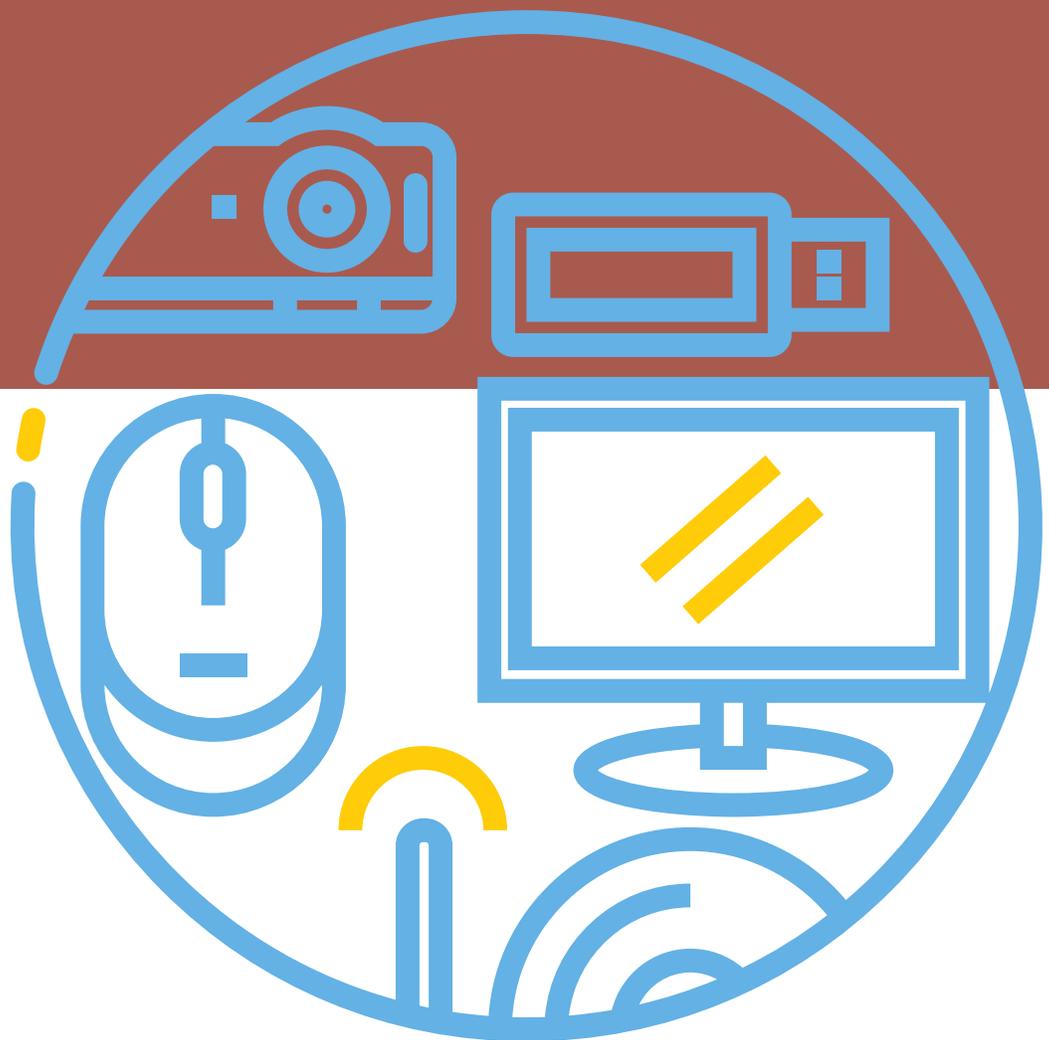


TECHNOLOGY MATCHING FUND GUIDELINES 2021



BACKGROUND

The Technology Matching Fund program was established in 1997 to support the community's efforts to close the digital divide and encourage a technology-healthy city. It provides grants where the community's contribution of volunteer labor, materials, professional services, or cash is matched by the Technology Matching Fund.

The fund is administered by the Community Technology Program of the City of Seattle's Information Technology Department and is funded with cable franchise fees. Over \$5 million has been awarded from 1998 to 2020.

The fund continues the legacy of Bill Wright, a Central District community leader who embodied the program goals of creating digital equity and opportunities for all, and of using technology tools to engage residents, improve communications and strengthen communities. Bill Wright developed MidTown Commons, one of the early technology access and education centers in Seattle.

PROGRAM GOALS

The Technology Matching Fund is a cornerstone of the City's [Internet For All](#) and Digital Equity Initiatives. Our vision is for Seattle to be a city where technology's opportunities equitably empower all residents and communities, especially those who are historically underserved or underrepresented. The fund seeks to support community-driven solutions to achieving digital equity in Seattle.

Internet For All outlines eight Strategies in an Action Plan to equitably increase broadband access and adoption. These are:

1. Increase awareness and adoption of low-cost internet programs and devices.
2. Expand no- or low-cost connectivity options in targeted areas of the City.
3. Partner with organizations to deliver culturally relevant digital inclusion programs.
4. Pursue private sector and philanthropic funding.
5. Champion legislation/policies to advance universal internet access and adoption.
6. Strengthen regional collaboration by forming an "Internet For All" Coalition.
7. Advocate to ensure internet service provider offerings meet residents' needs.
8. Examine new technologies to ensure best-in-class internet infrastructure and consumer choices.

GRANTING TIMELINE

Grant workshop	November 24, 2020
Grant workshop	December 5, 2020
Application deadline	January 12, 2021
Award notification. All applicants will be notified of award decisions. Some groups may need to meet certain conditions identified by the City before receiving funding.	Mid February 2021
Contracting. Successful applicants will sign a contract with the City to receive funds for their project. The City will reimburse grantees for budget expenses after the contract is signed. Grantees are not allowed to spend project funds before the contract is signed.	February - March 2021
Project implementation. Projects must be completed within one year.	



The Technology Matching Fund seeks projects that address Strategy 3 of the Action Plan, “Partner with organizations to deliver culturally relevant digital inclusion programs.” Lack of access to internet-accessible devices and technical skills play a significant role in why some residents remain unconnected. Partnering with organizations that support communities in a holistic way is essential for reaching diverse populations that need digital support. The Internet For All Strategies and Action Plan can be found here: [Internet For All](#).

Projects seeking Technology Matching Funds should aim to increase internet access and adoption, as described above, through:

- » Skills training by empowering residents through digital literacy skills training and support.
- » Devices and technical support by ensuring affordable, available and sufficient devices and the support needed to use them effectively.
- » Connectivity by providing internet to low-income residents by expanding wi-fi or another means, and/or assisting with low-cost internet option awareness and enrollment support.

DIGITAL EQUITY GAP

Seattle is one of the country’s most connected cities, with over 95% of all households connected to the internet. However, the remaining 5% gap does not affect all Seattleites equally. For the roughly 17,000 households and 37,000 residents left behind plus those with insufficient internet or lower skills, there are barriers to digital equity that disproportionately affect BIPOC residents, low-income households, limited-English speakers, older adults and people with disAbilities. These households are located primarily in South Central Seattle, South Seattle, West Seattle, and areas of downtown and Lake City.

The COVID-19 pandemic has only intensified the need to address this disparity, as working from home, accessing vital resources and online schooling have become the norm. Additionally, digital equity providers are impacted by the inability to provide classes, technical assistance and supportive services in-person.



FUNDS AVAILABLE

The application deadline is **Tuesday, January 12, 2021 at 5:00 p.m.**

- » The City will award grants of up to \$25,000.
- » Projects must be completed within one year or less.
- » There is one application cycle per year.
- » Applicants must match at least half of their funding request (½ match: 1 request) with cash, time or other contributions.

APPLICATION ASSISTANCE

Please contact us early to discuss your project idea!

Vicky Yuki: (206) 233-7877, vicky.yuki@seattle.gov

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PROJECT IDEAS

The fund seeks to support creative and collaborative approaches to providing digital opportunities. Priority is given to projects that engage historically underserved or underrepresented communities and leverage existing relationships, resources and expertise.

Here are some examples of projects that meet these goals:

Example 1: An organization wants to provide more comprehensive technical support and help for their community. This organization can apply for funding of a **Digital Navigator program** where they have dedicated staff available to provide information on where to access devices, internet and the many ways that they can incorporate technology in their daily lives, through workshops, classes and 1:1 training.

Example 2: A group that works with seniors seeks to provide information to its clients on how to access resources online that meet their social, mental and physical needs, such as access to benefit information, video calling with family, telehealth/telemed support, and other opportunities available online. This group might apply for funds to work with a senior center to develop curriculum and teach workshops, purchase laptops for home-bound seniors, or provide technical help and support as needed.

Example 3: A community group wants to provide digital support to immigrant and refugee families at risk to homelessness. This group can apply for funds to upgrade their on-site lab equipment or establish a loaner program for remote learning and partner with an organization that specializes in delivering training and access to resources.

Example 4: A group offers an employment program for low-income adults. It can apply for funds to provide specialized digital skills training, tech help/support, and new or refurbished laptops, positioning their clients for a more successful job search.

Example 5: A homeless shelter or community building could extend wiring and/or add wi-fi access points to provide better community access outside or improve shared connectivity.



APPLICANT ELIGIBILITY

WHO SHOULD APPLY?

- » Non-profit organizations
- » Neighborhood groups
- » Parent-Teacher-Student Associations (PTSA)
- » Business groups
- » Community-based organizations

WHO IS NOT ELIGIBLE TO APPLY?

- » Individuals
- » For-profit businesses
- » Religious organizations
- » Major institutions, government agencies, hospitals, universities, schools
- » Political groups
- » Organizations outside the City of Seattle



PROJECTS PARTNERING WITH MAJOR INSTITUTIONS

Applications for projects within institutions such as schools, housing authorities, and other government agencies are eligible for Technology Matching Fund grants, but must come from community groups (e.g. resident associations, Parent Teacher Student Associations) or community-based organizations. The fund must engage the larger community in a meaningful way. Examples include:

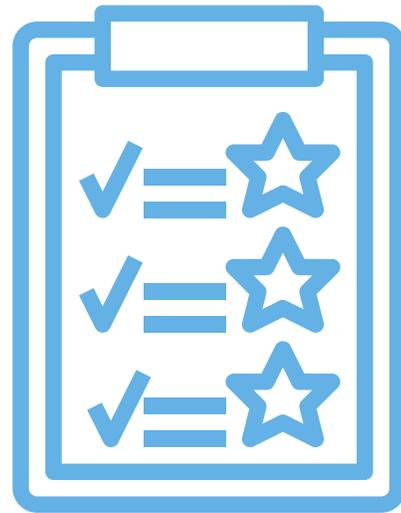
- » School-based programs that support after-school or evening-based programs. Funds may not be used for in-school projects that do not engage the larger community in a meaningful way.
- » Resident associations that create opportunities for digital skills training and support provided in community rooms or common areas in low-income housing communities.

APPLICATION SCORING

City staff and a volunteer committee made up of members of the City's Community Technology Advisory Board (CTAB) (seattle.gov/ctab) review applications.

Proposals will be rated based on the following criteria. The maximum possible rating is 100.

- » Meets Program Goals (20 points)
- » Budget (20 points)
- » Project Clarity (20 points)
- » Community Participation (15 points)
- » Community Benefit (15 points)
- » Evaluation (10 points)



HOW TO APPLY

STEP 1: REGISTER ONLINE WITH CITY OF SEATTLE WEBGRANTS

You must first register online with the City of Seattle Webgrants (webgrants.seattle.gov). It may take a few days for your registration to be confirmed. Once confirmed, you will receive a USERID and PASSWORD via email.

STEP 2: COMPLETE THE APPLICATION FORMS

Log in to the Webgrants system with your USERID and PASSWORD and fill in information about your project. The online system will allow you to save a draft of your work to complete later. You must complete all the application sections and submit your application online.

You may include other materials to help reviewers better understand your proposal and strengthen your application. Some examples of useful attachments are:

- » Letters documenting partner commitment.
- » Volunteer pledge sheets.
- » Curriculum.
- » Current program schedule.
- » List of current technology.
- » Cost quotes on hardware, software or other items showing budget research.
- » Brochures, fliers or other promotional materials.



ELIGIBLE PROJECT EXPENSES

INFRASTRUCTURE

- » Items used at project sites or for home use by program participants.
- » Computers, laptops, tablets, mobile devices, and printers.
- » Assistive and adaptive devices.
- » Network routers and Wi-Fi access points.
- » Software and online subscription services.
- » Multimedia production equipment (cameras, audio).
- » STEAM/Maker/robotic equipment.



PERSONNEL

- » Professional services, such as outside instructors, technical support or evaluators.
- » Staff costs to implement the project.
- » Intern costs to implement the project.

OTHER

- » Warranties on equipment.
- » Insurance costs specific to the project.
- » Printing costs.
- » Project supplies.
- » Peripherals (headphones, mouse, cables).
- » Fiscal agency fees up to 10% of the award.
- » Stipends for project-related work.
- » Food expenses limited to 20% of the award and not to exceed \$1,250 per project.

NON-ELIGIBLE PROJECT EXPENSES

- » An organization's ongoing operating expenses not directly related to the funded project.
- » Expenditures or financial commitments made before the organization is under contract with the City of Seattle.
- » Out-of-city travel expenses, lodging, or hotel expenses.
- » Pay for private transportation expenses, including mileage, gas, insurance, car rentals, rideshare, etc.

PURCHASING TECHNOLOGY

When purchasing equipment, consider the following:

- » Computers should be bought from name brand vendors that offer a three-year warranty.
- » You should get bids from three companies, with a goal of working towards a single vendor over time.
- » Include anti-virus software and public-computing protection solutions, such as Deep Freeze, to save on maintenance costs.



COMMUNITY MATCH

The total match must equal at least half of the funding request (½ match: 1 funding request). For example, if you request a \$15,000 grant, you must show that your organization can provide a matching contribution valued at \$7,500 or more.

Your match can include items from any combination of the following categories:



IN-KIND MATCH

- » Materials or supplies such as computers, furniture, software, or paper
- » Additional cost of utilities for the space for your project
- » Staff time dedicated to the project, but not paid for by Technology Matching Fund dollars.

VOLUNTEER MATCH

- » Volunteer labor valued at \$30 per hour. Volunteer hours may be counted starting on the application due date.
- » Professional services valued at the “reasonable and customary rate” up to a maximum of \$100/hr.
- » Application preparation expenses up to \$300 (10 hrs x \$30/hr)

CASH MATCH

- » Money you have collected and approved for use on your project
- » Money you will raise during your project by fundraising
- » Grants received from other foundations for your project

MATCH RESTRICTIONS

- » Your match must be appropriate to the goals of your project.
- » You must obtain your match during the life of the project.

INELIGIBLE MATCH

- » City of Seattle resources such as City staff time, use of City facilities, and/or any other city grant funding
- » Time spent preparing your proposal over 10 hours (\$300 maximum)

DOCUMENTING YOUR MATCH

We encourage you to consider including additional materials in your application package to prove that your cash match, in-kind materials, and/or volunteer time is secured. These may include:

- » Pledge letters or emails from individuals and organizations promising to donate time, materials or money to the project
- » A written fundraising plan to secure additional project funds
- » Copies of bank statements or checks
- » Grant award letters
- » Invoices for items secured for the project



FISCAL AGENCY

Technology Matching Fund projects are required to have a fiscal agent. Organizations may act as their own fiscal agent or use another organization to manage the pass through of grant funds. Individuals who obtain a tax identification number and comply with IRS rules can serve as a fiscal agent. Fiscal agency fees are eligible project costs or can be applied to your match contribution.

DISABILITIES

We encourage organizations to actively work to make programs and services inclusive. All projects must demonstrate a good faith effort to comply with the Americans with Disabilities Act of 1991, which extends civil-rights protections to persons with disabilities.

CONTACT US

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