



**Historic South Downtown (HSD)  
Request for Proposals**

HSD is soliciting proposals for capital projects or for operations in identified priority areas that align with HSD values and principles. Please read through all of the information in this Request for Proposals (RFP) before starting your application.

**DUE DATE: 5 PM (Pacific Time) February 26, 2019**  
**All application material must be submitted by email to:**  
[grants@historicsouthdowntown.org](mailto:grants@historicsouthdowntown.org)

**ROUND 1 RFP TIMELINE**

Release of RFP: Dec. 31, 2018

Proposer's Conferences:

- (1) **Thursday, January 3, 2019, 2:00 to 3:30 p.m.**, Hing Hay Coworks, 409B Maynard Ave. S., Seattle, WA 98104 ([RSVP Here](#))
- (2) **Friday, January 4, 2019, 2:00 to 3:30 p.m.**, Blanton Turner, 159 S. Jackson St. Suite 320, Seattle, WA 98104 ([RSVP Here](#)).

Weekly Open Office Hours: Weekly drop-in office hours will be available in Chinatown-International District and in Pioneer Square. The schedule will be announced at the proposer's conferences and published on the HSD website at [historicsouthdowntown.org/grants](http://historicsouthdowntown.org/grants)

The Nonprofit Assistance Center (NAC) will provide technical assistance to proposal writers throughout the open RFP period. NAC advances equity and social justice by strengthening communities that have historically been marginalized, including communities of color, immigrant and refugee, and working-class and low-income communities. We do this by supporting organizations embedded in these communities as well as partnering with public and private funders to deepen their equity lens and impact. A major component of NAC's work is partnering with CBO's applying for funding, to understand the application process, develop proposal ideas, identify and highlight their strengths, and offer suggestions for strengthening applications, including how to convey their ideas in the clearest and most powerful way to the funder.

To request assistance, contact: [info@nacseattle.org](mailto:info@nacseattle.org) with the subject line "HSD TA Request"

### **TYPES OF PROJECTS TO BE FUNDED**

HSD intends to provide both capital and operations funding. A capital project is defined as one that leads to the creation or renovation of the built environment. There will be no minimum financial dollar amount that defines capital. Please see the Priority Funding Areas section, *below*, for further detail regarding the intended use of HSD funds.

### **WHAT WE DON'T FUND**

- Affordable housing development or renovation of specific URM structures, however, we will consider applications to fund associated costs that contribute to the vitality and integration with the neighborhood (e.g., feasibility and predevelopment for ground floor retail, affordable commercial space, community space/facilities, system improvement and integration, etc.)
- Projects that do not benefit the Pioneer Square and Chinatown-International District
- Projects that solely benefit one individual or have extremely limited community impact

### **TOTAL FUNDING AND FUNDING ROUNDS**

HSD will release \$4.25M in grant funding between now and the end of 2022.

In this RFP Round, HSD intends to award Capital Funding grants of up to \$140,000 per award, and Program Funding grants from \$10,000 to \$35,000 per award. The exact number of grants awarded will be determined by the need demonstrated in responses to this RFP.

There are no limitations for organizations applying to more than one funding round, submitting more than one project in any one funding round, or submitting funding requests for a single project in phases to more than one funding round.

### **CONTRACTING AND FUNDING DISBURSEMENT**

Successful applicants will engage in a contracting process with HSD, which will include details about the disbursement schedule, performance benchmarks, and reporting requirements. Depending upon the project and size of budget, grant payments may be made in one lump sum, based on a reimbursement schedule, or defined performance benchmarks. All project funding must be distributed and deliverables completed by December 2022.

### **ORGANIZATIONAL BACKGROUND**

Historic South Downtown (HSD) is a state-created agency responsible for preserving, restoring, and promoting the health, safety, and cultural identity of Seattle's Pioneer Square and Chinatown-International District neighborhoods.

HSD was created by the Washington State Legislature as the first community preservation and development authority in the state. HSD exists to respond to impacts from ongoing construction of major public facilities, public works, and capital projects in both neighborhoods. It is governed by a board of thirteen volunteer, elected directors that represent community stakeholders from Chinatown-International District, Pioneer Square, and local legislature.

HSD recently received funding from King County Transit Oriented Development bonds that will be distributed to the communities we serve via a competitive grantmaking process. This Request for Proposals is the first in a series of proposal rounds that will distribute at least \$4.2M in funding between now and 2022.

Those interested in receiving updates about this and future funding opportunities should [sign up for our mailing list](#).

### VALUES

Drawing from HSD's Strategic Plan, the Board of Directors has determined that all grant solicitation, review, evaluation, awards, and monitoring will be conducted in furtherance of the authority's defined values:

1. **Equity.** Mitigate historic racial and social inequity and model equity in work and impact.
2. **Neighborhood Self-determination.** Advocate for Chinatown-International District and Pioneer Square to exercise self-determination with regards to our character, future needs and wants.
3. **Continuous Learning.** Rooted in history and remain responsive to our changing neighborhoods.
4. **Accountability.** Act transparently and maximize the potential of our assets to benefit our community.
5. **Resiliency.** Respond to opportunities and threats while maintaining mission focus.

### GUIDING PRINCIPLES

The Guiding Principles are the framework for scoring and evaluating the grant proposals received:

1. Grants should lead to community benefits that remain after HSD funding is expended.
2. Ideally, funding should be leveraged. HSD participation should build upon other resources and support.
3. Funding will be given to projects located within or serving people in Pioneer Square or the Chinatown-International District (or both), as defined by the City of Seattle. Current district maps may be found at: <https://tinyurl.com/y9tn77xx> (C-ID) and <https://tinyurl.com/yb8unvv5> (Pioneer Square).
4. Funding will be awarded to nonprofits or applicants that are fiscally sponsored by a nonprofit. Applicants may apply prior to finalizing their fiscal sponsorship; however, no awards will be made without a valid fiscal sponsorship agreement. Applicants that do not have nonprofit status are encouraged to contact HSD staff to discuss this requirement further. A list of potential fiscal sponsors is available at [www.historicsouthdowntown.org/grants](http://www.historicsouthdowntown.org/grants). Applications can be submitted by a single Applicant or a partnership, so long as the lead entity qualifies as a nonprofit.
5. All participants in the solicitation, evaluation, awarding, and monitoring of HSD grants shall be trained to implement the HSD strategic plan.

### PRIORITY FUNDING AREAS

HSD seeks to provide funding in areas that will help to elevate the voices of those who live, work, and play in the South Downtown neighborhoods; that will help build community strength and identity, and develop resiliency in these two historic communities. Specifically, HSD will be target grantmaking toward:

#### *1. Capacity for Local Organizations*

HSD may provide a portion of its funding to support time-limited projects that empower local voices and promote equitable results for the neighborhoods of South Downtown. Examples of work that may be funded includes neighborhood advocacy, organizing, and project incubation.

#### *2. Business Development*

HSD recognizes that small, micro and, culturally relevant businesses represent a gateway to economic stability for individuals and families, enlarging employment opportunities for residents and creating a platform for sustainable economic prosperity. HSD may fund projects that build the capacity and

resilience of these businesses. Funded projects must comply with the State of Washington Constitution's prohibition against lending of public credit or gifting of public funds (Wash. Const. Art. 8 §5, 7).

Examples of projects that could be funded include, but are not be limited to:

- a nonprofit that provides training for small business start-ups;
- funding of façade improvements that are needed to comply with the special review procedures of the two Historic Districts;

### *3. History/Culture*

HSD may invest in projects that promote, preserve, document, and strengthen the history and culture of the two neighborhoods. Examples of projects could include, but not be limited to: historic exhibits at museums, installations of historical markers, art installations.

### *4. Public Realm*

HSD may invest in projects that support activation, safety, and engagement in the public realm. We understand the public realm to be a critical investment for the residents, businesses, and visitors to our communities, and essential to the quality of life in the areas we serve. Examples of projects that could be funded include, but are not be limited to: activities that promote usage of area parks, plazas, or other public spaces, alley improvements.

#### **APPEAL PROCESS**

- HSD shall notify all applicants of the results of the RFP process, including notification on RFP review and appeal processes
- If any applicant feels HSD has failed to follow its defined process, they may send an appeal form to the Board President, c/o Historic South Downtown, 409B Maynard Ave. S., Seattle, WA 98104. The Board President shall consult with the Executive Committee and the Executive Director and respond to the appeal letter within 30 days
- Funding awards are not subject to appeal
- Applicants may also seek review of unsuccessful applications by the Executive Director, who will respond to their request within 5 business days



Website: \_\_\_\_\_ EIN:\* \_\_\_\_\_

Grant writer (if different than above): \_\_\_\_\_

Grant presenter (if different than above): \_\_\_\_\_

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\* If Lead Applicant is fiscally sponsored, please include complete the information below:

Fiscal Sponsor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Fiscal Sponsor EIN:\* \_\_\_\_\_

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**Project Info:**

Project Category (select all that apply):  Capacity for Local Organizations  Business Development  History/Culture  Public Realm

Type of Funding:

Capital  Program

Total cost of project: \_\_\_\_\_ Amount you are seeking from HSD: \_\_\_\_\_

Timeframe in which you expect to spend HSD funding:

**Please use additional pages to answer all the questions below, to the best of your ability. Where a question is scored during the evaluation process, the total possible points associated with it are shown.**

1. Lead Applicant Mission.
2. If this project involves a partnership, list all partners on this project, their primary contact name and title, phone, address, email, and EINs **(if appropriate)**.
3. Describe the Lead Applicant's experience understanding and addressing the issues that impact one or both neighborhoods served by Historic South Downtown. **(10 Points)**
4. Describe the project for which you are seeking funding. Be sure to describe specifically how the project serves constituencies in Historic South Downtown. If your project serves constituencies throughout the region, focus your answer only on its impact within the physical boundaries of Historic South Downtown as defined here: <https://tinyurl.com/y9tn77xx> (C-ID) and <https://tinyurl.com/yb8unvv5> (Pioneer Square). **(40 Points)**
5. Describe how this project supports and promotes the HSD Values statements listed in the Organizational Background section, above. **(40 Points)**
6. Describe the long-term impacts that benefit constituencies in Historic South Downtown after HSD funds are expended. **(10 Points)**
7. List at least 3 potential benchmarks to measure the progress of this proposed project toward delivering the benefits described above. **(10 Points)**
8. What other funders are providing support for this project? Please list those who have committed support, and sources of funding you are seeking. **(10 Points)**

Attachments:

- Project Budget Attachment **(30 Points)**
- IRS Tax Exempt Statement for Lead Applicant or Fiscal Agent
- List of Names and Affiliations for Board of Directors
- Annual Operations Budget for Current Fiscal Year

Attachments requested for Lead Applicant, if available:

- Most Recent Audited Financial Statement
- Most Recent 990