***2024 FOOD EQUITY FUND***
STARTER FUND APPLICATION COVER SHEET

For additional information, please refer to the Guidelines. Applications are accepted on a rolling basis until October 1, 2024 or until funding has run out. If you’d like to know how much funding is available, please feel free to reach out to foodequityfund@seattle.gov.

When you are ready to submit a completed application, please email relevant attachments to foodequityfund@seattle.gov with the subject line: FINAL SUBMISSION\_ORG NAME.

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](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56).

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

# REQUIRED MATERIALS CHECKLIST

Below is a list of required materials. Templates and more information for each of these can be found on our [website](https://www.seattle.gov/neighborhoods/programs-and-services/food-equity-fund). Please email all required materials to foodequityfund@seattle.gov

Required Materials:

* Complete this [application cover sheet](http://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Application-Cover-Sheet.docx)
* Attachment: [Narrative Questions](http://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Narrative-Questions.docx)
* Attachment: [Workplan & Leadership Biographies](http://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Workplan-and-Leadership-Bios.docx)
* Attachment: [Grant Request Budget](http://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Grant-Request.xlsx)
* **501(c)3 determination letter:** Attach if your organization is a registered 501(c)3.

 OR

* **Fiscal Sponsor Letter:** Attach existing fiscal sponsor agreement or contact information for an identified 501(c)3 organization who intends to provide fiscal sponsorship to your community group.

If applicable:

* **Property Owner Letter:** Attachdocumentation of property owner permission if you are proposing a physical improvement project.
	+ Applications that include improvements and/or activities on City-leased or City-owned properties will be reviewed by the appropriate City Department.

# APPLICANT INFORMATION

1. Organization Name:
2. Organization Mailing Address:
3. Website:
4. Primary Contact Person’s Name:
5. Primary Contact Person’s Email Address:
6. Primary Contact Person’s Phone Number:
7. When was your organization formed?
8. Organization’s annual budget in 2023:
9. Organization’s annual budget for 2024:
10. If a 501(c)3 Organization, Federal Tax ID Number:
11. If not a 501(c)3, Fiscal Sponsor’s Organization Name:
12. Fiscal Sponsor’s Mailing Address:
13. Fiscal Sponsor’s Federal Tax ID Number:
14. Fiscal Sponsor’s Authorized Signer Name:
15. Fiscal Sponsor’s Authorized Signer Email:
16. Fiscal Sponsor’s Authorized Signer Phone Number:
17. Did you work with a Food Equity Fund Project Manager on your application? If so, please provide their name (write ‘n/a’ if not applicable):
18. Has your organization received a Food Equity Fund grant before?

( ) Yes

( ) No

The review process requires a virtual interview component. If we invite you to a virtual interview, what language or accessibility needs do you have, if any? *This is for planning purposes only and has no bearing on selection.*

# GRANT REQUEST

1. Project Title:
2. Project Duration: Start: \_\_\_\_\_\_\_\_\_ (month/year) - End: \_\_\_\_\_\_\_\_\_\_(month/year)
3. Request Amount: \_\_\_\_\_\_\_\_\_\_ ($5,000- $25,000)
4. Short Project Description: *Please provide a clear summary description of your project. Responses should not exceed 3-4 sentences. You will have the opportunity to provide a more detailed description later in the application.*
5. Address of Primary Site of Activities:
6. What specific Seattle neighborhoods does your work mainly operate in?

**PROPERTY OWNER PERMISSION**

1. Will your project include a physical improvement? *A* ***physical improvement*** *includes building semi-permanent or permanent structures in an exterior space and/or renovations to a building. Examples of physical improvements can be found on Page 6 of 2024 Guidelines.*

( ) Yes

( ) No

1. Is your project on land owned by your organization?

( ) Not Applicable

( ) Yes

( ) No, privately owned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) No, publicly owned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*CERTIFICATION**\*\*\*

I agree that I am authorized to submit this application on behalf of the applicant organization, and that the statements herein are true, complete, and accurate to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature                                                                        Printed Name, Title

In order to continue, please refer to the Attachments: Narrative, Workplan & Leadership Bios and Grant Request Budget to complete your application.