



NEIGHBORHOOD MATCHING FUND 2024 APPLICATION WORKSHEET



Seattle
Neighborhoods

2024 APPLICATION WORKSHEET

This worksheet outlines the questions found in our Webgrants system.

PROJECT INFORMATION

Project Name:

Project Address:

Project Type (Select One)

- Arts & Culture Physical Improvement Planning & Design Race & Social Justice
 Events

Project Description

In 1,000 words or less, please summarize the scope and purpose of your project.

Project Council District (select one):

- District 1 District 2 District 3 District 4
 District 5 District 6 District 7 Citywide
(across one or more Districts)

Does your group have a current NMF project under contract? Yes / No

If yes, what is the project name?

Is this the first time your organization is applying to the Neighborhood Matching Fund? Yes / No

Provide the name of the NMF Project Manager who assisted you:

Please explain how Black, Indigenous, or people of color (BIPOC) communities are involved in your project?

Is your organization or group BIPOC led, with a mission of providing service to BIPOC communities? Yes / No

If yes, please explain.

FISCAL SPONSOR INFORMATION

All awarded projects are required to have a fiscal sponsor. The fiscal sponsor organization will serve as the trustee of your project's funds and will assume financial responsibilities related to your project. The fiscal sponsor will be a party to your project's contract with the City of Seattle.

Please provide the following information about your project's fiscal sponsor organization.

Fiscal Sponsor Organization Name:	
Fiscal Sponsor Federal Tax ID Number:	

Primary Contact Person for Fiscal Sponsor Organization

Fiscal Sponsor Primary Contact Person:	
Fiscal Sponsor Primary Contact Person Title:	
Fiscal Sponsor Primary Contact Phone Number:	
Fiscal Sponsor Primary Contact E-Mail Address:	
Fiscal Sponsor Address Line 1:	
Address Line 2:	
City:	
State:	
Zip:	

Authorized Signer for the Fiscal Sponsor

Fiscal Sponsor Organization Signer Name:	
Fiscal Sponsor Organization Signer Title:	
Fiscal Sponsor Organization Signer E-mail Address:	
Fiscal Sponsor Organization Signer Phone Number:	

We encourage you to work with a Project Manager to navigate the application process.

BUILDS COMMUNITY PARTNERSHIPS (50 Points)

The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. NMF supports projects that engage and involve people in planning and completing the project.

Community Benefit

- Project activities are free and open to the public.
- Addresses a community concern, issue or interest.
- Describe how the project will benefit the community (for example: improves conditions in the public realm, celebrates culture, history, or community) .

Community Involvement

- Explain how you will engage people and be involved from the beginning to the completion of this project.
- Describe existing relationships and partnerships, and those that will be formed throughout the project.
- Explain how you will conduct outreach.

Volunteer Opportunities

- Explain the different volunteer roles and opportunities for this project.
- How will volunteers be managed?

PROJECT READINESS (50 Points)

Project readiness means the project is well planned and ready to succeed if awarded.

Property Owner Permission

Who is the property owner?

- Seattle Department of Transportation Seattle Public Utilities Seattle Parks and Recreation
- Seattle Public Schools Other

Do you have property owner permission?

- Yes No Not Applicable to this Project Please explain*:

Ready to Begin

Is your project ready to begin within 2-3 months from the award notification date?

- Yes No

Please explain:

Leadership Committee

The leadership committee is a group of 7–10 people who determine the project goals, make project decisions, and build community support for this project.

- Provide list of 7-10 core individuals who have the abilities, skills, background to lead project.
- Each leadership committee member has a defined project role.
- Committee is representative of the community and/or intended target audience for the project.

Personnel and Consultant Position Descriptions

Provide position descriptions for any position being funded by NMF grant dollars.

- Work Responsibilities
- Qualifications Needed
- Number of Work Hours
- Proposed Compensation

WORK PLAN

Provide the 10–15 primary steps to complete this project over the next 6 -12 months **beginning approximately 2 months** from this application deadline. Please number each step as shown below.

Note An example Work Plan is available on Webgrants.

Step/Activity	Responsible Person/Group	Month Done	Year Done
01.			
02.			
03.			

BUDGET

Provide a comprehensive project budget that includes **BOTH** the NMF funds **AND** the required community match.

Expense Categories—Provide your proposed budget expenses that require reimbursement with NMF funds.

Note An example Budget is available on Webgrants.

Capital Expenses:

Expenses related to construction and renovation parks, facilities, and other public spaces.

Item	Description	Amount
1.		
	Sub-total	

Personnel Expenses:

Expenses related to staff and interns who will manage the project.

- For paid positions, indicate the rate of pay and number of hours to be worked.
- Project management costs are limited to 10 percent of the total project award.

Item	Description	Amount
1.		
	Sub-total	

Professional Services Expenses:

Expenses related to consultants, vendors, artists, services, fiscal sponsor, CGL insurance, and venue rentals.

Item	Description	Amount
1.		
	Sub-total	

Supplies and Material Expenses:

Expenses related to materials needed to complete the project.

- Food Expenses are limited to 20 percent of award but may not exceed \$5,000 per project

Item	Description	Amount
1.		
	Sub-total	

Match Categories | Resources provided by community supporters and other funders

- Detail the community match resources that are required for project.
- The total match must equal at least half of the funding request, (1/2 match: 1 funding request).
- City of Seattle resources such as staff time, usage of facilities, and/or any funding may not be counted as match.

Cash Match:

Cash contributions from individuals, businesses, organizations, or other grant programs may be counted as match. If your match includes cash:

- Indicate which expenses will be paid with cash match.
- Include documentation such as a bank statement, award letter from funder, or other verification in the Attachment Section.

Item	Description	Amount
1.		
	Sub-total	

Donated Professional Services Match:

Professionals may donate their project relevant services at their customary rate, up to a maximum of \$100/hour.

- Attach documentation of Donated Professional Services Match in Attachment Section.

Item	Description	Amount
1.		
	Sub-total	

Donated Supplies and Materials Match:

All donated materials and supplies are valued at their retail prices or standard rental fee.

- Attach documentation of Donated Supplies and Materials in Attachment Section.

Item	Description	Amount
1.		
	Sub-total	

Volunteer Time Match:

Individuals can contribute their time to a project in a variety of ways such as serving on leadership committee, attending events, promoting the project, and more.

- Volunteer time is valued at \$35 an hour.
- Volunteer hours may be counted starting on the application due date.
- Enter individual volunteers on the Match Pledge Form.

Item	Description	Amount
1.		
	Sub-total	

Match Pledge Form

- Include leadership team members and all other project volunteers on this form.
- Any individual or business paid with award dollars may not also be counted as community match contributions.

Name	City and Zip	Email	Category	Number of hours	Value of In-kind donation

ATTACHMENTS

Attach documentation that supports your proposed project idea and application such as:

- Property owner permission
- Documentation of donated supplies and materials and donated professional services
- Documentation of cash match
- Cost estimates or quotes
- Schematic designs for physical projects
- Job descriptions for staff
- Scope of work for youth interns, artists, consultants, or others providing services
- Photos of proposed sites to be improved

CERTIFICATION

I agree that I am authorized to submit this application on behalf of the applicant organization, and that the statements herein are true, complete, and accurate to the best of my knowledge.

Yes No



Seattle
Neighborhoods

Seattle.gov/neighborhoods/nmf

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