



## 2020 Only in Seattle Initiative Application Instructions

### Instructions

This application is for business districts that are not receiving Only in Seattle grants in 2019.

**Applications are due 5:00 PM PST on Monday, October 21, 2019 via the website. Late applications will not be accepted.**

**WARNING: You will not be able to save your work and come back to it once you have started the online application.**

Follow these steps to complete your application.

1. Review the [Only in Seattle Initiative Program Description](#).

If you are new to the *Only in Seattle* Initiative or want to learn about the new elements in this year's application, read the Program Description. It will help you understand the Only in Seattle program, how it works and what we will fund.

2. **Read the Application Instructions**

Read the complete application questions and instructions in this document and gather any information you need to answer the questions in advance of starting the application.

3. **Read the [FAQs](#)**

While we're always a phone call or email away to help you with your questions, many answers can be found in the [Frequently Asked Questions \(FAQs\)](#) to assist you in your grant application.

4. **Write the answers to the Application in a separate document.**

We recommend writing your responses in a separate document first, so you can work on it over time and have a backup copy. Please note, this document is provided only for review and preparation purposes - all applications must be submitted through our online application.

5. **Start your application**

You must complete and submit the application survey all at once. You are not able to save it online and submit it later. When you are ready to begin your application, click the Application



button below. Are you considering applying and have questions? Contact the *Only in Seattle* team to get help.

Please submit all final applications through the website. If you need help, please contact any OIS staff member:

- Theresa Barreras, Business Districts Manager at (206) 684-4505 or [theresa.barreras@seattle.gov](mailto:theresa.barreras@seattle.gov)
- Heidi Hall, Business Districts Advocate at (206) 733-9967 or [heidi.hall@seattle.gov](mailto:heidi.hall@seattle.gov)
- Peter Bloch-Garcia, Business Districts Advocate at (206) 386-9748 or [Peter.Bloch-Garcia@seattle.gov](mailto:Peter.Bloch-Garcia@seattle.gov)

## Application Questions

This is the information that you will need to provide on the online application survey. Review and prepare your answers before starting the online application.

CONTACT NAME

ORGANIZATION

ADDRESS

PHONE

EMAIL

ABILITY TO ACCEPT GRANT FUNDS

Please check the boxes below indicating if your group or organization is incorporated and able to receive and manage grant funds or if you have a Fiscal Sponsor who has agreed to receive funds on your behalf. (*Incorporation or fiscal sponsorship are only required for some of the OIS awards. OIS staff will determine if it is required for your organization's request.*)

- Our organization is incorporated and able to receive funds.
- We have a fiscal sponsor who has agreed to receive funds on the applicant's behalf



- We need help finding a fiscal sponsor

## FISCAL SPONSOR

Enter the name of your fiscal sponsor if you have one.

## BUSINESS DISTRICT NAME

## GEOGRAPHIC BOUNDARIES

Provide a brief summary of the geographic boundaries of your neighborhood business district and the area in which your work will focus (*Maximum characters allowed 250*).

## DESCRIBE THE DISTRICT

Provide a brief description of the business district. The following questions have the type of information that you could provide to help us understand your district. You do not need to answer all of these questions. Maximum characters allowed 1,500.

- What are your business district's assets: unique features about the location, large employers, history and culture that attract visitors; how the district is unique compared to other districts, who is served, why do people come to the district?
- What are the major challenges and issues facing the business district: rapid growth, business or resident displacement pressures, etc.?
- What are the approximate number of businesses, primary anchor businesses on the corridor, and current business mix (restaurant, retail, services, etc.); vacancy rate, ethnic/racial diversity of business owners and/or customers?

## PARTNERS

List the major stakeholders, staff and volunteers who are critical to your work and describe their role and involvement or potential involvement. In this response, demonstrate that the stakeholders who are important to the district are engaged and/or supportive of this initiative and there is capacity to carry it out. Maximum characters allowed 1,500.

## ARE YOU ORGANIZING, TRANSFORMING OR SUSTAINING?



In which stage of development do you think your district is? Please select one of the boxes to indicate your best estimate.

- ORGANIZING - In this stage, districts are working on organizing (or reorganizing) stakeholders in the district to develop a shared vision and create a new action plan. Grants are generally for consultants and/or staff to conduct outreach, facilitate planning meetings, develop a plan and complete early projects that build momentum.
- TRANSFORMING - In this stage, districts are implementing a current action plan that has been developed in the Organizing stage. The grants can cover staff, project costs, and/or consulting. More than one organization can receive a grant as long as there is a central hub for the vision and action plan with solid coordination and communication with and between all participating parties.
- SUSTAINING - In this stage, the district has an established action plan with ongoing implementation and is requesting funds to either strengthen the organization; develop skills in racial equity and inclusion; establish or grow a Business Improvement Area; or update or revise your Action Plan to respond to neighborhood needs. Grants can cover staff, project costs, and/or consulting .

## PREVIOUS ACCOMPLISHMENTS

Summarize the top accomplishments to date in your business district that your organization/ group (or its individual members) have achieved. *(Maximum characters allowed 1,500).*

## WHAT ARE YOU HOPING TO ACCOMPLISH THIS YEAR?

Based on the stage you selected above, provide a description of what you are hoping to accomplish this year and how Only in Seattle funding could help you. (Maximum characters allowed 1,500).

## BUDGET AND GRANT REQUEST

Please provide a breakdown of your total costs for this project. This includes costs that would be covered by the Only in Seattle grant as well as other sources that you may have. You can group costs into general categories as shown.



Type of Cost	Amount to be spent in 2020
Staff	\$
Consulting	
Project costs	
Fiscal Sponsor Fee	
Admin	
Other	
Total	

Please provide a list of any other sources of funding that you have or hope to get for this project.

Source of Funding	Amount
Grants	\$
Donations	
Revenues	
Other	
Total	

### ONLY IN SEATTLE GRANT REQUEST

Please enter the amount of funding you are requesting from Only in Seattle.

### ARE YOU READY TO APPLY?

You must complete and submit the application survey all at once. You are not able to save it online and submit it later. When you are ready to begin your application, click the Application button at the end of this document. Are you considering applying and have questions? Contact the Only in Seattle team to get help.

Please submit all final applications through the website. If you need help, please contact any OIS staff member:



**Seattle** Office of  
Economic Development

Only in Seattle

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**APPLY NOW:**

**[seattle.surveymonkey.com/r/ois2020](https://seattle.surveymonkey.com/r/ois2020)**