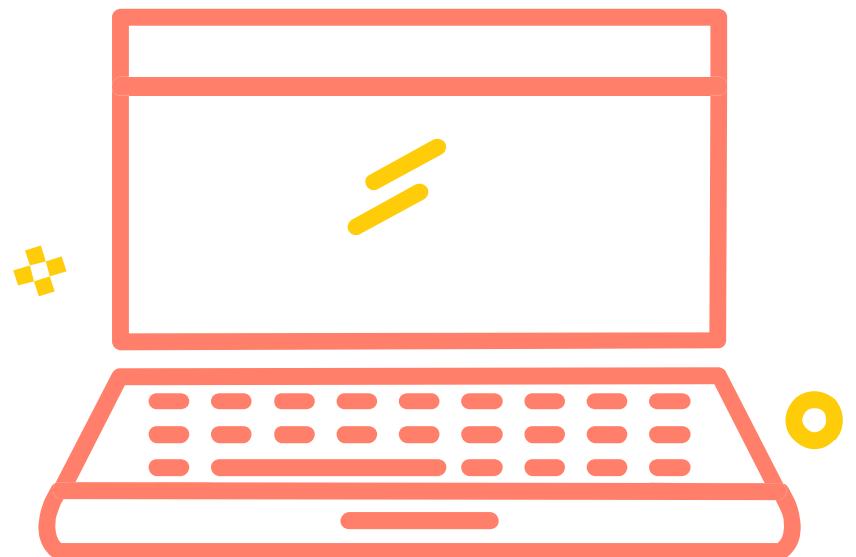


TECHNOLOGY MATCHING FUND

APPLICATION PREPARATION FORM 2021



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INSTRUCTIONS

Below are the questions you'll find in the online application for the Technology Matching Fund (TMF). This document is intended to help you prepare your application. The final application must be submitted online in Webgrants at webgrants.seattle.gov.

Application deadline: Tuesday, January 12, 2021 at 5:00 p.m.

ORGANIZATIONAL INFORMATION

1. Give a brief description of your organization and its mission.

2. What is your organization's budget?

- Under \$100K
- \$100K – \$300K
- Over \$300K

3. What is your organization's staff size?

- No Staff. All Volunteers
- 1-5
- 6-50
- 51-200
- Over 200

4. Does your organization receive free internet service through the City's Cable Modem program with Wave or Comcast?

5. How did you learn about the TMF opportunity?

- Email direct from City Staff
- Email forwarded by a friend/colleague
- Saw posting on Webgrants
- Told by a friend/colleague
- Twitter
- Facebook
- Newsletter
- Website or blog posting
- Seattle Channel

PROJECT OVERVIEW

6. Provide a brief description of your project in 250 words or less.

7. Describe your organization's experience in delivering digital equity programs.

8. What neighborhood(s) will the project serve? ([View map](#))

- Citywide
- District 1 (West Seattle, South Park)
- District 2 (Southeast Seattle, Georgetown)
- District 3 (Central Seattle)
- District 4 (Northeast Seattle)
- District 5 (North Seattle)
- District 6 (Northwest Seattle)
- District 7 (Downtown, Queen Anne, Magnolia)

Project Location

Address:

City:

State:

Postal Code/Zip:

If the location has not yet been determined or the project has multiple locations, describe here. Project location(s):



DEMOGRAPHICS

9. Estimate how many people you will serve throughout the project. We understand that this can be difficult to determine before the project.

TOTAL	NUMBER

AGE	NUMBER
Older Adults (60+)	
Adults (18-59)	
Teens (13-17)	
Youth (1-12)	

OTHER (IF APPLICABLE)	NUMBER
Disabled	
Homeless/housing insecure	
Immigrants and/or Refugees	
LGBTQA+	
Limited English Proficient	
Low-Income	
Unemployed	

ETHNICITY	NUMBER
American Indian or Alaska Native	
Asian, Asian-American	
Black, African American, Other African	
Hispanic/Latinx/Spanish Origin	
Middle Eastern or North African	
Native Hawaiian or Pacific Islander	
White	

ACTIVITIES AND OUTCOMES

10. What will you and your partners do to accomplish your goals? Complete the grid below.

Activity Number	Activity	Audience	Audience #'s Served	Tech Skills Taught	Life/Civic Skills Taught	Expected Outcomes



TIMELINE

11. Project Timeline. What are the specific steps you will take to complete this project? Dates should start no earlier than April 2021 and must be completed within one year. Projects can have a maximum of 25 steps.

Step #	Step	Responsible Person	Date Done
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			



PROJECT IMPLEMENTATION

12. Community Benefit. Describe what will be left in place after your project is completed? (technology, applications, curriculum, programs, organizational capacity, community capacity)

13. Partners. What partners will be involved in your project? What are their roles in the project? Don't forget to attach letters of commitment to your application!

14. Promotion and Recruitment. How will you promote your project? What steps will you take to ensure diverse and inclusive participation?

15. Evaluation. What is your evaluation plan? How will you evaluate the impact of your project on individual participants and on the broader community? What data will you use to track this?

16. Technical Support. Who will provide support for the technology infrastructure of your project? Briefly describe their experience and affiliation with your organization.

17. Technical Infrastructure. Describe what technology you have now and what you will add for this project. Include hardware, software, Wi-Fi, and other applications.

18. List your blogs, Facebook, Twitter, Flickr, website, or related online sites or groups that you may be using for this project.

BUDGET

19. Please complete the budget grid below with descriptions for each item.

Note:

- » **City Funds.** The total request amount should not exceed \$25,000. Make sure that City funds are used for eligible expenses.
- » **Community Match: ½ to 1.** The match must be equal to or greater than ½ the funding request. Your match can include items from any combination of in-kind match, volunteer match, or cash match. Your match does not need to be in the same category as the money you are requesting. Your match must not violate the match restrictions or come from ineligible match sources. You may list ineligible match items in the budget column titled "sources not counted as match." Applicants are encouraged to provide documentation to demonstrate that their match is secure.



Category	City Funds	In-kind or Cash Match	Volunteer Match	Sources not counted as Match	Total	Description (max 200 characters)
Infrastructure						
Hardware for projects sites						
Hardware for participants						
Software or online services						
Internet						
Personnel						
Staff						
Professional services						
Volunteer						
Interns						
Other						
Supplies						
Peripherals						
Fiscal Agency Fees						
Printing/Advertising/Marketing						
Food						
Other						
Totals						

20. City Funds Narrative. Provide details on how you plan to spend City funds. Be clear on how the budget will be allocated among your partners. Be sure to note the rate and number of hours used in your personnel calculations.

21. Match Narrative. Provide details on how you plan to meet your match requirement. Be clear on how the match is distributed among your partners. Be sure to note the rate and number of hours used in your personnel calculations.



CERTIFICATION

22. 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.

Certification: Yes / No

Organization:

First Name:

Last Name:

Title:

Date:

ATTACHMENTS

23. Attachments: you may include other materials to help reviewers better understand your proposal and strengthen your application. This is optional. Some examples of useful attachments include:

- » Letters documenting partner commitment
- » Volunteer pledge sheets
- » Curriculum overview
- » Current program schedule
- » List of current technology
- » Cost quotes on hardware, software or other items showing budget research
- » Brochures, fliers or other promotional materials

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