

We are looking forward to receiving your application!

Before you get started, please read this carefully.

* You will need to complete this application survey in one session. We suggest you review all the questions in advance so that you are ready with the information and materials you need. A sample of this online application form can be found [here](#).

* Responses are saved when you click the Next button at the bottom of each page of the survey. The Application is submitted when you click the Done button.

* Please be sure to review the guidelines [here](#), as they provide useful information on the application process and criteria that reviewers will use to evaluate applications.

* Complete the following documents that need to be uploaded to this application form.

- Grant Narrative - download the questions [here](#).
- Project Timeline - download the template [here](#).
- Project Budget - download the template [here](#).

* When you are ready to begin, have all your attachments ready to upload.

- If you have a fiscal sponsor:
 - Your fiscal sponsor's current 501(c)3 letter.
 - A letter confirming fiscal sponsorship.
- List of your current board members/advisory committee members.
- Your current organizational budget.
- A letter of authorization from the owner of property/land, if your project involves changes to property or land not owned by your organization or group.
- Your grant narrative.
- Your project timeline.
- Short bios of your project team.
- Your project budget.

* You can only upload one file for each question that asks you to upload a document.

Contact Information

* 1. Your organization/group name.

* 2. Your mailing address.

Mailing address

City

State

Zip Code

3. Your website address.

* 4. Please provide contact information for your organization/group's leader.

Name

Title

Email

Phone Number

5. Please provide contact information for the project leader, if different from the organization/group leader.

Name

Title

Email

Phone Number

* 6. Is your organization an IRS 501(c)3 nonprofit?

Yes

No

7. If yes, please provide your tax identification number.

* 8. Do you have a fiscal sponsor?

Yes

No

9. If yes, please provide information for your fiscal sponsor.

Name of fiscal sponsor organization

Tax identification number for fiscal sponsor

Fiscal sponsor contact name

Fiscal sponsor phone number

Fiscal sponsor mailing address

City

State

Zip Code

10. Upload your fiscal sponsor's 501(c)3 letter.

Choose File

Choose File

No file chosen

11. Upload a letter from your fiscal sponsor confirming it is your fiscal sponsor.

Choose File

Choose File

No file chosen

Organization/Group Information

* 12. Please upload a list of your board members or advisory committee members. Include their names, titles and affiliations (such as where they work and/or other organizations they serve as board members or advisors).

Choose File

Choose File

No file chosen

* 13. Does your organization/group have an organizational budget?

Yes

No

14. If yes, upload your current organizational budget.

Choose File

Choose File

No file chosen

Project Information

* 15. Please provide a summary project description (3-4 sentences) that tells us about your project and communities served.

* 16. Is your project citywide or neighborhood-based? If neighborhood-based, tell us which neighborhood(s).

17. Does your project involve changes to a space or take place on property that is not owned by your group or organization? If so, please attach a letter of authorization from the land or property owner.

Choose File

Choose File

No file chosen

18. *For projects related to land/property acquisition, capital development or infrastructure investment: While the Environmental Justice Fund is unable to fund these types of projects, we would like to help connect you with other funding opportunities that do, such as Seattle Office of Planning & Community Development's Equitable Development Initiative. Please include a very brief paragraph detailing your land/property acquisition, capital project or large infrastructure investment needs and goals. (Answer to this question does not impact the status of your grant application.)*

19. Is your organization interested in getting connected to more information about green stormwater infrastructure funding in the future? *(Answer to this question does not impact the status of your grant application.)*

Grant Narrative and Other Attachments

Grant Narrative: Please refer to page 5 of the 2021 Environmental Justice Guidelines for the criteria that the grant review committee will use to consider applications.

Please limit your proposal narrative to six (6) pages or less.

Organization.

Tell us about your organization or community group:

- Briefly describe your history, mission, and vision.
- Who does your organization serve?
- How does your board, staff, or volunteers reflect the community(ies) you serve?
- Describe how your organization advances racial justice.

Project.

Tell us about your project:

- How do you define 'environmental justice'?
- How will this project directly advance environmental justice? (Note: In question #21 of this online application, you will be asked to upload a project timeline where you will list specific activities. Here, we want a narrative description of what you will do.)
- Why is this project important to your community?

People.

Tell us about the people involved in your project:

- How are community members part of shaping and leading your project?
- What partners, if any, will you work with and what will be their role(s)?

Impact.

Tell us about the impact your project will have:

- Describe three (3) specific outcomes that you want to happen because of your project.
- How will you know when your efforts have been successful?
- How many people will be served, directly and indirectly?
- How does your project advance community-priorities identified in the Equity & Environment Agenda: Healthy Environments for All; Jobs, Local Economies & Youth Pathways; and/or Environmental Narrative & Community Leadership?

Anything Else?

- Is there anything else about your group or your project that you would like us to know?

* 20. Upload your **grant narrative**. (This document should be six pages or less.)

Download the template [here](#).

Choose File

Choose File

No file chosen

* 21. Upload your **project timeline**.

Download the template [here](#).

Choose File

Choose File

No file chosen

* 22. Upload **short bios of your project team members**.

Choose File

Choose File

No file chosen

* 23. Upload your **project budget**.

Download the template [here](#).

Choose File

Choose File

No file chosen

Application Checklist

* 24. Before you submit your application, please make sure you have uploaded all the relevant the documents.

- If relevant, your fiscal sponsor's current 501(c)3 letter.
- If relevant, letter confirming fiscal sponsorship.
- List of current board members/advisory committee members.
- Current organizational budget.
- If relevant, letter authorizing changes in a physical building or space.
- Grant narrative.
- Project timeline.
- Short bios of your project team.
- Project budget.

Next Steps

Thank you for completing your application for the 2021 Environmental Justice Fund. Please click on the **DONE** button to submit your proposal.

This will take you to a confirmation page that lets you know your application was submitted.

Next steps:

- This year, we will be extending invitations for virtual oral presentations only if there are questions about the proposed project and further clarification is needed. Please note: If invited, applicants must participate in a virtual oral presentation in order to move forward in the process. If your organization is invited for an oral presentation, you will be contacted directly with details about it.
- Emails regarding funding decisions will be sent in late December 2021.

If you have any questions, please email ejfrfp@gmail.com or call (206) 615-0817.