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**2025 Environmental Justice Fund Application Worksheet**

This worksheet is provided to applicants for drafting purposes only. Final application responses must be submitted through the FLUXX grant portal [**here**](https://seattle.fluxx.io/user_sessions/new)**.**

Please review the [**2025 EJF Guidelines**](https://wwwqa.seattle.gov/documents/Departments/OSE/Equity/EJ%20Fund/2025_EJF_Guidelines.pdf), as they provide useful information about the application process.

The EJ Fund Scoring Rubric is available [**here**](https://www.seattle.gov/documents/Departments/OSE/Equity/EJ%20Fund/2025_EJF_Scoring_Rubric.pdf).

Application Attachments

Your application will need to include the following attachments:

Organizational budget, if available

Landowner agreement, if applicable

Application Questions

**Organization / Community Group\*\***

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| *\*\** ***If your organization has applied for a City of Seattle grant through FLUXX before****, your profile will appear automatically, and the fields will pre-fill with your organization's details. Important: If your organization already has a profile, do not create a new one.*  ***If this is your organization's first time applying for a City of Seattle grant through FLUXX***, click the “Add New” link to create a profile before continuing. |

Primary Contact

**Name**:

**Email Address**:

Primary Signatory

**Name**:

**Email Address**:

Proposal Eligibility

**We recognize drafting a proposal requires time and resources. Before you submit a proposal, this section will walk you through the EJ Fund eligibility requirements to help you determine if you should submit a proposal.**

Eligible applicants must have 501(c)3 nonprofit status; or have a fiscal sponsor with 501(c)3 nonprofit status; or be willing and able to secure a fiscal sponsor with 501(c)3 status within four (4) weeks of award and before the project begins.

1. **Which of the following applies to your group or organization?**

We have 501c3 nonprofit status

We have a fiscal sponsor with 501c3 nonprofit status

We are willing to secure a fiscal sponsor with 501c3 nonprofit status within 4 weeks of grant award notification. (The EJ Fund team is happy to help connect groups to potential fiscal sponsors if needed)

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| **If your group or organization has a fiscal sponsor, please provide your fiscal sponsor information below:(include the name of your fiscal sponsor, contact person’s name)** |
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1. **Does your project directly address environmental and/or climate inequities in the City of Seattle?** Yes/No
2. **Does your project primarily benefit whose who live, work, workshop, and play in the City of Seattle?** Yes/No
3. **Is your project led by or co-developed with EJ Fund priority communities: Black, Indigenous, people of color, immigrants, refugees, those with low incomes, youth, and elders?** Yes/No
4. **Do you currently have an EJ Fund grant that is less than 75% complete?** Yes/No

General Information

**If you've worked with a TA consultant, please share their name:**

**Staff:** How many paid staff do you have, if any? Report staff numbers in full-time equivalents (FTE). One (1) FTE equals 40 hours per week. For part-time staff, calculate FTE as a decimal based on hours worked. For example, a 20-hour-per-week employee counts as 0.5 FTE.

**Full time staff (FTE):**

*Provide number*

**Part time (FTE):**

*Provide number*

**How many volunteers would support your proposed project, if any?**

*Provide number*

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| **Provide a short description (3-4 sentences) about your project and the community it would serve.**  *500 char limit* |
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**What funding level are you seeking?**

$10,000 – 40,000

$40,001 – 90,000

**Total Amount Requested**:

*Provide number*

**What is the minimum grant amount you would need?:**

*Provide number*

**What kinds of eligible activities does your project involve?** Select up to three eligible activities starting with the activity that most closely applies with your proposed project.

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| Arts and storytelling  Capacity building\* for the organization, group, and/or community  Climate change adaptation and/or resilience  Climate or environmental justice education  Climate or environmental justice engagement and/or outreach  Coalition building to advance climate or environmental justice | Community organizing  Cultural knowledge preservation and/or education  Neighborhood and community planning or visioning, including the design phase  Skills building and development for green jobs pathways |

**Does your project exclusively serve communities in the Duwamish Valley?** Yes/No

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| **QUESTIONS FOR PROJECTS FOCUSED EXCLUSIVELY IN THE DUWAMISH VALLEY**  Response length: Clarity is key. To support community reviewers, please keep responses brief (ideally 2-4 paragraphs) while addressing each part of the question. Reviewers may request more details during the Q&A period.  **What geographic communities does your project serve?**   * Georgetown * South Park   **COMMUNITY NEED**: What Duwamish Valley neighborhoods will this project serve? How are the residents being impacted by climate change and/or environmental hazards? *(2,500 char limit)*  **PROJECT IDEA**: How did the project idea come about? How were Duwamish Valley community members involved with its design? *(2,500 char limit)*  **PROJECT DESCRIPTION**: What will you do, and how will you do it? Where will it happen? *(2,500 char limit)*  **Approximately how many people will be served?** (Please use your best guess.)  *Provide number. No narrative response.*  **PEOPLE**: Who will implement the project, and what lived experiences/skills do they bring? How are the Duwamish Valley community members involved in leadership? If applicable, who are the project partners and what are their roles? *(2,500 char limit)*  **IMPACT**: What are at least three project outcomes? How do these outcomes address the community impacts you named in “Community Need”? *(2,500 char limit)*  **RACIAL JUSTICE**: What practices and approaches does your organization or group use to advance racial justice? *(2,500 char limit)* |

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| **QUESTIONS FOR PROJECTS NOT EXCLUSIVELY SERVING THE DUWAMISH VALLEY**  Response length: Clarity is key. To support community reviewers, please keep responses brief (ideally 2-4 paragraphs) while addressing each part of the question. Reviewers may request more details during the Q&A period.  **What geographic communities does your project serve? Select up to three that apply.**   |  |  | | --- | --- | | * Beacon Hill | * Lake City | | * Bitter Lake | * Mount Baker | | * Central Area | * Othello | | * Chinatown-International District | * Rainier Beach | | * Delridge | * South Park | | * Georgetown | * Other (please specify) | | * Haller Lake |   **COMMUNITY NEED:** Who is the priority community this project will serve? How are they being impacted by climate change and/or environmental hazards? *(2,500 char limit)*  **PROJECT IDEA:** How did the project idea come about? How was the priority community involved with its design? *(2,500 char limit)*  **PROJECT DESCRIPTION:** What will you do, and how will you do it? Where will it happen? *(2,500 char limit)*  **Approximately how many people will be served?** (Please use your best guess.)  *Provide number. No narrative response.*  **PEOPLE:** Who will implement the project, and what lived experiences/skills do they bring? How is the priority community involved in leadership? If applicable, who are the project partners and what are their roles? *(2,500 char limit)*  **IMPACT:** What are at least three project outcomes? How do these outcomes address the community impacts you named in “Community Need”? *(2,500 char limit)*  **RACIAL JUSTICE:** What practices and approaches does your organization or group use to advance racial justice? *(2,500 char limit)* |

**Does your project take place on land that is not owned by your organization?** Yes/No

*If yes, please attach a letter of authorization from the land or property owner.*

**Does your organization or group have an annual budget?** Yes/No

*If yes, please attach the organizational budget.*

**PROJECT TIMELINE**

FLUXX online grant application instructions: Please add your project activities & milestones by clicking on the green "**+**" sign to the right.

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| **Activity/Milestone** | **Date/Timeline** |
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**PROJECT BUDGET**

**Project Income**

List all sources of funding for your project. You may add line items by clicking on the green "**+**" sign to the right.

**Environmental Justice Fund request**:

(Note: this will be auto-populated from your grant request amount)

Use the table below for preparing to report additional funding sources and in-kind donations.

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| **Funding Source** | **Amount** | **Status**  *Tell us if the funding is committed, pending or to be submitted*  (drop-down menu in FLUXX) |
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| **In-Kind Donations (please list below)** |  |  |
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| **PROJECT INCOME TOTAL** |  | Note: The total will populate/refresh when you save the application. |

**Project Expenses**

**Only include expenses requested with this funding.** FLUXX will automatically total your expenses. Please ensure that your total expenses match your grant request amount.

FLUXX online grant application instructions: For each budget category, you may add line items by clicking on the green "**+**" sign to the right.

**Personnel Costs**

Expenses in this category may relate to staffing costs for this project. Indicate the rate of pay and estimated number of hours to be worked.

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| **Line Item** | **Amount** | **Description** |
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| **Personnel Costs Total** |  | Note: The total will populate/refresh when you save the application. |

**Programming Expenses**

Expenses in this category may relate to materials and services needed to complete this the project. This includes supplies, materials, food, stipends, consultants, vendors, artists, and services.

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| **Line Item** | **Amount** | **Description** |
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| **Programming Expenses Total** |  | Note: The total will populate/refresh when you save the application. |

**Indirect Expenses**

Expenses in this category may relate to fiscal sponsorship, admin, and overhead related to this project.

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| **Line Item** | **Amount** | **Description** |
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| **Indirect Expenses Total** |  | Note: The total will populate/refresh when you save the application. |

**Project Expenses Covered by Other Funding Sources**

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| Please provide a brief description of the project expenses that will be covered by other funding sources, if any. |
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**END**