**Duwamish River Opportunity Fund**

2021 Grant Application

[seattle.gov/neighborhoods/duwamish-river-opportunity-fund](https://www.seattle.gov/neighborhoods/programs-and-services/duwamish-river-opportunity-fund)

Thank you for your interest in applying to the Duwamish River Opportunity Fund (DROF). Please read the following application instructions thoroughly. Use this document as reference for the online application, available here: [2021 DROF Application](https://seattle.surveymonkey.com/r/ZHPM9LL). Alternatively, you may submit your completed application and any attachments via email to [DROF@Seattle.gov](mailto:DROF@Seattle.gov) or via mail to:

**City of Seattle Department of Neighborhoods**

c/o Duwamish River Opportunity Fund

PO Box 94649

Seattle, WA 98124-4649

**Applications are due by August 16, 2021 at 5:00 pm.** Unless otherwise noted, all sections within the application are required. If information is missing or not included, an application will be considered “incomplete” and will not be eligible for funding. **Applications received either online, by email or by mail after 5:00pm on August 16, 2021 will not be eligible for funding.**

Questions? Please contact the Department of Neighborhoods at [DROF@seattle.gov](mailto:DROF@seattle.gov) or (206) 733-9916**.**

**SECTION 1: PROJECT INFORMATION**

Please identify one or more DROF priority areas for your project:

Safe fishing or fish consumption

Job training or economic development

Pedestrian safety

Healthy lifestyle

Environmental development or restoration

Community development

Affordable housing strategies

Emerging issue (e.g. COVID-19 relief, West Seattle bridge closure) please specify:

Where will the project be located? Please check all that apply:

South Park  Georgetown  SODO  All of the Duwamish

If you are proposing a physical improvement project, you must provide documentation of property owner permission. Please attach.

**SECTION 2: ORGANIZATIONAL INFORMATION**

Please provide the following contact and business information. If your group is not an established nonprofit or business, please provide information for the fiscal sponsor that will assume financial responsibilities related to the project, should it be awarded funding.

**Name of Applicant Organization**:

Project Contact Person:

Applicant Organization’s Address:

Project Contact Phone Number:

Project Contact Email Address:

**Fiscal Sponsor Organization Name:**

Fiscal Sponsor Address:

Federal Tax ID Number:

**Fiscal Sponsor Primary Contact Person**:

Fiscal Sponsor Primary Contact Person Phone:

Fiscal Sponsor Primary Contact Person Email:

**Fiscal Sponsor Authorized Signer Name**:

Fiscal Sponsor Authorized Signer Email:

Fiscal Sponsor Authorized Signer Phone Number:

**Eligibility Certification:**

Community groups, informal groups, organizations and businesses are eligible to apply to DROF. Awards will not be made to individuals or to government agencies.

I certify that this application represents a community group, informal group, organization or business.

**SECTION 3: PROJECT DESCRIPTION (2500 characters)**

Tell us about your project. When available, provide quantitative and qualitative data and reference any of the Duwamish River Valley plans that influenced your project.

Please discuss the following:

* What is the problem you are trying to solve?
* How does your project address DROF priority areas (listed on the previous page)?
* Who will benefit from this project?
* Why should it be addressed now?

**SECTION 4: COMMUNITY INVOLVEMENT (2500 characters)**

Tell us about the people that will make your project happen, how they are connected to your community, and what their roles will be. If you are applying as part of a community collaboration, be sure to list the groups or organizations that will be involved.

In your answer, please discuss the following*:*

* What is your outreach strategy for attracting community participation?
* What other organizational partners will you work with to advance your project and what will be their role(s)?
* Does your project engage or involve Native American populations? If so, please explain.
* Does your project engage or involve Black, Indigenous, People of Color (BIPOC) populations? If so, please explain.
* Does your project collaborate with the Port of Seattle or King County government?

**SECTION 5: PROJECT TIMELINE & WORKPLAN**

Please provide a brief timeline, workplan and estimated budget by month. Given the restrictions of DROF’s dedicated funding, awarded projects must be able to commit by January 1, 2022 and be completed by September 30, 2022.

**Month: January**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**Month: February**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**Month: March**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**Month: April**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**Month: May**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**Month: June**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**Month: July**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**Month: August**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**Month: September**

Activities Include:

What do you expect to accomplish?

Anticipated budget:

**SECTION 6: IMPACT (2500 characters)**

Tell us about the impact your project will have and how your community will benefit.

Please discuss the following:

* How many people will be served, directly and indirectly?
* How does your project address community priorities noted in the [Duwamish Valley Vision Plan](https://www.seattle.gov/Documents/Departments/Environment/EnvironmentalEquity/Duwamish-Valley-Vision-Report-2009.pdf), the [Health Impact Assessment & Policy Recommendations](https://www.duwamishcleanup.org/hia), the [Duwamish Valley Action Plan](http://greenspace.seattle.gov/wp-content/uploads/2018/06/DuwamishValleyActionPlan_June2018.pdf), or other plans relevant to the Duwamish River Valley? Please include the name of the plan in your response.
* How do you define success? In other words, what change or results will your project bring about? How will you measure or evaluate the project’s success?

**SECTION 7: BUDGET & BUDGET NARRATIVE (Budget Narrative: 2500 characters)**

DROF funding comes from public dollars and as such, is expected to be used judiciously for reasonable and appropriate expenses. The maximum DROF award amount is $40,000.

Use the template on the following page to complete your project budget. (Note: Your project budget can be completed in Excel but should follow the template’s format and then be attached to this narrative to complete your application.)

In addition to completing a detailed project budget, please discuss the following:

* Summarize your project expenses and tell us why the expenses are necessary for a successful project.
* If your project requires professional or technical services that you will be subcontracting, please provide scope of work (if available) and a copy of the cost estimate.
* ***For informational purposes only:*** If your project has secured or is expected to secure funding through other sources, please list those sources here.

***Remember to complete and submit the DROF Budget Template with your application!***

**Use the following checklist to make sure that you have completed all required sections of the application:**

**☐ APPLICATION (ALL SECTIONS ARE REQUIRED):**

**☐ SECTION 1: Project Information**

**☐ SECTION 2: Organizational Information**

**☐ SECTION 3: Project Description**

**☐ SECTION 4: Community Involvement**

**☐ SECTION 5: Project Timeline**

**☐ SECTION 6: Impact**

**☐ SECTION 7: Budget Narrative**

**☐ SECTION 8: Budget (use template provided)**

**☐ ATTACHMENTS (OPTIONAL)**

**☐ LETTERS OF SUPPORT (OPTIONAL, Maximum of 3): You are invited (but not required) to include up to 3 letters of support from Duwamish Valley stakeholders (ex: business organizations, community organizations or non-profits).**

**☐ MISCELLANEOUS SUPPORTING MATERIALS (OPTIONAL): Please limit to two pages**

**☐ SUBCONTRACTOR SCOPE AND COST ESTIMATE (IF RELEVANT. See Section 7):**

**☐ PROPERTY OWNER PERMISSION (IF RELEVANT. See Section 1):**

**Name of Organization: Project Title:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Personnel Expenses:** For paid positions, indicate the rate of pay/number of hrs. to be worked. | | | | | |
|  | **Item** | **Description** | **Quantity** | **Rate** | **Months Needed**  **(Ex: Jan – Mar)** | **Total** |
|  | **1** |  |  |  |  |  |
|  | **2** |  |  |  |  |  |
|  | **3** |  |  |  |  |  |
|  | **4** |  |  |  |  |  |
|  | **Subtot:** |  |  |  |  |  |
|  | **Professional Services Expenses:** Contractors, consultants, etc. | | | | | |
|  | **Item** | **Description** |  |  |  |  |
|  | **1** |  |  |  |  |  |
|  | **2** |  |  |  |  |  |
|  | **3** |  |  |  |  |  |
|  | **4** |  |  |  |  |  |
|  | **Subtot:** |  |  |  |  |  |
|  | **Supplies and Material Expenses:** Printing, copies, food, etc. | | | | | |
|  | **Item** | **Description** |  |  |  |  |
|  | **1** |  |  |  |  |  |
|  | **2** |  |  |  |  |  |
|  | **3** |  |  |  |  |  |
|  | **4** |  |  |  |  |  |
|  | **Subtot:** |  |  |  |  |  |
|  | **Other:** Mileage, parking, stipends, etc. | | | | | |
|  | **Item** | **Description** |  |  |  |  |
|  | **1** |  |  |  |  |  |
|  | **2** |  |  |  |  |  |
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|  | **Total:** |  |  |  |  |  |