Sweetened Beverage Tax (SBT) Prenatal-to-Three Community Grant

Request for Proposal (RFP)
Information Session

City of Seattle

Before we get started…

- Please have the RFP document available either in print or electronic form as a reference

- Page reference will appear in a green box in the upper right corner (see green box above)

- Note your questions as they arise and submit them to DEELFunding@seattle.gov at the end of the session with the subject line "Question_2024 Prenatal to Three Grant"
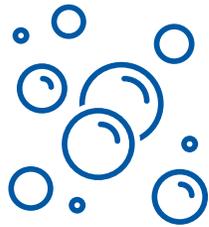
Welcome!

Information Session Topics:

- Sweetened Beverage Tax (SBT) Fund Overview
- Prenatal-to-Three Community Grant (PN-3) RFP Structure
- Application – **NEW!** Submittable
- Help and Supports Available
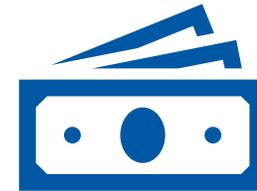- Next Steps and Submitting Questions

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Sweetened Beverage Tax Fund

Sweetened Beverage Tax

(SBT) in 2018

Community Advisory Board

(CAB)

SBT revenue investments

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RFP Timeline

Event	Date/Time
Request for Proposal (RFP) opens	Thursday, March 28, 2024
RFP Information Session (pre-recorded)	Thursday, March 28, 2024
One-on-One Technical Assistance period	Thursday, March 28, 2024, through Tuesday, May 7, 2024, by appointment
Question and Answer period	Thursday, March 28, 2024, through Tuesday, May 7, 2024
Last day to submit questions	Tuesday, May 7, 2024 by 4:00 PM PST
RFP Application Due:	**Thursday, May 9, 2024, by 11:59 PM PST**
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Prenatal-to-Three Community Grant RFP

Prenatal-to-Three Investment Areas:

- Healthy and Equitable Births
- Parental Health and Emotional Wellbeing
- Nurturing and Responsive Child-Adult Relationships

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Prenatal-to-Three Community Grant RFP

Funding Amounts

- Approximately $1.49 million dollars is available for this two-year grant cycle

- Applicants are eligible to apply for a maximum of $148,000 per year for a total of $298,000 over the two-year grant cycle

Prenatal-to-Three Community Grant RFP

Eligibility for Funding: Who Can Apply?

- Not-for-profit organization (or fiscally sponsored by an organization) with 501(c)3 status (including community-based or faith-based organizations)
- Community organization or collaboration that are not incorporated as a non-profit, such as community collaboratives, coalitions and/or other affinity groups, must identify a fiscal sponsor that meets the requisite contracting requirements of the Department
- Tribes and tribal organizations
- Provide services to participants that reside within the City of Seattle limits

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Prenatal-to-Three Community Grant RFP

What kind of proposals are <u>ineligible</u> for this funding?

- Provide quality supports or subsidies for licensed child care
- Solely focus on supporting general operations of an organization
- Are without a central focus on prenatal-to-age-three
- Focused on political lobbying
- Cannot be used for services already funded by other public dollars
- Cannot be for currently funded 2023-2025 Prenatal-to-Three Grant partners

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Prenatal-to-Three Community Grant RFP

Funding Prioritization

Applicant organizations with the following characteristics will be prioritized for funding:
- Representative of and primarily serving priority communities
- Smaller organizations (budget and staff)
- Demonstrate authentic connections to the community they plan to serve

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Prenatal-to-Three Community Grant RFP

Funding Prioritization

Proposals that demonstrate the following will be prioritized for funding:

- Clearly outlines and supports how the project will positively impact priority communities and meet the grant program outcomes
- Address an unmet need in the community
- Describe a strong connection between the proposed work and one or more of the grants desired outcomes

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RFP Application – NEW! Submittable Portal

Seattle Department of Education & Early Learning

Sign Up   Sign In

Welcome back!
Sign in to your Submittable account.

Email

Password   Forgot?

Sign In

Login With SSO

Powered by Submittable

https://seattledeel.submittable.com/

- ✓ Eligibility will be determined in Submittable
- ✓ Application will only appear if you are eligible for this funding opportunity
- ✓ Applications will not be accepted via email

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How to apply: Using the online application form

Important: Application process has changed in 2024:

- Previously – Application materials sent by email to DEEL

- Now – Application form must be submitted using an online portal (Submittable)

Follow the below 3 steps to apply. Feel free to watch this [video](#) for a demo of the 3 steps.

1. Create a Submittable account	2. Fill in the application form	3. Submit the application form
• Are you a new user to Submittable? You need to create an account. It's quick and free! • Are you an existing user? You need to sign in. • [Sign up/Sign in link](#)	• Application form is located on: [Seattle DEEL Submission Manager (submittable.com)](#). Select the opportunity you want to apply for and click Submit. • Application form can be saved along the way • (Optional) An offline word template of the application form is available for internal collaboration only	• Submittable portal automatically closes on the date when applications are due • Expect to receive an email confirmation that the application was submitted successfully

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FAQ: 1. Create a Submittable Account

Question	Answer
How do I access the online form?	If you are a new user, your organization must sign up for an account. You can view the application form for the funding opportunity you are applying for on this page, after you sign in with the email and password you provided at sign up
Who from my organization should sign up?	We recommend an organization designates an individual to sign up for Submittable. This individual will submit the online form.
Why is this important?	The email linked to the Submittable account is the primary contact receiving updates on the organization's submission.
How do I sign up?	Sign up/Sign in Link Fill in an email, password and name. Then, verify the email entered – you will receive a confirmation request by email from notifications@email.submittable.com.
What if I have a question about Submittable?	Check out the Submitter Resource Center. If question is not answered, contact Submittable (open ticket with Submittable Customer Support) AND DEEL (email to DEELFunding@seattle.gov with "Question [name of the funding opportunity]" in the subject line)

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FAQ: 2. Fill in the Online Application form

Question	Answer
Can I save progress on the application form?	Yes. To save an application so it can be completed later, click the [Save Draft](#) button at the bottom of the application form.
What if I forget to submit the draft application form before the deadline?	Any **saved but unsubmitted drafts will not be considered.** Once the deadline passes, access to the draft will be lost in Submittable. **Make sure to submit the draft before the deadline!**
How can my organization collaborate on the application form?	An optional word version of the application form will be posted on the [DEEL website page](#) for this funding opportunity. The word version can be used for internal purposes only. **The word version will not be accepted as an official application. Draft responses must be copied/pasted into the Submittable online application form prior to the application deadline.**

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FAQ: 3. Submit the Application on Submittable

Question	Answer
What if I do not submit the application form before the deadline?	To submit the application, click the "Submit" button at the bottom of the application form before the official deadline. The Submittable online portal will automatically close at the deadline, late applications will not be accepted.
I just submitted. What's next?	A confirmation email from notifications@email.submittable.com will be sent to the email address provided during sign up. This email is proof of your organization's submission. **If an email confirmation is not received, email DEELFunding@seattle.gov** ASAP with "Question [name of the funding opportunity]" in the subject line.
How can I save a copy of the submitted application?	To save a copy of the submitted application, log in to the Submittable account to download a PDF copy for your records.

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NEW! The Application on the Submittable Portal

- Please note RFP applications will only be accepted via Submittable
- An offline copy of the RFP application questions for your internal organization collaboration are available on the DEEL Funding Webpage

First Section:
- ✓ Eligibility

Second Section: Application
- ✓ General Organization Information
- ✓ Implementing Staff
- ✓ Proposal Details
- ✓ Project Narrative
- ✓ Budget Submission Template

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RFP Application

- Please note RFP applications will only be accepted via Submittable

Example Questions: Organizational Information

THE ORGANIZATION
Legal registered name of the organization:
Physical address of the organization:
Mailing address of the organization:
Telephone number of the organization:

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RFP Application
Implementing Staff

- Please note RFP applications will only be accepted via Submittable

IMPLEMENTING STAFF
Program Manager First and last name: Position title: Email address: Telephone number:
Contract Signatory First and last name: Position title: Email address: Telephone number:
Invoice/Billing Contact First and last name: Position title: Email address: Telephone number:
Fiscal Sponsor (if applicable) Legal name of organization: First and last name of the point of contact: Position title: Email address: Telephone number:

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RFP Application
Details of Proposal

- Please note RFP applications will only be accepted via Submittable

DETAILS OF PROPOSAL	
Total funding request Up to $298,000.00 maximum over 2 years	
Will anyone working for your organization have in-person interaction with children aged 0-17?	☐ Yes ☐ No
Priority populations to be served; check all that apply.	☐ BIPOC Communities ☐ Immigrant Communities ☐ Refugee Communities ☐ People with low income ☐ Emergent Bilingual Communities ☐ Other marginalized population(s) served:
Area of service: In which City Council District(s) do you propose to deliver services? Check all that apply. Follow link to view a map of Seattle City Council Districts or search by address: http://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmember	☐ Council District 1 ☐ Council District 2 ☐ Council District 3 ☐ Council District 4 ☐ Council District 5 ☐ Council District 6 ☐ Council District 7
Number of staff employed	
Approximate annual budget	

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RFP Application
Project Narrative

PROJECT NARRATIVE

Select one of the following outcomes that most closely align with this proposal.

- ☐ Healthy & Equitable Births
- ☐ Parental Health & Emotional Wellbeing
- ☐ Nurturing & Responsive Caregiving

Define the scope of work with your program overview and objectives. Please make sure to include what community need may be addressed by the work in the proposed project. *Please limit your response to 500 words.*

Use the table below to include specific details for your proposed activities, target number of participants, and frequency of services.

Activity/Task with Estimated Number of Participants (if applicable)	Frequency of the Activity/Task	Time Range (from when to when)
Example: Parent meetings for 10 adults	*Once a week for 1 hour*	*January - June*

Briefly describe where and between what hours services plan to be provided. *Example: Weekdays, business hours, in Seattle. Please limit your response to 500 words.*

This funding is intended to support priority populations - BIPOC Communities, Immigrant Communities, Refugee Communities, People with low income, Emergent Bilingual Communities. Describe how your organization's leadership and project staff reflect the culture and demographics of the communities you seek to support. *Please limit your response to 500 words.*

Community engagement allows us to identify and understand a community's unique needs, allows us to co-create culturally affirming solutions to addressing those needs, and positions us well to execute these ideas with humility and sensitivity. How has your organization established authentic connections to the community you plan to serve? *Please limit your response to 500 words.*

Describe how the proposed activities are likely to exert a sustained, powerful, and positive influence on one or more of the grant's desired outcomes. *Please limit your response to 500 words.*

- Please note RFP applications will only be accepted via Submittable

Scoring Criteria

- Panel includes community, members from the Sweetened Beverage Tax Community Advisory Board and City staff

- Review panel will score and rank proposals from highest to lowest and make initial funding recommendations

- Final funding decisions may also consider geographic considerations, diversity of focus areas and programming activities, and other department priorities

- ✓ Connection to Community
- ✓ Program Proposal
- ✓ Organizational Information

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RFP Application Budget Submission Sheet

✓ Linked on the DEEL Funding webpage
✓ Upload in Submittable as part of the application

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RFP p.6-7

Additional Requirements:

- Public Disclosure Request PDR information
- Other requirements to contract with DEEL:
  - Washington State Business License (UBI#) and Seattle Business License
  - W-9
  - Insurance
  - Maintaining financial and program records, documents, evidence (Generally Acceptable Accounting Procedures) for a period of 6 years
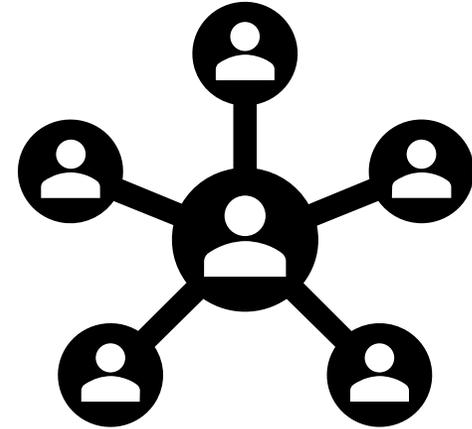
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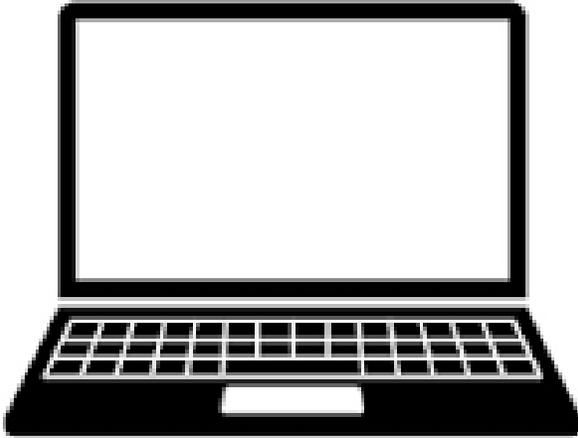# Obtaining Support Along the Way
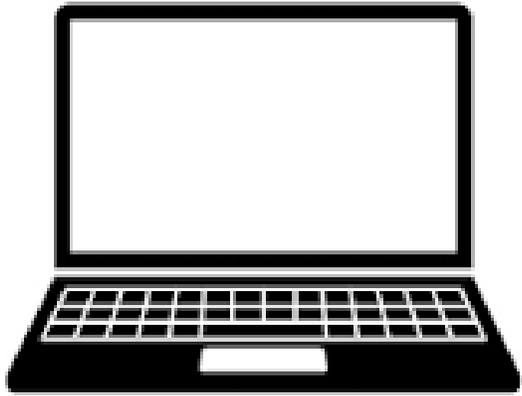
[Submittable Help](#)
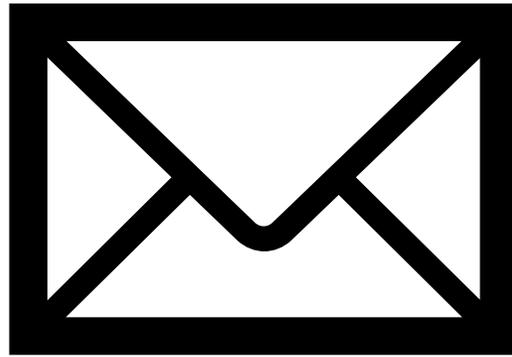
Email
DEELFunding@seattle.gov

Technical Assistance

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Obtaining Support Along the Way
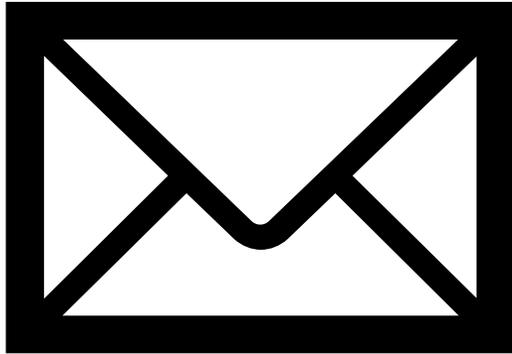
- Any Submittable account set up questions

- For help logging in to Submittable

- General technical support for using Submittable reach to Submittable technical support and also email: DEELfunding@seattle.gov

Submittable Help:

https://www.submittable.com/help/submitter/

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Obtaining Support Along the Way

Email DEELFunding@seattle.gov

- Interpreting the text in the RFP Technical Overview
- Any questions about eligibility or the RFP questions
- Response to Questions provided through DEEL Funding Opportunities webpage within 3 business days
- Subject line: "Question_2024 Prenatal to Three Grant"

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Obtaining Support Along the Way

- Determine their eligibility and/or suitability of an application for this funding opportunity
- Understand how to respond to the prompts in the short answer portion
- Conceptualize proposed services based on applicants' previous experience, connections to their respective communities, areas of expertise
- Feedback around planning and the completion of the required budget template
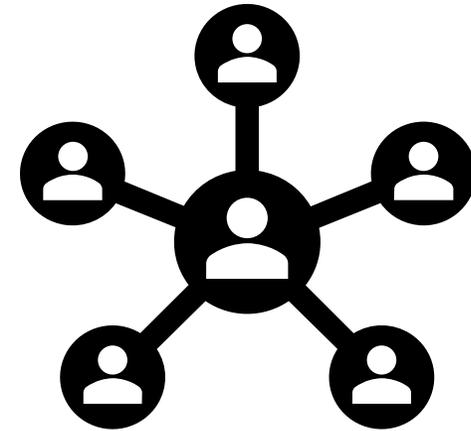
Technical Assistance

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Meet Your Technical Assistance Providers!

Hassan Wardere

Email: hassan@bulleconsulting.com

Meet Your Technical Assistance Providers!

Catherine Verrenti

Email: catherine@verrenticonsulting.com

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Proposal Reminders:

- ❑ Application Submitted in Submittable before due date **May 9th, 2024, 11:59 PM PST**
- ❑ Application sections filled out with complete information
- ❑ Completed Budget Template uploaded with application in Submittable

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Questions?

- **Proposals must be submitted on or before Thursday, May 9th, 2024, 11:59PM PST**
- Submit questions about RFP to DEELFunding@seattle.gov with the Subject line: "Question_2024 Prenatal to Three Grant"
- Responses to all questions will be provided through DEEL Funding Opportunities webpage within 3 business days
- Submit applications in Submittable only
- Reach out to a Technical Assistance provider

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Thank you very much!

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