

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Josh D. Peters, County Administrator

DATE: September 2, 2025

SUBJECT: WORKSHOP and POTENTIAL ACTION re: RFP for Thriving Communities Small Grants Program

STATEMENT OF ISSUE:

Generally, throughout a given year, the Board of County Commissioners (Board) receives requests from community groups for financial support to implement various projects of community benefit. Through discussion, the Board has decided to introduce a small grants program in order to field these types of requests in a formal manner through a Request for Proposals (RFP) process. For the Thriving Communities Small Grants Program, an RFP would be issued in the fall in time for the Board to make award determinations prior to the end of the year for projects to be undertaken in the following year. Attached to this Agenda Request is a proposed RFP that would be issued in September 2025 to fund 2026 projects.

ANALYSIS:

Heretofore, these types of requests come at any time of the year and generally on an individual basis, making it challenging for the Board to assess budget implications, compare proposals, and limit awards. Implementation of an RFP process for small grant awards would add structure to the process, enabling organizations to submit applications this fall for projects to be undertaken next year. The process would continue next fall for 2027 projects.

FISCAL IMPACT:

\$10,000 has been budgeted for 2026 for implementation of the Thriving Communities Small Grants Program next year. There are relatively small costs associated with the RFP process this year and staff time needed to manage the program this year and next. The County Administrator's Office and the county's Grant Administrator would collaborate on managing the RFP and award process.

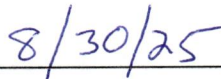
RECOMMENDATION:

Review the proposed RFP, including application and award timelines. Provide direction to staff to issue the Thriving Communities Small Grants Program RFP.

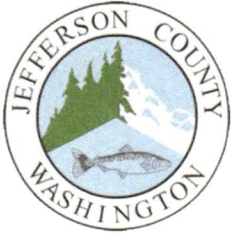
REVIEWED BY:



Josh D. Peters, County Administrator



Date



REQUEST FOR PROPOSALS

Thriving Communities Small Grants Program

Issued By: Jefferson County Board of Commissioners
Proposals Due: October 24, 2025 for 2026 funding
Contact Person: Josh Peters, County Administrator

1. Purpose and Overview

Together, with the help of our active and involved community members, your Jefferson County government works to provide a safe, secure, and satisfying way of life for everyone. This Request for Proposals (RFP) seeks grant applications from eligible organizations for implementation of projects that support community-based organizations that promote a sense of belonging, so that residents and visitors feel welcomed to share in the many activities, opportunities, and experiences available across Jefferson County.

2. Key Details for Proposal Development

- **Funding Amount:** Total amount of funding available: \$10,000. Awards will range from \$500 to \$2,000.
- **Examples of eligible projects:** Event sponsorship, sports teams, and cultural or recreational activities.
- **Eligibility:** Jefferson County-based nonprofit organizations and community groups.
- **Timeline:** For 2026 projects, proposals due October 24, 2025. Award decisions made in November.

3. Proposal Requirements. Limited to two pages plus a budget. Must include:

- **Project overview:** Introducing the proposal and community impact.
- **Project Scope Statement:** A description of the proposed project, outlining the activities to be undertaken, including timetable (within calendar year 2026), and milestones.
- **Organization Profile:** Brief description of the applicant organization and/or event, including history, mission, and qualifications.
- **Project Budget:** Budget details outlining the use of grant funds, including any other funding being used for this purpose, as well as the overall budget of the organization and/or event.
- **Evaluation Plan:** How the project's success would be measured and evaluated by the applicant.
- **References:** Provide three references.

4. Evaluation Criteria. Proposals will be evaluated based on the following criteria:

- **Project Alignment with Program Goals:** How well the proposal addresses the purpose of the grants.
- **Feasibility and Capacity:** The applicant's ability to successfully implement and manage the project.
- **Proposed Activities and Outcomes:** Clarity of activity and potential for positive impact.
- **Budget and Sustainability:** Reasonableness and the plan for sustainability.
- **Applicant Experience and Qualifications:** Track record and expertise in this area.
- **Proposal reviewers will also consider applicant's awareness of:**
 - **Diversity and Inclusion:** Encouraging proposals from minority and women-owned firms and those serving diverse populations.
 - **ADA Compliance:** Offer assistance to individuals with disabilities.
 - **Language Access:** Provide information in Spanish or other languages upon request.

5. Submission Information

Submission Deadline: October 24, 2025, at 4:30 PM

Submit to the County Administrator's Office via email: cao@co.jefferson.wa.us

Questions? Contact County Administrator Josh D. Peters at jdpeters@co.jefferson.wa.us