



Capacity Building Small Grant RFA Information Session

March 11, 2026 at 11 a.m.

Jorji Knickrehm, Vince
Ocana, & Nikki Nguyen



AGENDA

Overview of Best Start for Kids

Request for Applications (RFA) background

Review key elements of the RFA

Agiloft application basics

Demonstration of Agiloft Application Process

Questions and answers

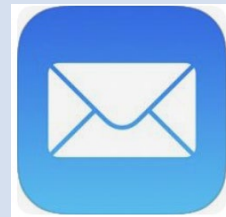
How to ask questions:



Add your questions to the Zoom chat box.



[Agiloft](#) – Questions & answers posted online in application's Provider Q&A tab



If alternative formats of materials are needed, email nnguyen@kingcounty.gov



● VISION

Happy, Healthy, Safe and Thriving

We want to see babies born healthy, kids thrive, and young people grow up to be happy, healthy, successful adults.



MISSION

Best Starts for Kids strengthens families and communities so that babies are born healthy, children thrive and establish a strong foundation for life, and young people grow into happy, healthy adults.





● CYAB AND EQUITY STATEMENT

- Equity is an ardent journey toward well-being as defined by the affected
- Equity is disruptive and uncomfortable and not voluntary
- Equity is fundamental to the community we want to build

[Full statement can be found here.](#)





● PRINCIPLES



PROMOTION



PREVENTION



**EARLY
INTERVENTION**



**POLICY &
SYSTEMS CHANGE**

● RFA TEAM

**Solicitation
Specialist**

**Nikki Nguyen
She/Her**

**Program
Manager**

**Jorji Knickrehm
She/Her**

**Contract
Monitor**

**Vince Ocana
He/Him**

RFA BACKGROUND

The purpose of this Small Grant opportunity is to support Community-Based Organizations (CBOs) that are current awardees of Best Starts funds. This RFA seeks to support the infrastructure needed to enhance CBOs' capacity to provide services and programming. This includes the equipment, systems, resources, and processes that sustain the key functions of an organization.





● HOW DOES IT CONNECT TO THE LARGER BSK WORK?

Awards will support the infrastructure needed to enhance BSK grantees' capacity to provide services and programming.

- Small Grant funds support all Best Starts strategies and investments
- The goal of Capacity Building Small Grant funding is to deepen the long-term impact of BSK on the King County community



WHO IS THIS RFA FOR?



- Current Best Starts for Kids Providers
- Not TA or CB consultants
- BSK will give some priority to requests that support fiscal management capacity, new and/or expanding partners, and partners who've not received a capacity building small grant recently



PARTNERSHIPS & FISCAL SPONSORS

If applying as a Fiscally Sponsored Program, the Fiscal Sponsor is responsible for creating and submitting the proposal, submitting a valid KC-W9 for the party that will contract with DCHS if awarded, and completing an agency profile through Agiloft.

Organizations may partner to submit one (1) proposal as a partnership, but one (1) organization must be designated as the Lead for the proposal.

● SELECTION PROCESS

Application due date: **April 23, 2026 at 2 p.m.**

Notification of Awards: **June 12th, 2026**

Award period start/Date of contract start: **July 1, 2026**

Award period end: **90 days from date of fund issuance (10/1/2026 or later)**

➤ Must invoice for funds to be issued.

Funding request limit: **\$9,999**

Anticipated number of awards: **90-100**



TIMELINE

| | |
|--|----------------------------------|
| RFA release | March 2, 2026 |
| Online information session | March 11, 2026 at 11 a.m. |
| Deadline to contact King County with questions | April 17, 2026 |
| Application due date | April 23, 2026 at 2 .pm. |
| RFAs rated and reviewed | April 24 – May 31, 2026 |
| Notification of selected applicants | June 12, 2026 |
| For awardees: Receipts due | 90 days from date funds received |



● REPORTING AND EVALUATION

- Awarded providers will be required to submit **receipts** and a **general ledger report**
- Awarded providers may be asked to complete a brief **online survey**



● RFA RATING & REVIEW

- Review the scoring criteria.
- The review panel will closely follow the scoring rubric (page 11 of RFA).
- Proposals submitted will go through a formal review process.
- Align your narrative with your budget numbers and budget narrative (Q2).
- Prioritization questions (Q3-Q6)



BUDGET TIPS

- Budgets should be developed for the length of the award term: 90 days.
- Budgets should be written in your response to Question 2 in your *Checklist and Narrative Questions* document. No need to upload a spreadsheet.
- List out each item you propose to have funded by the small grant, and the estimated cost of each item. Justify your reasons for needing these items.
- The total of all items needed can be more than what you request. Be clear about the total amount you are requesting (must be under \$9,999) in both the budget and the application narrative sections.
- Do not include FTE/staff employees as budget requests.
- Follow the instructions in the *Checklist and Narrative Questions* document.



BUDGET EXAMPLE

Budget Narrative

With these Capacity Building Small Grant Funds, Nonprofit Partner ABC will purchase the following supplies:

14 Chromebooks at \$374.31= \$5,240.39

14 Laptop Protection Cases at \$30.00= \$420.00

14 Microsoft 365 2-year Plan at \$99.98= \$1,399.72

14 2-Year Accidental Geek Squad Protection a \$64.99= \$909.86

14 Wireless Mouse at \$20.00 = \$280.00

14 Noise-Cancelling Headphones at \$60.00= \$840.00

1 OWL virtual meeting system + tax = \$909.03

Total Expenses \$9,999.00



ITEMS SUPPORTED BY SMALL GRANT



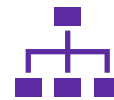
IT equipment (laptops, tablets, electronic devices, software);



Financial tracking systems;



Databases;



Project or program management software or platforms;



Office equipment;



Subscriptions (such as for online communication platforms).



Consultation and professional services (except those currently offered through the BSK capacity building program. See RFA for details.)



ITEMS NOT SUPPORTED BY SMALL GRANT



Expenses such as payroll, rent, ongoing consumables, utilities



Capital expenses like facility repairs, furniture, or property upkeep



Advocacy work



Capacity building services currently offered through the BSK Capacity Building program



Travel expenses

HOW TO APPLY



1. Applications will be managed in Agiloft

2. To log in, create an account, and learn how to apply, review the materials on <https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/agiloft>

Applying to funding opportunities/solicitations

- Step-by-Step Guide: [Agiloft Applying for a Funding Opportunity for DCHS Provider Step by Step Instructions.pdf](#)



IMPORTANT AGILOFT INFORMATION

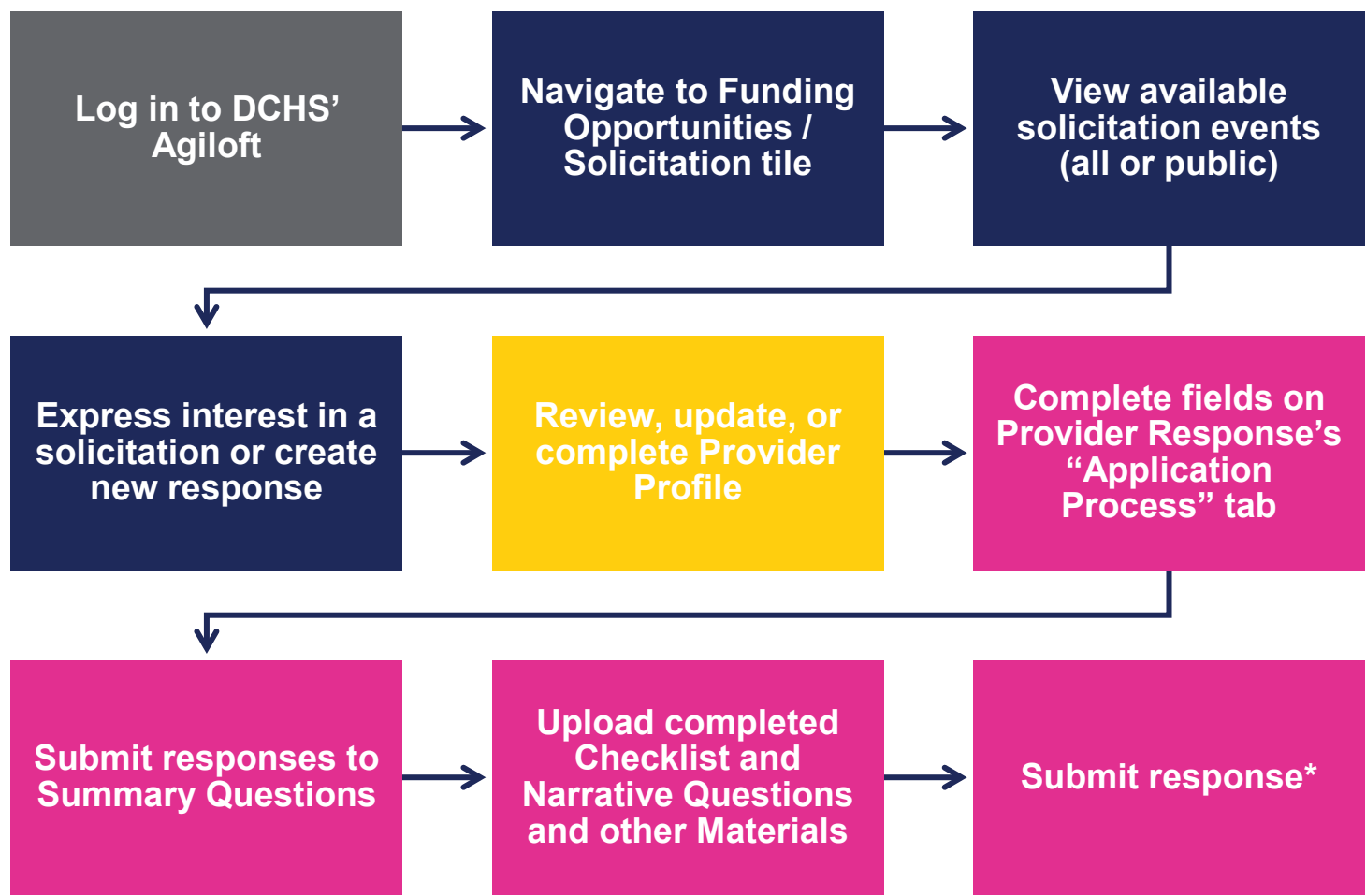
*Start and
submit
early!*

1. You must have an Agiloft account to apply
 - Information on getting an account can be found at <https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/agiloft>
 - Information about open solicitations can be viewed by anyone at <https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/funding-opportunities>
2. Applications must be received via Agiloft no later than 2pm on April 23rd.
3. Regularly check Agiloft for any new Questions & Answers for this RFA.



APPLICATION PROCESS OVERVIEW

- On "Funding Opportunities/
Solicitations" Tile: "View All Funding
Opportunities/Solicitations"
- On "My Account" Tile: "View My
Company and Users"
- On "Funding Opportunities/
Solicitations" Tile: "View My Company
Responses": Relevant response record





TYPICAL STEPS TO COMPLETE AN APPLICATION

- 1. Complete a few fields in the Common Area and Application Process tab**
 - a. Application Name (typically the name of the program being proposed)
 - b. Are you applying as a fiscal sponsor?
 - c. Main Contact
 - d. Service Modality Questions
 - e. Provider Goods and Services
 - f. Amount Requested
- 2. Update your Company's Agiloft Profile**
- 3. Answer the summary questions, if required**
- 4. Download, complete, and upload any required templates and other materials**
 - a. Application checklist and narrative questions template
- 5. Attest to accuracy of the response and submit application**



ALL COMMUNICATION ABOUT AN OPEN SOLICITATION MUST BE DONE VIA AGILOFT

Answers to your questions will be available via email and in your Response Record.

FAQs are visible to everyone immediately.

Direct communication with any DCHS staff member or review panelist about an open solicitation may result in disqualification.

Application Process Solicitation Details **1 Questions and Answers**

[Collapse All](#)

Ask a Question ?

2 Write your question here.

3 Submit Question

New questions can only be asked from an active Provider Response Record



APPLICATION PROCESS DEMONSTRATION

Can I get help with my application?

YES!



BSK provides free technical assistance (TA) to help organizations with their applications.

We want to eliminate barriers to applying for BSK funds.

How can consultants help me?



TA consultants can:

- Help you assess the fit between your organization and the RFP
- Provide guidance on answering application questions
- Review your application, including editing and budget review



● ADDITIONAL RESOURCES

- **Watch 35-minute video:** [How-to apply!](#)
- Agiloft office hours: [Wednesdays from 11-12pm](#)
- **RFA Questions & Answers** – online on Agiloft in the *Provider Q&A* tab.
- **Presentation slides** – online at Agiloft in the *Attachments* tab.
- If alternative formats are needed, email nnguyen@kingcounty.gov



—● QUESTIONS?



 King County

Best Starts for

KIDS