



# Schultz Family Foundation Request for Proposals

## WA COVID Response Corps

Responding to COVID-19 through Service  
AmeriCorps Program Year 2021 - 22

**RFP Release Date: March 22, 2021**  
**Application Due Date: April 19, 2021**

## OVERVIEW

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The Schultz Family Foundation (“the Foundation”) is pleased to announce this Request for Proposals (RFP) for AmeriCorps programs in Washington State to participate in the **WA COVID Response Corps (“Response Corps”)** during the 2021-22 program year. This RFP is a partnership between the Foundation and Serve Washington and will support AmeriCorps programs with members in Washington State to serve communities suffering from an array of challenges, including, but not limited to, learning opportunity loss, mental and physical health challenges, and gaps in basic needs due to the COVID-19 pandemic.

### Schultz Family Foundation

The Schultz Family Foundation, established in 1996 by Howard and Sheri Schultz, creates pathways of opportunity for populations facing barriers to success, focusing on youth transitioning to adulthood and marginalized populations, including Black, Indigenous, and People of Color (BIPOC) communities. By investing in scalable solutions and partnerships in communities across the country, the Foundation aims to help tackle the barriers and roadblocks that prevent individuals from reaching their full potential and, in doing so, strengthen our communities and our nation. For more information about the Foundation and its work, please visit [schultzfamilyfoundation.org](https://schultzfamilyfoundation.org).

### Serve Washington

Serve Washington, a State Commission, advances national service, volunteerism and civic engagement to improve lives; expands opportunity to meet the local critical needs of residents of Washington; and strengthens community capacity while creating healthy and resilient communities. Authorized by Executive Order #16-08, a 20-member board of Governor- appointed commissioners supports and advises Serve Washington.

This effort by the [Schultz Family Foundation](https://schultzfamilyfoundation.org) and [Serve Washington](https://www.serve.wa.gov) will support organizations that are currently receiving AmeriCorps State and National grants and operate in Washington. Funding for the AmeriCorps grants is provided by [AmeriCorps](https://www.americorps.gov), a federal agency that brings people together to tackle the country’s most pressing challenges through national service and volunteering.

### Purpose of the Program

To address community needs and disruptions in the lives of young people due to COVID-19, the Foundation and Serve Washington partnered in 2020 to create the AmeriCorps [WA COVID Response Corps](https://www.wa-covid-response-corps.org), a youth service corps for people ages 17-25 in the State of Washington. During the 2020-21 service year, the Response Corps deployed 120 AmeriCorps members to address food insecurity needs throughout the state.

COVID-19 has continued to cause economic and logistical disruptions that have led to unprecedented levels of community need in Washington State. For the 2021-22 service year, the Response Corps is expanding its focus to address community-identified needs in those areas that have been most affected by COVID-19, physically and economically. These communities are suffering from an array of challenges, including, but not limited to, learning opportunity loss, mental and physical health challenges, and gaps in basic needs. At the same time, the economic downturn and interruptions to postsecondary education have left many young people in need of meaningful opportunities. Service offers a unique opportunity to address both challenges.

The Response Corps has also been designed to be accessible and equitable to people of diverse racial, ethnic, and financial backgrounds while building the capacity of non-profit organizations across the state in addressing community needs due to the COVID-19 pandemic.

The Response Corps will deploy up to 75 AmeriCorps members to work on projects associated with community-identified challenges resulting from the pandemic, provide short-term emergency response, and expand service opportunities for people ages 17 – 25 whose lives have been disrupted by the pandemic. More specifically, the goals of the 2021-22 Response Corps are to:

- Address community-identified challenges resulting from the COVID-19 pandemic in those areas hardest hit by the physical and economic effects of the virus.
- Prioritize the use of AmeriCorps members to expand the capacity of BIPOC-led and serving<sup>1</sup> organizations in communities most affected by COVID-19.
- Encourage AmeriCorps sub-grantees to partner with organizations working in impacted communities and that have not previously participated in the AmeriCorps program.
- Increase the diversity of AmeriCorps members by expanding service opportunities to individuals ages 17 – 25 from low-income households and/or BIPOC.
- Support Response Corps members' personal, professional, and service goals and growth.

Serve Washington and the Foundation will work closely with participating non-profits to document and communicate the impact of the program, both on the individuals who are serving and the communities where they are serving. These activities will include a public launch, aggregating qualitative and quantitative impacts throughout the program period, and sharing impact through ongoing communications (digital and social).

## Program Details

The Response Corps will support up to 75 AmeriCorps members in the following areas of COVID-19 response and recovery:

- Education and learning opportunity loss
- Housing insecurity
- Public health relief and recovery
- Mental health support
- Supports for disproportionately impacted and under resourced communities (e.g., LGBTQ+, disability, immigrant populations, seniors etc.)

An organization may apply for specific host sites within their program and is not required to commit all of its AmeriCorps program members to the Response Corps.

AmeriCorps Response Corps members:

- Must be between 17 – 25 years old.
- Should represent the diversity of the communities being served.

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<sup>1</sup> We define a “BIPOC-led and serving organization” as one whose CEO or executive director is BIPOC, staff is 50% or greater BIPOC, or board of directors is 50% or greater BIPOC; **and** whose mission statement and charitable programs aim to predominantly serve BIPOC communities or populations.

- Can serve in 900, 1,200 or 1,700-hour positions.
- Will receive a living allowance equivalent to 80% of the living wage for the county in which they are serving, [as shown here](#), so long as it does not exceed the maximum allowed by AmeriCorps.
- Will receive an education award after successfully completing their AmeriCorps term of service.
- Must participate in monthly professional development sessions offered by the Foundation and Serve Washington.
- Must complete a capstone project applying knowledge and skills gained from their service and professional development to raise youth awareness of community issues, programs, and creative solutions.
- Are eligible to access an emergency fund to address financial emergencies that may affect a member's completion of service.

Host sites:

- Must agree to the goals of the Response Corps program (as outlined in this RFP) as part of the host site agreement.
- Must operate in a community considered to have moderate or high levels of vulnerability according to the CDC's [Social Vulnerability Index](#).
  - If the Social Vulnerability Index does not accurately depict the level of vulnerability in your community of service, please share data or resources from another reputable institution that identifies the level of need in your community due to COVID-19.
- Must participate in quarterly professional development sessions tailored to the needs of host site staff offered by the Foundation and Serve Washington.
- Must provide monthly data to their partner, the AmeriCorps sub-grantee, on Response Corps impacts.
- Must commit to providing members with the time and necessary tools (computer, Wi-Fi, etc.) to participate in the monthly professional development and capstone project, along with assurance that Response Corps members are participating in these program components.

Grantees:

- Must agree to the goals of the Response Corps program (as outlined in this RFP) as part of the grant agreement.
- Must commit to meeting the BIPOC and low-socioeconomic diversity thresholds outlined in their grant agreement; thresholds will be representative of the community population of the county of service.
- Must participate in quarterly professional development sessions offered by the Foundation and Serve Washington.
- Must participate in regular check-in calls (weekly or biweekly) with Foundation staff to share learnings, address challenges, and collaboratively create a successful and rewarding experience for members and host sites.
- Must submit monthly data on individual host site impact in addressing community challenges through the Response Corps.

**Benefits of participating in the Response Corps include:**

- Funding of a "plus up" of the living allowance (as needed) for Response Corps members equivalent to 80% of the living wage for the county in which they are serving, [as shown here](#), but not to exceed the maximum allowed by AmeriCorps.
- Access to an emergency assistance program available to Response Corps members to mitigate

unforeseen financial emergencies that put their continued participation in the program at risk.

- Professional development for Response Corps members to support their personal, professional, and service goals and growth.
- Professional development for AmeriCorps and host site staff to support their member recruitment and retention strategies (as applicable).
- Professional development for grantees to share learnings, challenges, and solutions.
- Funds between 50% and 100% of the required host site matching fee for host site organizations based on a sliding scale dependent on:
  - Diversity of leadership;
  - History with AmeriCorps; and
  - Size of organizational budget.

See table below for more details.

### Coverage of Host Site Matching Fee

Host Site Organization	Annual Organizational Budget	% of Host Site Matching Fee Covered by the Foundation
BIPOC-led and/or new to AmeriCorps	Less than \$2 million	100% host site matching fee
BIPOC-led and/or new to AmeriCorps	Over \$2 million	75% host site matching fee
Not BIPOC-led and not new to AmeriCorps	n/a	50% host site matching fee

## IMPORTANT DATES

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### General Timeline

RFP Released	March 22, 2021
RFP Overview and FAQ Webinar (via Zoom) <i>Please use <a href="#">this link</a> to register</i>	April 1, 2021 at 2:30 pm PT
Completed Applications Due from Applicants	April 19, 2021 at 11:59 p.m. PT
Application Review*	April 20 – May 3, 2021
Determinations Sent to All Applicants	May 4, 2021
Agreement Issued to Grant Recipients	May 6, 2021
Agreement Signed and Returned by Grant Recipients	May 13, 2021
Response Corps Member Kickoff Event**	October 2021

*\* The Foundation may reach out to applicants during the application review period with clarifying questions or for additional information.*

*\*\* The specific date of the member kickoff event in October will be scheduled based on grantees' program start date to ensure all members in the Response Corps start their professional development at the same time. The kickoff event will take place no later than October 31, 2021.*

## RFP Overview and FAQ Webinar

Applicants are encouraged to participate in an **online informational session via Zoom on Thursday, April 1, 2021 at 2:30 p.m.** to review the RFP program structure and ask questions about the process.

To attend the webinar, please register at

<https://zoom.us/meeting/register/tJwpdOGurzkiHdTDN79am7kiAbzeU97J4x1U>.

## INSTRUCTIONS

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### General Information

Applicants are required to complete applications for funding in accordance with this RFP. The project period will follow the grantee's current AmeriCorps Program year 2021 - 22 and include host sites and members applicable to this RFP.

### Application Deadline

All application materials must be completed and submitted via email to [info@schultzfamilyfoundation.org](mailto:info@schultzfamilyfoundation.org) **by 11:59 pm PT on April 19, 2021.**

### How to Apply

All application materials should be submitted by email to [info@schultzfamilyfoundation.org](mailto:info@schultzfamilyfoundation.org) **by 11:59 pm PT on April 19, 2021.** When submitting the application via email, please include "WA COVID RESPONSE CORPS APPLICATION" in the subject line. Applications that are submitted after this deadline may not be considered for funding.

**Applications should include the following components, with the narrative and the list of additional documents combined into a single PDF. The budget template will be provided as an Excel file and may be submitted in Excel format or as a PDF.**

- Narrative: As outlined below.
- Additional Documents: As defined below.
- Budget: Using the provided template.

### Narrative (limited to 5 pages, double-spaced, 11-point font)

1. One goal of the Response Corps is to address community-identified challenges resulting from the COVID-19 pandemic in those areas hardest hit by the physical and economic effects of the virus.

- a. What community issue(s) will your organization address through the Response Corps and what services will your members provide? Please describe the context in the community being served.
  - b. How many AmeriCorps members do you intend to commit to the Response Corps and what terms of service will you offer them (members can complete 900, 1,200, or 1,700 hours)?
  - c. What anticipated impacts will Response Corps members have in the community?
2. Another goal of the Response Corps is to prioritize the use of AmeriCorps members to expand the capacity of BIPOC-led and serving organizations in communities most affected by COVID-19 and to partner with organizations new to AmeriCorps.
  - a. If applicable, what host sites have you confirmed that would be ideal partners for the Response Corps?
  - b. If you will be recruiting host sites for this initiative, what existing partnerships and networks will you incorporate into your recruitment strategy in order to reach out to BIPOC-led and serving organizations and/or organizations new to AmeriCorps? How do you plan to identify and develop new partnerships with BIPOC-led and serving organizations and/or organizations new to AmeriCorps in order to broaden the number of potential host site participants?
3. The Response Corps is also committed to increasing the diversity of AmeriCorps members ages 17 – 25 by expanding service opportunities to individuals from low-income households and/or BIPOC individuals and supporting members’ personal, professional, and service growth and development.
  - a. How is your organization committed to recruiting a diverse cohort of AmeriCorps members who are 17 – 25 years old? How will you support, train, and develop a cohort of youth AmeriCorps members from a variety of backgrounds, education levels, and workplace skills?
4. A priority of the WA COVID Response Corps is that grantees fill all host site and member slots allotted to them as part of this initiative.
  - a. If your organization has not filled all its host site or member slots during its standard recruitment process or timeline, please share how your organization would modify its recruitment strategy, process, and/or timeline to ensure that all host site and member slots are filled.
5. The Foundation and Serve Washington are committed to building collaborative relationships with grantees to develop programs that prioritize diversity, equity, and inclusion while also meeting community needs. Data collection will be an integral part of the initiative in evaluating program impact and in continuously iterating on the program to best serve members, host sites, and the community.
  - a. What approach will your organization use to define, collect, and report impact data, learn from the data, and iterate on your COVID-19 response program in collaboration with the Foundation and Serve Washington to best serve the community?
  - b. As part of the data collection process, please propose up to three applicant-determined program measures that you would report to the Foundation on a monthly basis that also align with your AmeriCorps program to support this initiative. The Foundation and Serve Washington will review the proposed measures and will work with grantees across each area of COVID-19 response and recovery to determine common monthly reporting measures.
6. Selected organizations will be required to agree to and execute a grant agreement with the Foundation with terms substantially similar to those detailed in Appendix B. In your narrative,

please acknowledge if your organization is able to commit to signing such an agreement.

## Budget

The final budget will be determined based on the confirmed host sites and number of Response Corps members as set forth in the grant agreement. In order to assess awarding of funds, please complete the budget template available as a separate download. A sample is attached as Appendix A.

Budget worksheet instructions:

- Place your organization's name in row three.
- Column B represents the host site locations. If there is a host site or service location you have not identified yet, indicate TBD (to be determined) and fill out the corresponding columns as completely as possible. We understand that if a host site has not been confirmed, you may not be able to include information for columns D, F, G, H, and/or I.
- Column C is a dropdown menu. Please select "Yes" if the host site has been confirmed and "No" if it has not.
- Column D asks for you to input the number of full-time member positions or MSY for that individual host site.
- Column E should be your standard host site fee for one full-time member (MSY).
- Column F is a dropdown menu. Please select the characteristics of the host site to determine the host site fee match percentage.
- Column G asks for you to enter the host site fee match percentage from Column F.
- Column H will auto-calculate the total host site fee match request based on the number of MSY and the determined host site fee match percentage.
- Column I is a dropdown menu. Please select the county of service to obtain the AmeriCorps living wage for this program (AmeriCorps living wage is 80% of the county living wage, not to exceed the AmeriCorps maximum).
- Column J asks for you to enter the AmeriCorps living wage from Column I.
- Column K represents the standard living allowance you would provide a full-time AmeriCorps member. If you receive additional money from the American Rescue Plan to support the living allowance, it is expected that the fee portion of the "plus up" paid by the Schultz Family Foundation will decrease accordingly.
- Column L will auto-calculate the total "plus up" request for the host site. The total plus up is the difference between the standard living allowance amount and 80% of the [living wage](#) for the county of service, multiplied by the number of MSY.

## Submission of Additional Documents

Applicants must submit a copy of the following documents:

- IRS determination letter
- Organizational budget
- Most recent Single Audit (if subject to 2 CFR §200 Subpart F) and/or a copy of the organization's most recent Report on Audited Financial Statements. If you do not have recent audited financials, please include an equivalent such as a financial report and/or the most recent 990.
- Current staff and board list, including project point of contact and communications point of contact

Failure to submit additional documents may have a negative impact on the assessment of an

application. Do not submit other items as they will not be reviewed or will be returned.

### Investment and Selection for Participation in the Response Corps

The Foundation is committed to supporting up to 75 AmeriCorps members to participate in the Response Corps and estimates this investment in service in response to the pandemic will be approximately \$1,500,000 in total.

The award amount will vary by organization. Organizations will be selected based on several factors, including, but not limited to experience and level of impact in addressing and serving community needs, an ability to recruit and retain diverse AmeriCorps members and/or staff (if new to AmeriCorps), and an established track record of partnering with and supporting small nonprofit organizations, BIPOC-led nonprofits, and/or organizations serving rural, tribal, and other underserved communities. Additionally, the Foundation reserves the ability to modify the selection criteria to support: high levels of AmeriCorps member retention; Corps member growth and development; and an organizational culture that proactively supports the recruitment and retention of a diverse Corps.

### Award Notification and Payment Process

Selected organizations will be required to provide the following deliverables corresponding to the identified payment structures.

Deliverable	Payment	Due Date
Signed Agreement	N/A	5/13/2021
Confirmation of Host Sites' Participation	<ul style="list-style-type: none"> <li>100% applicable host site matching fee supplement for enrolled host sites</li> </ul>	7/31/2021
Confirmation of Additional Host Sites, Members Enrolled to Date, and Updated Budget Template	<ul style="list-style-type: none"> <li>Remaining host site matching fee supplement</li> <li>50% of Response Corps living allowance supplement</li> </ul>	8/31/2021
Confirmation of Final Members Enrolled and Final Budget Template	N/A	10/15/2021
Progress Report	<ul style="list-style-type: none"> <li>50% of Response Corps living allowance supplement</li> </ul>	12/1/2021
Final Report	N/A	9/30/2022

### **In applying, organizations are committing to the following:**

- Lead staff person participating in regular 1:1 check-in calls (weekly or bi-weekly) with Foundation staff.
- Lead staff person participating in quarterly network calls with Foundation staff, Serve Washington staff, and other Response Corps grantees to exchange learnings and address challenges.
- Submitting reports specific to the Foundation, including monthly data documenting individual host site impact, a mid-year progress report, and a final report at the end of the grant period. Foundation reports are in addition to standard reporting required by Serve Washington or CNCS. (See Reporting Requirements/Performance Measures below to see examples of mid-year and final report questions.)
- Participating in basic data sharing with the Foundation and Serve Washington, as well as program evaluation efforts (see Reporting Requirements/Performance Measures below).
- Ensuring the safety and well-being of program participants, including compliance with proper health and safety procedures, providing Response Corps members with personal protective equipment (PPE), and adhering to evolving COVID-19 guidance and best practices.
- Investing in the success of Response Corps members by providing meaningful organizational capacity to manage and oversee their service experience.
- Providing channels for direct communication between Response Corps members, host sites, and the Foundation, as appropriate.
- Participating in communications activities, including amplification on social channels, storytelling opportunities (e.g. video/photography, interviews with Response Corps members, success stories) and coordinated press/media efforts as needed. Member service agreement media release will be updated for Schultz Family Foundation.
- Carrying out the project in accordance with the executed grant agreement.

### **In applying, organizations will also agree to require that the Response Corps members enrolled by their organization participate in and complete the following:**

- Monthly professional development courses and trainings asynchronously and in collaboration with other Response Corps members. The monthly courses and sessions will equip Response Corps members with additional skills and tools for their personal, professional, and service growth and development.
- A capstone project applying knowledge and skills gained from their service and professional development to raise youth awareness of community issues, programs, and creative solutions.
- AmeriCorps, Serve Washington, and Foundation storytelling opportunities (e.g. video/photography, interviews, focus groups, surveys) as appropriate and needed.

### **Reporting Requirements/Performance Measures**

A key early deliverable in the project will be a mutually agreeable finalized set of key performance indicators that will reflect overall anticipated outcomes in addressing community needs. Once agreed upon, this impact data will be reported monthly through a standardized data collection tool. These indicators will vary based on the type of activities AmeriCorps members are doing. These may include:

- Number of member service hours
- Number of individuals served
- Member retention

- Data points specific to each area of COVID-19 response and recovery

**Mid-year narrative (through December 1, 2021) reporting will include questions such as the following:**

- What were some effective practices you identified in recruiting host sites? What were challenges you identified?
- What were some effective practices you identified in effectively recruiting Corps members that are more diverse than the State and/or County in which they are serving? What challenges did you encounter?
- How are you advancing your work to increase program access and impact among your targeted underserved communities? What key barriers have you experienced and what steps are you taking to address these barriers?
- Describe any key accomplishments or learnings during this reporting period that you'd like to share.
- Please take the opportunity to tell us a success story of a service recipient, a member impact story, or a summary of a program event or initiative. Attach corresponding photo(s) as relevant (optional).
- Please share your perspective on how member professional development is progressing given the service placement and anything that you believe would enhance your confidence in ensuring this aspect of the Response Corps members' experience is positive.

**Year-end narrative (through September 30, 2022) reporting will include questions from the mid-year narrative and additional questions such as the following:**

- Describe policies, programs or practices that affected the retention of Response Corps members, positively or negatively.
- Describe how Response Corps members' service made an impact or meaningful difference in the community that would not have been possible through existing staff and/or volunteers.
- If applicable, describe how the Response Corps enabled your organization to leverage new public-private partnerships, funding, and other resources.

Reporting templates and additional instructions will be provided upon grant award.

In addition, grantees agree to allow Serve Washington to share progress reporting data collected as part of the standard AmeriCorps progress and performance reporting required of subgrantees to the Foundation to support additional reporting/impact and minimize the report burden on organizations.

These data points include, but are not limited to the following:

- Member information and member recruitment/retention as required by current AmeriCorps reporting requirements.
- If recruiting volunteers, number of volunteers recruited (episodic and recurring) and the hours they have served.

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## QUESTIONS

The Foundation and Serve Washington are committed to a fair and open process for this funding opportunity and are available to answer questions through the email address below or on the RFP Overview and FAQ Webinar on April 1, 2021 at 2:30 p.m. PT.

Please submit questions regarding the WA COVID Response Corps or the application process to [info@schultzfamilyfoundation.org](mailto:info@schultzfamilyfoundation.org).

For general AmeriCorps questions, please contact Amber Martin-Jahn at [amber.martin-jahn@ofm.wa.gov](mailto:amber.martin-jahn@ofm.wa.gov).



## APPENDIX B: Sample Grant Agreement

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### Grant Agreement Terms and Conditions

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**Grantee Organization:** [insert grantee name]

**Project Lead:** [insert project lead first and last name and job title]

**Grant Amount:** [insert grant amount]

**Grant Term:** [insert start and end dates]

**Project Title:** WA COVID Response Corps (“Response Corps”)

**Purpose:** To address community needs resulting from COVID-19 and virus-induced disruptions in the lives of young people, the Response Corps will address food insecurity across the state of Washington while supporting the growth and development of participating Response Corps members.

The terms of this grant agreement (“Agreement”) apply to your organization’s use of Schultz Family Foundation (“SFF” or “Grantor”) funds. If the terms of this Agreement conflict with those in an Exhibit, the terms of the Exhibit shall govern.

- 1. Use of Grant Funds.** Grantee agrees to use the grant funds for the grant purposes stated in this Agreement and as set forth in **Exhibit A** (referred to herein as the “Project”). In addition, Grantee agrees to provide confirmation of host sites, number and demographics as specified of Response Corp members and associated budget, as set forth in **Exhibit B**, by [insert date]. No funds will be distributed until SFF has approved a final budget, the host sites, and number of Response Corps members provided by grantee. The final budget, host sites, and number of Response Corps members shall be agreed to and acknowledged in writing by SFF and Grantee and shall be attached hereto as **Exhibit D** no later than October 30, 2020. Grant funds may not be expended, loaned, pledged, or transferred for reasons other than carrying out the Project. Grantee agrees that the grant funds will be used exclusively for exempt purposes as described in Section 501(c)(3) of the Internal Revenue Code (“the Code”) and Section 170(c)(2)(B) of the Code. No portion of this grant is earmarked for use in carrying on propaganda or otherwise attempting to influence legislation. Grantee agrees not to use any portion of the funds granted to participate in any political campaign on behalf of or in opposition to any candidate for public office, to make grants to individuals on a non-objective basis, or for any non-charitable or non-educational purpose. Grantee will comply with all applicable laws in the use of the grant funds and the development and operation of the Project. Grantee will repay SFF any portion of the amount granted that is not used for the purpose of this grant.
- 2. Grantee’s Tax Status.** SFF is making this grant with the understanding, based upon the Grantee's representation, that the Grantee is a tax-exempt organization of the type described in Section 501(c)(3) of the Internal Revenue Code (the "Code"), and that it is not now and has not within

the past five years been classified as a "private foundation" as that term is defined in Section 509(a) of the Code or as a supporting organization as that term is defined in Section 509(a)(3) of the Code. By executing this agreement, Grantee represents that the tax-exempt ruling it submitted to SFF has not been revoked or modified. Grantee agrees to notify SFF immediately of any changes in its tax status during the term of the grant.

3. Deliverables, Reporting Requirements, and Payment of Grant Funds. Payment will be made to support the scope of work, deliverables, and outcomes referenced in **Exhibit A**. The first payment will be made upon receipt of confirmation of host sites, number of Response Corps members and finalized budget mutually agreed to by SFF and Grantee. The table below outlines the submission dates for reports (see **Exhibit C** for template), as well as subsequent grant payment scheduled dates for the grant term. Grantee should contact SFF to request any changes to the schedule below, key milestones, and/or critical deliverables, which may be approved or denied by SFF in its sole discretion. Grantee understands that future grant payments may be delayed if key milestones and/or critical deliverables are delayed.

The grant will be fulfilled as outlined in the table below and SFF has the option to use cash and/or securities to fulfill this grant. If securities are used to fulfill all, or any portion of this grant, the value of the securities transferred will be based on the average of the high and low value of the securities on the day SFF submits the transfer request to its custodian. Grantee acknowledges that it understands the valuation method that will be used by SFF to satisfy this grant and agrees that SFF will have fulfilled its obligation to the Grantee on the date the request is submitted to the custodian.

**Payment and reporting schedules:**

Deliverable	Deliverable Due Date	Payment Amount	Scheduled Payment Date
Signed Grant Agreement	May 15, 2021	N/A	N/A
Confirmation of host sites' participation and final budget	On or before July 31, 2021	<ul style="list-style-type: none"> <li>• 100% of applicable host site matching fee supplement</li> <li>• 50% of Response Corps living allowance supplement for members actively enrolled in the program</li> </ul>	August 5, 2021
Progress report	December 1, 2021	<ul style="list-style-type: none"> <li>• 50% of Response Corps living allowance supplement for members actively enrolled in the program</li> </ul>	January 7, 2022
Final progress report	September 30, 2022		

4. Narrative and Media of Activities. As specified in Exhibit C, Grantee shall provide progress reports related to the activities of the Project (the "Narrative"). In addition, the Grantee shall provide SFF with any media (including, but not limited to, video and photos) Grantee has taken, or had taken on its behalf, of persons associated with Grantee engaging in its charitable activities related to the Project, including without limitation Grantee's employees and volunteers ("Grantee Media").

5. Grant Expenditures. Grantee shall provide SFF with expense reports regarding the allocation of the grant funds received by the grantee at such times as identified on the reporting schedule above. The provisions of this paragraph do not obligate SFF to provide funding in excess of the amount awarded to the Grantee under the terms of this grant and shall only apply in regard to the manner in which the Grantee allocates and expends the funds granted under this agreement.
6. Termination. SFF shall have the right to terminate this agreement on ninety (90) days written notice to the Grantee. In the event of termination by SFF under this provision, (a) Grantee shall return any unexpended and uncommitted funds to Grantor as of the date of notice of termination, and (b) Grantor shall reimburse Grantee for all reasonable costs incurred for the Project in line with the proposal and budget, as well as all non-cancellable commitments entered into by Grantee, prior to the date of Grantor's termination notice.
7. Grant Performance. Both the quality of the work and the progress of Grantee toward achieving the goals of the grant will be reviewed by SFF. Performance assessments may include site visits, status calls, progress reports, expense reports, other communications, and such additional performance metrics as agreed upon by the parties from time to time.

If SFF is not satisfied with the Grantee's quality of work or the progress toward achieving the goals of the grant, SFF will notify the Grantee of such issues and will request a correction plan by the Grantee outlining the steps to be taken to address the quality of the work and progress toward achieving the goals of the grant. Upon notifying the Grantee under this Section 7 regarding the Grantee's quality of work or the progress toward achieving the goals of the grant, SFF may withhold any grant payments due under the terms of this Agreement until it is satisfied such issues have been remedied. If SFF is of the opinion that Grantee is incapable of satisfactorily completing the work of the grant, SFF may, in its sole discretion, (i) withhold payment of grant funds until in its opinion the situation has been corrected, or (ii) terminate the grant on thirty (30) days written notice to Grantee. In the case of termination, (a) Grantee shall return any unexpended and uncommitted funds to Grantor as of the date of notice of termination, and (b) Grantor shall reimburse Grantee for all reasonable costs incurred for the Project in line with the proposal and budget, as well as all non-cancellable commitments entered into by Grantee, prior to the date of Grantor's termination notice.

8. Sub-grants, Contractors, and Sub-contracts. Grantee has the exclusive right to select sub-grantees, contractors, and sub-contractors for the Project. SFF has not earmarked the use of the grant funds for any specific sub-grantee, contractor, or sub-contractor. Grantee, and not SFF, is responsible for ensuring that all sub-grantees, contractors, and sub-contractors use grant funds consistent with this Agreement and the Project proposal and for any breach of this Agreement or other act or omission of any sub-grantees, contractors, or sub-contractors. Neither Grantee nor any sub-grantees, contractors, or sub-contractors may make any statement or otherwise imply to donors, investors, media or the general public that by providing this grant, SFF is funding the activities of any sub-grantee, contractor, or sub-contractor.
9. Communications with Grantor. An essential element of any project is to understand the factors contributing to its overall success, as well as challenges encountered throughout project planning and implementation. Grantee is expected to adhere to the report requirements specifically requested by SFF under "Reporting Requirements and Payment of Grant Funds" above and keep SFF apprised of any key changes that could adversely impact the performance and timeline of the

Project. Additionally, Grantee will work with SFF to schedule regular phone calls to keep Grantor apprised of Project developments, and will participate in monthly check-in calls with SFF and quarterly network calls with SFF and other Project partners as organized by SFF. Grantee must commit to transparency in all of its interactions with SFF. Updates regarding expenditures, challenges in fulfilling the terms of the grants, Project-related progress and outcomes, and other issues significant to the fulfillment of the Project should be promptly brought to the attention of SFF in writing.

10. Change in Grantee Operations. Grantee agrees to promptly advise the Grantor about any of the following and SFF holds sole discretion to refuse future payments or demand immediate return of all or any unexpended portion of the grant if the following contingencies are not satisfactorily addressed:
  - Grantee experiences a substantial adverse change in its financial condition so as to endanger its ability to continue to perform its obligations under this Agreement;
  - Grantee so fundamentally changes its organizational mission that it substantially reduces the relevance of any grant objectives to that mission, or, in the case of a general support grant, that it no longer furthers the Grantor’s charitable purposes and priorities to support Grantee;
  - Grantee no longer retains the services of personnel adequate to enable Grantee to continue to perform its obligations under this Agreement,
  - Any development that significantly affects the operation of the Project or the organization, or
  - Any change in the tax status of the Grantee.
  
11. Representations. Grantee confirms that all representations made to SFF in connection with this grant, which are or have been relied upon by SFF in making the grant, are and were true and correct as of the date made and remain true as of the date of this Agreement. Grantee confirms that any documents that it provided to SFF in connection with this grant do not contain any untrue statement of a material fact, or omit to state a material fact which would cause such documents to be materially misleading.
  
12. Records. Grantee agrees to keep records in such a manner that the receipts and expenditures of the grant funds will be shown separately in a form that can be easily reviewed by SFF. These records of grant funds as well as supporting documentation will be archived by the Grantee’s office for at least four (4) years after the completion of the use of the grant funds. Grantee will permit representatives of SFF to visit the premises and review activities of the Grantee with respect to the programs supported by this grant and will permit SFF, at its own expense, to conduct an independent financial and/or programmatic audit of the expenditure of this grant, if SFF deems it necessary.
  
13. Public Access. Grantee agrees to deliver to SFF a copy of any and all work product, results, reports, publications, data, and other materials Grantee creates or develops through the Project (collectively, the “Materials”). Further, Grantee agrees to deliver to SFF a copy of any third party reports, articles, or other publications regarding the Project funded by this grant that are available to the public and, upon request, provide reasonable assistance to SFF to obtain rights to reproduce and distribute such publications.

14. Grantee Communications with Media/Use of Logo. If Grantee wishes to issue a press release or other public announcement regarding this grant or the Project, Grantee must contact SFF at least two weeks before the desired announcement date. Grantee must obtain SFF's advance written approval of the press release or other public announcement. SFF will have the right to require that such press release or other public announcement be jointly issued. Notwithstanding the foregoing, Grantee may promote the Project through a press release or other public announcement without prior written approval of SFF if such press release or public announcement only references the work is being performed "with the support of the Schultz Family Foundation." Upon two weeks written notice to Grantee, SFF may require Grantee to cease referencing SFF in any future press releases or public announcements even if the only reference is that the work is being performed "with the support of the Schultz Family Foundation." Any use of any SFF logo or other trademarks and service marks of SFF (the "SFF Trademarks") for any purpose is prohibited without advanced written approval of SFF. Once approved, Grantee may use SFF's Trademarks solely in connection with and in service of the Project and solely to identify, refer to and promote SFF and not in a trademark manner for its own or third-party products and services. All use will comply with SFF's branding requirements, as provided to Grantee from time to time, and will inure to the benefit of SFF.
15. Identification of Funder. Grantee agrees to acknowledge Grantor as a funder of the Materials in any final version of the Materials that are distributed in any manner and in any press release or other public announcement regarding the Grant or the Project. When referring to support from SFF, Grantee will use the language "supported by" or "made possible by". Whenever identifying the Grantor as funder, Grantee shall list Grantor as "Schultz Family Foundation". Grantee agrees to deliver a copy of the Materials in advance of any distribution in order to ensure adherence to this section 12 and must obtain approval of the form of such identification prior to any public use or distribution of the Materials. If Grantor no longer wishes to be identified as the funder of the Materials, Grantee will remove any references to Schultz Family Foundation within 5 business days of such request from Grantor.
16. Grantor Communications with Media and Published Materials. Grantee agrees to work with SFF to develop a communications plan that may be modified throughout the Project. Grantee agrees that SFF may disclose information about the Project and Grantee's organization and use the name, logo, trademarks, and service marks of Grantee (collectively, the "Grantee Marks") to describe and refer to Grantee and the Project, including in SFF public communications (including press releases), reports, websites, social media and other materials (collectively, the "Grantor Published Materials"), without further permission or compensation. Upon request by SFF, Grantee agrees to provide reasonable assistance to SFF to obtain signed publicity waivers and releases from Grantee employees, Grantee volunteers, and other persons associated with Grantee sufficient to enable the use of such Grantor Published Materials as contemplated herein (for example, for use of photos or video taken by SFF in connection with the Grant or the Project).
17. Intellectual Property. The Grantee, shall grant to the Grantor a perpetual, irrevocable, nonexclusive, royalty free, sublicensable, transferrable, worldwide license to copy, publish, reproduce, modify, publicly perform, publicly display, distribute, directly or indirectly, create derivative works of, or otherwise use and exploit in any manner or media, any content, inventions, ideas, concepts, programs, works of authorship, materials or other items or work product of any kind created, conceived, or reduced to practice in connection with the Project or

using any Grant funds (whether created before or after the date of this Agreement), including without limitation the Narrative and the Grantee Media (collectively the “Grantee Work Product”), for the Grantor’s charitable, non-commercial purposes, including without limitation in Grantor Published Materials. Grantee represents and warrants that it has the right to grant the rights granted herein and that the use of the Grantee Work Product as contemplated herein will not infringe upon or violate the rights of any third party.

18. Terrorist Activity. Grantee agrees that it will use the award funds in compliance with all applicable anti-terrorist financing, sanctions, and asset control laws and regulations.
19. Future Funding. Grantee acknowledges that SFF and its representatives have made no actual or implied promise of funding except for the amounts specified by this Agreement.
20. Non-discrimination. The Grantee agrees that, in carrying out the objectives supported by this Grant, it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, color, religion, gender, gender identity/expression, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.
21. Release; Indemnity. Any materials and rights provided or licensed to Grantee by SFF are provided and licensed on an “AS IS,” “AS AVAILABLE” basis without representations or warranties of any kind. As a condition of the grant, Grantee hereby releases SFF and its directors, officers, employees, agents, and volunteers (collectively, “Released Parties”) from any and all liability in connection with the Grant, Grantee’s participation in SFF grant programs, Grantee’s acceptance or use of a grant, and the Project, including liability arising from the negligence or other fault of a released party. Grantee further agrees to indemnify, defend and hold harmless the Released Parties (and upon a Released Party’s request, defend such Released Party) from and against any and all losses, liabilities, damages, costs, expenses (including reasonable attorney fees) and claims arising out of or resulting from, or that are alleged to arise out of or result from, the Grant, the Grantee Work Product, any breach or alleged breach or any representations or warranties under this Agreement, the actions or omissions by Grantee or of any of Grantee’s officers, agents, employees, sub-grantees, contractors or sub-contractors, Grantee’s participation in SFF grant programs, Grantee’s acceptance or use of the Grant, or the Project, including without limitation any claims by Grantee employees, Grantee volunteers, and other personnel involved in the Project. Grantee acknowledges and agrees that any activities by SFF in association with the Project, such as its review or proposal of suggested modifications to the Project, will not modify or constitute the basis for any claim of waiver by Grantee of SFF’s rights under this paragraph. Grantee will not enter into any settlement or compromise of any claim under this indemnity without SFF’s prior written approval.
22. Compliance. If any provision of this Agreement or the application of that provision is considered invalid, illegal or unenforceable to any extent, the remainder of this Agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law.

The failure of any party to seek redress for violation of or to insist upon the strict performance of any covenant or condition of this Agreement shall not prevent a subsequent act, which would have originally constituted a violation, from having the effect of an original violation.

If suit or action is instituted in connection with any controversy arising out of this Agreement or in enforcement of any rights hereunder, the prevailing party will be entitled to recover, in addition to costs, all sums that the court may adjudge reasonable as attorneys' fees, including fees on any appeal.

23. Governing Law; Venue. This Agreement is governed by and shall be construed in accordance with the laws of the United States and the State of Washington notwithstanding any choice of law or conflict of laws principles. Each of the parties irrevocably submits to the exclusive jurisdiction of any Washington State or United States Federal court sitting in King County, Washington in any action or proceeding arising out of or relating to this Agreement or the transactions contemplated hereby. Each of the parties irrevocably waives, to the fullest extent it may effectively do so, the defense of an inconvenient forum to the maintenance of any such action or proceeding.

24. No Agency. Grantee is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds, and the manner in which any such product may be disseminated. This Agreement shall not create any agency relationship, partnership, or joint venture between the parties, and Grantee shall make no such representation.

25. Assignment. This Agreement shall be binding upon, inure to the benefit of, and be enforceable by, the parties and their respective successors and assigns. The rights and obligations of this Agreement are not assignable by Grantee without the express written consent of SFF.

26. Captions. All captions and headings in this Agreement are for the purposes of reference and convenience only. They shall not limit or expand the provisions of this Agreement.

27. Waiver. The failure of SFF to exercise any of its rights under this Agreement shall not be deemed to be a waiver of such rights.

28. Entire Agreement; Amendments. This Agreement, including the exhibits which are attached and incorporated into this Agreement by reference, constitutes the entire agreement of the parties with respect to the Project, and supersedes any prior oral or written understandings or communications between the parties. The parties may not modify or amend this Agreement except in a writing signed by both parties.

29. Execution of Agreement. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

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This Agreement must be signed by an officer of Grantee prior to issuance of the grant funds. Grantee is encouraged to keep a copy of the Grant Agreement as signed for its records. Please contact your Program Officer, [insert name] at [insert email], with any questions.

The team at the Schultz Family Foundation wishes you every success in furthering the goals outlined in this Agreement. We look forward to working with you to help those in need and learning from this work.

Sincerely,

Schultz Family Foundation

\_\_\_\_\_

Tyra A. Mariani  
president  
Schultz Family Foundation

Date:

Accepted By (signature): \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Organization: [insert org name]

Date: \_\_\_\_\_

## APPENDIX C: Sample Demographic Thresholds

RESPONSE CORPS MEMBERS	ACTUAL	PROJECT TARGET
Total Response Corps Members		15
<b>Racial/Ethnic Background</b>	<b>% GRANTEE CORPS</b>	<b>THRESHOLD</b>
Total BIPOC Corps Members		33%
% Black		
% Native American		
% Latinx		
% Asian-Pacific Islander		
% White		
% Other or More than Once Race/Ethnicity		
<b>Age</b>		
% of Response Corps Members that are 17-25 years old		100%
<b>Educational Attainment</b>		
% with high school degrees		
% with some college		
% with a 2-year degree or credential		
% with a four-year college degree		
<b>Socioeconomic Status (SES)</b>		
% of Members who are from low income households <sup>i</sup>		22%
<b>Gender and Sexual Identity (Optional)</b>		
Corps Members who Identify as Male		
Corps Members who Identify as Female		
Corps Members who Identify as non-binary		
Corps Members who Identify as LGBTQI+		

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<sup>i</sup> Grantees can calculate this number using any of the following methodologies. Grantees should report which methodology they are using to calculate this.

(a) Receives, or in the 6 months prior to application to a program has received, or is a member of a family that is receiving or in the past 6 months prior to application to a program has received:

(i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008;

(ii) Assistance through the temporary assistance for needy families program (TANF) under part A of Title IV of the Social Security Act;

(iii) Assistance through the supplemental security income program (SSI) under Title XVI of the Social Security Act; or

(iv) State or local income-based public assistance.

(b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level;

(c) Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act;

(d) Is a foster child on behalf of whom State or local government payments are made;

(e) Is a participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;

(f) Is a homeless participant or a homeless child or youth or runaway youth, meaning someone who:

(i) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:

(1) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

(2) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;

(3) is living in an emergency or transitional shelter;

(4) is abandoned in a hospital; or

(5) is awaiting foster care placement;

(ii) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;

(iii) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or

(iv) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).

(g) Is a youth living in a high-poverty area.

(h) Other reasonable measurement to assessing household need as agreed upon by grantee and grantor