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2022 Request for Proposals for   
Projects Serving Youth & Young Adults

**APPLICATION**

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# **Projects Serving Youth & Young Adults—Application Cover Sheet**

|  |  |
| --- | --- |
| 1. **Agency Name**: | |
| 1. **Title of Proposed Project**: | |
| 1. **Geographic Area Served** *(Include counties to be served)*: | |
| 1. **Youth Population Served** *(Check all that apply)***:**   Youth, ages 12-17 years old.  Young adult, ages 18-24 years old. | |
| 1. **Data & CE Access** *(Check all that apply; these are not disqualifiers, but funded orgs will eventually need HMIS access)*:   Current HMIS access.  Currently involved with Coordinated Entry in your community. | |
| 1. **Proposed Use of WYFF Funds** *(Summarize in 2 or 3 sentences how the WYFF funds would be used)*: | |
| 1. **Total WYFF Budget**:   Personnel $  Flexible Funds $  Other Costs $  Indirect Costs $  Sub-contracted Costs, if applicable $  **Total Washington Youth & Families Fund Request $** | |
| 1. **Contact Information for Project Applicant:**   Name:  Title:  Mailing Address:  City/State/Zip Code:  Telephone Number:  E-mail Address: | |
| 1. **Eligible Applicant:**   This application represents a nonprofit community or community-based organization; regional/statewide nonprofit housing assistance organization; federally recognized tribe; local housing authority; or public development authority. | |
| 1. **Culturally-specific and/or bipoc-led and -Serving Organization:**   This application represents a culturally-specific and/or BIPOC-led and -serving organization. | |
| 1. **Authorized Signature of Applicant (Required):**   Name:  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Title:  Date: |

*Percentages indicate weighting of categories for review.*

# **Application Narrative (90%)**

**Please respond to the questions below. Use 12-point font and keep responses to a maximum of 10 pages.**

## Program Design Description (30%)

* 1. Please describe your program design according to the strategic objectives: centering youth-choice; applying flexible assistance and Diversion principles; coordinated housing and legal support; and expanding a young person’s network of support. In your responses, please specifically respond to the following questions (provide examples where possible):
     1. How will you dedicate staff capacity and organizational resources to meet the strategic objectives?
     2. How will you include young people in developing, implementing, and improving your program’s designs?
     3. How will you identify, get connected with, and engage with unaccompanied youth and young adults, particularly BIPOC and LGBTQ2+ young people, that might be interested in your program?
     4. How, if at all, will you approach supporting youth (12-17 years old) with establishing safe in-between housing options as they navigate dependency or reunification processes?
     5. How, if at all, will you approach supporting young adults (18-24 years old) in establishing safe and stable housing in scarce, competitive conditions?
  2. Please describe how this program’s design aligns with your organization or agency’s mission, vision, and values. In your response, please specifically respond to the following questions:
     1. What are the specific needs of youth that this project would address? How do you know?
     2. How will this program help you meet your organization or agency’s future goals?
  3. Please complete the table below with project goals.   
       
     **Project Goals:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | # of young people served (youth and/or young adults) | % of young people who exit to permanent or safe in-between housing | % of young people supported with legal issues | % of young people who engage in activities that increase connectedness and/or feelings of safety | % of young people who engage in activities that help meet their personal goals |
| Grant Year 1 Goals |  |  |  |  |  |
| Grant Year 2 Goals |  |  |  |  |  |
| Grant Year 3 Goals |  |  |  |  |  |

## Racial Equity Focus (30%)

* 1. Please describe the racial inequities in youth/young adult homelessness in your community. How does structural racism and discrimination show up as root causes of homelessness and housing instability for young people?
     1. How is your organization or agency working to address or dismantle structural racism and discrimination? What are the outcomes and/or learnings from those efforts?
  2. Please describe the racial equity practices and priorities for your organization or agency. In your responses, please specifically respond to the following questions:
     1. What are the racial equity goals that would be prioritized if awarded WYFF funding? What are the main services and/or activities that would be used to help fulfill those goals?
     2. How does your direct support service staff and your organization’s leadership reflect the demographics of the young people being served in your work?
     3. What kind of training and assessment of racially equitable services does your organization or agency require or make available to staff?
     4. What existing infrastructure is in place to receive and review feedback from participants? How will you use this information to change your policies, procedures, practices, and services so that they are more racially equitable?

## Community Partnership & Capacity (20%)

* 1. Please describe what “centering youth-choice” means to your organization or agency:
     1. How does your organization or agency promote choices and informed decision-making for young people, specifically for unaccompanied BIPOC and/or LGBTQ2+ youth?
     2. What, if anything, could your organization or agency do differently if awarded WYFF funding to promote choices and informed decision-making for young people?
  2. Please describe any relationships or work your organization or agency does to support young people in engaging with local courts, child welfare agencies (DCYF/JR), behavioral health agencies, juvenile jails, law enforcement, or adult corrections facilities.
     1. Whether these relationships are currently in place, or need to be developed, please describe how these relationships can enhance the work of your organization or agency in establishing housing stability for a young person?
  3. Please describe any relationships your organization or agency has with agencies and/or institutions that provide services such as educational support, cultural/identity enrichment, counseling and therapy, maternal health and family planning services, gender-affirming care, and employment support.
     1. Whether these relationships are currently in place, or need to be developed, please describe how these relationships can be leveraged to support goal setting, safety-planning, conflict-resolution, or other self-efficacy skills with the young people you work with?

## Project Timeline (10%)

* 1. Please provide an estimated timeline for project roll-out. In your timeline, please specifically include the following:
     1. Project planning
     2. Hiring
     3. Initial outreach and enrollment of young people
     4. Initial training
     5. Establishing community partnerships

# **Application Budget (10%)**

Budget forms and instructions are provided in an Excel workbook. **The first worksheet in the workbook is labeled “Instructions” and contains important information on filling out the budget forms. Please read the instructions carefully before filling out the forms.** Budget forms will **not** count towards the application narrative page limit.

# **Supplemental Materials**

All applicants must submit the following additional information with their completed applications. Supplemental materials will **not** count towards application narrative page limit. **(Please attach all supplemental materials LAST.)**

* Lead agency’s organizational chart.
* Any existing relevant MOUs or other existing documentation of partnership.
* Documents certifying tax-exempt status of applicant’s organization or agency. Examples include IRS determination letter for 501(c)(3)/nonprofit organization or an IRS W-9 form.
* A resolution from the board of the applicant’s organization, or if time does not allow, a letter signed by the applicant’s organization’s board president affirming the agency’s request. Please note that a board resolution will be required from finalists.
* Applicant agency’s current year operating budget, specifically sources and uses.

# **Application Check List**

* One (1) copy of the application narrative, executive summary, and budget worksheets in electronic format.
* Lead agency’s organizational chart.
* Existing, relevant MOUs or other existing documentation of partnerships.
* Letter of support from your local area’s Coordinated Entry operator, if other than applicant.
* Documents certifying tax-exempt status of applicant’s organization or agency. Examples include IRS determination letter for 501(c)(3)/nonprofit organization or an IRS W-9 form.
* A resolution from the board of the applicant’s organization, or if time does not allow, a letter signed by the applicant’s organization’s board president affirming the agency’s request. Please note that a board resolution will be required from all finalists.
* Applicant agency’s current year operating budget, specifically sources and uses.