TECHNOLOGY MATCHING FUND

APPLICATION PREPARATION FORM 2019

CONTENTS

Community Technology

INSTRUCTIONS

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

The application deadline is Tuesday, March 26, 2019 at 5:00 pm.
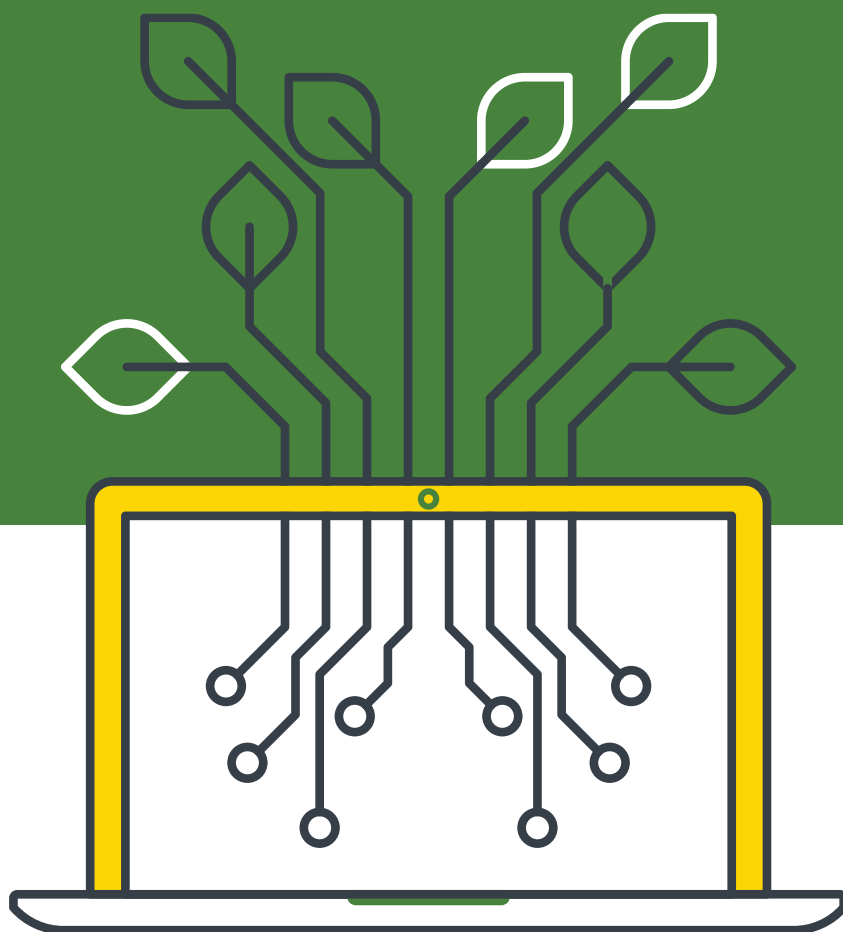
ORGANIZATIONAL INFORMATION

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

2. What is your organization's budget?

- ☐ Under $100
- ☐ $100 – $300
- ☐ Over $300

3. What is your organization's staff size?

- ☐ No Staff. All Volunteers
- ☐ 0-5
- ☐ 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? (highlight all that apply)

- ☐ Email direct from City Staff
- ☐ Email forwarded by a friend/colleague
- ☐ Postcard
- ☐ 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 500 words or less.

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

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

- ☐ Citywide
- ☐ District 1
- ☐ District 2
- ☐ District 3
- ☐ District 4
- ☐ District 5
- ☐ District 6
- ☐ District 7

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):

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DEMOGRAPHICS

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

TOTAL	NUMBER

AGE	NUMBER
Adults (19-64)	
Seniors (65+)	
Youth (13-18)	
Pre-teens (1-12)	

ETHNICITY	NUMBER
Asian	
American Indian or Alaska Native	
Black, African American	
Hispanic	
Middle Eastern or North African	
Native Hawaiian or Pacific Islander	
White	

GENDER	NUMBER
Male	
Female	

OTHER (IF APPLICABLE)	NUMBER
Immigrants and/or refugees	
Homeless	
Disabled	
Low-income	
Unemployed	

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

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TIMELINE

11. Project Timeline. What are the specific steps you will take to complete this project? Dates should start no earlier than September, 2019 and must be completed by November, 2020. Your project can have up to 25 steps maximum.

| Step #	Step	Responsible Person	Date Done
1			
2			
3			
4			
5			
6			
7			
8			
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11			
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23			
24			
25			

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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 that your project has on the individuals that participate and on the community? What data will you use to track this?

16. Technical Support. Who will be providing 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 be adding 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 amount you are requesting should not exceed $50,000. Make sure that City funds are used for eligible expenses.

» **Community Match: ½ to 1.** The match must be equal or greater than ½ the amount you are requesting. 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. Though, you may choose to include some ineligible match items as sources not counted as match. You should try to provide documentation to prove that your match is secure.

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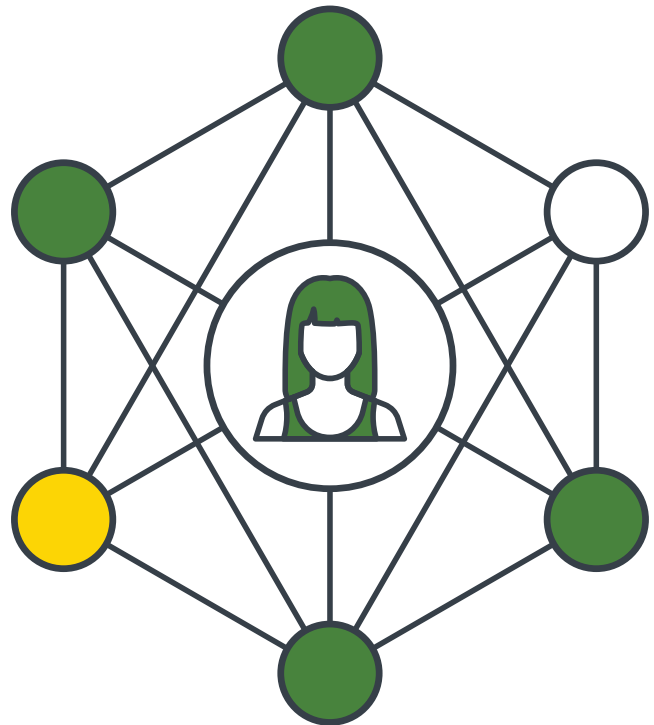
Category	City Funds	In-kind or Cash Match	Volunteer Match	Sources not counted as Match	Total	Description (max 200 characters)
Infrastructure						
Hardware for projects sites						
Hardware for participants						
Software or online services						
Internet						
Personnel						
Staff						
Professional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

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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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