



2009 Neighborhood Matching Fund Applications - It's a new look! It's..... Simpler!

At the Department of Neighborhoods, we are making improvements in our Matching Fund process - making it easier for you to make improvements in your community!

In 2008 we conducted community focus groups and surveys as part of a program evaluation. The full evaluation is not yet completed, but we felt there were some things with which to start the New Year. More improvements will be implemented over 2009 after we finalize the evaluation and report.

The highlights of application changes

- ✓ The application has been simplified. There are fewer questions and budget columns to fill out.
- ✓ We understand that food brings people together. As a core component of community-building activities, food will now be a permissible project expense. The maximum amount for Small and Simple projects will be \$500; the maximum amount for Large Project Fund projects will be \$1,000.
- ✓ A great community-building project using volunteers requires varying amounts of time, depending on its scope. To increase the flexibility of project ideas, NMF will now be accepting Small and Simple project ideas that extend to up to 12 months instead of six.
- ✓ To support your community-building process and the importance of maintaining momentum and continuity, Neighborhood Matching Fund will now be accepting applications from groups who currently have an open project/contract as long as it is completed and closed out before the new project is contracted.
- ✓ You can now submit your application in more ways. In addition to hand delivery and U.S. mail, you can now also fax or email (via PDF) your signed application.
- ✓ Scoring criteria is included in the application, helping you to tell us how your project fits with the Matching Fund Program's priorities, making the process more clear.

We hope that these changes will help us focus on the project itself, and that project administration is there to support the community building efforts. Please let us know how these changes work - or don't work.

All of us at the Department of Neighborhoods support and appreciate your volunteer efforts to make our communities stronger and healthier. Thank You!





City of Seattle Department of Neighborhoods Neighborhood Matching Fund Program



SMALL AND SIMPLE PROJECTS FUND 2009 Application

The Neighborhood Matching Fund helps community groups to turn visions into reality. The Fund encourages the involvement of community members in building healthy neighborhoods and a strong, connected City. It works on the principle that any community's most valuable resources are the people who live and work there.

The Neighborhood Matching Fund provides a cash match to community contributions of volunteer labor, professional services, materials, or cash, in support of neighborhood-based projects. All Neighborhood Matching Fund projects are initiated, managed, and implemented by groups of neighbors and the results are available to everyone. Since its creation in 1988, the Neighborhood Matching Fund has supported more than 3,500 projects throughout Seattle.

The Small and Simple Projects Fund is a component of the Neighborhood Matching Fund for projects requesting up to **\$15,000** and taking 3-12 months to complete. Applicants are encouraged to work with a project manager prior to submitting an application. A project manager can help applicants develop a competitive proposal and will review a draft application before the deadline. Working with a project manager increases the likelihood of receiving an award.

The 2009 application due dates are:

January 12, 2009	April 6, 2009	August 31, 2009
-------------------------	----------------------	------------------------

For more information, call the Department of Neighborhoods at 206-684-0719
or visit our web site at www.seattle.gov/neighborhoods/nmf

For assistance with your NMF project proposal, please contact one of the following project managers.

West Project Managers (all projects west of I-5 Corridor)

Garry Owens,
206-684-0718 or Garry.Owens@seattle.gov

Laurie Ames
206-684-0320 or Laurie.Ames@seattle.gov

East Project Managers (all projects east of I-5 Corridor)

Allynn Ruth,
206-684-0301 or Allynn.Ruth@seattle.gov

Anne Takekawa,
206-684-4523 or Anne.Takekawa@seattle.gov

Patricia Lopez,
206-684-0713 or Patricia.Lopez@seattle.gov

Before completing and submitting a Small and Simple Projects Fund application:

- Read the Neighborhood Matching Fund (NMF) Guidelines
- Work with an NMF project manager to develop a competitive proposal.
- Complete this application including signature by the organization's chairperson or president
- Document the project's match with written pledges that are included as attachments to the application
- Include application attachments and community match pledges which are:

- o 8-1/2" x 11" in size
- o Printed in black and white on one side only

(Do not bind or enclose the application materials in any folders)

- Submit application materials by 5:00pm on due date to:

HAND DELIVERY:

Department of Neighborhoods
700 5th Avenue, Suite 1700
Seattle, WA 98104

or

Neighborhood Service Centers

U.S. POSTAL SERVICE:

PO Box 94649
Seattle, WA 98124-4649

Application must be
received in DON office

by deadline.

FAX:

(206) 233-5142

EMAIL:

*(should be in pdf form,
including applicant
signature)*

NMFund@seattle.gov

NOTE: Late applications are not accepted

Notification:

Within 30 working days (about 6 weeks) of the application deadline, applicants are notified of award decisions and specific conditions, if any, that need to be met before a contract is executed.

Contracting:

Within 60 working days (about 12 weeks) of the application deadline, an Agreement for Services, a contract between the neighborhood organization and the City, is finalized and signed, authorizing the project to begin. *The City will not reimburse the applicant organization for any expenses incurred before the Agreement is in place.*

Awards may be rescinded for projects not ready for contracting within 60 working days of the application deadline.



City of Seattle Neighborhood Matching Fund Program
Small and Simple Projects Fund
 2009 Application

Last revised: 7/2/2009

For internal use only

Project #:	
Date Received:	
Copy #:	
District:	

Project Information

Project Name:	
Project Address or Location:	
Describe the project in 50 words or less:	
Neighborhood:	

Applicant Contact Information

Applicant Organization:			
Project Contact Person:			
Mailing Address:		Zip Code:	
Day/Work Phone:		Evening/Home Phone:	
Home E-Mail Address:			
Work E-Mail Address:			

Project Funding Request Amounts

TOTAL Small and Simple Projects Fund request from the City:	\$
TOTAL value of neighborhood match (neighborhood's contribution):	\$

NMF Project Manager Technical Assistance

Please provide the name of NMF Project Manager who assisted you:

NOTE: Applicants are encouraged to work with a project manager prior to submitting an application. A project manager can help applicants develop a competitive proposal and will review a draft application before the deadline. Working with a project manager increases the likelihood of receiving an award.

The signatory declares that s/he is the elected chair or president of the applicant organization, that a majority of members of the organization's governing board have voted to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print):

Signature:

Address/Zip:

Day Phone:



SMALL AND SIMPLE PROJECTS FUND

2009 Application Questions

Please respond to the below questions on a separate sheet. Please limit your responses and attachments to **no more than 10 pages**. Do not bind or enclose the application materials in any folders.

1. Describe your proposed project.

- Provide specific project location, if applicable.
- **For five bonus points:** If your project is focused on Climate Protection, Youth Violence Prevention, or Race and Social Justice, please describe in one short paragraph which of these it addresses and how your project helps to achieve its outcome.

2. Neighborhood Involvement

- Demonstrate broad participation by neighborhood residents in your project by indicating how many are involved and what parts of your community they represent.
- Explain how they participated in developing the project and how they will be involved in carrying out the project.
- Include list of steering or planning committee members (full name and role in project)
- If applicable, describe the involvement of youth/young people in this project

3. Community Building

- Identify 2–3 elements or strategies of this project that will build community.
- Describe how the community will be different as a result of this project

4. Work Plan (Complete page 5)

5. Project Budget (Complete page 6)

6. Property Owner Permission

- For design or physical improvement projects, provide proof of property owner's permission to make proposed improvement (such as Parks, Seattle Department of Transportation, Seattle Public Utilities)
- For projects proposed for Seattle Public Schools (SPS)-owned property, complete the School District's Self-Help application and submit a copy of it with your application. Contact Gretchen DeDecker, Self-Help Program Coordinator at (206) 252-0637 or gdedecker@seattleschools.org
- For a project on SPS property that is not a physical improvement, attach a letter of approval from the school principal.

7. Insurance

- You may need to purchase Commercial General Liability insurance for your project if there is considered to be a risk, to limit the liability of your organization as well as the City. Please include this expense (for the purchase of insurance and/or the addition of the City as Additional Insured) in your budget. Insurance costs can range from \$300 to \$1,000, depending on the scope of your project.

8. IF THE APPLICANT ORGANIZATION HAS NEVER APPLIED for a Small and Simple Fund project:

- Please describe your organization: number of members, geographic boundaries, mission, membership policy, and accomplishments.

9. Other: Provide any additional information about the proposed project.



ATTACHMENT II: NMF BUDGET

- Note:**
- Physical improvement projects require 1:1 match ratio (applicant is responsible for matching the equivalent of \$1 for every \$1 requested)
 - All other projects require a ½:1 match ratio (applicant is only responsible for matching the equivalent of \$.50 for every \$1 requested)
 - All capital construction projects must include cash contingency funds equal to 15% of the total project budget.

A	B	C		
Item Description	NMF Request	Volunteer Match (\$15/hour)	Community Match In-Kind Match Donated Supplies, Materials, and Services	Cash Match
Personnel				
Subtotal Personnel				
Supplies and Materials				
Subtotal Supplies and Materials				
Services				
Subtotal Services				
Capital				
Subtotal Capital				
GRAND TOTAL				

ATTACHMENT III: MATCH PLEDGE FORM FOR: _____

(you may copy this form, if needed)

(Name of Project)

The individuals, businesses, or organizations listed below commit to donate volunteer time, materials, or services for the above project.

- Note:**
- Physical improvement projects require 1:1 match ratio (applicant is responsible for matching the equivalent of \$1 for every \$1 requested)
 - All other projects require a 1/2:1 match ratio (applicant is only responsible for matching the equivalent of \$.50 for every \$1 requested)
 - Volunteer Labor is valued at \$15 an hour
 - In-kind Professional Services is valued at up to \$75 an hour

Name (Please Print) Address/Zip/Phone/Email	Signature	Number of Hours Pledged	Value	Kinds of Volunteer Activities OR Items Pledged
TOTALS			\$	

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 E-mail) may not be used for commercial purposes.

ATTACHMENT IV: RATING CRITERIA**For information only – not to be filled out by applicant**

How will your application be reviewed?	Points
Project Idea <ul style="list-style-type: none"> • Application provides a clear description of what the project is and why you want to do it (5). • Based on principles of local control, self-help, and collective action with a clear public benefit (10). 	15
Community-Building <ul style="list-style-type: none"> • Encourages widespread participation and provides opportunities to bring people together to work on a neighborhood/community issue (10). • Promotes interaction and builds community between different groups, such as renters, business owners, seniors, or different ethnic or racial groups (10). • Provides a “neighborhood to neighborhood” connection with opportunities for communities to learn from each other and act as partners (5). • Promotes meaningful collaboration between youth and adults (5). 	30
Community Match <ul style="list-style-type: none"> • Documented match is realistic and appropriate to the project and is representative of the demographic make-up of the community, i.e. represents different segments of the community (10). • Match is documented with signatures demonstrating widespread participation and support for the project (15). 	25
Project Feasibility <ul style="list-style-type: none"> • Budget is reasonable and appropriate (10). • Activities are well-planned, timeline is realistic, and project has a clear beginning and end (5). 	15
Outcomes <ul style="list-style-type: none"> • Clearly identifies anticipated outcomes of how the neighborhood/community will be different as a result of the project (10). 	10
Technical Assistance (new for 2009) <ul style="list-style-type: none"> • Met with and worked on project idea with a NMF Project Manager (5). 	5
Total	100
BONUS POINTS (new for 2009, starting April Small and Simple Round)	
Your project can qualify for five (5) bonus points if it addresses one of the following city priorities: Climate Protection, Youth Violence Prevention, Race and Social Justice.	5