



CITY OF  
BAINBRIDGE ISLAND

DATE: 10/17/2016

SUBJECT: 2017-18 HUMAN SERVICES FUNDING

QUESTIONS FROM OCTOBER 13, 2016 APPLICANT INFORMATION  
SESSION

**1. Is it acceptable for an applicant to propose a funded request for one year only?**

Yes, and applicant should be aware that the funding cycle will not open again until the two-year cycle is nearing completion (anticipated for Fall 2018).

**2. The RFP indicates that the City's two-year HSF grant budget will be allocated 50-50 each of the two years, however, are applicants required to allocate their request in a similar proportion, 50-50 each year?**

No. The HSF Funding Advisory Committee (HSFAC) and City Council recognize that applicants may need more or less budget funds in one year than the next and will not require applicants to submit a proposal that allocates a budget amount evenly across both years.

**3. Is there a limit to the number of proposals an applicant can submit?**

No, however if an applicant chooses to submit more than one proposal, each submission should be able to stand on its own in meeting full documentation/attachment requirements. (E.g. Applicant submits three proposals for three different types of programs or services and each proposal is required to have cover sheet and full set of attachments specified in guidelines.).

**4. Are religious organizations eligible to seek City funding through the HSF program?**

As noted in the RFP guidelines (page 2), all proposals –regardless of the applying organization’s purpose or type – must comply with the City’s non-discrimination policies.

**5. Can we submit a proposal for separate programs or one that supports a group of programs?**

This is an applicant decision with applicant having the opportunity to explain in the proposal, if they choose, their basis behind their decision.

**6. Will funding requests be approved at full or partial amounts?**

This will depend on a number of factors, such as the aggregate funds requested by all applicants against the HSF funds available, the quality of the proposal and how it compares with other requests for programs and services. The HSF Advisory Committee may recommend (and the City Council may approve) funding at less than 100% of the amount requested, and may be prescriptive in the services or programs (e.g. the scope of the work) that are approved. Any changes that impact the scope of work compared to the proposal as submitted would be an agreed upon component in the Professional Services Agreement (contract) that the City will enter into with approved grantees (providers).

**7. What are next steps after proposal submission?**

- a. Within 1-3 days, applicants will receive an acknowledgement email indicating receipt of their submission.
- b. Applicants will be notified of a date and time slots to sign up for the opportunity to present their proposal to the committee for a ten-minute time block. This in-person proposal presentation is optional, but applicants are strongly encouraged to participate. A time slot is provided for each proposal submitted and applicants can decide whether to sign up. At present, the Committee expects to meet with applicants on Thursday, November 17 between 5:00-9:00 pm at City Hall. This session and all meetings of the HSFAC are open to the public. Follow the City’s website to see schedule updates.
- c. Between October 28 and November 15, the Committee will meet to discuss each proposal and questions that need additional information. Applicants will receive an email with clarifying questions and an opportunity to respond to them in writing.

**8. Does the city have a range or threshold with regard to requested funds as a percentage of the organization’s budget?**

No.

**9. Can there be a proposal made for operating and one for capital?**

Yes, and because the requirements are very different for each, we would suggest submitting two different proposals.

**10. When submitting proposals, is there a preference in format (e.g. PDF all attachments versus submitting separate attachments).**

There is no preference but applicants are reminded that by submitting a single PDF file, applicants can ensure that documents are in the order of their choosing.

**11. When will applicants be notified?**

The City's goal is to have final recommendations to the City Council made by the end of the year. If the City Council receives a funding recommendation from the HSFAC by December, they can provide formal approval in early/mid-January, 2017.

**12. Can you please provide information about the facilitators the City will be using to support the work of the committee?**

The work of the HSFAC will be facilitated by staff from The Giving Practice (TGP), a consulting group within Philanthropy Northwest. Information on Leslie Silverman and Ted Lord is provided below. TGP will provide ongoing support throughout the 2017-18 funding cycle, and will review and assess the reports and funding outcomes submitted by funding recipients.

***Please continue to visit the City's webpage for Human Services Funding to monitor the HSFAC meeting schedule and other aspects of the 2017-18 award process.***



## ABOUT THE GIVING PRACTICE

The Giving Practice is a team of consultants who blend customized solutions and deep knowledge of the field to help families, foundations and corporations navigate the changing landscape of today's philanthropy. We develop authentic relationships with our clients that allow them to experience joyful, meaningful and effective work. We celebrate philanthropy that is diverse and inclusive as we work to create and sustain strong, equitable and healthy communities.

### HOW WE WORK

**Values first.** We help you achieve your goals by working from the values you care most deeply about.

**Funder knowledge.** As a part of Philanthropy Northwest, a network of almost 200 family, private, community and corporate foundations, we have deep knowledge of the field.

**National perspective.** We work with foundations across the region as well as several national foundations and organizations, and have a unique ability to harness big-picture trends and promising practices and adapt them to your unique needs.

**Continuous learning.** Knowing that you have unique goals and challenges—but also common experiences and solutions — we share with you our latest learning and help you build knowledge for others.

**Customized solutions.** Our job is to understand your needs and craft an approach that respects your unique organizational culture, skills and ways of working.

**True collaboration.** We take collaboration seriously. We work with you as a partner and bring to bear our shared experience as practitioners in philanthropy.

### ABBREVIATED CLIENT LIST

J.A. and Kathryn Albertson Foundation

Bill & Melinda Gates Foundation

Ford Foundation

Group Health Foundation

W.K. Kellogg Foundation

Mat-Su Health Foundation

Meyer Memorial Trust

Northwest Area Foundation

Premera Blue Cross

Rasmuson Foundation

Satterberg Foundation

Seattle Foundation

Surdna Foundation

Virginia Piper Charitable Trust

## LEAD CONSULTANT



**Leslie Silverman, Partner**

Joining The Giving Practice in early 2014, Leslie brings over a decade of experience with private and public grantmakers and in roles touching all areas of grantmaking. Leslie is thrilled to work with funders in helping them to improve and streamline their grantmaking processes and create grantmaking solutions that best advance their strategic interests. As a founding committee member of the national Project Streamline initiative, Leslie also enjoys working with funders interested in strengthening funder-grantee relationships and fostering peer learning among funders and grantees. With years of experience as a Program Officer for the Corporation for National and Community Service working across five states, and Grants Manager at the Bill & Melinda Gates Foundation, Leslie applies her cross-sector experience to help organizations be more efficient and effective in how they approach their philanthropy. By ensuring that both funders and grantees feel comfortable adapting and working together, Leslie aims to bring authenticity to the work and more meaning in the “giving.” Leslie has a B.A. from Emory University and a master’s degree in social policy from Catholic University. In her spare time, Leslie and her six year old enjoy paddling around in their kayak or exploring new bike trails and other random adventures.



**Ted Lord, Senior Partner**

**Lead Meeting Facilitator**

Ted Lord has been integral to the growth of The Giving Practice since its founding. His multi-year work with Cascadia Foodshed Financing Project, national child welfare CEOs, The Bill & Melinda Gates Foundation’s Building Community Philanthropy, the Road Map funders group and Philanthropist Forum centers around supporting collaboratives, especially in their adventures to discover how to contribute all their capitals (influence, expertise, and relationships in addition to pooled and aligned funding). He believes learning together and humor are essential in sustaining voluntary associations beyond their early blue-sky enthusiasm.

Ted’s work with new and established groups to discern and articulate learnings, and then design engagement strategies that unleash their passions has led to [a series of recent posts on balancing conversation and meetings](#). His staff and board coaching is based in his CEO stewardship of two public foundations (Pride Foundation 1992—2000; Humanities Washington 2006—2008) and is supplemented by change management skills developed as interim CEO of nonprofits (Camp Fire, Hedgebrook, and DAWN) and the Masters in Nonprofit Leadership at Seattle University.

His belief in the leverage provided by engaging community upfront is informed by board service with United Way of King County, Philanthropy Northwest, 501 Commons and the Alliance for Nonprofits. Ted holds a B.A. from Trinity College and an M.A. from the University of Washington.