UNSOLICITED FUNDS PROPOSAL

**CONCEPT PAPER**

In rare instances, the Workforce Development Council (WDC) of Seattle-King County has unallocated funds available for workforce development efforts in the Seattle-King County region. If you have a project that you would like for us to consider funding, please fill out this form and email it to [info@seakingwdc.org](mailto:info@seakingwdc.org). Please be brief (completed proposals must not exceed four (4) pages), but provide enough detail for staff to get an initial idea of the project purpose, scope and projected outcomes.

All form sections must be completed for the proposal to be considered. To complete the form, first save a copy of this file to your computer. Open that saved copy and simply click as directed and begin typing. When a section is complete, click the next section to progress through the form. Once the form is complete, save it and email a copy to [info@seakingwdc.org](mailto:info@seakingwdc.org).

**CONTACT INFORMATION**

**Contact Name:** Click here to enter Name.

**Organization:** Click here to enter Organization.

**Address:** Click here to enter Address.

**City:** Click here to enter City. **State:** Click here to enter State.

**FUNDING REQUEST**

**ZIP Code:** Click here to enter ZIP Code.

**Total Amount Requested:**  $ Click here to enter amount.

**Total Amount of Leverage Funds:** $ Click here to enter amount.

**PROJECT DETAILS**

**Name of Project:** Click here to enter Project Name.

**Project Description:** Click here to enter Project Description.

**Number of People to be Served:** Click here to enter Number Served.

**Participant Population Description:** Click here to enter Population Description.

**Description of Services to be Provided:** Click here to enter Description of Services.

**Proposed Project Start Date:** Click here to enter a date.

**Proposed Project End Date:** Click here to enter a date.

**Proposed Outcomes/Deliverables/Performance Measures:** Click here to enter information.

**Staffing Plan:** Click here to enter Staffing Plan

**Budget:** Click here to enter Budget information.

After review of your proposal by WDC staff, you will be contacted and given a status. Your concept will be considered for:

* Further exploration and development, or
* WDC Board decision, or
* Declination because of lack of available funds or appropriateness to WDC mission.

All proposals/concepts may be subject to WDC procurement guidelines, requirements, and regulations.