.watson@cityoffederalway.com 253-835-2650, or drop off at Community Services Division, 33325 8th Ave. South, Federal Way, WA 98003
- **City of Kent:** Dinah Wilson, CDBG Coordinator drwilson@kentwa.gov 253-856-5076, or drop off at Kent City Hall, Human Services Division, 3rd Floor, 220 4th Ave. South, Kent, WA 98032
- **City of Tukwila:** Evie Boykan, Human Services Manager evie.boykan@tukwilawa.gov 206-433-7180, or drop off at Office of Human Services, 6300 Southcenter Blvd. #115, Tukwila, WA 98188

Please note that applications will not be accepted after the deadline.

QUESTIONS

Contact staff listed above via e-mail or phone if you have questions. **All inquiries must be made by 4:00 p.m. on Friday, October 21st.**

Timeline/Process

October 11, 2016	<i>LOI released</i>
October 18, 2016 from 9:00 am to 11:30 a.m., 400 W. Gowe St., Kent, WA 98032, Centennial Building, Conference Rooms North & South	<i>Technical Assistance Meeting (please bring a copy of what you have written; all other assistance will be provided via phone or email if you miss this meeting)</i>
October 21, 2016, 4:00 p.m.	<i>Deadline for receiving application assistance-no questions will be answered or help provided after this date</i>
October 25, 2016, 4:00 pm	<i>LOI due</i>
Week of October 31, 2016	<i>Parallel application committee meets to review applications-funding jurisdiction takes the lead on applications submitted to its city; Committee weighs in on the application, but the funding city makes the final decision on whether applicant is apparently successful and should receive an interview or a visit</i>
Week of November 7, 2016	<i>Committee Interviews/Site Visits with apparently successful applicants</i>
Week of November 14, 2016	<i>Committee makes recommendations on which applications will receive funds; the funding city's HS Commission/Advisory Board has final authority</i>
Due by the end of November 2017 and 2018	<i>Notice of Funding Award</i>
	<i>Approximately two annual meetings will be scheduled between the grantees and the parallel application committee-this is an opportunity to share ideas and learn from each other about what works and what needs to be improved</i>

LETTER OF INTEREST (LOI)

2017-2018 HUMAN SERVICES APPLICATION CYCLE

Parallel Application Pilot for Small Organizations

Participating Funders: Cities of Federal Way, Kent, Tukwila and Seattle Foundation

E-mail, scan, **OR** drop off this LOI by **October 25, 2016, 4:00 p.m.**, to the City staff listed below (please make sure that you submit the LOI to each person in the City in which you are applying)² If you e-mail or scan a copy, a signature is required on #3 of the LOI. Responses should be kept to four (4) pages or less. Use at least 11 point Calibri or Times Roman font. Please only submit pages 1-4 of LOI; you may delete this instructions box.

- **City of Federal Way:** Jeff Watson, Community Services Division Manager jeff.watson@cityoffederalway.com 253-835-2650, or drop off at Community Services Division, 33325 8th Ave. South, Federal Way, WA 98003
- **City of Kent:** Dinah Wilson, CDBG Coordinator drwilson@kentwa.gov 253-856-5070, or drop off at Kent City Hall, Human Services Division, 3rd Floor, 220 4th Ave. South, Kent, WA 98032
- **City of Tukwila:** Evie Boykan, Human Services Manager evie.boykan@tukwilawa.gov 206-433-7180, or drop off at Office of Human Services, 6300 Southcenter Blvd. #115, Tukwila, WA 98188

Someone from the application review team will contact you to let you know if your application is likely to be funded (all applicants will be contacted regardless). If it is determined that you are an apparently successful applicant, you will be scheduled for an interview and/or a site visit during the week of November 7th.

1. Name of Organization _____

2. Organization Address _____

3. Contact Person _____

Title _____

Contact Phone _____

E-Mail _____

Signature of Executive Director/Board Chair Signature (for organizations that have 501(c) nonprofit status)

Type or Print Name _____

Signature of Fiscal Sponsor Executive Director or Board Chair Signature (for organizations that have fiscal sponsors)

² If you need application assistance, you must contact City staff by 4:00 p.m. on October 21st. No questions will be answered or help provided after this date.

Type or Print Name _____

- 4. What year did you organize or start assisting your community? _____
- 5. Briefly describe your organization and what you are trying to accomplish through your work.

- 6. Have you received funding previously (this can be from any source)? _____
If yes, how much and name the source? _____

7. What is your tax ID number? _____

8. Are you using a fiscal sponsor? _____

What is the name of the sponsoring organization? _____

What is the Fiscal Sponsor Tax ID #? _____

9. Does your organization have a bank account? _____

What is the name on the account? _____

10. Does your organization have insurance? _____

(Please note that the City of Tukwila requires insurance. The other cities may also require insurance, depending on your project. If you are applying for funds from Tukwila, you should ask Seattle Foundation to provide operating funds to cover insurance. If you have questions about whether the other cities will require insurance, contact staff listed on the application. See #14.)

11. What is the total cost of the project or activity? _____

12. How much money are you requesting (grants generally will be from \$2,000 to \$5,000 from each City)?

Amount requested from City of Federal Way \$ _____

Amount requested from City of Kent \$ _____

Amount requested from City of Tukwila \$ _____

(Please note that cities will not provide all of the funds for your project until it is completed, and you will need to show that the work has been done.)

13. If a City funds your project, Seattle Foundation will provide a matching grant up to the amount you receive for the first year (2017) from each City. Seattle Foundation grants will be for general operating. (General Operating funds can include a variety of costs you need to operate your program such as: funds to purchase insurance for your organization, pay for room rental, food and/or child care for an event, bus tickets/ORCA passes, costs to advertise your event, office supplies, copying costs, staffing, etc. Costs must be associated with your project.)

How much are you requesting in operating costs from Seattle Foundation \$ _____

How will you use operating funds?

14. What is your organization contributing to the project? (This could be money, food, volunteers, space, etc. If your organization is contributing money, please list how much and the source of the money.)

15. If you have other funds for this project, please list source and amount (write N/A if there are no other funds).

Fund Source _____

Amount: \$ _____

16. Briefly state what you will use the money to do (overall project description):

17. How did you determine that this was needed?

18. How many do you plan to serve? _____

19. What is the address where the activity is based? _____

20. Provide an example of how your program or your leadership is connected to the community or communities you serve.

21. How do people find out about the services you offer?

22. Provide examples of what you have done to build relationships with those who do similar work or explain if and how you plan to build relationships with others in the future.

23. Do you have a way to keep track of the people using your program and if we needed the data, could you provide it? **Briefly state how you track data.** (Examples of tracking could include keeping a sign-in sheet of those at your events, tracking counseling hours provided to clients, tracking race or ethnicity, gender, age, etc.)

24. When will you start the funded project?

25. When will you finish?

26. Who will do the work and what is their experience providing this activity or other community activities?

27. What difference will this activity make in your community?

28. The City will need information that will show how your activity made a difference. What information will you provide?
