

TECHNOLOGY MATCHING FUND GUIDELINES

2017



POWERFUL TECHNOLOGY SOLUTIONS
FOR THE CITY AND PUBLIC WE SERVE

March, 2017



Seattle
Information Technology

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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 Information Technology and is funded with cable franchise fees.

A total of \$4,220,832 has been awarded to 302 projects between 1998 and 2016. The fund honors the memory of Bill Wright, a Central District community leader who embodied the City's goal of creating digital opportunity for all and using technology tools to build strong neighborhoods.

PROGRAM GOALS

The Technology Matching Fund is a cornerstone of the City's Digital Equity Initiative. The fund seeks to support community-driven solutions to achieving digital equity in Seattle. 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 Technology Matching Fund aims to address gaps that exist in these areas:

- **Connectivity:** Increase access to free or low-cost broadband.
- **Skills training:** Empower residents with digital literacy skills.
- **Devices and technical support:** Ensure affordable, available and sufficient devices and technical support.

FUNDS AVAILABLE

The application deadline is Wednesday, May 3rd, 2017 at 5:00 p.m.

- The City will award grants of up to \$50,000 for collaborative projects.
- Grants must be completed within one year or less.
- There is one application cycle per year.
- You will be required to match the value of the City's money ½ :1 with cash, time or other contributions.

GRANTING TIMELINE

Grant workshop,	March 29 th , 2017
Grant workshop	Apr 5, 2017
Application deadline	May 3, 2017
Award notification. All applicants will be notified of award decisions. Some groups may	Mid Jun, 2017

need to meet certain conditions identified by the City before receiving funding.	
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. You are not allowed to spend project funds before the contract is signed.	July - Sept, 2017
Project implementation. Projects must be completed within one year.	Through Nov, 2018

APPLICATION ASSISTANCE

Please contact us early to discuss your project idea!
 Delia Burke, 206-233-2751, delia.burke@seattle.gov
 Vicky Yuki, 206-233-7877, vicky.yuki@seattle.gov
 David Keyes, 206-386-9759, david.keyes@seattle.gov

Webgrants and technical support:
 Derrick Hall, 206-233-5061, derrick.hall@seattle.gov

PROJECT ELIGIBILITY

The fund seeks to support creative and collaborative approaches to providing digital opportunities. Priority will be given to projects that:

- Strengthen community partnerships;
- Leverage existing relationships, resources and expertise; and
- Engage historically underserved or underrepresented communities

COLLABORATIVE PROJECT IDEAS

Example 1: A group that works with seniors seeks to provide information to their clients on available low cost home broadband options and how to sign up. The group may apply for funds to work with a trainer to deliver a series of broadband workshops at their site and 6 other Senior Centers over the course of the year.

Example 2: A community group working with immigrant and refugee families has a popular after school youth program. They are looking for opportunities for their youth to gain exposure to coding. They can apply for funds to upgrade their computer lab and partner with a group who specializes in delivering coding programs for kids.

Example 3: A group has an employment program for low income adults. They may apply for funds to provide specialized tech training and refurbished laptops for their clients to empower them for a more successful job search.

APPLICANT ELIGIBILITY

WHO SHOULD APPLY?

We encourage applications from nonprofits, neighborhood groups, Parent Teacher Student Associations, business groups and other community-based organizations.

WHO IS NOT ELIGIBLE TO APPLY?

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

SCHOOL-BASED PROJECTS

Applications for school-based projects are eligible, but must come from a Parent-Teacher-Student Association (PTSA) or community-based organization. The fund will 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.

Strong school-based project proposals will:

- Describe how community members have been involved in planning the project and how they will be actively involved in project implementation.
- Include a letter of approval from the school principal.

APPLICATION SCORING

City staff and a volunteer committee made up of Seattle residents from the City's Community Technology Advisory Board (CTAB) (<http://seattle.gov/ctab/>) will review your application.

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

- Meets Program Goals (0-20 points)
- Budget (0-20 points)
- Community Partnerships (0-20 points)
- Project Clarity (0-15 points)
- Community Benefit (0-15 points)
- Evaluation (0-10 points)

HOW TO APPLY

Step 1: Register Online with City of Seattle Webgrants

You must first register online with the City of Seattle Webgrants (<http://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

Login 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, flyers or other promotional materials.

ELIGIBLE PROJECT EXPENSES

- Computers, laptops, tablets, mobile devices, and printers.
- Warranties on equipment.
- Refurbished computers for low income or disabled participants in training programs.
- Network routers and Wi-Fi access points.
- Software.
- Cameras and multimedia tools.
- Assistive and adaptive equipment.
- Insurance costs specific to the project.
- Professional services, such as outside instructors, technical support or evaluators.
- Printing and marketing costs.
- Project supplies.
- Fiscal agency fees up to 10% of the award.
- Stipends for project-related work.
- Food. Limited to 20% of the award not to exceed \$5,000 per project.
- Staff and intern costs to execute the project.

NON ELIGIBLE PROJECT EXPENSES

- Technology used by staff only.
- An organization's operating expenses not directly related to the awarded project.
- Expenditures or financial commitments made before the organization is under contract with the City of Seattle.
- Out-of-city travel expenses, or any lodging/hotel expenses.
- Pay for private transportation expenses, including mileage, gas, insurance, car rentals, etc.

PURCHASING TECHNOLOGY

When purchasing equipment, consider the following:

- Computers should be bought from a name brand vendor that offers a 3-year warranty.
- You should get bids from 3 companies, with a goal of working towards a single vendor over time.
- Include antivirus software and public computing protection solutions, such as Deep Freeze, to save on maintenance costs.

COMMUNITY MATCH

You must provide a ½ to 1 match for your project. For example, if you request a \$15,000 grant, you must prove that your organization can come up with 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 TMF funds.

VOLUNTEER MATCH

- Volunteer labor valued at \$20 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 \$200 (10 hrs x \$20/hr).

CASH MATCH

- Money that you have collected and approved for use on your project.
- Money that 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.
- Your entire match cannot come from a single institution, e.g. the school district or a governmental agency. We recommend that a minimum of 25% of your match come from the community you are serving.

INELIGIBLE MATCH

- City of Seattle resources such as City staff time, usage of City facilities, and/or any funding.
- Your time spent preparing your proposal over 10 hours (\$200 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

Awarded projects are required to have a fiscal agent. Your organization may act as its own fiscal agent or use another organization to manage the pass through of grant funds. An individual can serve as your fiscal agent, if he or she obtains a tax identification number and complies with IRS rules. 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 ADA of 1991. This Act extends civil rights protection to persons with disabilities.