

REQUEST FOR PROPOSALS

Introduction

In direct response to community feedback, Washington Filmworks (WF) is launching the FWD Funding Initiative, a program designed to invest in film industry workforce development efforts serving historically underrepresented communities through the disbursement of funds to WA-based businesses selected through a competitive RFP process. The FWD Funding Initiative will infuse \$150,000 into the community to facilitate film workforce development efforts unique to individual community needs across the state.

These funds will be awarded in three rounds throughout 2024, with up to \$50,000 available in the first Submission Round. The FWD Funding Initiative aims to: provide support for historically underrepresented community members; discover and support new workforce development approaches within the film industry; address gaps in existing resources.

Eligibility

Businesses registered in Washington state are eligible to apply (*see definitions*).

- Eligible businesses include but are not limited to:
 - Non-profits
 - Educational institutions
 - Unions
 - For-profit businesses
- Ineligible applicants include:
 - Individuals not registered with Washington Department of Revenue as sole proprietors
 - A business with an active project funded through the FWD Funding Initiative that has not completed all deliverables

These funds cannot be used for programs/projects initiated before the awarding of funds.

Criteria

Businesses submitting proposals must demonstrate that the project for which they are requesting funds meets the following criteria:

- Serves historically underrepresented community members in Washington state (*see definitions*)
- Aligns with one or both of the following workforce development focuses:
 - **Job Training**
 - Programs, projects, or efforts that prepare and train individuals for jobs within the film industry, including film industry-focused programming that meets one or both of the following phases of Career Connected Learning, as defined by Washington state law:
 - **Career awareness & exploration:** structured programs, activities, and events that provide early exposure to jobs and industries. May include job fairs, guest speakers, job shadows, jobsite tours, and other similar activities.

- **Career preparation:** programs that give learners hands-on skills and knowledge experience within a particular business, career track, or industry, and help prepare learners to work in a professional setting. May include career and technical education courses, on-site internships, pre apprenticeship programs, and other similar opportunities.
- **Job Placement**
 - Programs, projects, or efforts that provide paid subsidized or unsubsidized work experiences, internships, and employment in the Washington film industry, including film industry-focused programming that meets the following phase of Career Connected Learning, as defined by Washington state law:
 - **Career launch:** registered apprenticeships and programs that combine the following three elements: 1) Supervised paid work experience, 2) Aligned classroom learning to academic and employer standards (*for career launch programs involving the K-12 system, aligned classroom learning must meet educational requirements and standards of the office of the superintendent of public instruction*), and 3) Culmination in a valuable credential beyond a high school diploma or forty-five college credits towards a two-year or four-year postsecondary credential.

Disqualification

A submission may be disqualified at any time, if the business/project/submission engages in fraud or misrepresentation, fails to comply with all applicable laws, or otherwise acts in a manner that materially damages the mission of WF to enhance the development and competitiveness of the motion picture industry in Washington.

Failure to negotiate with WF and/or return an executed contract within the allotted time frame may result in disqualification.

Submission Assistance

Interested parties are encouraged to attend the upcoming virtual information session(s) designed to assist in the submission process. Sessions will be recorded and available on the Washington Filmworks' website. Individuals must register for each session.

- Virtual Information Sessions regarding submissions will be held on Thursday January 18, 2024 from 5:00-6:00p, and on Tuesday January 23, 2024 from 12:30-1:30pm. Staff will provide an overview of the RFP, walk through the submission process, and collect questions.
- Registration link to Virtual Information Sessions: <https://forms.gle/VsXu8cdGa4qZgSSC8>

Questions can be emailed to FWD@WashingtonFilmworks.org.

As necessary, an FAQ will be posted on the WF site.

Anticipated Timeline & Key Dates

- 1/10/24: RFP Submission Form preview available on WF site
- 1/17/24: Submission Round opens at 12pm
- 1/18/24: Virtual Information Session from 5:00-6:00pm
- 1/23/24: Virtual Information Session from 12:30pm-1:30pm
- 1/31/24: Submission Round closes at 5pm (submissions received past 5pm will not be accepted)
- 2/1/24 - on: Panel review
- ~3/18/24: Awardees notified and begin contracting process

Email will be the primary communication channel. Please be sure to have flagged FWD@WashingtonFilmworks.org as a safe sender.

Submission Review & Evaluation

Each complete submission will be reviewed and scored by a panel of reviewers, as to the project/program’s ability to meet the criteria, its level of impact, and the likelihood the project/program will be realized.

Funding amounts & payment

In the January 2024 round, up to \$50,000 is available. Businesses may request between \$2,500 and \$25,000 per proposed project/submission.

Businesses may submit only one proposal per Submission Round.

WF has the sole discretion of funds allocated for each project/program, and the final award will be based upon availability of funds.

Please note that awarded funds may be taxable income, dependent on the business entity status.

Awarded funds will be disbursed as follows:

Amount	When
80% of award amount	Upon completion of fully executed agreement (within 2 weeks)
20% of award amount	Upon satisfactory completion of project deliverables (within 2 weeks)

Notification and contracting process

All submissions will be notified of their status via email once selections are complete. Feedback may be shared with those not selected upon request, and pending availability of feedback and staff capacity.

Selected proposals will be notified via email and will be required to reply to WF within 5 business days to confirm they would like to begin the contracting process. WF will send an initial contract draft to each

selected business, and they will have 5 business days to reply with any suggested edits or amendments. Ultimately, WF has the right to set the contract terms and request compliance with said terms.

Failure to negotiate with WF and/or return the executed contract within the allotted time frame may result in disqualification.

Contract

Successful businesses will be required to enter into and finalize a contract with WF which outlines: award amount and payment schedule; project timeline; deliverables; deliverables’ due date; reporting practices; communication and touchpoints; marketing and press announcements; etc.

Failure to meet the timelines and deliverables outlined in the contract may result in the possible forfeiture of the final 20% payment.

Deliverables & reporting

Each contract will contain specific deliverables for the funded project. These may include:

- Number of individuals served
- Demographic data of those served
- Outreach methods and impact
- Metrics specific to Job Training-aligned projects/programs:
 - Awareness topics covered
 - Number of people exposed to each topic
 - Vocational skills trained
 - Skill gains achieved
- Metrics specific to Job Placement-aligned projects/programs:
 - Businesses/employers engaged
 - Hours worked
 - Wages earned
 - Number of jobs / subsidized or unsubsidized
 - Training and supports provided
- Qualitative data including:
 - Narrative report of the project and its impact

SUBMISSION ROUND QUESTIONS PREVIEW

Contact Info

Name of person completing this submission
Name of business

Primary Contact Info

Name of primary contact

Email

Phone number

Business Info

Name of business

Website

Email

Phone

Address, City, State, ZIP

UBI

EIN

Location of proposed project/program:

Address (if available)

City

Estimated date(s)

Criteria

The proposed project will serve members of historically underrepresented communities (*definition: groups of persons who have been relegated to an unimportant or powerless position such that they are prevented from participating fully in decisions affecting their lives. People may experience further marginalization because of their intersecting identities.*

They are often communities or populations that face systemic economic, political, social, and cultural barriers, many of them embedded in local laws and norms. The term encompasses communities with a shared experience of marginalization stemming from circumstances beyond their control.

Historically underrepresented communities often include Black, Latino, Indigenous and American Indian/Alaska Native/Native Hawaiian, Asian Americans, and Pacific Islanders, and other persons of color, members of religious minorities, refugees, migrants, lesbian, gay, bisexual, transgender, and queer (LGBTQIA2S+) persons, rural communities, formerly incarcerated persons, persons experiencing homelessness, and persons with disabilities.)

Y/N

Please describe which underrepresented communities you plan to serve with your program/project. (100 words or less)

The proposed project aligns with the following Workforce Development focuses (check all that apply):

- Job Training **Y/N**
 - Career Awareness and Exploration **Y/N**
 - Career Preparation **Y/N**
- Job Placement **Y/N**
 - Career Launch **Y/N**

Requested funding amount: (minimum \$2,500 / maximum \$25,000)

PROPOSAL:

Project/program title: (15 words or less)

Summary:

Please provide a short description of your project/program (30 words or less)

Narrative:

Please describe your project/program. Please be specific and share how your program/project will meet the criteria. (500 words or less)

Organizational Background:

Please describe why the business is the right entity to provide/lead this program/project. (250 words or less)

Outreach:

Please describe how your program/project will connect with historically underrepresented communities. (250 words or less)

Timeline:

Please share your project/program timeline with key milestones and dates. (300 words or less)

Impact:

Please share the anticipated impact of the proposed project/program, and how it will benefit the Washington film industry. (250 words or less)

Budget:

Please complete budget template for the entirety of your proposed project/program, even if only requesting a portion of your budget.

Budget template will include:

- Detailed project expenses, including personnel, supplies, rentals, participant compensation
- Any anticipated in-kind support
- Pending funds, along with sources

- Committed funds, along with sources
- FWD Funding Initiative requested amount

In addition to completing the budget template, please also answer the following: What do you anticipate the FWD Initiative requested funds going towards? (100 words)

Mailing list:

Please add email addresses contained within this submission to the Washington Filmworks’ mailing list: **Y/N**

Release:

I understand and agree that these submission materials may be used in whole or in part (with any personally identifiable information, sensitive, or otherwise identifiable information redacted) to help announce the selection of awards, and/or to provide examples so others can improve their proposals.

Changes in scope:

I understand that significant changes to the scope of this proposed project/program that alter the impact, approach, timeline, outcomes, and/or location may result in cancellation of funding.

Certification:

By submitting this form, business representative acknowledges that funding is at the sole discretion of Washington Filmworks and WF reserves the right to deny funding any expense that is not a qualified expenditure as defined by the business’s proposal.

Business understands and agrees to abide by the criteria outlined in the request for proposals issued by Washington Filmworks and if selected for funding will enter into a contract setting forth the terms and conditions of funding within 2 weeks of the date of notification.

If selected, Washington Filmworks reserves the right to cancel funding if in its sole judgment it appears the business will not start their project/program in a timely manner, or has significantly altered the scope of their project/program, or made material misrepresentations in its submitted proposal.

I hereby affirm that I am authorized to sign on behalf of the business and certify that the submitted proposal is truthful in deed and scope of purpose and that the submitted proposal has accurately reflected the needs and impact of the project.

DEFINITIONS

1. *Career Awareness & Exploration*: per [RCW 28C.30](#), "career awareness and exploration" means programs, activities, and events that provide early exposure to jobs and industries.
2. *Career Connected Learning*: per [RCW 28C.30](#) "career connected learning" means a learning experience that is integrated with work-related content and skills in the following three categories: (a)

career awareness and exploration; (b) career preparation; and (c) career launch.

3. *Career Launch*: per [RCW 28C.30](#), "career launch programs" means registered apprenticeships and programs that combine the following three elements: 1) Supervised paid work experience; 2) Aligned classroom learning to academic and employer standards (for career launch programs involving the K-12 system, aligned classroom learning must meet educational requirements and standards of the office of the superintendent of public instruction); and 3) Culmination in a valuable credential beyond a high school diploma or forty-five college credits towards a two-year or four-year postsecondary credential.
4. *Career Preparation*: per [RCW 28C.30](#), "career preparation programs" means "programs that give students hands-on skills and knowledge experience within a particular business, career track, or industry, and help prepare students to work in a professional setting."
5. *FWD*: Established in 2023, FWD is the Workforce Development Office of Washington Filmworks.
6. *FWD Funding Initiative*: Washington Filmworks' program designed to invest in film industry workforce development efforts serving historically underrepresented communities through the disbursement of funds to WA-based businesses selected through a competitive RFP process.
7. *Historically Underrepresented Community*: As a result of feedback from community members, WF prefers using the term "historically underrepresented communities" in place of the term "marginalized communities." For this initiative, "historically underrepresented community" has the same meaning as "marginalized community."
8. *Job Placement*: Paid subsidized or unsubsidized work experiences, internships, and/or employment.
9. *Job Training*: Programs, projects, and initiatives that prepare and train individuals for jobs.
10. *Marginalized Community*: The term "marginalized communities" refers to groups of persons who have been relegated to an unimportant or powerless position such that they are prevented from participating fully in decisions affecting their lives. People may experience further marginalization because of their intersecting identities.

They are often communities or populations that face systemic economic, political, social, and cultural barriers, many of them embedded in local laws and norms. The term encompasses communities with a shared experience of marginalization stemming from circumstances beyond their control.

Marginalized communities often include Black, Latino, Indigenous and American Indian/Alaska Native/Native Hawaiian, Asian Americans, and Pacific Islanders, and other persons of color, members of religious minorities, refugees, migrants, lesbian, gay, bisexual, transgender, and queer

(LGBTQIA2S+) persons, rural communities, formerly incarcerated persons, persons experiencing homelessness, and persons with disabilities.

11. *RFP*: stands for 'Request for Proposals' and is a document that announces a project or initiative, and solicits proposals from qualified applicants.
12. *Submission Round*: The window in which applicants may submit project/program proposals in response to the RFP. Washington Filmworks' anticipates offering three two-week Submission Rounds in 2024.
13. *Washington Filmworks (WF)*: Washington Filmworks is a not-for-profit 501(c)(6) organization that manages the Motion Picture Competitiveness Program, pursuant to RCW 43.365 and 82.04.4489, as well as a variety of resources for the creative industries in Washington State. The mission of Washington Filmworks is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington State's film industry.
14. *Washington State Business*: Any sole proprietorship, partnership, limited liability entity or corporation with offices in Washington State and registered to do business with the Washington Department of Revenue.
15. *Workforce Development*: Workforce development may vary by sector and place, and encompasses initiatives that educate, train, and prepare people to meet current and future industry needs. Individuals, educational systems, employers, Unions, community-based organizations, and governmental agencies are all important collaborators in workforce development.