



# Welcome!

The Cross-Cultural Center without Walls  
Community Workshop #3



Bellevue Land Acknowledgement

# Who's here?

- Diversity Advantage Team
- Convening Group
- Represent a non-profit or community organization
- Live, work, play, or study in Bellevue



# Today's Goal

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1. Review findings from previous workshops
2. Share information on submitting Cross-Cultural Project Proposals
3. Explore partnerships and collaboration
4. Take home tools for project proposals

# Agenda

1. Project Background
2. Community Workshops #1 and #2 Findings
3. Submitting a Project Proposal
4. Project Speed-Dating
5. Next Steps

# Cross-Cultural Center without Walls

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- Pilot project – 1 Year
- Traveling cross-cultural center
- Many locations
- Community-led cross-cultural activities, events, workshops, etc.
- Test out cross-cultural ideas





# Community-Led

1. Community Workshop #1
  - September 26
  - Gather 60 ideas
2. Community Workshop #2
  - October 17
  - Identify project “key ingredients”

# Community Workshop Findings

- Guiding Principles
- Example Project Topics
- Request for Proposals and Evaluation Criteria
- Head start on project proposals





# Project Timeline: 2024

Technical Support  
Workshops

1/11 and 1/23

**January**

**February**

**March**

**April**

**May**

**Request for  
Proposals Opens**

February 5 – 29

**Evaluate  
Proposals**

March 1 – 29

**Orgs. Notified,  
Contracts Signed**

**Cross-Cultural Pilot  
Project Begins**



# Project Timeline: 2024-2025

**Cross-Cultural Pilot Begins**  
May 2024



**Staff present findings to City Council**  
Summer/Fall 2025



**Cross-Cultural Pilot Year**  
2024 - 2025

**2024**

**2025**



# Cross-Cultural Project Proposals

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**Created and led by community organizations**

Why submit a proposal?

- Build bridges between your culture and your community
- Leverage your cultural expertise in creative ways – be innovative
- Form new partnerships – new opportunities for learning, collaboration, network-building, mission alignment
- Space to tell your own story, and hear the stories of others
- Provide important service to your community
- Build capacity and skillsets

# Cross-Cultural Project Contracts

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- RFP = Request for Proposals
- Contracts, Not Grants
  - \$5,000 - \$15,000
  - 20-30 contracts
- Increase equity and access
  - Community collaboration
  - Simplify, reduce barriers

# Process Overview

## 1. Release Request for Proposals

- E-mail, Website, Social Media, Flyers, Press Release
- RFP Packet of Materials
  - Project Background/Scope of Work
  - Detailed Instructions
  - Project Proposal Questions
  - Project Budget Template

## 2. Evaluation

- Staff/community Evaluation Committee
- Standard Evaluation Matrix

## 3. Contracts

- Executed within 12-month period
- Continuous staff support
- Ongoing communication

# Current Process (Changing)

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## **For contracts \$4,999+...**

- Competitive process required
- Register on City vendor list
- Request for proposals – minimum 3 vendors
- Statement of Qualifications
- Project Proposals
- Cost a required evaluation criteria

# Procurement Process Update

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## **What to Expect with Update:**

- Higher contract price threshold for competitive process
- No need to go through Shared Procurement Portal or Public Purchase.
- No need to go through registration process to get on “rosters”
- Evaluation committee to include both city staff and community stakeholders.

# Contracting & Reimbursement

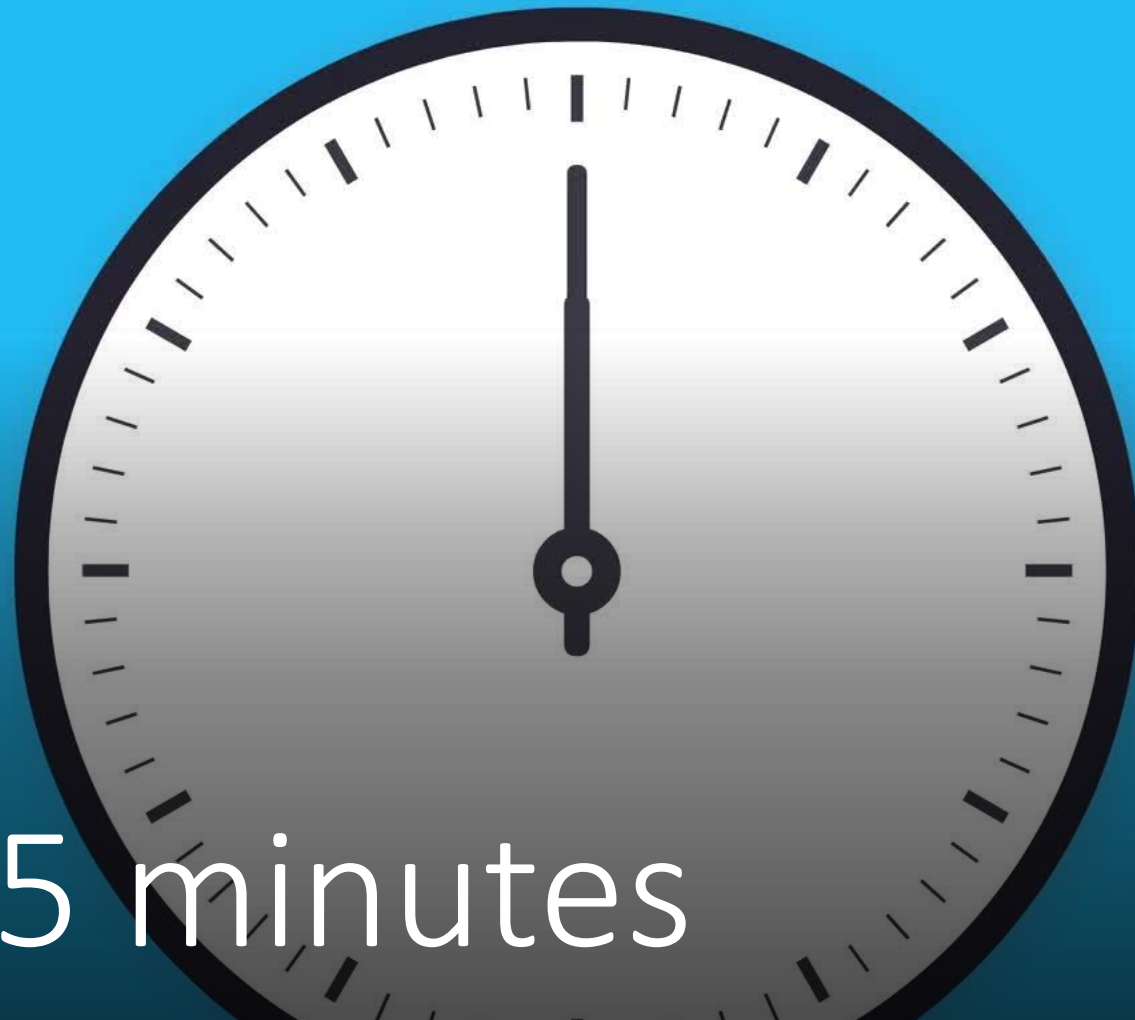
- “Not to exceed \$\_\_\_\_\_”
- Eligible expenditures
  - Your staff time
  - Facility Rental costs
  - Supplies, materials, and services you buy
  - Marketing and advertising
- Partnerships → Contractor/Subcontractor
- Reimbursement made in 3 installments over life of contract
- Minimal documentation needed



# City Support

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- Technical Assistance
  - Detailed instructions and templates
  - In-person workshops, 1/11 and 1/23
  - Staff available by Phone, E-mail, some one-on-one support
- Hosting Cross-Cultural Programs
  - Consult on finding venues
  - Shared calendar of cross-cultural events
  - Support marketing and advertising
  - Evaluation



Q&A – 15 minutes





# Partnership and Collaboration

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Invitation, not an expectation

What does collaboration mean?

1. Formal Partnership
2. Informal Support
3. Volunteering

# Activity

- “Speed dating”
- “We don’t know who we don’t know”
- A place to start
- Opportunity for additional networking

# Activity

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- Two circles, 2 minutes each
  1. What is your name?
  2. Are you affiliated with an organization?
  3. Do you have an idea for a cross-cultural project? Or, is there an existing project you hope to support?
- Inside circle will move to the RIGHT at the sound of the bell
- 15 minutes at the end to dig deeper

# Collaboration



**15 minutes of networking**



**Exchange information**



**Project Brainstorm Worksheet**

Project proposals  
Partnership expectations

# Next Steps

- **December:** E-mail invite to register for technical workshops
- **January:** Technical Workshops
  - Partnerships
  - Preparing Proposals
- **February:** Request for Proposals opens
  - E-mail
  - Website
  - Social Media