City of Seattle

TECHNOLOGY MATCHING FUND

2015 Guidelines

Application deadline: March 19th

**Information Sessions: Feb 10th & 12th**

www.seattle.gov/tech

Background

The Technology Matching Fund program was established in 1997 to support the community's efforts to close the digital divide and encourage a technology-healthy city. It provides grants where the community's contribution of volunteer labor, materials, professional services, or cash is matched by the Technology Matching Fund.

This digital equity program is administered by the Community Technology Program of the City's Department of Information Technology and is funded with cable franchise fees.

The framework for digital equity encompasses three areas: access, digital literacy, and content and services.
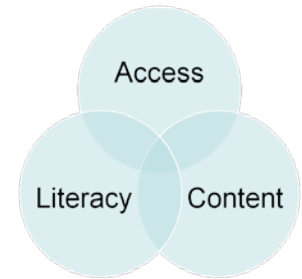
A total of $3,430,832 has been awarded to 270 projects between 1998 and 2014.

The Fund honors the memory of Bill Wright, a Central District community leader who embodied the City's goal of creating digital opportunity for all and using technology tools to build strong neighborhoods

Program Goals

The fund empowers underserved communities with barriers to accessing and adopting technology with resources, tools and training. The goal is to enable all residents with the information technology skills necessary for civic and cultural participation, employment, lifelong learning, and access to essential services.

The Technology Matching Fund seeks to improve digital equity by:

- Connecting populations that have traditionally not had access to technology
- Empowering residents with Internet and technology literacy skills to improve their lives.
- Building capacity for diverse communities to use technology for civic participation

Funds Available

- The fund has one application cycle per year.
- The city will award grants of up to $30,000.
- Grants are awarded for distinct projects that must be completed within one year or less.
- You will be required to match the value of the city's money ½ :1 with cash, time or other contributions.

Granting Timeline

Following are expected dates for the 2015 Technology Matching Fund.

Information Session	Feb 10th, 2015
Information Session	Feb 12th, 2015
Draft Application Review Sessions	Ongoing
Application deadline	March 19th, 2015
Award notification. All applicants will be notified of award decisions. Some groups may need to meet certain conditions identified by the City before receiving funding.	Mid May, 2014
City Council approval	July, 2015
Contracting. Successful applicants will sign a contract with the City to receive funds for their project. The City will reimburse grantees for budget expenses after the contract is signed. You are not allowed to spend project funds before the contract is signed.	August – Sept, 2015
Project implementation. Projects must be completed within one year.	Sept , 2015 – Aug, 2016

Application Assistance

Please contact us early to discuss your project idea; We are available for questions and can review draft proposals prior to the deadline. Contact Delia Burke 206-233-2751 delia.burke@seattle.gov or Vicky Yuki 206-233-7877 vicky.yuki@seattle.gov

Project Examples:

Here are some examples of projects. Recently funded projects are listed on http://www.seattle.gov/tech/tmf.

1. Provide basic technology skills training for low income and homeless families;
2. Build or add a WordPress blog to a web site to enable more timely posting and community comments. Publicize it and train community members to use it.
3. Upgrade a computer lab for senior adults and providing Internet and Facebook training;
4. Add assistive technology to a computer lab to serve people with disabilities;
5. Train youth and senior journalist teams to create pieces (from tweets to blogs to videos) about a community issue or initiative and solutions; market their online postings to ensure that people read/watch and comment on them. Post and invite community and elected officials to join in the conversation.
6. Provide an online job search and computer training program to help immigrants find employment;
7. Teach an after school robotics or STEM program to train low income youth.
8. Use mobile devices to conduct surveys and mapping as part of a community building project. Use tablets and smart phones to map locations for possible community projects. Put these online and present at community meetings.

Note:
- If you don't have a computer lab to use, we can connect you with one of the existing city or community sites.
- For youth projects, we encourage use of the PugetSoundOff.org youth engagement site.

Eligibility Requirements

Applicant groups must have a non-discrimination membership policy and actively seek the involvement of community members and/or business proprietors.

The following groups are eligible to apply:

• 501 (c) 3 nonprofit organizations located in Seattle serving Seattle residents • Nonprofits who are not 501 (c) 3 designated, but who have a fiscal agent • Ad hoc groups of residents who form organizations to work on a specific projects	• PTSAs, Community councils, neighborhood associations, or groups of businesses that draw their memberships from commonly recognized geographic neighborhoods in Seattle • Community-based organizations in Seattle serving Seattle residents

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The following groups are not eligible to apply, but may participate as partners or contribute match to the projects of eligible applicants:

• Individuals or single businesses • Organizations not located in or serving Seattle residents • Religious organizations • Government agencies • Political groups, Universities	• Hospitals • Newspapers • City departments • State, local and national foundations • Fraternal organizations • Schools. ** See School-Based Projects.

The following kinds of projects are not eligible for TMF funding:

- Projects that seek only to increase lobbying for a particular position.
- Projects that duplicate an existing private or public program.
- Projects that conflict with existing City policy. For more information on the City's Charter, Municipal Code and legislation visit http://www.seattle.gov/html/citizen/cityfacts.htm

School-based Projects

Applications for school-based projects are eligible, but must come from a Parent-Teacher-Student Association (PTSA) or other community organization. The school itself is not permitted to apply directly to the fund. The fund will support after school or evening-based programs. Funds may not be used for in-school projects that do not engage the larger community in a meaningful way.

Strong school-based project proposals should:

- Describe how community members in addition to students, parents, and teachers of the school, have been involved in planning the project and how they will be actively involved in project implementation.
- Explain how community members will benefit from the completed project.
- Include a letter of approval from the school principal.

Application Scoring

A committee made up of Seattle residents from the city's Citizens Telecommunications and Technology Advisory Board (CTTAB) (http://seattle.gov/cttab/), will review your application.

Your proposal will be rated based on the following criteria. The maximum possible rating is 100.

- Meets Program Goals (0-20 points)
- Budget (0-20 points)
- Project Clarity (0-20 points)
- Community Participation (0-15 points)
- Community Benefit (0-15 points)

- Evaluation (0-10 points)

How to Apply

Step 1: Register Online with City of Seattle Webgrants
In order to submit an application you must first register online with the City of Seattle Webgrants (http://webgrants.seattle.gov).   It may take a few days for your registration to be confirmed. Once confirmed, you will receive a USERID and PASSWORD via email.

Step 2: Complete the Application Forms
Login to the Webgrants system with your USERID and PASSWORD and fill in information about your project. The online system will allow you to save a draft of your work to complete later. You must complete all the application sections and submit your application online.

You may include other materials to help reviewers better understand your proposal and strengthen your application. Some examples of useful attachments are:

- Community support letters
- Volunteer pledge sheets
- Curriculum
- Current program schedule
- List of current technology
- Cost quotes on hardware, software or other items showing budget research
- Brochures, flyers or other promotional materials

Project Expenses

Expenses Allowed:	Expenses Not Allowed:
- Warranties on equipment - Computers, laptops, tablets, mobile devices, and printers - Network routers and wifi access points - Software - Cameras and multimedia tools - Assistive and adaptive equipment - Insurance costs specific to the project - Outside instructors or technical support - Outside evaluators - Printing and marketing costs - Project supplies - Fiscal agency fees - Stipends for project-related work - Food up to $500 - Staff/consulting costs - Refurbished computers for low income or disabled participants in training programs	- Technology used by staff only - An organization's operating expenses not directly related to the awarded project - Expenditures or financial commitments made before the organization is under contract with the City of Seattle. - Out-of-city travel expenses, or any lodging/hotel expenses. .

Purchasing Technology

When purchasing equipment consider the following:

- Computers should be bought from a name brand vendor that offers a 3-year warranty.
- You should get bids from 3 companies, with a goal of working towards a single vendor over time.
- Include the use of antivirus software and public computing protection solutions, such as Deep Freeze, to save on maintenance costs.

Purchasing Consulting Services

When purchasing consulting services consider the following:

- Develop a plan that lists specific services and/or products that you want the consultant to accomplish with you, what their role is, and a timeframe for completing these services or products. This should be part of your overall project plan.
- You should get bids from 3 consultants.

Community Match

You must provide a ½ to 1 match for your project. For example, if you request a $15,000 grant, you must prove that your organization can come up with a matching contribution valued at $7,500 or more Your match can include items from any combination of the following categories:

In-kind Match:
- Materials or supplies such as computers, furniture, software, or paper.
- Additional cost of utilities for the space for your project.
- Staff time dedicated to the project, but not paid for by TMF funds.

Volunteer Match
- Volunteer labor valued at $20 per hour.
- Professional services valued at the "reasonable and customary rate".
- Application preparation expenses up to $200 (10 hour x $20 per hour).

Cash Match:
- Money that you have collected and approved for use on your project.
- Money that you will raise during the course of your project by fundraising.
- Grants received from other foundations for your project.

Match Restrictions
- Your match must be appropriate to the goals of your project.
- You must obtain your match during the life of the project.

- Your entire match cannot come from a single institution, e.g. the school district or a governmental agency. We recommend that a minimum of 25% of your match come from the community you are serving.

Ineligible Match:
- Funding from other City of Seattle programs.
- Staff time paid by other city departments.
- Assistance from city staff to prepare your proposal.
- Your time spent preparing your proposal in excess of 10 hours ($200 maximum).

Documenting your Match

We encourage you to consider including additional materials in your application package, to prove that your cash match, in-kind materials, and/or volunteer time is secured. These may include:

- Pledge letters or emails from individuals and organizations promising to donate time, materials or money to the project.
- A written fundraising plan to secure additional project funds.
- Copies of bank statements or checks.
- Grant award letters.
- Invoices for items secured for the project.

Fiscal Agency

- Your organization may act as its own fiscal agent or use another organization to manage the pass through of grant funds.
- An individual can serve as your fiscal agent, if he or she obtains a tax identification number and complies with IRS rules.
- Fiscal agency fees are eligible project costs or can be applied to your match contribution.

Disabilities

We encourage organizations to actively work to make programs and services inclusive. All projects must demonstrate a good faith effort to comply with the ADA of 1991. This Act extends civil rights protection to persons with disabilities.

More information about how technology is helping people with disabilities and examples of model programs are available at the Alliance for Technology Access (www.ataccess.org)