

2021-2023 Neighborhood Economic Recovery Fund

The Neighborhood Economic Recovery Fund is designed to support community-led strategies to reignite the local economy with an intentional focus on promoting racial equity. This Request for Proposals (RFP) is funded through the Coronavirus Local Fiscal Recovery Fund (CLFRF) established under the American Rescue Plan Act (ARPA). Neighborhood Economic Recovery funding is administered through the Office of Economic Development (OED).

Projects can be community-based solutions to address the negative impacts that the COVID-19 pandemic and related public health measures had on neighborhoods and their local economies. Projects can help businesses, communities and local economies recover from those impacts. Neighborhood Economic Recovery funding can support a variety of activities and projects.

Examples of Eligible Projects include but are not limited to:

- **Public and commercial space activations**, such as, outdoor seating, retail/vendor markets, public art and music, community events and commercial space popups
- Digital equity projects, such as neighborhood digital marketplaces
- **Communications infrastructure**, such as websites, social media, and contact databases to promote community news and resources, and share stories of local businesses and events
- Physical Improvements, such as lighting, sidewalk cleaning, murals, façade
- **Community safety projects**, such as business block watches, community organizing
- Outreach to support businesses and residents, build partnerships and shared vision, and
- **Other economic recovery projects** specific to neighborhood needs

Minimum grants are \$10,000, Maximum grants are \$100,000

Application Timeline:

- October 7, 2021, 5:00 pm PST: Deadline for submitting an application.
- **October 2021:** Applications will be reviewed and decisions made
- Early November 2021: Grant awardees will be notified.

Information Sessions: Online or in Person if allowed:

August 31, 2021; September 8, 2021; September 21, 2021. Password is NERF

Visit the OED website for more information: <u>http://www.seattle.gov/office-of-economic-development</u>

700 Fifth Avenue, Suite 5752 | PO Box 94708 | Seattle, WA 98124-4708 | 206-684-8090 | seattle.gov/economicdevelopment The City of Seattle encourages everyone to participate. For accommodations or accessibility information, contact <u>oed@seattle.gov</u>.



Application Instructions

Instructions

Applications are due 5:00 PM PST on Thursday, October 7, 2021 via the online grant portal. Late applications will not be accepted.

Follow these steps to complete your application.

1. Review the Funding Opportunity Guidelines and Requirements

This provides in-depth details about the funding opportunity, eligible projects and requirements.

2. Read these Application Instructions

Read the complete application questions and instructions in this document and gather any information necessary 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 <u>Frequently Asked Questions (FAQs)</u> 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. Register in the online grant portal, Fluxx https://seattle.fluxx.io/user_sessions/new

Select the **Create an account now** button. You will need to create an individual user account for yourself with your name and email address. You will receive an email to verify your account. You will then create a password for your account and can login.



6. Start your application

Login to your account and click on the Office of Economic Development on the left-hand side of the screen.

	Seattle	
		City of Seattle
	AL C	The City of seatce is committed to supporting residents and organizations to empower, educate, and better their community Portal gives residents an easy site to review, submit, track, and manage grant opportunities within the City.
		From this webpage, you can
	Grantee Portal	Learn about funding opportunities Submit a process for funding.
	Department of Neightonhoods	Track the status of your pending proposal
-	Office of Economic Development	 Upload your signed grant agreement Review your current grants and report due dates
	Seattle internation Technology	Bubmit reports
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Scroll down and click on the Apply Now button.

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7. Enter your Organization Information

The Fluxx portal allows users to be associated with multiple different organizations or community groups. Therefore, you will need to enter the Organization or Group that is applying for this opportunity. Since this is a new portal, your organization is probably not registered and you will need to create a new one. You only need to enter the required information.

8. Answer the application questions.

The system does not autosave, so be sure to click Save and Continue on the bottom as you go. You can also click Save and Close and finish it later. Cancel will cancel your work without saving.

Project Title	
D: OED S-202107-00391	Project Manager:
Contract Number: Business District:	Amount Requested:
Please note: The portal does not autorie lost.	osave; therefore, you must click the [Save] button to ensure your data will not
you are unable to submit your application, pleas	e look for red highlighted section(s) to fix.
	Your application is in progress.
You can save and work on the application up until SU	you submit, submitting for Hiseminary Neview will allow the HiseKi Manager to review and send back. Once you bmit for Final Review, the application can no longer be adjusted.
Table of Contents	
Organization/Community Group Information Full Application Protect Budget for Grant Request	



After you save and close, you can click the **Submit for Preliminary Review** on the bottom right to receive feedback from an OED staff person before the deadline. You can also click **Edit** at the top right to edit the application. Once you are finished, you can click the **Submit for Full Review**. If you click **Withdraw**, your application will be cancelled.

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Click the gear symbol on the bottom left and then Logout to log out of the system.





Are you considering applying and have questions? Contact the team to get help. Please submit all final applications through the website. If you need help during the application process, please contact any staff member:

- Theresa Barreras, Business Districts Manager at (206) 684-4505 or theresa.barreras@seattle.gov
- Heidi Hall, Business Districts Advocate at (206) 561-2135 or heidi.hall@seattle.gov
- Chera Amlag, Business Districts Advocate at (206) 386-9748 or <u>Chera.Amlag@seattle.gov</u>
- Phillip Sit, Business Improvement Area Advocate at (206) 355-2068 or <u>Phillip.Sit@seattle.gov</u>

Application

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

- Organization / Community Group: Type the first three letters and see if your organization appears. If it does, click on it and double check the information for accuracy. If it does not appear, it probably is not yet in the system. Click Add New and enter the following:
 - Organization Type: If your organization has a Federal Tax ID number, then select Organization. If not, select Community Group.
 - Please select any topics you may be interested in applying for funding.

Select at least one (REQUIRED)

- Mailing Address 1, City, Zip/Postal Code, Email, Click Save when finished
- o Primary Contact: Select yourself or Add New and enter
 - First Name, Last Name, Email, Mailing Address, City, Zip, and Click Save
- Primary Signatory: Select yourself or Add New and enter
 - First Name, Last Name, Email, Mailing Address, City, Zip, and Click Save
- Add new contacts: Can leave blank or select Yes or No. Add more contacts if you like



- 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:
 - Select Yes or No (REQUIRED)
- Did someone help you complete this application? If someone is helping you to fill out the online application who could also help with any follow up questions, please enter their name and contact information.

Full Application

- **Project Title**: Please give your project a brief title/name.
- Amount Requested: Enter the dollar amount of your grant request
- Project Start Date: Enter the date your project will start
- **Project End Date**: Enter the date you think your project will end. Latest date is December 15, 2023

COVID Impacts

Briefly, but explicitly, describe the financial hardships your community and/or your organization faced resulting from COVID-19 pandemic and closure impacts. What problem/issue are you trying to solve with your project?

• Project Summary

Please describe your project proposal. Include how your proposal will address the impacts from COVID and contribute to the City's equitable recovery results:

- Neighborhoods and communities rebound from the impacts of COVID-19 and thrive.
- Entrepreneurs and small businesses can recover from the impacts of COVID-19, stabilize and grow their businesses.

Your proposal should clearly outline how it will center racial equity in its support of Black, Indigenous and People of Color (BIPOC) business owners and/or BIPOC communities and how it will help businesses and communities recover economically from COVID impacts and stimulate neighborhood economic activity. A maximum characters of 2500.

HINT: Type or paste the description of your project into the answer box. You can use the text-rich formatting options at the top of the box to format your text. You have



space for 2500 characters, which includes spaces, letters, bullets, etc. The characters remaining shows up below the box to help you count.

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• Project Neighborhood

Please select the neighborhood where your project will be located. There is an additional question below where you can be more specific about the location if needed. HINT: scroll to find the neighborhood, click on it to highlight it and click the arrow to move it to the box on the right.

• Project Location

Provide the specific location of the project such as the name of the business district, the address of an activation project or event, or other geographic location. (Maximum 250 characters)

• Community Supported

Describe how you and/or your organization is representative of and/or has a demonstrated history of being connected to the community your proposal seeks to serve. You can list other community-based organizations that are working on the project with you, list individuals in your group and their community affiliations and list examples of your work within this community.

(Maximum 1500 characters)

• Project Budget for Grant Request

Please click the plus sign to enter a project budget. Only add one budget form. Include the budgeted amounts for individual cost types. There are general cost types already provided and you can add additional cost types at the bottom to best reflect your project budget.

Please create a Project Budget	(!)	
Project Budget	\oplus	-
No Project Budget have been added		

After clicking the + sign, a budget form opens up that looks like the image below.



Application Summary Information		
Applicant Name:	Kowen Co (OED Test)	
Amount		
Request ID:	OED S-202108-00385	
Start Date:		
End Date:		
DED Budget Allocation/Fund		
Year of Project		
Budget Start Date		
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Budgeted End Date		
ltern	Budgeted	
Salaries and Benefits		
Consulting Costs		
Supplies		
Printing		
Equipment		
Insurance		
Administrative / Overhead		
Cleaning		
Other ARPA Fund		
EventMarketing Costs General Fund		
Event/Marketing Costs General Fund Other General Fund		
Event/Marketing Costs General Fund Other General Fund Optional (pick to edit)		

Fill out the form:

Year of Project	Enter 2021	
Budget Start Date	Enter a start date	
Budgeted End Date	Enter an end date	
Enter the costs anticipated in your project budget. Use these expense categories if applicable. You can add additional expense categories in the blank boxes at the bottom called Optional.		
Item	\$ Amount	
Salaries and Benefits		
Consulting Costs		
Supplies		
Printing		
Equipment		
Insurance		
Insurance Administrative /		



Cleaning	
Other ARPA Fund	Leave this blank for now
Event/Marketing Costs	
General Fund	
Other General Fund	Leave this blank for now
Optional (click to edit)	Enter additional expenses on each line as needed

• Budget Narrative

Please provide a narrative explanation of the project budget request for this grant. If the budget shown above is greater than your grant request, please explain if you are contributing other sources of funding to your project. A maximum characters of 1500.

• Documents

OPTIONAL: You can attach documents that support your application such as activation design plans, examples of your previous experience in the community, or support letters from community partners.

Click the + sign to attach a document. Then click Add Files and find and select the files on your computer. Then click Start Upload.



ARE YOU READY TO APPLY?

When you are ready to begin your application, go to the Fluxx portal and click the Apply Now button. Are you considering applying and have questions? Contact the OED team to get help.

Please submit all final applications through the Fluxx portal website. If you need help, please contact any OED staff member (contact information on page 6 of this document).