**Food Equity Fund**

**2025 Community Reviewer Application**

Privacy Notice:

Information provided in this application 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. <http://www.seattle.gov/tech/initiatives/privacy>

**ABOUT THE FOOD EQUITY FUND**

The Food Equity Fund is a program of the Seattle Department of Neighborhoods (DON). The purpose of the Fund is to invest in community-led work that contributes to an equitable and sustainable local food system. By ‘food system’ we mean any activities related to food, this can include growing, cooking, teaching, distributing food and/or managing food waste.

The Food Equity Fund supports work led by those who experience the most food and health inequities: Black, Indigenous, People of Color (BIPOC), immigrants, refugees, people with low incomes, youth, and/or elders. Funded by the Sweetened Beverage Tax (SBT), the Food Equity Fund was developed in 2021 in response to recommendations from the [Sweetened Beverage Tax (SBT) Community Advisory Board](https://www.seattle.gov/sweetened-beverage-tax-community-advisory-board).

We are seeking 7-9 community reviewers who can thoroughly review grant applications using specific criteria and express their evaluation clearly in verbal and written format. The community review panel will be made up of a diverse group of local community leaders with expertise in racial equity, food justice and/or health inequities.The review panel will be selected based on responses to the written application and a virtual interview by a team of 1-3 Department of Neighborhoods staff.

**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 orientation, and each community reviewer will receive a **$1,750** **stipend for full completion of their responsibilities**. A W-9 must be submitted to receive payment. Please note that all stipends should be reported as taxable income.

**TIMELINE AND EXPECATIONS**

If you are selected as a community reviewer, the timeline will be as follows. There may be some minor adjustments based on the volume of applications. **These dates and times are fixed**, if you are unable to make the date/time outlined, you are unfortunately ineligible to participate in the review process. This is to ensure we notify grant applicants of decisions in a timely manner. Please note one of the final decision-making meetings is in-person, likely in downtown Seattle. There will unfortunately not be a hybrid option this cycle.

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| **Description** | **Date** |
| Community reviewer application deadline | **March 7 at 5pm** |
| Selected interviews with community reviewer applicants (virtual interview with 1-3 FEF staff) | March 10-21 |
| Community Reviewer Orientation (1 hour-virtual) | April 3 at 4pm or April 4 at 12pm |
| Phase 1 of Review (independent rating) | April 7 – April 30 |
| Subcommittee Meetings (virtual) | May 1, 9:30am-12:30pm *or*  May 1, 1pm – 4pm *or*  May 2, 9:30am-12:30pm  \*time depends on subcommittee assignment, which will be finalized by orientation |
| Phase 2 of Review (independent rating) | May 7 – May 30 |
| Final Decision Meeting #1 (**in-person**) | June 4, 10am-5pm |
| Final Decision Meeting #2 (virtual) | June 6, 10am-12pm (if needed) |
| Total Estimated Hours | 60-70 hours |

**Grant Reviewers must be able to:**

* Have access to a computer with reliable internet.
* Set aside approximately 45-60 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 10-12 hours of orientation and 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 and after.
* Understand and keep in mind the grant guidelines and funding priorities.
* Provide written and verbal comments based on Food Equity Fund scoring criteria.

**ABOUT YOU**

1. First and Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. I live, learn, work and/or worship within City of Seattle city limits: \_\_\_\_Yes \_\_\_No
6. As a community reviewer, you will be sent a packet of applications, this is often hundreds of pages to review. Would you like to receive this digitally and/or printed and mailed?

Yes, please send the packet of application by email: \_\_\_\_\_\_\_\_\_

Yes, please print and mail, I will provide my address if accepted: \_\_\_\_\_\_\_\_\_

**NARRATIVE QUESTIONS**

Please use the space below (in paragraph form or bullet points) to tell us more about you, your background, and your interest in becoming a community reviewer.

1. Please describe your interest and experience in the Food Equity Fund’s purpose of supporting an equitable and sustainable local food system in Seattle.
2. Please share a recent example of how you have advanced the leadership of Black, Indigenous, People of Color (BIPOC), immigrants, refugees, people with low income, youth and/or elders.
3. How do you define community-led work in a program or project?
4. Please feel free to share additional information on what you will bring to this community grant review process.

**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.**

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

**Applications are due Friday March 7, 2025 at 5 p.m.**

**Please email completed applications to foodequityfund@seattle.gov**