

Question and Answer

HSD Innovation Fund

2017 Request for Proposal

	Program Area	Question	Answer
1	Innovation Fund	It's not realistic to expect organizations to achieve racial equity in a 6 month project. How do we address this in our application and how will the response be rated?	HSD understands that racial equity isn't achieved in 6 months. Rather, HSD is looking to you to propose how your efforts will contribute to reducing racial disparities. Please refer to the Rating Criteria on page 3-4 in the Application Guidelines Document.
2	Innovation Fund	If the project shows progress in 6 months, will continued funding be available?	Depending on fund availability, HSD is hoping to scale projects that demonstrate results, however HSD cannot guarantee continued funding.
3	Innovation Fund	Will you accept a proposal for a smaller, \$10,000 project rather than \$20,000?	Yes.
4	Innovation Fund	It looks like the application is only available in PDF. How do I work with that?	The Application Guidelines are in PDF. You will write your one-page application as a Word document and include it with the Application Cover Sheet (Word) and Budget Sheet (Excel).
5	Innovation Fund	Can an applicant apply for more than one idea?	Yes, you can apply for multiple ideas, but we encourage you to apply for your strongest idea that best meets the rating criteria.
6	Innovation Fund	If an organization has an ongoing program, can we add a new idea or strategy to work toward racial equity?	Yes. HSD is looking to you to propose how that happens. Please refer to the Rating Criteria on page 3-4 in the Application Guidelines Document.
7	Innovation Fund	If our budget exceeds the maximum available through this RFP, do we present the whole budget and indicate the match?	We are only requesting a budget for the expenses that would be covered by this grant. On the budget form, just list the item and the expense. Leverage is not required. However, please feel free to include that information as part of the context if it makes your proposal stronger.
8	Innovation Fund	If we are awarded, is the funding on a reimbursable basis as with other HSD funding?	This funding will be awarded in a lump sum at the beginning of the project.

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9	Innovation Fund	How do I make the most of the 500 word limit in the application?	Please refer to the Questions on page 3-4 in the Application Guidelines Document, rating criteria, points available, and write your response accordingly. Think of this as your elevator speech. A great idea should be clear and succinct for anyone to grasp quickly.
10	Innovation Fund	My organization works with the Somali and Latino communities both of which are facing changes and challenges. Can we propose workshops and other methods of addressing civil and other rights?	Yes. HSD is looking to you to propose how that happens and how your idea is innovative. Please refer to the Rating Criteria on page 3-4 in the Application Guidelines Document.
11	Innovation Fund	What is the service area for this funding?	Based on funding, services must be provided within Seattle city limits although residency, office location(s), and partnerships can be outside of the city. For example, Skyway and White Center are not within the city limits.
12	Innovation Fund	Are there any restrictions on the funds?	One restriction is the service area. Based on funding, services must be provided within Seattle city limits although residency, office location(s), and partnerships can be outside of the city.
13	Innovation Fund	Can we rent space in another organizations' facility? Is that subcontracting?	Rent would be considered an operating cost for purposes of this application budget.
14	Innovation Fund	Is HSD going to do project evaluations?	The Learning and Accountability questions in the application questions address this. HSD expects the applicant to describe how learnings will be identified and shared. We will also be forming a Learning Circle to share project results.
15	Innovation Fund	Does the Age-Friendly initiative have a specific goal of racial equity?	Yes. Please see the question and rating criteria for Promoting Racial Equity on page 3 of the Application Guidelines Document.
16	Innovation Fund	Where can I learn more about HSD's six Impact Areas?	For more information on HSD's six impact areas, visit http://www.seattle.gov/humanservices/ .

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17	Innovation Fund	If I am proposing to add something innovative to an existing project, should I describe the whole project if it is not well known?	Yes, please provide context as needed to help raters understand the idea in full. Please refer to the Rating Criteria on page 3-4 in the Application Guidelines Document.
18	Innovation Fund	What will be the frequency of reporting?	The reporting will occur once at the end of the project period.
19	Innovation Fund	Who will be on the Rating Committee? Who is the audience for the application?	Potential raters for the Rating Committee may include Age-Friendly experts, Mayor's Office staff, Foundation representatives, Seattle Youth Commission, and HSD staff. The audience for the application is meant to be broad. Please see Eligibility Requirements on page 2 of the Application Guidelines.
20	Innovation Fund	For Learning Circle participation, what is your expectation of project staff time commitment?	This has not yet been determined, but HSD is mindful of not placing heavy burdens on project staff.
21	Innovation Fund	Will the contract and contracting process be in keeping with the one-page application?	We anticipate a simplified contract and process, but this has not yet been determined. The type of contract will accommodate the idea that has been funded.
22	Innovation Fund	Can the project run shorter or longer than 6 months, understanding that the funding is only available for a 6-month term?	The project may run shorter, but HSD strongly discourages projects that last longer than 6 months as this fund was designed to test an idea in 6 months or less.
23	Innovation Fund	This model of funding is new for HSD. Are there other models available?	Other City of Seattle departments make funding available with similar models (Department of Neighborhoods for example). Other cities and foundations in the country have also done innovation grant processes.
24	Innovation Fund	What happens if I don't spend all of my grant in 6 months? Do I have to return the remaining funds?	If 30% or less has been used mid-way through 6 months, the Grants and Contract Specialist will notify their Supervisor. Their Supervisor and Division

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			Director will determine whether to reallocate the remaining funds (reallocating for other purposes within the Division).
25	Innovation Fund	Will we know who was awarded through this process?	Yes, awards will be announced in August.
26	Innovation Fund	What do I include in my cover letter?	There is no cover letter required, just the Application Cover Sheet and the 500 word proposal.
27	Innovation Fund	What is the source of this funding?	The source of this funding is Seattle General Fund.
28	Innovation Fund	How much should I emphasize agency capacity in my response?	Please see the question and rating criteria for Implementation on page 4 of the Application Guidelines Document. We are shifting from our usual questions about capacity to looking for a reasonable action plan and budget for the proposed idea.
29	Innovation Fund	Can I discuss my idea with HSD before submitting a proposal?	No, HSD cannot discuss potential projects.
30	Innovation Fund	We have five different departments here at HSDC. Would we be able to submit two separate applications for separate departments and projects?	Yes.
31	Innovation Fund	Section V lists four sections of the proposal with specific questions and criteria (i.e., Innovation & Results, Promotes Racial Equity, Implementation, Learning & Accountability). Are these 500 words each? Or 500 words covering all four of those sections?	500 words include all four sections of the rating criteria.

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32	Innovation Fund	Would the funding support a project focused on affordability and livability outside of the Seattle city limits?	Please see response to question #11.
33	Innovation Fund	The KCLS Foundation supports KCLS programs and services that take place throughout King County outside Seattle city limits, as the City of Seattle itself is served by Seattle Public Library and the SPL Foundation. Would you mind sharing your thoughts on whether that's a service area that the Rating Committee would find compelling, or if the RFP is intended solely for applicants providing programs and services within the City of Seattle?	Please see response to question #11.
34	Innovation Fund	If you want to do something that is innovative AF, that no other senior center in the country is doing – but it doesn't promote racial equity, it's going to get 0 of those 30 points and be unlikely to be funded. Right?	Please see the question and rating criteria for Promoting Racial Equity on page 3 of the Application Guidelines Document.
35	Innovation Fund	Is this funding geared only to Washington residents as I am in New York?	Please see response to question #11.
36	Innovation Fund	Given that this is a grant from the City of Seattle, are the services carried out in the grant limited to within the City of Seattle limits? Or would sites in King County still qualify?	Please see response to question #11.
37	Innovation Fund	Our organization has a fiscal sponsor. If our fiscal sponsor applies for the grant, can we also apply for the grant?	Yes, however, we encourage applicants to coordinate applications with their fiscal sponsors.

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38	Innovation Fund	If my organizations fiscal sponsor does not apply, do we use their name and tax ID?	We require a tax ID from a fiscal sponsor or individual applicant. We recommend that you coordinate with your fiscal sponsor.
39	Innovation Fund	Is there a limit to how many applications that a coalition or organization can submit?	No, there is no limit. However, we encourage applying for the strongest idea(s) that best meets the rating criteria.
40	Innovation Fund	Will the PowerPoint slides for the information session and the application be available online?	The PowerPoint slides and application will be available on the HSD website.
41	Innovation Fund	Can an individual use a social security number as a tax ID?	Yes, a social security number would be considered in lieu of a tax ID. Individuals will still need a Washington state business license.
42	Innovation Fund	Regarding the timeline of the project, what if our project starts in September and goes past the 6 months?	This fund was designed to test an idea and be completed within 6 months.
43	Innovation Fund	If my organization has recently started a project with limited funds can we apply to this grant to supplement other funds?	Yes, please refer to the rating criteria on page 3-4 of the application guidelines document to see if it applies to your project..
44	Innovation Fund	Comment: The 500 word limit may be difficult to adhere to.	Please see response to question #9.
45	Innovation Fund	Are you looking for a match in addition to project budget?	We are not requiring an in-kind match. However, please feel free to include that information as part of the context if it makes your proposal stronger.
46	Innovation Fund	What if your project overlaps with two areas?	If there is one impact area that is stronger, you may want to apply for that impact area. If you think the intersectionality will make your proposal stronger, please feel free to include that information as part of the context in the proposal.
47	Innovation Fund	Can you describe how the implementation and accountability categories will be measured and rated?	Please see the rating criteria on Page 3-4 of the Application Guidelines Document for further information.
48	Innovation Fund	If we have a project that crosses multiple impact areas but does not address racial disparity, should we bother applying?	That is for you to determine. Please see the rating criteria for Promoting Racial Equity on page 3 of the Application Guidelines Document.

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49	Innovation Fund	Can the impact areas be broader to encompass equity or is it specific to racial equity?	Yes, it is specific to racial equity. Please see the rating criteria for Promoting Racial Equity on page 3 of the Application Guidelines Document.
50	Innovation Fund	There may be more applications for one or more impact areas, how does that affect the end result?	HSD would like to fund at least one proposal in each impact area.
51	Innovation Fund	How does service area get addressed if we serve a population in the city regarding a regional issue, for example, in the area of homelessness?	Based on funding, services must be provided within Seattle city limits although residency, office location(s), and partnerships can be outside of the city.
52	Innovation Fund	Can we use the funds to serve a population in the city, if the individuals don't reside in the city?	Please see response to question #51.
53	Innovation Fund	If there are multiple proposals that represent similar areas, does HSD put those organizations in touch with one another?	Not for this RFP.
54	Innovation Fund	Does HSD have an idea of impact and how many people will be impacted by the innovation fund?	HSD will look to the applicants to share the impact of the proposed idea(s).
55	Innovation Fund	Will there be more weight given to applications that are sustainable beyond the 6 months?	Please refer to the Rating Criteria on page 3-4 in the Application Guidelines Document and include that information as part of the context if it makes your proposal stronger.
56	Innovation Fund	Is the evaluation process something that I should include in the application or will HSD guide us?	Please refer to the Learning and Accountability questions on page 4 in the Application Guidelines. HSD expects the applicant to describe how learnings will be identified and shared.
57	Innovation Fund	Where did the original funding come from?	The source of the funding is Seattle General Fund.
58	Innovation Fund	Has any other city utilized funds in this way?	Other cities and foundations in the country have done innovation fund projects. Other City of Seattle departments make funding available in similar models, such as the Department of Neighborhoods.
59	Innovation Fund	If we wanted to know what other cities have done, do we google innovation fund?	Yes.
60	Innovation Fund	Will the proposals be made public?	We will publicly announce the recipients of the RFP; however, we do not post the applications. They are made available upon a public disclosure request.

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61	Innovation Fund	How do we connect with others interested in or who are granted the HSD innovation fund?	HSD is planning to develop a Learning Circle to share project results.
62	Innovation Fund	During the contracting period, will there be any milestones or connections with HSD?	Recipients of the awards will be working with a Contracts Specialist during the contract period.
63	Innovation Fund	Will the learning circle only pertain to people who have been granted funds?	This has not yet been determined. HSD is still developing and considering input for the learning circle.
64	Innovation Fund	Are there any expenses that are excluded, such as capitol expenses?	Yes.
65	Innovation Fund	What happens if you don't spend all the money allotted to you?	Please see response to question #24.
66	Innovation Fund	As the process coordinator, do you have any advice or recommendations?	Please refer to the Application Guidelines and rating criteria. HSD is interested in how your proposal will make a difference.
67	Innovation Fund	How strict is the 6-month timeline?	The timeline is strict. This fund was designed to test an idea and be completed within 6 months.
68	Innovation Fund	What happens if less than 30% is spent within the first three months, but we expect to spend the funds near the end of the project?	Please communicate with your Contracts Specialist.
69	Innovation Fund	Will each organization granted funds have a point of contact within HSD?	Yes, each organization granted funds will have a Contract Specialist.
70	Innovation Fund	Are food and transportation allowable expenses?	Yes. We encourage you to include any project expenses that may make your proposal stronger.
71	Innovation Fund	My program has stipends for participants. Is that allowable?	Yes, stipends are not a restricted expense.
72	Innovation Fund	Once the funding is over, will there be other opportunities for innovation funds to continue?	Please see response to question #2.
73	Innovation Fund	Will the innovation fund be granted yearly?	Please see response to question #2.
74	Innovation Fund	My organization is on the Seattle public school timeline, can I spend all of my funds within the	The project funds can be spent sooner. As long as the project is completed within the 6 months contract period.

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		Sept-Dec timeline or does it need to be spread out across the 6 months?	
75	Innovation Fund	Can we use the funds to sub-contract with another organization for services?	Yes. Please feel free to include that information as part of the context if it makes your proposal stronger.
76	Innovation Fund	Can we submit multiple ideas/proposals to this fund?	Please see response to question #5.
77	Innovation Fund	Is there any possibility of considering this project, either on an adjusted timeframe – or possibly if we could build in some achievable benchmarks within the 6-month time frame that address the requirements of the RFP?	Projects with this fund is expected to be completed in 6 months within the contract period. Please refer to the rating criteria on page 3-4 of the Application Guidelines regarding the requirements of the RFP.
78	Innovation Fund	Can the innovation funds support participatory research projects (e.g., bringing together stakeholders to collaborate)? Does the project have to end and have all results by 2/28? Would interim indicators and outcomes/outputs from an ongoing collaborative practice be acceptable?	Yes. Please refer the rating criteria on Page 3-4 of the Application Guidelines Document. Please see response to question #77.
79	Innovation Fund	Please let me know about your indirect cost policy on this grant.	Please refer to the link below for HSD’s Indirect Policy: http://coshumaninterests.wpengine.netdna-cdn.com/wp-content/uploads/2016/05/HSD_Indirect_Policy-FINAL.pdf
80	Innovation Fund	For the 2017 Innovation Fund proposals how much indirect is allowed?	Please see response to Question #79.
81	Innovation Fund	I am interested in writing a proposal for the Innovation Fund. The primary program is operated by a church ministry partnering with a new non-	Yes, please refer to the Eligibility Criteria on page 2 of the Application Guidelines.

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		profit organization. Is it acceptable for the church to apply as the primary applicant?	
82	Innovation Fund	Can I include a picture in my proposal?	Yes, as long as it fits within the one page limit and formatting criteria.
83	Innovation Fund	What type of reporting will be required for the Innovation Fund?	Please see response to question #56.