



Capacity Building Opportunity:
Prenatal to Five (P-5) Community-Designed Program Development Pilot Workshop Series
Participation Application

Are there needs in your community that impact families and young children? Do you want program development support to create a community-designed program to meet the needs of families and their young children, prenatal to age five? The first stages of any newly designed program can easily be the most challenging, as you figure out how to turn your ideas into a successfully operating well-funded program. To support the community in these early stages and strengthen community-driven programs, our Prenatal to Five (P-5) Innovation Supports Strategy is launching this pilot workshop series.

Best Starts is offering this pilot to understand how workshops like this can impact the development of programs and services for children and families throughout King County. This is a capacity building opportunity focused on supporting community in building new innovative and sustainable programs that center racial, economic, and geographic equity and promote positive change for babies, children, families, and communities. This pilot will not fund actual service delivery or guarantee future funding for service delivery.

Best Starts for Kids (Best Starts) invites community-based organizations, coalitions, and community groups to apply. Up to 12 programs and/or organizations will be accepted. In small group settings, participants will be supported to draft materials which will later guide their program. They will learn about approaches such as communicating program activities and outcomes, designing staff training materials, preparing for evaluation, budgeting, and planning for fundraising activities.

Applicants may apply to this Participation Application at no cost, and may also additionally apply for a stipend to support full participation.

Application Due Date: March 27, 2024

Submit Applications through Best Starts Workshops Webpage at:

<https://beststartsworkshops.org/workshops/prenatal-five-p-5-community-designed-program-development-pilot-workshop-series>

Application Contact: Hannah Locke, hlocke@kingcounty.gov

WORKSHOP SERIES OVERVIEW

Introduction: Best Starts for Kids is excited to introduce the P-5 Community-Designed Program Development Pilot Workshop Series to support community in building sustainable and new innovative programs that center racial, economic, and geographic equity to promote positive change for babies, children, families, and communities. Best Starts seeks to build upon the creativity and expertise of community to create and deliver innovative community-driven approaches and programs that aim to address community identified service gaps and address disparities deepened by lack of access to responsive services.

Workshop Series Purpose and Context: Through this Participant Application, the Department of Community and Human Services (DCHS) will award up to 12 applicants the opportunity to participate in this capacity building series, which focuses on programs or services that are preparing for or in the early implementation phase of program development (see page 5, image 1. Program Phases). Throughout the workshop series, participants will have the opportunity to build community with others and access individualized supports through facilitation and resource sharing. In small group settings, participants will be supported to draft materials which will later guide their program. Participants will learn more about approaches such as communicating program activities and outcomes, designing staff training materials, preparing for evaluation, budgeting, and planning for fundraising activities.

Participation in this workshop series will not influence future Best Starts funding decisions. Capacity building will be limited in focus on program development and overall fundraising strategies and does not include other organizational development, infrastructure (like data system development), applying for nonprofit status, etc. For example, fundraising capacity building will focus on strategy and guidance for organizations as they seek ongoing funding from a variety of sources in the future.

Curriculum & Timeline:

Accepted applicants will be enrolled in a series of workshops, which will include participation in all of the following 6 capacity building workshops:

Workshop Topic	Dates, times, and locations
1. Program Visioning	May 29, 2024 from 9am to 3pm, In-person, location TBD
2. Program Materials	June 13, 2024 from 9am to 3pm, In-person, location TBD
3. Program Budget Development	June 20, 2024 from 9:30 to 11:30am, Virtual
4. Evaluation	June 26, 2024 from 9:30 to 11:30am, Virtual
5. Sustainable Funding	July 9, 2024 from 9am to 3pm, In-person, location TBD

- Workshop One: Program Visioning (May 29, In-person, 9am to 3pm)

Share initial program activity ideas that address an identified community need for families with children prenatal to five. Create a program storyboard, a theory of change model, and learn about evaluation strategies that can support program design and development. Learn additional program ideas within the cohort and broader King County services landscape.

- Workshop Two: Program Materials (June 13, In-person, 9am to 3pm)

Build a blueprint of your program to ensure program elements are based on community input and best practices and can best meet the needs of your communities. Create a guide for program implementation describing core areas such as guiding principles and values, community characteristics and outreach/engagement plan, staffing qualities and structure, how to implement key practices and activities, curriculum, screening tools, etc. and a list of materials useful to implementing the program.

Workshop Three: Program Budget Development (June 20, Virtual, 9:30 to 11:30am)

Identify all program and administrative costs needed to deliver your program, discover resources to budget accurately and tools to make the budgeting process easier. This will also help you understand different budget considerations as you start to apply for funding.

Workshop Four: Evaluation (June 26, Virtual, 9:30 to 11:30am)

Build on your program visioning and implementation planning by learning evaluation design and data collection approaches that support continuous reflection on your program. Begin to develop ideas for how evaluation can provide insight into program progress, help make adjustments, and identify opportunities for growth.

Workshop Five: Sustainable Funding (July 9, In-person, 9am to 3pm)

Learn to set in place the components that enable their organization to stand out, attract, and qualify for corporate, foundation, and government funding. In addition, this workshop will provide practical tools for articulating a clear and impactful value proposition, ensuring that your organization's unique strengths are communicated with clarity.

Workshop Series Participation

Accepted applicants will:

- 1) Send a 2-to-4-person program team of participants to attend each workshop throughout the 7-week series;
- 2) Form a cohort of up to 12 program teams to learn together through actively contributing to small and large group workshop discussions;
- 3) Engage in dedicated program team time within workshops with a facilitator to draft materials which will later guide your program and fundraising;
- 4) Complete pilot evaluation activities to provide feedback on the workshop series and other capacity building needs.

Follow-up Support

In between workshops, the accepted applicant's program team will have the option to receive individual follow-up support from a facilitator. Support can be provided through email, in-person, or virtual meetings as determined by the program team. Individual support can focus on, but is not limited to, responding to questions about information shared, extending time for small group facilitation to discuss ideas and complete materials or workshop activities, providing feedback or suggestions on completed materials, etc.

Pilot Evaluation Activities

Participants will share their feedback throughout the workshop series to ensure that the series' workshops as well as future opportunities can best meet community capacity building needs. Evaluation activities include participation in:

1. A pre-series orientation meeting, 15 to 30 minutes offered by phone or Zoom;
2. Post-workshop feedback surveys (completed each during workshop); as well as
3. A post-series feedback meeting, 15 to 30 minutes offered by phone or Zoom.

Through these evaluation activities, Best Starts seeks to learn more about how to continue to improve the quality of our workshop series, what experiences and impacts the workshop series might have on its participants, what are community-identified needs, program and service ideas, and what capacity building offerings might be most meaningful to community.

Participation Stipend

In addition to being offered at no cost, accepted applicants can choose to receive a stipend of up to \$5,000 in total per participating program team to support the team's full participation in the workshop series. Up to 12 stipends are available to support the participation of each team. Requests for stipends do not reduce or increase an applicant's chances to be accepted to join in this opportunity. Full participation requires that the successful applicant recruit a minimum of two individuals from their organization to form a program team that will attend:

1. Attend each entire workshop throughout the workshop series;
2. Actively contribute to small and large group workshop discussions;
3. Engage in dedicated program team time within workshops with a facilitator to draft materials which will later guide program and fundraising activities;
4. Complete pilot evaluation activities (see above Pilot Evaluation Activities).

For more information about the series topics, dates, and times of the workshop series, please see Attachment A.

Please carefully review Attachment C. Letter of Agreement to learn about the requirements if requesting the optional stipend award.

WHO SHOULD APPLY TO PARTICIPATE?

Participation in this workshop series is open to community-based organizations, coalitions and community groups interested in further developing a program to serve families and their children prenatal to five. Small nonprofit, small for-profit, community groups, coalitions, and community-based Black, Indigenous and other Communities of Color-led organizations who meet minimum eligibility are encouraged to submit applications for participation.

If you currently have a Best Starts-funded contract, you may only apply if you seek to develop a non-Best Starts-funded program through this workshop series. If you are interested in further developing a Best Starts-funded program, please inquire about accessing Innovation Supports directly through your Best Starts program manager.

Additionally, participants must meet the minimum eligibility requirements below.

A. Minimum Eligibility Requirements

1. Applicant’s program to develop is not currently supported by a Best Starts-funded contract.
2. Applicant has a program/organization team of 2 to 4 individuals to attend each workshop together throughout the workshop series. It is recommended that the same individuals attend the workshops focused on program development (Workshops 1, 2, and 4). Applicants may choose to identify different individuals to attend the workshops focused on budget development and fundraising.
3. Applicant has a program, project or services idea and intends to implement program services for that will positively impact children aged prenatal to five years and their families in King County. This program must be considered ready for the workshop series, which is defined as in the Ideation, Preparation, or Early Implementation phases (see Image 1. Program Phases below).

Image 1. Program Phases



B. Desired Qualifications

Applicants and the program they will develop through this opportunity should demonstrate the following in their applications:

1. Readiness to engage in this program development capacity building opportunity. An applicant’s readiness will be determined by the following:
 - a. The applicant’s willingness and interest to participate in the workshop series;
 - b. Relevant participants are identified in the application and can certify that they will have the ability to attend all workshops in the series;
 - c. Demonstrates understanding of the workshop series topics and how they might relate to their program goals or interests; and
 - d. The application has identified areas that the proposed program or services will benefit from further development as a result of their participation in the workshop series.
2. Readiness to further develop the P-5 program while centering community. An applicant’s readiness will be determined by the following:

- a. Organization, leadership, and staff share language, culture, values and/or experience with the families and communities they serve;
 - b. Demonstrates how the organization holds existing relationships with the community and families they will serve; and
 - c. The application describes a plan to gather and implement feedback from families, parents, and caregivers to continuously improve their program.
3. P-5 program to be developed will address an unmet need in King County.

PARTICIPANT SELECTION PROCESS

A. Timeline

The following timeline represents the tentative schedule of the Participation Application, from application release through the start of the workshop series. The dates listed here are subject to change. Applicants are responsible for monitoring [Best Starts Workshops Website](#) for any changes prior to the submittal deadline.

Participation Application Open & Community Outreach	February 14, 2024
Information Sessions	February 29, 2024 from 2:00 to 3:00pm March 12, 2024 from 9:30 to 10:30am
Application Submission Deadline	March 27, 2024
Acceptance Notification	April, 22-26 2024
Workshop Series	May 30, 2024 to July 9, 2024

B. Communication and Questions

All communication regarding this opportunity between the applicants and DCHS upon release of this Participation Application must be through the Application contact, as follows:

Hannah Locke
 Application Contact
hlocke@kingcounty.gov

Interested organizations may submit questions to the Participation Application Contact in writing prior to the application submission deadline. The DCHS response to all questions received will be posted as an addendum on the Best Starts Workshops website.

C. Information Session

Information sessions are an opportunity for you to learn more about the P-5 Community-Designed Program Development Pilot Workshop Series and ask any questions of the program staff directly. They will be held on:

- 1. February 29, 2024, 2:00 – 3:00pm
 Zoom Link: <https://kingcounty.zoom.us/j/84440747406>
 Passcode: 135971

2. March 12, 2024, 9:30 – 10:30am
Zoom Link: <https://kingcounty.zoom.us/j/86966578973>
Passcode: 080253

All interested participants are encouraged to attend an information session; however, attendance is not mandatory, and the same material will be presented at both information sessions. The sessions will be recorded, and a recording will be posted on the Best Starts Workshops website page. Advanced registration is not required to join the information sessions.

D. Application Assistance

Application assistance (also known as technical assistance) is available to support organizations in responding to this Participation Application. The main purpose of this opportunity is to eliminate linguistic, cultural and other barriers that might prevent organizations from seeking government funding. Application assistance is free of charge.

Technical assistance consultants can:

- a. Assist in determining appropriate fit between your proposal and this funding opportunity.
- b. Provide guidance on how best to answer questions.
- c. Support your application development, including editing and budget review.
- d. Consultants are not grant writers but can support you in explaining your proposal in the most clear and concise way.

See the [Best Starts website](#) for a list of TA consultants and their contact information. Organizations wishing to access application assistance should email the consultants directly. We encourage you to reach out to a TA consultant as early as possible. We cannot guarantee TA consultant availability within 5 business days of the deadline (the Participation Application closing date). Assistance in languages other than English is available; let a TA consultant know your language need and Best Starts will try to accommodate that.

We encourage you to only contact one TA consultant at a time and allow them 24 hours to respond before contacting any other consultants.

APPLICATION REVIEW

A. Rating Criteria

A review panel will review and score each applicant's submission as either "Low," "Medium," or "High" to denote the level of confidence panelists have in each Applicant to fully participate and benefit from the workshop series.

Ratings will be based on the totality of the contents of the applications, and this rating will be a key factor used by the review panel to develop recommendations on which applicant(s) should be selected for participation. Questions marked with two asterisks (**) will be given greater weight in considering whether a submission is rated "High," "Medium," or "Low."

If no application is rated "High," DCHS reserves the right to either (i) select the applicant(s) rated "Medium" or (ii) cancel or reissue the Participation Application in whole or in part.

B. Application Review & Acceptance

Applications will be reviewed and evaluated by the DCHS-designated review panel. The process for recommending applicant(s) for participation will include evaluation of the applicant's responses to each of the narrative questions.

Attachment B contains a list of narrative questions, and other requests for information to help the review panel understand and denote each applicant as scoring either "Low," "Medium," or "High".

Though final ratings will be based on the entirety of each application, some responses will be given more weight and consideration than others. For details, please carefully review Attachment B.

The Application Contact may, at their sole discretion, contact applicants for clarification of any portion of their application. Applicants should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirements.

To serve the best interests of King County, DCHS reserves the right to be its own reference with any potential applicant(s) as deemed necessary in its sole discretion. This may result in a lower rating or disqualification of any potential applicant.

If the number of applicants rated as "High" exceed the total number of possible awardees, which is up to 12 in total, selection may follow a prioritization for organizations who are not currently funded by other Best Starts P-5 strategies, followed by prioritization for selecting a participant cohort which will result in the development of programs to serve a wide geographic distribution across King County.

Eligible applicants not accepted for this Series may be placed on a waitlist to be considered for future series.

APPLICATION TERMS

A. Revisions to the Application

If DCHS determines in its sole discretion that it is necessary to revise any part of this Application, an addendum will be posted on Best Starts Workshops Webpage. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum and will be placed on Best Starts Workshops Webpage.

DCHS also reserves the right to cancel or to reissue the Participation Application in whole or in part, prior to execution of a contract.

B. Rejection of Applications

DCHS reserves the right, at its sole discretion, to reject any and all applications received without penalty and not to issue any contract as a result of this Application.

C. Awards for Accepted Applicants to Receive a Stipend

Final selection of participants may be made by King County division and department directors based upon final calculations and recommendations from the Application review panel. DCHS will execute contracts based upon the final selections for those applicants who have requested a participation stipend.

DCHS intends to award one or more contracts to potential applicants. The designated Application Contact will notify all applicants in writing of the acceptance or rejection of their application. Written notification will be sent via email to the email address(s) submitted.

D. Protest

King County has a process in place for receiving protests / Appeals based upon the Application or contract awards. The protest / Appeal procedures are available at <http://www.kingcounty.gov/depts/finance-business-operations/procurement/for-business/do-business/protest.aspx>.

Any protests based on terms, conditions or requirements stated in the Application must be received by the County no later than March 20, 2024.

Contract Terms for Participants Receiving a Stipend

Selected applicants requesting a stipend for their participation will contract with King County through a letter of agreement (LOA). See Attachment C for a detailed example of the LOA containing the terms you will need to agree to in order to contract with King County.

LIST OF ATTACHMENTS

- A. P-5 Community-Designed Program Development Pilot Workshop Series Overview
- B. Application Questions and Rating Criteria
- C. LOA for accepted applicants receiving a stipend



P-5 Community-Designed Program Development Pilot Workshop Series

Introduction

Best Starts for Kids is excited to introduce the Prenatal to Five (P-5) Community-Designed Program Development Pilot Workshop Series to support community partners in building sustainable and new innovative programs that center racial, economic, and geographic equity to promote positive change for babies, children, families, and communities. Best Starts seeks to build upon the creativity and expertise of community to create and deliver innovative community-driven approaches and programs that aim to address community-identified service gaps and address disparities deepened by lack of access to responsive services.

In addition to being offered at no cost, participants can choose to receive a stipend (up to \$5,000 in total per participating team) to support the participating team's full participation in the series.

[Click here to apply!](#)

PURPOSE & CONTEXT

This workshop series will support programs that are preparing for or in the early implementation phase of program development. Throughout the workshop series, participants will have the opportunity to build community with others and access individualized support through facilitation and resource sharing. In small group settings, participants will be supported to draft materials which will later guide their program. Participants will learn more about approaches such as communicating program activities and outcomes, designing staff training materials, preparing for evaluation, budgeting, and planning for fundraising activities.

Participation in this workshop series will not influence future Best Starts funding decisions. Capacity building will be limited in focus on program development and overall fundraising strategies and does not include other organizational development, infrastructure (like data system development), applying for nonprofit status, etc. For example, fundraising capacity building will focus on strategy and guidance for organizations as they seek ongoing funding from a variety of sources in the future.

PARTICIPATION

Accepted applicants will:

- Send a 2-to-4-person program team of participants to attend each workshop throughout the 6-to-8-week series;
- Form a cohort of up to 12 program teams to learn together through actively contributing to small and large group workshop discussions;
- Engage in dedicated program team time within workshops with a facilitator to draft materials which will later guide your program and fundraising;
- Complete pilot evaluation activities to provide feedback on the workshop series and other capacity building needs.

Program teams will have the option between workshops to receive individual follow-up support from a facilitator. Support can be provided through email, in-person, or virtual meetings as determined by the participating program team. Individual support can focus on, but is not limited to, responding to questions about information shared, extending time for small group facilitation to discuss ideas and complete materials or workshop activities, providing feedback or suggestions on completed materials, etc.

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PROGRAM VISIONING

1. Program Visioning

May 29, In-person, 9am to 3pm

Sharing our Stories: Begin to tell the story of your program so that staff and others can understand who is involved and what it entails. This process is intended to help share program activities and offer opportunities to learn about other programs.

Theory of Change: Learn how to document your program's theory of change so your organization can create a shared and deepened understanding of critical activities, the program story, and how the program works to advance equity.

Evaluation: We will talk about evaluation in the context of program design and development, potentially asking different questions depending on the stage or specific needs of your program at the moment.

GETTING ACTIONABLE

2. Program Materials

June 13, In-person, 9am to 3pm

Build a blueprint of your program to ensure program elements are based on community input and best practices, and can best meet the needs of your communities. Create a guide for program implementation describing core areas such as guiding principles and values, community characteristics and outreach/engagement plan, staffing qualities and structure, how to implement key practices and activities, curriculum, screening tools, etc. and a list of materials used to implement.

3. Program Budget Development

June 20, Virtual, 9:30am-10:00am

Identify all program and administrative costs needed to deliver your program, discover resources to budget accurately and tools to make the budgeting process easier. This will also help you understand different budget considerations as you start to apply for funding.

4. Evaluation

June 26, Virtual, 9:30 to 11:30am

Build on your program visioning and implementation planning by learning evaluation design and data collection approaches that support continuous reflection on your program. Begin to develop ideas for how evaluation can provide insight into program progress, help make adjustments, and identify opportunities for growth.

SUSTAINABLE FUNDING

5. Sustainable Funding

July 9, In-person, 9am to 3pm

Learn to set in place the components that enable your organization to stand out, attract, and qualify for corporate, foundation, and government funding.

Fundraising: Acquire skills to navigate and identify a variety of funding sources, from grants to community partnerships, ensuring financial stability. Learn where to search for and find appropriate grant opportunities, how to discern which are right for you, and more.

Strategic Storytelling: Communicate your nonprofit's mission, impact, and vision effectively, resonating with both current and potential supporters.

Donor Engagement: Develop strategies to identify, approach, and engage new donors, expanding your network and fostering lasting relationships.

Revenue Diversification: Understand the importance of developing diverse revenue streams and learn how to create and follow a fund development calendar throughout the year.

Attachment B. Application Questions

Eligibility Information (no score)

1. Name of Prenatal-five (P-5) Program you hope to further develop.
2. Please describe the phase your program is currently in. *select one*
 - Ideation
 - Preparation
 - Early Implementation
 - Other, please explain.



3. Is the P-5 Program that you hope to further develop currently funded by Best Starts? *yes – no*

Narrative Questions

Please note that two asterisks (**) next to a question denotes a higher weight given to responses to these questions when evaluating applications.

Organization & Participant Information

This is a capacity building opportunity focused on supporting community in building innovative and sustainable programs. Any capacity building work takes commitment to dedicate time and effort along with an openness to learn and grow. We are especially interested in understanding your readiness to engage in this program development capacity building opportunity. (Readiness is defined on Participation Application page 6)

4. **Organization Name** (no score)
5. **Application Contact Name** (no score)
6. **Application Contact Email** (no score)
7. **Name 2 or more participants who would participate in the workshop series** Please include name, role, relationship to the program, and reason for their participation.

8. I certify that if selected, my organization is currently capable and willing to meet the workshop series participation requirements (*Workshop Series Participation requirements listed on Participation Application page 3*). This includes a minimum of 2 individuals (named above) attending all workshops and actively participating in ongoing pilot evaluation activities. *Check box*

9. ****Why are you interested in participating in the P-5 Community-Designed Program Development Pilot Workshop Series? What do you hope your P-5 program will gain from this opportunity?** *Suggested response in 2-4 sentences.*

10. **Is your organization interested in receiving a stipend for participating in workshops and pilot evaluation activities?** *yes – no – unsure (no score)*

11. **Does your organization have any other programs currently funded by Best Starts contracts?** *yes – no (no score)*

Community-Design Approach

This opportunity centers community-led program development. We are especially interested in understanding your readiness to center community in the development of your P-5 program. (*Readiness is defined on Participation Application page 6*)

12. **Who do you intend to serve in your P-5 Program?** *Check all that apply (no score)*
 - North King County
 - East King County
 - South King County
 - Central King County
 - Other *Please offer other relevant details such as cultural community, geographic area, age range, etc. in your description.*

13. **How are your organization, leadership, and staff culturally rooted in or reflective of the communities you already serve or hope to serve in your P-5 Program?** *Suggested response in 2-4 sentences.*

14. **How will you obtain and implement feedback from families as you further develop your P-5 program?** *Suggested response in 2-4 sentences.*

P-5 Program Goals

This opportunity will focus on a specific P-5 program that participants will further develop as a result of their engagement in workshop activities. Please tell us more about the program you hope to develop. We are especially interested in understanding how the P-5 program you hope to develop will address an unmet need in King County.

15. **Describe the families you hope to serve in your P-5 program.** *Suggested response in 2-4 sentences.*

16. **What is your P-5 program idea? How is it rooted in, or reflective of, the families described in question 15?** *Share details about the program you will further develop through this opportunity. Suggested response in 2-4 sentences.*

ELIGIBILITY CRITERIA

Eligibility Questions:	Meets eligibility criteria	Eligibility addressed in this Question:
1. P-5 Program Name to develop		
2. Please describe the phase your program is currently in.	<ul style="list-style-type: none"> o Ideation o Preparation o Early Implementation o Other, Please explain – explanation must include how the program is at a phase where capacity building supports are meaningful. 	Applicant can identify a P-5 community-designed program to serve children and families in King County that is a fit for the workshop series’ program development activities. Applicant’s program must be in the Ideation, Preparation, or Early Implementation phases as detailed in the Minimum Eligibility Requirements section of this Participation Application. Programs in the Exploration or Ongoing Implementation phase are not a fit for this capacity building opportunity.
3. Is your P-5 program currently funded by Best Starts for Kid? <i>yes – no</i>	No	Programs to be developed cannot be currently funded by Best Starts.

RATING CRITERIA

Narrative Questions: (**denotes higher weight given to responses)	High Score	Qualifications addressed in this question:
4. Organization Name 5. Application Contact Name 6. Application Contact Email		
7. Name 2 or more participants to participate in the Workshop Series <i>Please include name, role, and relationship to the program and reason for their participation.</i>	<p>Identifies a minimum of two individuals including all the requested details.</p> <p>The individuals named to participate are closest to the program focus community, service delivery, management, and/or decision making.</p>	Applicant can identify a minimum of 2 and maximum of 4 individuals to attend each workshop throughout the workshop series.
8. My organization is currently capable and willing to meet the workshop series participation requirement. This includes a minimum of 2 individuals (named above) attending all	The applicant agrees to the participation requirements.	Readiness to engage in program development capacity building opportunity.

workshops and completing pilot evaluation activities. <i>Check box</i>		
9. Why are you interested in participating in the P-5 Community-Designed Program Development Pilot Workshop Series? What do you hope your P-5 program will gain from this experience?*	Clearly demonstrates specific program outcomes that are desired as a result of their engagement in program development activities. Demonstrates understanding of the workshop series topics, may relate to their program goals and interests.	Readiness to engage in program development capacity building opportunity.
10. Is your organization interested in receiving a stipend for participating in workshops and pilot evaluation activities? <i>yes – no– unsure (no score)</i> 11. Does your organization have any other P-5 programs with existing Best Starts prenatal to five contracts? <i>yes – no (no score)</i>		
12. <i>Who will your P-5 program serve? Check all that apply (no score)</i> o North King County o East King County o South King County o Central King County o Central King County o Other <i>Please explain other relevant details such as cultural community, geographic area, age range, etc. in your description.</i>		
13. How are your organization, leadership, and staff culturally rooted in or reflective of the communities you already serve or hope to serve in your P-5 program?	Organization, leadership, and staff share language, culture, values and/or experience with the families and communities they serve.	Readiness to further develop the P-5 program while centering community.

<p>14. How will you obtain and implement feedback from families as you further develop your P-5 program?</p>	<p>The application clearly articulates how the organization holds existing relationship with families and communities they plan to serve and outlines a clear relationship-based plan to gather and implement feedback from families, parents, and caregivers to continuously improve their program.</p>	<p>Readiness to further develop the P-5 program while centering community.</p>
<p>15. Describe the families and/or communities you hope to serve in your program.</p>	<p>The application clearly articulates how the program to be developed will responsively meet a community need, service gap, and/or isolated community in King County.</p>	<p>P-5 program to be developed will address an unmet need in King County.</p>
<p>16. What is your P-5 program idea? How is it rooted in or reflective of the families and/or communities described in question 15? <i>Share details about the program you will further develop through this opportunity.</i></p>	<p>Proposed program aims to provide strength-based approaches to address identified challenges that families experience and incorporates cultural norms, values, and practices of families and communities to be served.</p>	<p>P-5 program to be developed will address an unmet need in King County.</p>

Attachment C. Sample Letter of Agreement



King County

Children, Youth, and Young Adults Division

Department of Community and Human Services

401 Fifth Avenue, Suite 500

Seattle, WA 98104

[Month Day, Year]

[Name]

[Agency]

[Address]

[Email Address]

RE: P-5 Community-Designed Program Development Pilot Workshop Series

Dear *[Mr./Ms. Last Name]*

Thank you for your agency's interest and application to participate in the Best Starts for Kids' Capacity Building Opportunity, P-5 Community-Designed Program Development Pilot Workshop Series. We are pleased to inform you that your application has been accepted for enrollment and that you will receive a participation stipend. Congratulations!

This letter is to serve as the agreement between *[Contractor Name]* and the Children, Youth and Young Adults Division from the King County Department of Community and Health Services (DCHS).

[Contractor Name] ("Contractor") will receive a maximum of five thousand dollars (\$5,000) for participation in the P-5 Community-Designed Program Development Pilot Workshop Series as described in the attached scope of work and payment schedule. Participating individuals will attend the workshop series and develop foundational tools to support program implementation and sustainability. Participants also agree to respond to requests for feedback in order to ensure the pilot series and future capacity building opportunities can best meet community needs. This work shall take place between May 2024 through July 2024.

To ensure your acceptance of DCHS' terms, **please sign and date page [#]** below.

This award is conditioned upon your compliance with applicable State and County laws, and the terms and conditions stated below.

Before you can receive participation stipend payments, we will need to receive the following:

1. Confirmation of the participating individuals for purposes of tracking attendance; and
2. A completed KC-W9.

To avoid delays in processing your payment, please ensure the following sections of the KC-W9 are fully completed: Physical Address, Remit Address, and Tax Reporting Name and Address.

Please see Section IV below for instructions on Billing and Compensation.

We look forward to working with you as you further develop your P-5 program.

If you have any questions regarding your stipend award, please contact BSK contact Hannah Locke at hlocke@kingcounty.gov or (206) 512-0362.

Sincerely,

Christian Diaz

Chief Financial Officer, Children, Youth and Young Adults Division

King County Department of Community and Human Services

Enclosures:

Statement of Work

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I. Period of Performance:

The period of performance shall take place between May 1, 2024, through July 30, 2024. The period of performance may be extended for any increments DCHS deems necessary.

II. Background

The P-5 Community-Designed Program Development Pilot Workshop Series awarded participant stipends to organizations who will participate the series to further develop a prenatal to five program to build capacity for sustainable program implementation and fundraising. Participating organizations will attend all workshops and engage in pilot evaluation activities to share feedback about their experience as a participant. As a result of their participation, organizations will learn alongside other passionate community leaders, and access individualized supports through facilitation and resources sharing.

III. Requirements and Payment Schedule

- A. The Contractor shall assign a team of two or more individuals to actively participate in each of the workshops listed in the table below. The Contractor’s team shall be made up of the same people throughout the workshop series to the extent possible.
- B. The Contractor shall complete pilot evaluation activities in order to provide feedback on the workshop series and other capacity building needs as requested by DCHS.
- C. The Contractor’s team shall actively contribute to small and large group workshop discussions. Workshop discussions will include reflecting on ideas presented in the workshop, as well as introducing new ideas or examples from each participant’s own experiences and areas of expertise.
- D. The Contractor shall spend dedicated team time within workshops with a facilitator to engage in program and fundraising capacity building activities as requested by DCHS. Participants will learn more about materials to guide their program in communicating program activities and outcomes, designing staff training materials, preparing for evaluation, budgeting, and planning for fundraising activities. Participants will be supported within dedicated team time to draft materials these which will later guide their program.

Activity (minimum 2 or more individuals)	Dates/Times	Cost
Attend pre-series orientation meeting & respond to evaluation interview questions	May 2024	\$100
Attend workshop 1: Program Visioning & submit post workshop feedback survey	May 30, 2024	\$1,400
Attend workshop 2: Program Materials & submit post workshop feedback survey	June 13, 2024	\$1,400
Attend workshop 3: Budget Development & submit post workshop feedback survey	June 20, 2024	\$300
Attend workshop 4: Evaluation	June 26, 2024	\$300

& submit post workshop feedback survey		
Attend workshop 5: Sustainable Funding & submit post workshop feedback survey	July 9, 2024	\$1,400
Attend post-series debrief meeting & respond to evaluation interview questions	July 2024	\$100
TOTAL		\$5,000

IV. Billing & Compensation

a. In order to receive payment for each Activity listed above in Section III. Requirements and Payment Schedule, the Contractor's team shall:

- 1) Attend the entire workshop;
- 2) Actively contribute to small and large group workshop discussions;
- 3) Engage in dedicated program team time to draft materials which will later guide program and fundraising activities;
- 4) Complete pilot evaluation activities which include the following:
 - a. Pre-workshop series orientation meeting, 15-30 minutes offered by phone or Zoom
 - b. Post-workshop feedback surveys, completed during each workshop
 - c. Post-workshop series feedback meeting, 15-30 minutes offered by phone or Zoom

DCHS shall record attendance at each workshop with a sign-in sheet. At each workshop, the Contractor shall sign the sign-in sheet, which shall be used by DCHS to verify attendance for compensation.

The Contractor shall receive payment twice during the workshop series, after workshop 4 and after the final post-series debrief. Payment of stipends will be dependent upon attendance verification.

b. A minimum of two Contractor participants must attend each Activity in order to receive the full stipend amount. Exceptions will be allowed only with pre-approval in writing by BSK staff.

V. Signature

IN WITNESS WHEREOF, the parties hereby agree to the terms and conditions of this Agreement:

[Contract Name]

Signature _____ Date _____

Name, Title _____