



Seattle Department of Neighborhoods (DON) 2022 Food Equity Fund (FEF) Frequently Asked Questions Tier 2

- **Are there any DON staff available to review our application, answer our questions, or help us if we have trouble with the word application?**

DON Food Equity Fund project managers can provide guidance and feedback on your application and answer other questions. We will do our best to help you. Keep in mind that we will not be available to review and provide feedback on any draft applications after April 16, 2022. You can still have questions answered and receive assistance, but we are not able to review draft applications.

Here are the ways to contact a DON Food Equity Fund project manager.

- Email: foodequityfund@seattle.gov
- Call: 206-727-FOOD (3663)
- Log on: to a virtual open office hour:
 - ***From March 9 to April 13, 2022***, DON Food Equity Fund Project Managers will have virtual office hours ***every Wednesday from 4pm to 8pm.***
 - 4:00pm to 5:30pm – Anyone can log on for assistance.
Log in link: <https://tinyurl.com/FEFopenhours>
 - 5:30pm to 8:00pm is reserved for scheduled appointments. The last scheduled appointment is at 7:30pm.

- **Why should I work with a DON Food Equity Fund Project Manager?**

A DON Food Equity Fund Project Manager can help you with:

- Understanding the program guidelines and application process
- Searching for a fiscal sponsor organization
- Obtaining Commercial General Liability Insurance
- Making connections with other community partners/resources
- Reviewing your draft application. Draft applications must be submitted at least two weeks prior to the Saturday, April 30, 2022 deadline. **Please submit your draft for review by Saturday, April 16, 2022.** This gives staff adequate time to review your proposal as well as time for you to make any necessary changes.

- **What type of projects do you fund?**

We fund an array of unique and creative community endeavors that seek to increase equitable access and opportunities to learn about, to grow, and/or eat healthy, affordable, and culturally relevant foods in Seattle. Please see our program guidelines and or connect with a DON Food Equity Fund Project Manager for answers to specific questions about your proposal.

- **How much money is available for 2022 Food Equity Fund projects?**

Approximately \$2 million in funding is available for Tier 2 community-led food equity fund projects.

- **How many projects will you fund?**

It is difficult to predict. The final number depends on the amount of dollars requested for each specific proposal. We won't know until the funding opportunities closes on Saturday, April 30, 2022 exactly how many groups applied, and the dollars they are requesting.

- **If I am awarded in Tier One, can I apply in Tier Two of the Food Equity Fund?**

Applicants cannot hold grants in both tiers.

- **Can an organization apply for more than one grant in a particular Tier?**

Organizations should prioritize their request and may apply only once per tier. Projects must be successfully completed/closed out before an organization can apply for a subsequent award.

- **How soon can I start to spend the money if I am awarded?**

You will receive written notice of the date to proceed. The City of Seattle will not reimburse you for any expenses incurred prior to a fully executed contract being in place. It is anticipated that award decisions for Tier Two projects will be announced in July. There will be an orientation for awardees and contracting will begin immediately after that. Typically, it could take 30 days for contract development and all signatures being in place. Commercial General Liability (CGL) insurance must be in place before spending begin.

Awards must be contracted within three months of the award announcement or by October 31, 2022 for Tier Two. Tier Two funds must be spent by October 31, 2024.

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

It is liability coverage for the length of the project. The **"City of Seattle"** (Not the Department of Neighborhoods) 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. We can make the exact specifications/requirements available to your insurance broker to simplify the process. Event insurance which covers a specific project event or activity is not the same and cannot be substituted for Commercial General Liability insurance. You can not begin program activities until your insurance is in place.

- **Can I act as a fiscal sponsor for another organization AND apply to the Food Equity fund on behalf of my own organization?**

Yes, you can be a fiscal sponsor for another group and apply on behalf of your own organization, as long as you have the ability to manage the finances of multiple organizations.

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

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

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

We do not accept applications from organizations that do not have a Seattle address. This funding is provided by revenues from Seattle's Sweetened Beverage Tax, which is only collected in Seattle. We encourage you to consider partnering with a community group or an organization that has a Seattle address in order for your community to access these dollars.

- **Will you accept mailed applications?**

No, we currently are not accepting mail in applications. All applications and attachments must be submitted by **email** to FoodEquityFund@seattle.gov. Applications received by email after 11:59pm PDT on Saturday, April 30, 2022, in fairness to others, will not be accepted, reviewed or rated.

Unless otherwise noted, all sections within the application must be completed. If all sections are not completed, an application will be considered "incomplete" and will not be eligible for funding.

An application will also be considered "incomplete" and will not be eligible for funding if we are not able to open and or download the application and or attachment(s) from your email.

- **Where else can I get funding for food or food justice-related projects in Seattle?**

Here are a few other funding opportunities that support food and or environmental justice related projects.

- **Environmental Justice Fund** - for community-led projects that improve environmental conditions, respond to impacts of climate change, and advance environmental justice.
<https://www.seattle.gov/environment/equity-and-environment/equity-and-environment-initiative/environmental-justice-fund>
Email: ejfrfp@gmail.com
- **KCD Seattle Community Partnership Grant** - for community-led projects that support environmental equity and protect our natural resources and/or food system.
<https://kingcd.org/tools-resources/grants/seattle-community-partnership-grant-program/>
Email: jessica.saavedra@kingcd.org