Seattle Department of Neighborhoods

NEIGHBORHOOD MATCHING FUND

2014 Guidelines

What is the Neighborhood Matching Fund?

Seattle's uniqueness and quality of life is tied to strong neighborhoods and active residents. The Neighborhood Matching Fund (NMF) program was created in 1988 to provide neighborhood groups with City resources for community-driven projects that enhance and strengthen their own neighborhoods. All projects are initiated, planned and implemented by community members in partnership with the City. Every award is matched by neighborhoods' or communities' resources of volunteer labor, donated materials, donated professional services, or cash.

A part of the Seattle Department of Neighborhoods, NMF promotes collaboration between the City and the community. Community building is core to project success: the **process** of bringing people together and building relationships is as important as project **results**.

Since 1988, the Fund has awarded more than $49 million to over 5,000 projects, with a community match of nearly $72 million. Projects have involved a total of nearly 86,000 volunteers who have donated close to 574,000 work hours.

There are three funds within the Neighborhood Matching Fund Program:

	SMALL SPARKS FUND	SMALL AND SIMPLE PROJECTS FUND	LARGE PROJECTS FUND
AWARDS	Up to $1,000.	Up to $25,000.	Up to $100,000.
APPLICATION DEADLINES	Applications accepted year-round. Applications must be received at least six weeks prior to the start of the project.	February 3, 2014 June 2, 2014 October 6, 2014	May 5, 2014* **Attendance at Mandatory LPF workshops is required.*
NOTICE OF DECISIONS	Within two weeks.	Within eight weeks.	Within three months.
CONTRACTS WITH CITY	Within one month from award notification date.	Within one month from award notification date.	Within one to four months from award notification date.

Who Should Apply?

All applicant groups must be open and inclusive, actively engage diverse community members, and be significantly composed of people who live and/or work in Seattle. Groups can have only one NMF project open at a time across all Funds.

SMALL SPARKS FUND APPLICANTS

- Formal and informal neighborhood and grassroots community groups with annual organizational budgets of less than $25,000. (If a group does not have a tax identification number, it must use a fiscal sponsor for funding requests of $600 or greater.)

SMALL AND SIMPLE PROJECTS FUND APPLICANTS

- Neighborhood-based groups, community-based organizations, ad hoc groups and business groups who want to do a project to build stronger connections in their neighborhood.
- Community groups that do not have a geographic base, such as a racial or ethnic group, LGBTQ groups, a disability community, etc.

LARGE PROJECTS FUND APPLICANTS

- Neighborhood-based groups, ad hoc groups and business groups who want to do a project to build stronger connections in their neighborhood. ***LPF applicants and projects must be based in a specific neighborhood.***

Date revised: December 5, 2013

What We Fund

To be considered for funding, a project must demonstrate its capacity to build a stronger and healthier community. Projects must:

- Provide a public benefit and be free and open to all members of the public.
- Emphasize self-help, with project ideas initiated, planned, and implemented by community members who will be impacted by the project.
- Demonstrate community match.
- Occur within the Seattle city limits.

NMF AWARDS GENERALLY FALL WITHIN THESE PROJECT TYPES:

- Physical Improvements
- Non-physical Projects
- Race and Social Justice
- Youth-initiated
- Planning and Design
- Community Organizing
- Environmental, including food security and climate protection
- Public School Projects
- Arts and Culture
- Events (funded one time only)

What We Do Not Fund

NMF AWARDS ARE NOT MADE TO:

- Individual persons.
- Individual businesses, religious organizations, government agencies, political groups, district councils, universities, hospitals, or newspapers.
- Organizations outside the City of Seattle.
- Applicants who have failed to successfully carry out NMF projects funded in the two preceding years.

NMF AWARDS CANNOT BE USED TO:

- Duplicate an existing public or private program.
- Support programs or services.
- Replace funding lost from other funding sources.
- Pay for an organization's operating expenses not directly related to the awarded project.
- Purchase land or buildings.
- Pay for out-of-city travel expenses, or any lodging/hotel expenses. Pay for private transportation expenses including mileage, gas, insurance, car rentals, etc.
- Pay for expenditures or financial commitments made before the organization is under contract with the City of Seattle.
- Rent or purchase the use of Bouncy Toys.

Eligible Expenses

NMF funding can be used to cover expenses directly related and proportionate to the project. Below are the four expense categories with examples of typical items, which are not intended to be all-inclusive.

PERSONNEL

Project management costs may not exceed 10 percent of the total project award (project manager, volunteer coordinator, community organizer).

PROFESSIONAL SERVICES

Examples of expenses related to professional services include:

- Permits (for special events, construction, etc.).
- Professional consultants (web designer, landscape architect, graphic designer, etc.).
- Artists (DJ, performing artists, etc.).
- Services (fiscal sponsorship, translation, interpretation, printing, advertising, etc.). [NOTE: interpreters and translation services are highly encouraged for public events, meetings, announcements, etc.]
- Commercial General Liability (CGL) Insurance.

SUPPLIES AND MATERIALS

Examples of expenses related to supplies and materials include:

- Landscaping materials (soil, shrubs, plants, mulch, rocks, logs, etc.).
- Tools (shovels, rakes, etc.).
- Educational supplies (art supplies, books, manuals, etc.).
- Facility rental (meeting space, event venue, etc.).
- Equipment rental (audio visual, tents, tables, etc.).
- Playground equipment (play area structures, benches, etc.).
- Marketing materials (t-shirts, flyers, brochures, educational materials, ads, etc.). [NOTE: **all** such materials created for the project must acknowledge NMF support.]
- Public transportation tickets or passes.
- Food expenses (cannot exceed $200 for Small Sparks, or $1,000 for Small and Simple projects or Large projects).

CONSTRUCTION/CAPITAL

Examples of expenses related to construction include:

- Demolition, grading, and other activities related to site preparation.
- Utilities work (water retention, sewer connection, etc.).
- Electrical work (site lighting, electrical service, transformer, etc.).
- Concrete work (sidewalks, ADA ramp, seat walls, etc.).
- Irrigation (connections, control box, piping, spray sprinklers, etc.).

Applicant Steps

Step 1 **Review program guidelines.**

Step 2 **Register at webgrants.seattle.gov and receive a password.** (It can take up to 48 hours to receive a password).

Step 3 **Contact an NMF project manager at (206-233-0093) to discuss project eligibility and feasibility.**

Step 4 **Secure permission from property owner(s) (if applicable) and research regulations.** If the project involves use of, or changes to, property that the applicant organization does not own, written permission from the owner must be submitted with the application. Permit costs, if any, can be included in the NMF budget. For improvements to City property, the appropriate City department will provide permission and approval during the application review process.

Step 5 **Determine resources needed and total project budget.** Determine the resources that will be required to complete the project. Determine which of these the applicant organization can supply and which will need City funding.

Step 6 **Confirm and document all match resources** (as outlined on page 5).

Step 7 **Submit draft application for to project manager to review and provide feedback.** Please allow at least 5 working days for a response.

Step 8 **Complete and submit a final application at webgrants.seattle.gov.**

2013 Arts in Nature Festival: 2012 Small and Simple Project, awarded $20,000.

Gathering Buildings for Beacon Food Forest: 2012 Large Projects Fund, awarded $86,295.

Application Components

NMF applications have four sections that are reviewed and rated for a total of 100 points. A successful application will include completed and detailed sections that let reviewers know that your group has planned well, is able to organize broad community support, and knows how to secure resources needed to complete the project.

PROPOSED IDEA (30 points)

The purpose of all NMF projects is to create stronger, more connected neighborhoods and communities. We want to know exact details about how your project will build a more vibrant community. We want you to explain **exactly what you will do**, **how the project will benefit the broader community,** and **why you want to do this project**. Your detailed workplan will let us know the **step-by-step activities** of your project.

NEIGHBORHOOD INVOLVEMENT/ COMMUNITY BUILDING (30 points)

NMF projects build community by intentionally bringing people together. We want to know who is involved in the project, both now and during project implementation. Projects should involve as many diverse groups and individuals as possible and should reflect the demographics of your community, including youth, seniors, immigrants and refugees, renters, homeowners, business organizations, LGBTQ groups, etc. We ask that you identify all of the volunteer opportunities in your project.

OUTCOMES (10 points)

A successful project will have a vision for success and be driven by achievable outcomes. We want to know about **specific outcomes**, both tangible and/or intangible results, and how you will **measure project success**.

Dragonfly Street Mural (above)**:** 2013 Small and Simple Project, awarded $3,256.

PROJECT RESOURCES AND READINESS (30 points)

Widespread and diverse match contributions of cash, volunteer labor, donated professional services, and donated materials are indicators of community support. Project readiness means the project has been well-planned and will be successful in generating enough match within the timeframe required by the applicable fund. We ask for a **detailed project budget** and **documentation of community match including fund raising plan, if applicable.**

Southeast Seattle Community Youth Orchestra (right)**:** 2012 Large Projects Fund, awarded $99,671.

Match Requirements

Core to NMF is the contribution of community match – volunteer labor, donated materials, professional services, and/or cash from community members – that awardees must raise to match the City's award. The amount and type of match must fit the needs of the project. Because these contributions show the level of community commitment to and investment in a project, a significant portion should come from the neighborhood or community itself. Requirements:

- **Physical improvement projects** (something tangible and lasting, such as a playground or public art) require a 1:1 match (the community match must equal the funding request).
- **Non-physical projects** (such as design, planning, events, etc.) require a ½:1 match (the community match must equal at least half of the funding request).

Funds and resources from other City of Seattle sources, including Parks Levy funding, Bridging the Gap funding and City staff services, cannot be counted as match.

Match Types and Descriptions

There are several types of contributions eligible for meeting the Fund's match requirements:

Volunteer Labor. Individuals can contribute time to a project in many ways, including: serving on steering or planning committees, organizing events, attending work parties, attending community meetings, etc.

Note that:

- Volunteer labor is valued at $20/hour.
- Volunteer time spent on fundraising, planning, design, and organizing will be counted starting on the application due date.
- Ten hours of volunteer time may be credited for preparation of a Small and Simple Projects Fund or Large Projects Fund application.

Professional Services. Donated professional services must be relevant to the project and proportionate to its needs.

- On their letterhead, donors must document the hourly value of their professional services. Services are valued at their customary rates, up to a maximum of $75/hour.
- An individual or business that will be paid for any project-related work cannot additionally pledge volunteer time nor donate other goods or services to the project. Applicants should decide early on whether professional services will be donated or purchased with the NMF award.

Donated Materials or Supplies. All donated materials and supplies (food, tools, etc.) are valued at their retail prices. Borrowed equipment can also be considered as part of the match, valued at the standard rental fee. Donors of the materials and supplies must provide documentation on their letterhead of the value of the match.

Cash. Cash donations can come from fundraising events, individuals, foundations, businesses, and/or community groups.

Application Review Process

Each Neighborhood Matching Fund proposal is reviewed through the following processes:

SMALL SPARKS FUND AND SMALL AND SIMPLE PROJECTS FUND

All applications are reviewed by Neighborhood Matching Fund program staff and if needed, screened by the affected city department.

LARGE PROJECTS FUND

All applications are initially screened by Neighborhood Matching Fund program staff to ensure the following requirements are met:

- Attendance of applicant group at mandatory workshop.
- Eligibility of the applicant group.
- Minimum match requirements are met.
- Property owner permission has been secured.

Applications that fail to meet any of the above requirements will not be considered.

Only applications that meet the above requirements will be reviewed as follows:

- Proposals are reviewed by two sets of community volunteers: the District Council relevant to the identified neighborhood; and the Citywide Review Team. Applicants must make presentations to both groups. Based on the written proposal and on an Open House presentation, the District Council and Citywide Review Team will then each contribute 50% of the review score.

[NOTE: Other relevant City of Seattle departments and other agencies review applications, as appropriate. For projects involving improvements to property owned by public or private entities, property owner approval is required at time of application in order for the project to receive funding. For improvements to City property, the appropriate City department will provide permission and approval during the application review process. All design and capital projects on City of Seattle property are required by federal law to provide readily accessible facilities per the Americans with Disabilities Act (ADA).]

Contracting and Public Funding

Because NMF awards are public dollars, there are conditions that apply to these projects. Being aware of these conditions at the start of your project will help you plan better.

Contracts. All NMF projects require a funding agreement between the awardee and the City of Seattle. (In some cases, there may be a third party involved, such as a fiscal sponsor.) Generally, awarded individuals and groups must fulfill any award conditions and be ready to contract within 30 days of the award date.

The award money is paid out in installments on a reimbursement basis. You cannot incur costs to be paid with a NMF award before you have a signed contract with Seattle Department of Neighborhoods.

Fiscal Sponsor. An applicant does not need to be an IRS-recognized charitable organization (known as a 501(c)(3) agency) to receive City funding. A fiscal sponsor is an organization that agrees to act as the trustee of your project's funds, and assumes financial responsibilities related to successful completion of your project. Typically, a fiscal sponsor will charge you a fee of 3% to 10% of the money they handle on your behalf. The percentage should be appropriate to the level of involvement and amount of work they provide. This expense can be included in your budget. Even if you work with a fiscal sponsor, you will still be responsible for tracking and reporting on volunteer time and other donations not managed by the fiscal sponsor.

If you decide to use a fiscal sponsor, contact the Neighborhood Matching Fund staff for specific conditions concerning fiscal sponsorship.

Insurance. If your project is funded, the City will provide insurance covering volunteers while they are working on your project. Awarded projects will be required to purchase Commercial General Liability insurance for the project to limit the liability of your organization and the City.

2013 Arts in Nature Festival:
2012 Small and Simple Project, awarded $20,000.

Depending on the project's scope, the price will range from $300 to $1,500. The insurance expense may be included in your proposed project budget.

Selection Processes. The City requires that you give opportunity to a broad set of businesses to bid on the work you are generating. The City encourages opening that opportunity to women and minority-owned businesses. The City of Seattle Roster includes a listing of approved consultants for a variety of categories.

- For consultant services worth more than $15,000, you must advertise and solicit at least three responses to a written scope of work. For consultant services less than $15,000, you may solicit and select consultants directly from the City of Seattle Consultant Roster. Consultant selection must be based on the consultant's qualifications and ability to fulfill the scope of work.
- For vendor or contractor services valued more than $5,000, you must solicit at least three written bids and select the lowest bid.

Contingency. All physical improvement project budgets must include 15% cash contingency funds.

Reporting

All recipients of NMF awards must submit progress reports, documentation of community match, and invoices, as appropriate, throughout project implementation, as well as at project completion.

Contact Information

For more information about the Neighborhood Matching Fund program, please contact us or visit our website.

PHONE: (206) 233-0093

FAX: (206) 233-5142

EMAIL: NMFund@seattle.gov

WEBSITE: http://seattle.gov/neighborhoods/nmf/

ONLINE SYSTEM: webgrants.seattle.gov

MAILING ADDRESS:
Seattle Department of Neighborhoods
PO Box 94649, Seattle, WA 98124-4649

PHYSICAL ADDRESS:
Seattle Department of Neighborhoods,
700 - 5th Avenue, Suite 1700, Seattle, WA 98104

PUBLIC DISCLOSURE/DISCLAIMER STATEMENT Consistent with the Public Records Act, Chapter 42.56 RCW, all records within the possession of the City may be subject to a public disclosure request and may be distributed or copied. Records include and are not limited to sign-in sheets, contracts, emails, notes, correspondence, etc. Use of lists of individuals or directory information (including address, phone or email) may not be used for commercial purposes.

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