Neighborhood Matching Fund

## Community Partnership Fund (CPF) Reviewer Application 2025

## Overview

The Neighborhood Matching Fund (NMF) is a program of the Seattle Department of Neighborhoods (DON) and consists of Small Sparks and the Community Partnership Fund. NMF supports community-led projects that enhance and strengthen neighborhoods. The fund provides financial resources to match community contributions of volunteer labor, donated materials, and professional services.

The Community Partnership Fund (CPF) was created to empower residents and foster community engagement. The grant encourages collaboration among neighbors, local organizations, and businesses to address the unique needs and aspirations of each neighborhood. Projects funded by the CPF can range from park improvements and public art installations to community gardens, cultural festivals, and more.

Each year, the CPF allocates funds for community-led projects. Applicants can apply for up to $50,000. These grants support projects that will be active and implemented for up to 12 months.

To ensure fair and informed decision-making, the CPF seeks community reviewers who possess knowledge and interest in community building, neighborhood enhancement, and equity. Your valuable insights into the communities you serve will inform funding recommendations ensuring that projects align with the program's values and benefit the community.

## Criteria

Candidates should possess some of the following skills/experience:

* Previous volunteer experience
* Leadership role in community building projects or organizational development
* Previous involvement in a grant project
* Other relevant experience in community building, neighborhood enhancement, and/or equity projects or programs

**CONFLICT OF INTEREST AND CONFIDENTIALITY**

It is not uncommon for a community reviewer to have a conflict of interest with one or more grant applicant(s). Should any member of the review panel have any direct or indirect interest in, or relationship to, any individual or organization which has submitted a grant proposal, the reviewer should provide written notice of the interest or relationship. Depending upon the nature of the conflict of interest, the reviewer may be required to refrain from evaluating that proposal. Reviewers shall keep applications confidential and may not discuss the applications under review with others outside the review committee or Seattle Department of Neighborhoods (DON) staff any time before, during, or after the review process.

Community reviewers must agree to follow the City of Seattle’s [Code of Ethics](http://www.seattle.gov/ethics/etpub/et_home.htm). Community reviewers are also expected to advance the City’s [Race & Social Justice Initiative](http://www.seattle.gov/rsji) in their review process. DON provides an anti-bias orientation, and each community reviewer will receive a **$1,000** **stipend for full completion of their responsibilities**. A W-9 must be provided to receive payment. Please note that all stipends must be reported as taxable income.

Check List **(Only check boxes that apply. All boxes must be checked to advance in the grant review process).**

[ ] I am at least 18 years or older.

[ ] I live or work within City of Seattle limits.

[ ] I will not be affiliated with any project and will disclose conflicts of interest discovered throughout the review process.

## ABOUT YOU

1. First and Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Home or Work Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Seattle City Council District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## NARRATIVE QUESTIONS

Please use the space below (answer using a few sentences or bullet points) to tell us more about you, your background, and your interest in becoming a community reviewer. **Limit your response to each narrative question to 1500 characters or less.**

1. Describe your past role and experience with grant programs.
2. Describe your community building and/or volunteer experience.
3. Share a recent example of how you have engaged or worked with Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, people with all abilities, LGBTQIA+, youth, and/or seniors.
4. Please describe any other relevant experience

## TIMELINE AND EXPECATIONS

If you are selected as a community reviewer, the process will continue along the following timeline. There may be some adjustment based on reviewers’ availability. All meetings are virtual but a hybrid option in our Downtown office can be organized if desired.

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| --- | --- |
| **Description** |  **Date**  |
| Community Review Application Deadline | Feb 14 |
| Virtual Interview Community Reviewer | **Feb 25 – 27** |
| Community Reviewer Orientation | Mar 20  |
| Independent Review | March 20 – April 17 |
| Final Decision Meetings  | April 26 and 29 |
| **Total Estimated Hours**  | **50 - 60 hours**  |

## Grant Reviewers must:

* Have access to a computer with reliable internet.
* Set aside 40-50 hours (over the course of 8 weeks) of time to read, review, and score grant applications, the range of time will be dependent on the number of applications received.
* Attend approximately 10-12 hours of orientation and committee discussion meetings.
* Bridge differences between conflicting ideas by engaging in open group discussions.
* Work collaboratively and respectfully with other reviewers to synthesize comments and resolve discrepancies in scoring.
* Maintain confidentiality throughout the entire grant review process.
* Understand the grant expectations and funding priorities.
* Provide written and verbal comments based on NMF scoring criteria.

**Applications are due 02/14/2025. Please email completed applications to** **NMFund@seattle.gov**

**To the best of my knowledge and belief, I certify that information supplied in this application is accurate and complete. I hereby acknowledge that the City of Seattle and/or Seattle Department of Neighborhoods may request additional information regarding details provided on this application.**

Information submitted is considered a public record and may be subject to public disclosure. For more information, see the Public Records Act, RCW Chapter 42.56.

To learn more about how we manage your information, see our Privacy Statement at <http://www.seattle.gov/privacy>.

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ] *Please indicate if you would like to be considered for future opportunities as a Community Reviewer for the Community Partnership Fund.*