



## Request for Proposal

Peace Point

Community Capacity Building Grant

*Release Date: August 12, 2024*

<b>Purpose:</b>	Implement capacity building projects to enhance the awarded organizations' ability to serve youth (ages 10-30) at the highest risk of being impacted by gun violence in Pierce County
<b>Applications Due:</b>	12:00 pm Friday, September 13, 2024
<b>Available Amount:</b>	Up to \$25,000 each for six organizations in direct funding. Additional \$5,000 for awarded organizations in indirect funding for coaching/consulting services (\$4,000) and organizational healing (\$1,000)

### BACKGROUND:

In 2022 the Peace Point collaborative launched a project to develop a strategic plan for the Pierce County area to promote youth safety and wellness. In developing this plan, we conducted Pierce County's most comprehensive qualitative research study on youth violence, engaging over 200 members of our community. Our research centered youth, families, and providers who have been impacted by violence. It sought to learn about the root causes driving youth violence, and the priority actions we can take as a community to make meaningful strides toward youth safety and wellness. In June of 2023 we published our findings and recommendations in [Peace Point: The Community-Driven Plan for Youth Safety](#). After publishing this report, Imagine Justice Project and the Peace Point collaborative have worked to advance the recommendations of the plan and shared understanding and alignment across our community.

The Peace Point plan calls on the many community-based organizations and public entities in our community to take action to interrupt the intergenerational cycles of trauma, oppression, and poverty that lead to violence. Tacoma Pierce County Health Department (TPCHD) has been a leader in responding to this call to action. In the fall of 2023, TPCHD secured funding for Peaceful Tomorrow. This project, which continues through June of 2025 will build our community's shared understanding of youth violence through advanced quantitative data analysis, convening stakeholders at two summits, and launching a public health campaign to reduce gun violence. In addition, TPCHD partnered with Imagine Justice Project to direct funding to support youth violence reduction through 19 subgrants awarded to nonprofit organizations in March of 2024.

Imagine Justice Project has recently secured additional funding to continue advancing the collaborative efforts of Peace Point in parallel to the project led by TPCHD. This new funding will support Peace Point to build on the foundation of the 2023 report and leverage the work of TPCHD in developing a collective impact model for youth violence reduction in Pierce County. This collective impact model will serve as a strategic action plan while also providing the structural framework our community needs to work collaboratively across multiple organizations and institutions to reduce youth violence. A major aspect of this work will be continued and robust community engagement with a variety of stakeholders, including those most impacted by violence, to develop a strong plan with high levels of engagement. In addition to this outreach and planning, Imagine Justice Project has allocated 60% of the total funding award to build the capacity of organizations serving youth most at risk of violence in Pierce County. As a community, we need to build capacity in this specific area to be successful in reducing youth violence in a meaningful way over time. This RFP has been developed to allocate this funding for capacity building projects.

**PURPOSE:**

The purpose of this funding is to grow capacity in our community to meet the needs of those youth (ages 10-30) at the highest risk of being impacted by violence, particularly gun violence, in Pierce County. For the purposes of this funding opportunity, capacity building projects can be understood as projects which expand the number of youth an organization serves, expand the types of services provided, improve the quality of services provided, and/or improve the efficiency at which an organization can provide services. As such, projects may relate to developing staff size, staff training or competencies, volunteer recruitment or retention, organizational tools or equipment including vehicles and technology, and/or partnerships. Applicants may propose a project that relates to an area not listed here provided it meets the definition as stated above for a capacity-building project, specifically around serving youth at the highest risk of being impacted by violence in Pierce County.

**ELIGIBILITY:**

Successful applicants show clearly how their proposed capacity building project will enhance their ability to serve youth (ages 10- 30) most at risk of being impacted by gun violence in Pierce County.

Minimum Criteria:

- 501c3 nonprofit status OR documented 501c3 fiscal sponsorship OR tribal government or organization
- Currently operate in Pierce County, Washington
- Current existing relationships with youth (ages 10-30) and/or families impacted by violence
- Demonstrated need for organizational capacity building
- Ability to comply with all subgrantee expectations within the stated time frame

Priority Criteria:

- Staff reflective of the populations served

- Annual operating budgets under \$1 million
- Existing programs or services designed for youth and/or families who are at highest risk of becoming involved in violence, and/or are already connected to the criminal justice system

**Anticipated Timeline:**

Please note that our timeline may shift. We will do our best to notify partners of any changes with as much advance notice as possible.

August 12, 2024	RFP released
August 16, 2024	Information Session 1:00 – 2:00 pm on Zoom (recording available) Register: <a href="https://www.imaginejusticeproject.org/event-details-registration/info-session-peace-point-capacity-building-grant">https://www.imaginejusticeproject.org/event-details-registration/info-session-peace-point-capacity-building-grant</a>
September 13, 2024	RFP responses due by 12:00 pm
October 16, 2024	Funding award notifications
October 31, 2024	Subgrantee contracts finalized
November 29, 2024	First payment installment (50%)
November 6, 2024	Grant Kick-off meeting 10:00 am – 12:00 pm. Location TBD (In-Person) <i>Please kindly hold this time on your calendar when applying to ensure availability</i>
May-June 2025	Final payment installment (50%)
May 31, 2025	Final reports due
June 30, 2025	Grant period ends

**ANTICIPATED AWARDS:**

We anticipate awarding six organizations. Each of the awarded organizations will receive the following:

- (1) Up to \$25,000 in direct funding to support a capacity building project. Projects may request amounts less than but no greater than \$25,000. Awards will be paid out in two installments, with 50% of funds upfront and the remaining 50% of funds paid at the grant period end pending successful completion of the project.
- (2) Up to \$4,000 in indirect funding for coaching or consulting. These funds will be paid directly to the coach or consultant by Imagine Justice Project. The awarded organization may select the coach or consultant provided the agency of choice is approved by Imagine Justice Project and the Washington State Department of Commerce. Since this will be paid for using public dollars,

some restrictions will apply. Awarded organizations may choose to decline this portion of the award.

- (3) Up to \$1,000 in indirect funding for organizational healing work. This funding is designed to recognize that many nonprofit staff and volunteers working with the highest-risk populations struggle with exhaustion and are processing their own trauma; we need to heal ourselves in order to heal others. Awarded organizations may determine the most appropriate use of these funds within their organization, provided it aligns with this intent and is approved by Imagine Justice Project and the Washington State Department of Commer. Imagine Justice Project will pay the invoice for healing services directly to the selected vendor(s). Example activities include meditation, retreats, reiki, gym memberships, peacemaking circles, etc. Awarded organizations may choose to decline this portion of the award.

#### **ANTICIPATED REPORTING:**

Our goal is to minimize reporting burdens for awarded organizations. However, our funders have requirements that we must adhere to. Please plan on submitting brief written reports (approximately one paragraph) to Imagine Justice Project monthly, summarizing work completed on the project. A formal written report and budget form will be due in May-June 2025. We also recommend organizations maintain records of the use of funds, such as invoices and receipts and be prepared to acknowledge to our funders the receipt of funds from Imagine Justice Project.

#### **Funder Practice Accountability**

The Peace Point report emphasizes how funder practices can perpetuate service gaps, inefficiencies, and inequities. It encourages both public and private funders to examine and improve practices to reduce grantee burden and recognize grantees often know more about community needs and opportunities than funders. As a leader in the Peace Point collaborative, Imagine Justice Project is committed to demonstrating improved funder practices in this RFP administration to the greatest extent possible. We are doing the best that we can with the restrictions put in place by the originating funder and ask for your grace and understanding—and your feedback.

We value your feedback to better understand how our grant application process is experienced by you and your organization. We are only able to improve when we are aware of our improvement needs. Please consider sharing your feedback on our funder practices anonymously through this form: <https://form.jotform.com/240355676504155>.

#### **APPLICATION PROCESS:**

All applicants must submit responses to this RFP using this online form. Form responses must be submitted by **12:00pm on Friday, September 13<sup>th</sup>** to be considered. Late forms or applications received through email, mail, or in-person will not be considered for funding.

**Link to online form:** <https://form.jotform.com/242067226215147>

We have provided a word document template to prepare your responses for entry into this online form. We do not recommend drafting responses directly in the online form. Please see *Attachment A: Application Template*. Please note that this Word document is for your drafting purposes only. Emailed, mailed, or hand-delivered copies of the Word document will not be accepted. **Applications are accepted ONLY through the online form.**

### **SCORING**

A team of approximately five community members will independently review and score each application and bring independent scores to a group scoring meeting. Final consensus-based scores will be determined at that meeting. Applicants with the highest scores will be prioritized for funding. Funding decisions will also consider how applicants contribute to a diverse portfolio of subgrantee partners in the type, location, and priority population for services. A sample of the scoring tool is available in *Attachment B: Scoring Sheet*.

### **Questions:**

There is no formal question and answer period for this RFP. Please reach out to Peace Point at any time during the application window to ask questions.

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Imagine Justice Project Director

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*This program is funded by a grant from the Community Reinvestment Project, a project of the WA Department of Commerce.*

## Attachment A: Application Template

Completed applications should be submitted through [this online form](#) by 12:00pm on Friday, September 13<sup>th</sup>, 2024, to be considered. This Word document is for your drafting purposes only. Emailed, mailed, or hand-delivered copies of the Word document will not be accepted. Applications are accepted ONLY through the online form.

### **SECTION I: APPLICANT INFORMATION**

**1. Organization Name:**

**2. Organization Type (select one)**

- 501c3 nonprofit
- Fiscally sponsored nonprofit
- Government
- Tribal government or organization
- LLC
- Other: (please describe)

**3. Fiscal Sponsor Agency:**

*If you are fiscally sponsored, please enter the name of your fiscal sponsor organization. Fiscal sponsorships must be formally documented by a written agreement between the two entities. This documentation is not required here but may be requested by Imagine Justice Project for verification if the applicant is selected for funding.*

**4. Federal EIN:**

*If fiscally sponsored, please enter the EIN for your fiscal sponsor here. Otherwise enter the EIN for the primary applicant agency.*

**5. Annual operating budget:**

*Enter the annual operating budget for the fiscal year which includes January 2025.*

**6. Organization Website (if applicable):**

**7. Organization Physical Address:**

**8. Organization Mailing Address (if different from above):**

**9. Primary Contact Name:**

**10. Primary Contact Phone Number:**

**11. Primary Contact Email:**

**12. Is Primary Contact the Executive Director or other senior leadership position with the authority to sign contracts on behalf of the organization?**

- NO – Proceed to Question #13
- YES – Skip to Question #16

**13. Executive Director Name:**

**14. Executive Director Phone:**

**15. Executive Director Email:**

## **SECTION II: ORGANIZATION BACKGROUND & OVERVIEW**

*There are no character limits to these questions. Please make your answers clear and concise but be sure to fully answer each question. We suggest approximately 1,500 characters per question.*

**16. Mission, vision, and values**

**17. History, background, and overview of programs or services. Include a brief explanation of where in Pierce County your services or programs are offered**

**18. Describe how your staff (or team) reflects the identities and/or experiences of the primary populations you serve. Include how you measure or evaluate this.**

## **SECTION III: PROJECT DESCRIPTION & ALIGNMENT**

*There are no character limits to these questions. Please make your answers clear and concise but be sure to fully answer each question. We suggest approximately 1,500 characters per question.*

**19. PRIORITY POPULATION: Are you currently serving youth or young adults at the highest risk of being impacted by gun violence in Pierce County? If so, how do you define and identify these individuals? If not, how do you plan to define and identify these individuals?**

**20. CAPACITY BUILDING PROJECT: Please describe your proposed capacity building project. Clearly explain how this project will enhance your organization's ability to serve youth in Pierce County at the highest risk for gun violence. Specifically, how will this project expand the number of youth the organization is able to serve, expand the types of services provided, improve the quality of services provided, and/or improve the efficiency at which the organization is able to provide services?**

**21. ANTICIPATED TIMELINE: The grant period begins November 1, 2024 and ends June 30, 2025. Explain how you intend to implement your project during this time frame.**

## **SECTION IV: PROJECT DESCRIPTION & ALIGNMENT**

**22. Amount Requested:**

*Note: maximum request is \$25,000*

**23. Budget Narrative: Please describe in detail how you anticipate using these funds to complete your capacity building project. Make sure to include whether any outside funding will be used, and if so from what sources. Note: outside funding is not required.**

**24. Project Budget (File Upload)**

**Attachment B: Scoring Sheet**

<b>Applicant Organization:</b>			
<b>Scored By:</b>			
<b>Question</b>	<b>Scoring Guide</b>	<b>Score</b>	<b>Notes</b>
<b>Section I: Applicant Information</b>			
#1 - #4; #6-15	(Not scored)	N/A	
#5: Operating Budget	<b>Maximum: 1 Point</b> 0 = Over \$1 million 1 = At or under \$1 million		
<b>Section II: Organization Background &amp; Overview</b>			
#16: Mission, vision + values	<b>Maximum: 1 Point</b> 0 = Unclear or incomplete 1 = Clear and complete		
#17: History, background, and overview of programs	<b>Maximum: 2 Points</b> 0 = Unclear or incomplete 1 = Somewhat clear and complete 2 = Very clear and complete		
#18: Staff reflective of populations served	<b>Maximum: 3 Points</b> 0 = Unclear or incomplete; staff not reflective 1 = Staff minimally reflective 2 = Staff somewhat reflective 3 = Staff very reflective		
<b>Section III: Organization Background &amp; Overview</b>			
#19: Priority Population	<b>Maximum: 5 Points</b> 0 = Unclear or incomplete 1 = Not currently serving. Weak plan for defining and/or identifying 2 = Currently serving. Weak process for defining and/or identifying 3 = Strong plan or process for either defining OR identifying 4 = Not currently serving. Strong plan for defining AND identifying 5 = Currently serving. Strong process for defining AND identifying		



#20: Capacity Building Project	<b>Maximum: 5 Points</b> 0 = Unclear or incomplete 3 = Planned project seems somewhat aligned AND realistic 5 = Planned project seems very aligned AND realistic		
#21: Anticipated Timeline	<b>Maximum: 3 Points</b> 0 = Unclear or incomplete 1 = Timeline outside grant period (November 2024 - June 2025) 2 = Timeline within grant period but appears unrealistic 3 = Timeline within grant period AND appears realistic		
<b>Section IV: Budget</b>			
#23: Amount Requested	(Not scored)	N/A	
#24: Budget Narrative & #25: Budget File Upload (Scored cumulatively)	<b>Maximum: 3 Points</b> 0 = Unclear or incomplete 1 = Project costs minimally aligned OR minimally reasonable 2 = Project costs moderately aligned AND reasonable 3 = Project costs strongly aligned and reasonable		
<b>Total Score:</b>			

Notes: