**2018 Hub in a Box Application   
Receive up to $1,500 to start a Community Emergency Hub**

**The Department of Neighborhoods, in partnership with the Office of Emergency Management, is offering up to $21,600 for 14 new Community Emergency Hubs-in-a-Box.**

**Key Dates**

* **Application Deadline:** 5 PMMonday, April 16th
* **Notification to Applicants:** By Monday, April 23rd
* **Purchase, Delivery and Installation:** Starting Monday, April 23rd

**What is a Community Emergency Hub?**

* Hubs serve as a central gathering place among neighbors in homes, apartments, condominiums, P-Patches, parks, or other community gathering spots, after a disaster to help each other.
* They are organized and managed by local neighbors and serve to connect and help people when City and other resources are overwhelmed.
* Hubs are a way to collect, coordinate and provide information on local situations, needs, and resources.
* Emergency hubs also are a great way to encourage emergency preparedness in your neighborhood, or to connect with others and receive training on emergency preparedness.

**What is a Hub-in-a-Box?**

* A hub-in-a-box contains the essential materials and supplies your community would need in case of a disaster where help from the City or others is delayed or disrupted.
* Hubs must be contained within a durable and secured storage box that is in a publicly accessible location.

**Application Requirements**

Proposed hub-in-a-box projects must:

* Maintain a primary contact (and backup, if possible) with Seattle Office of Emergency Management.
* Agree to appear on the [Emergency NeighborLink Map](http://seattleemergencyhubs.org/seattle-emergency-neighborlink-map/) so other community members are aware.
* Have at least 3 to 5 people as a core workgroup who agree to exchange information and meet at a designated location related to the hub.
* Designate a meeting location that must be outside of a City-owned building.
* Attend a Hub Orientation offered by the Seattle Office of Emergency Management or the Hub Captains Network.
* Display a public placard, signage or other designation of your Community Emergency Hub.

**Funding Priorities**

Preference will be given to projects that:

* Prioritize [new hubs in P-Patches](http://frontporch.seattle.gov/2017/06/26/p-patch-emergency-hubs/) which were added in 2017, or where there is emerging or existing interest.
* Support development of hubs in historically underrepresented communities.
* Recruit neighbors as volunteers (e.g. community members who live or work close to the project site) and encourage community engagement.
* Leverage existing City programs (e.g., [Adopt-a-Street](http://www.seattle.gov/util/EnvironmentConservation/OurCity/AdoptaStreet/index.htm), [Graffiti Removal](http://www.seattle.gov/util/environmentconservation/ourcity/graffitiremoval/), etc.).
* Improve the safety and/or appearance of a public space or structure.

**Instructions**

Please type or print your answers to **all** sections (1 through 4) in the spaces provided and complete the attached spreadsheet for the budget. In Section 6, include photos or links to photos of the proposed project area. **Incomplete applications will not be considered for funding**.

**Note**: Please attach additional pages if necessary. Paper applications are available on request.

Completed applications must be submitted **no later than 5:00 p.m. PST on** **Monday, April 16th, 2018**. Applications can be submitted via email or in person to the address below. **Please note, applications cannot be mailed in to the Office of Emergency Management or the Department of Neighborhoods.**

Please drop off applications in person to Tim Wolfe, Community Investments Division Director, at:

Seattle Department of Neighborhoods

600 4th Ave, Floor 4

Seattle, WA 98104

Or submit via email to: [DON\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov)

Visit [www.seattle.gov/emergency](http://www.seattle.gov/emergency) to learn more about Community Emergency Hubs and what local Hub Captains are doing in their own neighborhoods.

**Section 1:** *Applicant Information*

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| --- | --- |
| 1. **Applicant Group Name:** |  |
| 1. **Primary Project Contact:** |  |
| 1. **Phone Number:** |  |
| 1. **Email Address:** |  |
| **Project Address:**  **\*Please note, we will deliver all materials and supplies to this address.** |  |

**Section 2:** *Project Information*

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| **Please provide a general overview of your hub and how it will be set up in your neighborhood.** |
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| **Describe your plan for ensuring proper care and secure access to the hub box (examples: schedule a routine hub check, distribute keys or codes, etc.).** |
|  |
| **Describe where your hub is located. Please include intersections or landmarks (if applicable).** |
|  |
| **Name who you are coordinating with to place the hub-in-a-box in the location. Include any partner organization(s) and their role. (Property owner permission is required before any purchases will be made. If your proposed hub is located on Parks or City property, you must have the approval of the relevant department before submitting an application. If you have a Memorandum of Understanding (MOU) or other agreement with the property owner, please include with your application.)** |
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**Section 3:** *Volunteer Information & Sustainability*

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| **How many volunteers will be engaged with your project?** |
| 5 -10  11-20  21-30  31-40  40+  Other: \_\_\_\_\_\_\_\_\_\_ |
| **Describe the specific ways you will recruit and engage community members. Describe who you intend to reach and how you will reach out to them.** |
|  |
| **How do you hope to maintain your hub after it is established? Please check all that apply:** |
| I plan to:  Establish a core group who will maintain primary responsibity for setting up the hub  Encourage other resident groups and neighbors to get involved in emergency preparedness  Work with other hub groups to share contact information and training ideas  Organize this as a one-time volunteer effort, but I recognize the need for ongoing community support  Other (please describe): |

**Section 5:** *Budget (up to $1,500 total available per hub)*

Complete a budget by listing each item you intend to purchase, how it will be used for the project, and the cost of each item including taxes. Costs should consist of one-time expenses such as supplies and/or services including tool rental. The grant cannot compensate individuals for labor (that is where community volunteers come in).

**The Department of Neighborhoods will order all items based on your budget and have them shipped to the project address. Fill out your Material Request Application at** [**http://www.seattle.gov/Documents/Departments/Neighborhoods/Funding/2018\_Hub-in-a-Box-Application-Budget.xlsx**](http://www.seattle.gov/Documents/Departments/Neighborhoods/Funding/2018_Hub-in-a-Box-Application-Budget.xlsx)**. Every project budget must include a box.**

**Section 6:** *Photographs of Proposed Project Area*

Please attach photos or links to photos (via email attachment or hard copy) of the proposed project area to show its current state. You can also email JPEG format photos or photo-related questions to [DON\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov).