

FOOD EQUITY FUND

2023 GENERAL GRANT GUIDELINES



TABLE OF CONTENTS

2023 General Grant Guidelines.....	1
About the Food Equity Fund.....	3
What We Fund.....	3
Who Should Apply	4
Examples of Eligible Activities.....	5
Funding Restrictions.....	5
Example Proposals	6
How to Apply.....	6
2023 General Grant Schedule	7
Virtual Interviews.....	7
Virtual Information Sessions & Support.....	8
Evaluation Criteria	9
Eligibility Checklist:	9
Application Scoring Guidelines	9
What to Expect If Awarded?.....	11
Frequently Asked Questions.....	12

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, sourcing, preparing, learning, distributing food and/or managing food waste.

Created in 2021, the Food Equity Fund supports work led by those most impacted by food and health inequities: Black, Indigenous, People of Color (BIPOC), immigrants, refugees, people with low incomes, youth, and elders.

In 2023, approximately \$2 million is available in funding and is provided by revenue from Seattle's Sweetened Beverage Tax.

WHAT WE FUND

Across the United States and in Seattle, there are deep and persistent inequities in the food system due to structural racism. The Food Equity Fund aims to increase investments in community food work led by: Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, youth, and elders.

Eligible proposals must:

- Occur within Seattle
- Be accessible and benefit people who live, learn, work and/or worship in Seattle
- Focus on contributing to an equitable and sustainable local food system
- Be complete within 24 months of contracting

WHO SHOULD APPLY

- Organizations that have **501(c)(3) nonprofit status**, or Community groups that have a ***fiscal sponsor with 501(c)(3) nonprofit status**,
- Tribes and tribal organizations, and/or
- Organizations and groups led by those most impacted by food and health inequities: Black, Indigenous, People of Color (BIPOC), immigrants, refugees, people with low incomes, youth, and/or elders.



***A FISCAL SPONSOR** is a 501(c)(3) nonprofit organization that agrees to act as the trustee of your project's funds and assumes financial responsibilities related to record keeping and the disbursement of funds. If you are not a 501(c)(3) nonprofit organization, you are required to secure a fiscal sponsor for your contract with the City of Seattle. For groups that must hire a fiscal sponsor, a fee of 5% to 10% of the total grant award is often charged. This fee may be included in your proposal budget.

Note: Only one application per organization is allowed, except if the organization serves as a fiscal sponsor for multiple projects

INELIGIBLE APPLICANTS

We do not accept proposals from applicants who are:

- **501(c)(4) political groups**
- **For-profit entities, including small businesses**
- **Individual persons**
- **Major institutions such as school districts, universities, hospitals**

EXAMPLES OF ELIGIBLE ACTIVITIES

The following activities are *ideas* of eligible activities:

- *Capital project or physical improvement such as a new greenhouse, farm irrigation, and/or commercial kitchen
- Coalition-building to advance food justice & food sovereignty
- Community organizing
- Capacity-building
- Elders/seniors-focused programs
- Food distribution
- Food justice leadership development
- Food pantry & meal services
- Food production such as gardening or farming
- Food-related job training
- Activities that advance economic opportunities in the food system
- Storytelling & cultural preservation and/or education
- Youth-focused programs
- And many more!



***CONTINGENCY:** All capital/physical improvement project budgets must include a 15% cash contingency for all construction related activities and costs, including sales tax.

FUNDING RESTRICTIONS

The following activities are **not** eligible for funding:

- Expenses made before the organization is under contract
- Lodging or hotel expenses
- Organization's overhead costs not related to the Food Equity Fund proposal
- Projects/activities that are not accessible by the public
- Purchase of land or buildings
- Purchase of a vehicle
- Scholarships

Department of Neighborhoods reserves the right to make final determination of eligible expenses or project activities. **Please contact a Food Equity Fund Project Manager directly with any questions about eligible activities prior to submitting a final application.**

EXAMPLE PROPOSALS

- 1) A Native-led organization seeks funds to grow and provide free culturally relevant produce to elders in their community. The proposal involves growing Native plants and vegetables, intergenerational harvest parties and food distribution days for Seattle's urban Native American elders.
- 2) A trusted coalition of BIPOC farmers working in Seattle seek funds to conduct a visioning process with their community. The project includes climate resiliency planning, soil health testing, and growing culturally relevant produce. The coalition aims to create a resource guide for local farmers to use in response to rapid climate change.
- 3) BIPOC youth leaders work with a trusted organization to develop a food & farming workforce training program. The community organization work alongside youth leaders to create a 16-week training series. Youth are involved at multiple stages, from planning to implementation.
- 4) A mutual aid group seeks funds to build a new greenhouse, and to re-design and expand their existing food storage and distribution area to make it more accessible. The proposal involves engagement with the property owner, community members, and volunteers to co-design and build the new distribution area.

HOW TO APPLY

Follow this checklist to make sure you have downloaded key forms and have everything you need to submit a complete Food Equity Fund application:

- [Application](#)
- [Narrative questions](#)
- [Workplan](#)
- [Grant Request Budget](#)
- [Leadership biographies](#)
- Additional attachments, if applicable:
 - IRS 501(c)(3) determination letter
 - Identified fiscal sponsorship if an unincorporated group
 - Property owner letter

Application and attachment(s) must be submitted via email to FoodEquityFund@seattle.gov by **11:59 pm PDT on Wednesday, March 15, 2023**. In fairness to others, late applications will not be accepted.

2023 GENERAL GRANT SCHEDULE

Award Amount: \$5,000 - \$100,000 | **Proposal Length:** up to 24 months

●	January 25	Application open
●	Feb. 2: 10:00 am - 11:00 am Feb. 9: 5:30 pm - 6:30 pm Feb. 21: 1:00 pm - 2:00 pm	Virtual Info Sessions (Interpretation available upon request)
●	March 15 before 11:59 pm	Application deadline
●	April 19 to 28	If applicable, scheduling interviews
●	May 3 to 12	If applicable, virtual interviews
●	Mid-June	Applicants notified of funding decisions via email
●	Late June to Oct. 1	Contract signed and fully executed

VIRTUAL INTERVIEWS



The community review process may include a virtual interview component. If applicable, applicants will be contacted by April 28, 2023 to schedule a virtual interview.

VIRTUAL INFORMATION SESSIONS & SUPPORT

Join a virtual information session to learn more about the application process, qualities of a strong proposal and to ask any questions. Please register for an information session [here](#).



Thursday, Feb 2nd,
10am - 11am

Link: [Food Equity Fund Info Session #1](#)
Join by phone: (206) 207-1700
Access Code 2480 841 6402 Password 2023

Thursday, Feb 9th,
5:30pm - 6:30pm

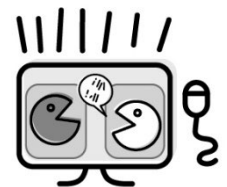
Link: [Food Equity Fund Info Session #2](#)
Join by phone: (206) 207-1700
Access code: 2491 284 9167 Password 2023

Tuesday, Feb 21st,
1pm - 2pm

Link: [Food Equity Fund Info Session #3](#)
Join by phone: (206) 207-1700
Access code: 2486 277 8200 Password: 2023

Technical Assistance: Questions about the application or want to discuss your proposal idea?

- Email foodequityfund@seattle.gov or call **206-727-FOOD (3663)** to schedule a one-on-one meeting with a project manager. Project managers are available to meet outside of regular business hours and weekends with advance scheduling.
- Question & Answer open office hours: <https://bit.ly/FEFInfo>
JOIN BY PHONE: +1-206-207-1700 ACCESS CODE: 146 253 1431
 - Wednesday February 15th 2023 – 4:30 pm to 6:30 pm
 - Thursday, February 23rd 2023 – 4:30 pm to 6:30 pm
 - Thursday, March 2nd 2023 – 4:30 pm to 6:30 pm



*For reference, project managers will not be part of the selection process.

EVALUATION CRITERIA

All proposals will be screened for basic eligibility requirements by the Food Equity Fund staff. Eligible proposals will be reviewed by the community review panel based on the criteria below.

The community review panel is made up of local community leaders with expertise in racial equity, food justice and health inequities. The review panel may recommend an award amount that is different than the amount requested by the applicant.

Funding recommendations made by the panel will have final approval from the Department of Neighborhoods Director.

ELIGIBILITY CHECKLIST:

- Project occurs within Seattle
- Project is accessible and benefit people who live, learn, work and or worship in Seattle
- Focus on contributing to an equitable and sustainable local food system
- Be complete within 24 months of contracting

APPLICATION SCORING GUIDELINES

1

PEOPLE

- Does the history, mission and vision of the organization or group align the proposed work? Do the examples of accomplishments and/or developments in their work compliment with the proposal?
- Is racial justice clearly a lived value within the organization or group? Does the application provide concrete examples about how they advance racial justice internally?
- Is it clear that priority communities are key decision makers and/or leading most phases of the proposed work? If partners are included, do they speak to either ongoing partners or new partnerships that demonstrate reciprocity?

2

PROPOSAL

- Does the applicant's vision for food clearly demonstrate an understanding of their community's needs and solutions? Is it culturally relevant?
- Is the description clear? Does it align with the workplan and budget attachments? Is it consistent with the purpose of the Food Equity Fund?

3

IMPACT

- Does the work clearly link to equity in the local food system or have sustainable practices? *Examples include but not limited to: increasing access to culturally relevant food, high-paying jobs in the food sector, soil remediation, working with local producers, honoring Traditional Ecological Knowledge, etc.*
- Does the proposal give clear examples on how BIPOC, people with low incomes, youth and/or elder leaders in the food system are developed at multiple stages of the work?

4

ATTACHMENTS: WORKPLAN, BUDGET, LEADERSHIP BIOGRAPHIES

- Are the key activities and timeline in the workplan realistic?
- Is the budget feasible? Does it align with the attached workplan and narrative?
- Do the individuals working on the proposal reflect the lived experiences of the communities they work with?

WHAT TO EXPECT IF AWARDED?

If funded, organizations and/or fiscal sponsors will be required to:

- Attend an orientation.
- Work closely with their assigned Food Equity Fund project manager to finalize project/program outcomes.
- Have a current City of Seattle business license.
- Secure and provide evidence of Commercial General Liability insurance
- If applicable, provide documentation upon request of Washington State Patrol background checks for all project volunteers and staff working with youth under 18 years of age.
- Ensure all design and capital projects on City of Seattle property follow Federal law to provide readily accessible facilities per the Americans with Disabilities Act (ADA). Capital projects are expected to pay prevailing wages.

The Food Equity Fund makes payment based on mutually agreed upon outcomes. In addition, it includes a steady monthly rate that is negotiated during the contracting process.

Food Equity Fund contracts must be signed by **October 1st, 2023**, unless otherwise noted and funds must be spent no later than **September 30th, 2025**.

FREQUENTLY ASKED QUESTIONS

- **Can Seattle Department of Neighborhoods (DON) staff review my application?**

Yes, Food Equity Fund project managers are available to provide feedback on your application and answer any questions. We can only provide feedback on draft applications submitted **before** March 1st, 2023. After March 1st, we are still available to answer questions or provide any technical assistance but unfortunately cannot guarantee a thorough review of a draft application.

For information on how to contact a DON Food Equity Fund project manager and details on office hours, please see page 8 or call 206.727.3663.

- **My office is not in Seattle, but the community we work with is based in Seattle. Can we apply to the Food Equity Fund?**

Yes. If your office is located outside of Seattle, you can apply if your project or program takes place within Seattle city limits AND benefits people who live, learn, work, and/or worship in Seattle.

- **As a current Food Equity Fund grantee, am I eligible to apply for this General Grant cycle?**

Yes, current Food Equity Fund grantees are eligible to apply for the General Grant. However, if your proposal is awarded, your current Food Equity Fund contract must be complete by the time you start a new contract. Contracts must be signed by **October 1st 2023**. If you are a current grantee and have any questions about this, please contact your assigned project manager.

- **What is Commercial General Liability (CGL) Insurance?**

It is liability coverage for the length of the grant contract. The **“City of Seattle”** must be added as an additional insured party to the policy. Please work with your Food Equity Fund project manager to determine the appropriate insurance coverage. You may include the cost of insurance in your grant budget.

- **If I currently have an active grant contract with Seattle Department of Neighborhoods (DON), am I eligible to apply for this Fund?**

Organizations and community groups are allowed to hold multiple DON grants if they are for separate and unique projects.

- **Are there any matching requirements for the Food Equity Fund dollars?**
No. The Food Equity Fund General Grant does not require that their grant dollars be matched.

- **What is a City of Seattle business license?**
Anyone doing business in Seattle must have a Seattle business license tax certificate, also known as a business license or general business license. This is in addition to the Department of Revenue business license. You do not have to have a City of Seattle Business License to apply for this grant, however, if selected, your organization or your fiscal sponsor will be required to obtain one. For more information: [Business Licenses - City Finance | seattle.gov](https://seattle.gov/cityfinance/businesslicenses)

- **Where else can I get funding for food-related projects in Seattle?**
Here are a few other funding opportunities that support food or environmental justice related projects:
 - [Congregate Meals for Older Adults](#) – Human Services Department
 - [Culturally Nourishing Foods for Older Adults](#) – Human Services Department
 - [Equitable Development Initiative](#) - Office of Planning & Community Development
 - [Environmental Justice Fund](#) - Office of Sustainability and Environment
 - [Farm to Preschool Program Coordination & Food Procurement](#) - Human Services Department
 - [Home Delivered Meals Fund](#) - Human Services Department
 - [KCD Seattle Community Partnership Grant](#) - King County Conservation District
 - [Waste-Free Communities Matching Grant](#) - Seattle Public Utilities
 - [Food Assistance Grants](#) – Washington State Department of Agriculture