Eligibility

My organization is not a 501 (c) 3. Can we still apply?
Yes, you can apply without a 501 (C) 3 status, but you will need to secure a fiscal sponsor before submitting your application.

My organization is not located in Seattle. Are we eligible to apply?
Organizations outside of Seattle are not eligible to apply, unless you partner with an organization in Seattle that is the lead applicant AND you serve Seattle residents. You may be a partner in the project providing services in Seattle with a Seattle based grantee, but you cannot receive the funds directly. If you are an organization headquartered outside of Seattle but have an office in Seattle, you would qualify if serving Seattle residents.

We are working with a Fiscal Sponsor on our project. What is the going rate for those services?
Fiscal sponsors typically charge 3%-15%, to fiscally manage a project. You can include 10% as an expense on your project. If your Fiscal Sponsor waives their fee, you can count the value of the services as match.

My organization received a Seattle Digital Equity grant in the past. Can I apply again this year?
2023 Technology Matching Fund grant recipients are not eligible for 2024 funding. If you received a grant before 2022, you are eligible to apply. If you have received grant funds in the past but have not fulfilled your responsibilities as outlined in the grant contract, you may be ineligible to receive funds.

My organization is a school. Can we apply for funding?
Yes, with a few limitations. The project must be for an out-of-school-time program, or it should clearly involve community members besides the students. The application must come from a PTSA or other non-profit organization that you partner with.

We received a Neighborhood Matching Fund grant? Can we use this as match?
No, you cannot match City funds with other City funds.

Can organizations that are currently receiving City funds from another department other than Seattle IT, can we still apply for a grant?

Yes, you can apply for funding even if you receive City funds, unless those funds comes from a 2023 Technology Matching Fund grant.

My organization serves populations inequitably impacted by the digital divide (low-income residents and older adults). Can we partner with an organization to provide devices and tech support to our clients?

Yes, organizations can apply as a partnership, but only one of the organizations will apply as the lead organization for the project. The lead organization can add information about the partnership in the application questions that detail the project description and implementation. Partners on the project can have different roles in the project outlined by a partnership agreement between the project organizations. If you are looking for a partner on a project, please reach out to the [Digital Equity Learning Network](#) to connect with other organizations focused on digital equity work.

Grant Goals

How do I know if I should apply for Technology Matching Fund or Digital Navigator Grant?
If you are allocating more than 50% of your total budget to digital navigator services, you may apply for a Digital Navigator Grant. Apply for the Technology Matching Fund if more than 50% of your budget is for digital literacy classes and/or workshops, devices and technical support, or internet connectivity.

My project combines digital literacy skills training and devices. How do I determine what the primary focus of my project is?
The primary focus of your project is the digital equity component that makes up the majority of your budget.

If I reference the Internet for All Report of the Technology Access and Adoption Study, should I cite this to establish a need for our project? If you use data from these reports, please indicate the source of the data in your application narrative.

Grant Review

How are projects selected for funding? Community volunteer reviewers will rate your proposal for a total of 100 points. The top scoring applications will be considered for funding. To view the review criteria, go to our website seattle.gov/digitalequitygrants and download the PDF document "2024 Digital Equity Grants – Scoring Criteria. Funding recommendations will be made at the February Community Technology Advisory Board meeting where board members and Seattle IT's Chief Technology Officer will have the opportunity to approve funding recommendations.

How can I meet with Digital Equity Program staff to review my Preliminary Application? Once you submit a Preliminary Application, email communitytechnology@seattle.gov to schedule an appointment to review your application. You will not be able to get feedback on your application after the preliminary review. All applications questions must be answered to submit the Preliminary Application. Responses will not be scored or shared with reviewers.

Can I use generative AI such as ChatGPT to answer application questions?
Applications using ChatGPT will not be eligible for funding. All application answers must originate from the organization and not taken from other sources. Failure to comply with grant guidelines may result in not being eligible for funding in the future.

Eligible Expenses

We need to upgrade our staff computers and purchase software to deliver services. Can we include this in our budget?
Yes, if the program funds equipment that will help to implement the project and achieve client outcomes.

My organization wants to provide more free internet access to underserved residents in our area. Can our grant budget include expenses for getting the technical planning assistance we need to determine the right layout and equipment, as well as actually implementing the system?
Yes, projects that will increase free internet connectivity for homeless, low-income, and other underserved residents could include budget for technical consultation services to identify the specific equipment and configuration to serve the target area. Some examples of connectivity projects include:
- Equipment to extend existing Wi-Fi in and around homeless shelters, affordable housing, and human service provider buildings.
- Equipment to outfit a mobile Wi-Fi bus or van or other types of pop-up connectivity for underserved residents.
- Indoor and outdoor free mobile internet solutions [using public Citizens Broadband Radio Service (CBRS) spectrum].

Can funds be used to cover costs for organizational technology to provide services or should the funds be used primarily for direct services?
Funds can be used to pay for organizational technology if the technology is needed to support digital equity services.

Can funds be used to pay consultants instead of staff?
Funds can be used to pay both consultants and staff. We recommend that you clearly outline the role of consultants and staff in your application narrative.

Can funds be used to pay staff who are providing operational support?
Only staff time directly related to the project can be reimbursed.

Can funds be used for space rental?
Rental fees can be reimbursed if the use of the rental space is used exclusively for your project.

If you have questions, email communitytechnology@seattle.gov or attend an Information Session (meeting link on seattle.gov/digitalequitygrants).