**2019-20 PRINT APPLICATION FORM**



**Waste-Free Communities Matching Grant**

# **Instructions**



Applications must be received by **5:00 PM** on **Friday, March 22, 2019**.

Read the Guidelines before completing your application.

Decide if you want to submit the Print Application Form or the Video Application.

For the Print Application Form:

1. **Complete the Print Application Form:**
   * Applications must be typed, not hand-written.
   * Applications may be submitted in your preferred language. SPU will provide translation/interpretation.
   * Your completed Application Form must be no longer than 7 pages (not including the Instructions page or the Budget Form). If you submit an application that is longer than 7 pages, the review team will not read beyond page 7.
2. **Complete the Application Budget Form.**
3. **Compile your completed application package, including:**
   * Print Application Form (Required) – no more than 7 pages long
   * Application Budget Form (Required)
   * Price quotes for expenses listed in the budget (Optional)
   * Letter of support or email from each project partner (Required)
   * Images or maps that help explain your project (Optional)
4. **Submit one copy of your completed application package by 5:00 PM on March 22, 2019:**
   * Email the completed package to [wastefreegrants@seattle.gov](mailto:wastefreegrants@seattle.gov)

OR

* + Mail or delivery a hardcopy to:

SPU Waste-Free Communities Matching Grant

Seattle Municipal Tower

700 5th Ave, Suite 5900

P.O. Box 34018

Seattle, WA 98124-4018

**FOR INTERNAL USE ONLY**

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| --- | --- | --- | --- |
| **Tracking #:** |  | **Date received:** |  |

**Your completed application form must be no longer than 7 pages (not including the Instructions page). The review team will stop reading at 7 pages.**

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| Application Language (e.g., English, Spanish, etc.) |  |

# **Project Information**

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| --- | --- |
| Project Name |  |
| Project Start Date  *may start from July-October 2019* |  |
| Project End Date  *no later than 12 months after start date* |  |
| Location where the project will take place (e.g., neighborhood, business name, building name, etc.). Include the street address and zip code if the project will take place at a specific site. |  |

# **Applicant Information**

|  |  |
| --- | --- |
| Applicant Name, Business, or Organization |  |
| Mailing Address |  |
| City, State, Zip Code |  |
| Project Contact Person |  |
| Job Title |  |
| E-mail Address |  |
| Preferred Phone Number |  |

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| Check all categories that describe the applicant.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  | Nonprofit |  | Institution (such as health care or housing) | | |  |  |  |  |  | | |  |  | Community or neighborhood group |  | Faith-based organization | | |  |  |  |  |  | | |  |  | Business |  | Youth or children’s program | | |  |  |  |  |  | | |  |  | School, college or university |  | Other (please list): |  | |  |  |  |  |  |  | |

# **Grant Funds Requested**

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| --- | --- | --- |
|  | I have completed and attached the grant BUDGET FORM (check box) | |
| **Grant Funds Requested** *(may not exceed $20,000)* | | **$** |
| **Match** *(must be at least 50% of the Grant Funds Requested)* | | **$** |

# **Project Proposal**

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| **1. Project Description**  Describe your proposed project, including:   * What you want to do * Why you want to do it * How your project prevents waste * How your project addresses one or more of the requirements to:  1. **Be innovative:** test or expand on new approaches or technologies   **AND/OR**   1. **Engage one or more of the following communities: communities** of color, immigrants, refugees, low-income, people with disabilities, seniors, young adults, youth, children, small businesses   **AND/OR**   1. **Help communities in need:** such as increasing affordability by providing free or low-cost resources or job training to homeless or low-income communities |
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| **2. Project Activities**  What specific activities and strategies will you use to accomplish your project objectives? |
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| **3. Project Outcomes**  What outcomes do you expect from your project? Include any specific waste impacts, community benefits, or other changes you expect to see. |
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| **4. Measuring Success**  What tools and strategies will you use to measure the success of your project? |
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| **5. Project Staffing**  How will your project be staffed? Include volunteers and paid staff who will be contributing time. Also describe the relevant knowledge, skills, similar work experience, and community relationships your team brings to the project. |
|  |
| **6. Project Partners**  Projects that will engage partners are encouraged to secure partnerships before submitting the grant application.  List all partners who will be supporting the project. Describe their roles in the project and the relevant knowledge, skills, similar work experience, and community relationships they bring to the project.  Include an email or letter of support or from each partner with your application. |
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| **7. Community Involvement**  Will the communities that are impacted by your project be involved in the project planning and implementation? If so, please explain how. |
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| **8. Long-Term Impacts**  How will your project continue to prevent waste after the grant is completed?  For example, will your project share methods and outcomes so others can implement similar projects? Or will your project create a tool that others can use to prevent waste? Or will the community be educated so they will continue to prevent waste? |
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