

# Duwamish River Opportunity Fund (DROF)

## 2020 Grant Application Instructions

Website: <https://www.seattle.gov/neighborhoods/programs-and-services/duwamish-river-opportunity-fund>

### GENERAL INFORMATION:

Since 2014, funds have been allocated toward quality-of-life enhancements for the Duwamish River area that can be implemented in partnership with King County, the Port of Seattle, and community stakeholders. Known as the Duwamish River Opportunity Fund (DROF), it is intended to enhance existing programs and support new programs focused on challenges faced by Duwamish River communities. DROF is one component of a broader City effort to improve the quality of life and restore the health of Duwamish River communities. The total amount of funding available in 2020 for the Duwamish River Opportunity Fund is \$250,000. Groups can request up to \$40,000 in funds to support their project application and proposal.

### ELIGIBILITY

- Community groups, informal groups, organizations and businesses are encouraged to apply. If your group is not a recognized non-profit or business, you will need to partner with a fiscal sponsor in order to apply.
- Groups that have received two consecutive years of DROF funding are not eligible to apply in this cycle. Groups become eligible again at the beginning of the next grant cycle.
- Awards will not be made to individuals or to government agencies.

Although not required, applicants are strongly encouraged to contact the Department of Neighborhoods (DON) to discuss the proposed project to:

- **INFORM** the Department of Neighborhoods of your intent to apply.
- Get **ADVICE** about developing the project idea, especially if it may require the involvement of other public or private agencies.
- Get **ANSWERS** to questions and learn about the funding opportunity.

If funded, the grantee will be responsible to develop a workplan to submit as part of the contracting process which includes information such as month by month project activities, deliverables, timeline and monthly budgeting estimates. Grantees are required to submit invoicing and progress reports on a monthly basis as well as one final report and/or presentation at the end of the project period.

In this time of COVID-19, the City wants to make sure applicants have the information and resources they need to create and implement projects that ensure the health and safety of all involved. We encourage you to follow the guidance from our partners at Public Health – Seattle & King County ([PHSKC](#)), Washington State [Department of Health](#), and the Centers for Disease Control and Prevention ([CDC](#)). A list of general guidelines can be found at the end of this application.

**WORKSHOPS:** Applicants are encouraged to attend a pre-proposal webinar. Webinars will be held online on **Tuesday, August 4 from 5:00 – 6:30pm** and on Wednesday, **August 12 from 5:00 – 6:30pm**. (Go to our website for meeting links and/or call-in numbers.) This will be an opportunity to discuss the RFP, ask questions, and understand the process for review, approval, and contracting. NOTE: Pre-proposal info sessions are being held virtually in order to follow public health guidelines. If you cannot attend either of the webinars and would like to discuss your project with DON staff, please contact us to make a phone appointment. We can be reached at **DROF@Seattle.gov** or by calling **(206) 733-9916**.

**SUBMITTAL & NOTIFICATION:** To submit your application, you may upload your information using this Survey Monkey link: <https://seattle.surveymonkey.com/r/DROF2020> . You may also send all required documents to us at [DROF@Seattle.gov](mailto:DROF@Seattle.gov). Applications are due by **5:00 pm September 21, 2020**. **NOTE:** Hand-written, mail-in applications and attachments are also acceptable but must be postmarked by September 21, 2020 in order to be considered. Post to DON, City of Seattle, P.O. Box 94649, Seattle, WA 98124-4649. DON anticipates notifying applicants of award decisions by the end of November 2020.

## **Duwamish River Opportunity Fund 2020 Grant Application Instructions & Checklist**

Carefully read over the application instructions. If you choose to complete an application using the online option, be sure to review all the questions in this document and formulate your answers before beginning the process online at the Survey Monkey link: <https://seattle.surveymonkey.com/r/DROF2020>. The online application will **not** allow you to save your work and return at a different time to complete. **You must complete the online application in one sitting.** After completing the online application, you will also need to submit a cover page, budget, and letters of support described below via email to **DROF@Seattle.gov**.

Unless otherwise noted, all sections under the application are required. An application must include responses to each of the sections and can be supported by no more than one attachment that is a maximum of two pages. Please make note of other required documents as part of your application package.

If information is missing or not included, an application will be considered “incomplete” and will not be eligible for funding. Applications are due by September 21, 2020 at 5:00 pm.

Please contact the Department of Neighborhoods should you have any questions via email at **DROF@seattle.gov** or by calling (206) 733-9916.

---

Use the following checklist to make sure that you have completed all required sections of the proposal and attachments for a complete application submission:

### **PROPOSAL**

**APPLICATION (ALL SECTIONS ARE REQUIRED):**

- SECTION 1: Project Information**
- SECTION 2: Organizational Information**

**NARRATIVE: (ALL SECTIONS ARE REQUIRED):**

- SECTION 3: Needs Statement**
- SECTION 4: Target Population**
- SECTION 5: Objectives**
- SECTION 6: Outcomes**
- SECTION 7: Impact**
- SECTION 8: Budget & Budget Justification (use Excel template provided)**

- SECTION 9: Timeline**

### **ATTACHMENTS**

**COVER PAGE (REQUIRED):** Maximum of one-page letter summarizing your project. Is this project pending funding from any other resources? Please provide relevant details including funder and amount. The cover page must include a signature (typing the name is allowed) of the applicant or implementing organization and the date.

- BUDGET TEMPLATE (REQUIRED):** Enter your project's budget using the template provided: [Budget Template](#). Submit this Excel sheet as part of your application.
  
- LETTERS OF SUPPORT (Required, Minimum of 3 and Maximum of 5):** Include 3 letters of support from Duwamish Valley stakeholders including individuals, businesses, or organizations. You may not submit more than 2 letters from individuals as part of the 3 required letters. If applicable, you may count your letter from the fiscal sponsor as 1 of the 3 required letters of support.
  
- FISCAL SPONSOR LETTER** If your group is not a recognized non-profit or business, you will need to partner with a fiscal sponsor in order to apply. The fiscal sponsor must provide a maximum one-page letter which states that the fiscal sponsor acknowledges and supports the application and intends on being the fiscal sponsor if funded. If applicable, the letter must disclose any fiscal sponsor related fees along with a description of services that are associated with those fees.
  
- ATTACHMENTS (Optional):** Provide no more than one supporting document that is no more than two pages in length to supplement your entire application and proposal. If cost estimates are available, please attach. If you provide cost estimate(s), they do not count toward your one attachment allotment.

# Duwamish River Opportunity Fund

## 2020 Grant Application & Narrative Questions

### SECTION 1: PROJECT INFORMATION

Please identify the primary DROF priority area for the project you are proposing:

- |   |   |
|---|---|
| <input type="checkbox"/> Safe fishing or fish consumption     | <input type="checkbox"/> Environmental development or restoration |
| <input type="checkbox"/> Job training or economic development | <input type="checkbox"/> Community development                    |
| <input type="checkbox"/> Pedestrian safety                    | <input type="checkbox"/> Affordable housing strategies            |
| <input type="checkbox"/> Healthy lifestyle                    | <input type="checkbox"/> Other, please specify:                   |

If your proposal addresses additional areas, please specify which below (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Safe fishing or fish/food consumption | <input type="checkbox"/> Environmental development or restoration |
| <input type="checkbox"/> Job training or economic development  | <input type="checkbox"/> Community development                    |
| <input type="checkbox"/> Pedestrian safety                     | <input type="checkbox"/> Affordable housing strategies            |
| <input type="checkbox"/> Healthy lifestyle                     | <input type="checkbox"/> Other, please specify:                   |

Where will the project be located? Please check all that apply:

- |   |                                     |                               |  |
|---|-------------------------------------|-------------------------------|--|
| <input type="checkbox"/> South Park                   | <input type="checkbox"/> Georgetown | <input type="checkbox"/> SODO | <input type="checkbox"/> All of the Duwamish |
| <input type="checkbox"/> Other, please specify: _____ |                                     |                               |  |

(Provide additional specific site or general information as appropriate.)

If you are proposing a physical improvement project, who will be responsible for future maintenance of the project? (Identify specific organizations/agencies; include documentation from the organization/agency that maintenance will be provided.)

### SECTION 2: ORGANIZATIONAL INFORMATION

#### Applicant/Implementing Organization Information

1. Name of Organization:
2. Project Contact Person:
3. Contact Person Address: City, State Zip:
4. Phone Number:
5. Email Address:

#### Fiscal Organization Information

1. Federal Tax I.D. Number:
2. Fiscal Sponsor Organization Name:
3. Organization/Contact Email Address:
4. Fiscal Sponsor Address: City, State Zip:
5. Fiscal Sponsor Contact Name: Fiscal Sponsor Contact Title:
6. Fiscal Sponsor Signer's Name: Fiscal Sponsor Signer's Title:
7. Project Sponsor Signer's Name: Project Sponsor Signer's Title:

**SECTION 3: NEEDS STATEMENT (Limit to 2500 characters or less)**

*Clearly describe the problem you are seeking to address. Why should it be addressed now? Has anyone else tried to address this problem previously and if so, who and what was the end-result? If so, how is your project different than a project that has previously been implemented? When possible, use facts, figures and other data to support your argument/statement.*

**SECTION 4: TARGET POPULATION (Limit to 1500 characters or less)**

*Provide information regarding your target population along with relevant individual, corporate or community stakeholders and their relationship to the issue you are trying to address.*

**SECTION 5: OBJECTIVES (Limit to 2500 characters or less)**

*Describe your proposed project and how it addresses the problem outlined in the Needs Statement. Define key objectives and describe how those objectives were identified along with any supporting information/data as needed. How do the objectives line up with funding priorities and add value in the long-term?*

**SECTION 6: OUTCOMES OR OUTPUTS (2500 characters or less)**

*What outcomes will be achieved as-a-result of this project and how will you measure success? Why are these outcomes important for the Duwamish community? How will your project be a building block for future efforts to promote the health and vitality of the Duwamish communities? How does your project realize the vision of the people and businesses that are affected by the Duwamish Superfund cleanup and promote the long-range sustainability of the Duwamish communities, if any? When possible, provide exact numbers or specific details of measurable outcomes.*

**SECTION 7: IMPACT (Limit to 2500 characters or less)**

**Community Involvement.** *What organizations have been involved in identifying and selecting this project for funding? What organizations will be involved in implementing and carrying out this project? How will you get more people involved in this project? What is your outreach strategy? How does your project promote community linkages or address common concerns?*

*Briefly explain how your project leverages involvement from direct community stakeholders and/or other potential partners.*

*Briefly explain how your project engages or addresses the interests of local Native American populations or any other special populations?.*

**Alignment with Duwamish River Opportunity Fund Priorities**

*How does your project address the DROF priority areas? Describe how it will have demonstrated long-term impacts and can be sustained in the future. Does this project address other community priorities noted in the Health Impact Assessment or Duwamish Vision Plan? If so, specifically site source.*

**SECTION 8: BUDGET & BUDGET JUSTIFICATION**

- **BUDGET TEMPLATE:** *Develop details for your project in the Excel budget template provided and submit as an Excel document along with the rest of your application. A worksheet version of the template can be found at the end of this document.*

- **BUDGET JUSTIFICATION (Limit to 2500 characters or less)**

***Budget Details***

*Provide details and justification for your budget choices. This will allow you to briefly explain the need for each line item in the budget as well as show the breakdown of calculations used to arrive at the amount of each line of the budget (E.g. Consultant \$600. The budget justification would provide a reasoning or need for consulting services and would show the breakdown of 20 hours x \$30/hr = \$600). If hiring a fee for service company/individual, please provide scope of work if available and a copy of the cost estimate. Cost estimate(s) do not count toward the optional attachment maximum.*

***Management and Fiscal Responsibility***

*Who are the three to five key people who will be involved and have primary responsibility for ensuring that the project moves forward? Identify the individuals by name, organizational affiliation (if appropriate), and contact information: home/business address, email address, and phone number. Include how those individuals will be involved.*

*If your project requires the approval or involvement by a City department, please identify the department and staff who have been involved in planning your project.*

**SECTION 9: TIMELINE (Limit to 1500 characters or less)**

*Please provide a brief monthly timeline for activities related to this project. Given the nature of DROF as a City funding resource for 2020, projects to be selected must be able to commit by December 9, 2020 and be completed by August 31, 2021. Will your project be able to meet this timeline?*

# Duwamish River Opportunity Fund Budget Template Worksheet

Use this template to formulate a project budget for your application

Name of Organization:

Project Title:

<b>Personnel Expenses:</b> For paid positions, indicate the rate of pay/number of hrs. to be worked.				
Item	Description	Quantity	Rate	Amount
1				\$-
2				\$-
3				\$-
4				\$-
<b>Sub-total</b>				\$-
<b>Professional Services Expenses:</b> Contractors, consultants, etc.				
Item	Description	Quantity	Rate	Amount
1				\$-
2				\$-
3				\$-
4				\$-
<b>Sub-total</b>				\$-
<b>Supplies and Material Expenses:</b> Printing, copies, food, etc.				
Item	Description	Quantity	Rate	Amount
1				\$-
2				\$-
3				\$-
4				\$-
<b>Sub-total</b>				\$-
<b>Other:</b> Mileage, parking, stipends, etc.				
Item	Description	Quantity	Rate	Amount
1				\$-
2				\$-
3				\$-
4				\$-
<b>Sub-total</b>				\$-
<b>Total Budget</b>				\$-

Questions about your project budget? Email [DROF@seattle.gov](mailto:DROF@seattle.gov) for assistance.