



Seattle
Office of Sustainability
& Environment

Environmental Justice Fund

Sample Narrative Responses, Project Timeline, and Project Budget

Please review the [2025 EJF Guidelines](#), as they provide useful information about the application process. The EJ Fund Scoring Rubric is available [here](#).

Response length: Clarity is key. To support community reviewers, please keep responses brief (2-4 paragraphs) while addressing each part of the question. Reviewers may request more details during the Q&A period.

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). *The sample response has 1,569 characters, including spaces.*

The priority community this project will serve is the EFG neighborhood, a diverse area of about one square mile with 2,000 residents. The community includes 30% Black, 20% Asian, 20% Hispanic/Latinx, 10% white, 5% Indigenous, and 15% multiethnic or from other backgrounds. Located in the HIJ Valley, the neighborhood is particularly vulnerable to poor air quality because the valley's geography traps polluted air, making the situation worse.

Bad air quality has been a concern for many years, but it has been significantly worsened by the impact of wildfires, which are becoming more frequent and intense due to climate change. These wildfires send harmful smoke into the area, making the air unsafe to breathe, especially during wildfire season. As a result, many residents experience health problems such as asthma and other breathing issues. This is particularly concerning as hospital visits related to these conditions have increased, especially when the air quality is poor.

In 2017, five concerned residents decided to initiate action. They organized a meeting with over 50 people, and that's how ABC was created. Today, ABC has 20 volunteers who work hard to improve the situation. A 2024 resident survey found that only 16% of homes in the neighborhood have air purifiers, even though they are crucial for improving indoor air quality. Without these purifiers, residents continue to breathe harmful air, worsening their health problems. This project will address these concerns and help the community better manage air quality during hazardous conditions.

PROJECT IDEA: How did the project idea come about? How was the priority community involved with its design? (2,500 char limit) *The sample response has 1,499 characters, including spaces.*

The idea for this project came from our ABC program committee after reviewing the results of our 2024 survey. We realized that many homes in our neighborhood weren't equipped to handle poor air quality days, even though we consistently have higher average AQI scores than nearby neighborhoods. Last year, our average AQI was 250 in July and 290 in August, while "Neighborhood FGH" averaged 175 in July and 180 in August, and "Neighborhood QRS" had averages of 75 in July and 110 in August. The city's overall average AQI for July and August was 115 and 150, respectively. This stark difference highlighted the need for action to help our community deal with the poor air quality!

In April 2025, we presented the project idea at a quarterly meeting, where we explained our plan to educate the community about the Air Quality Index (AQI) and share tips on how to improve air quality at home. The community response was very positive, and we decided to name the initiative "Project Fresh Air."

Five residents volunteered to form the "Project Fresh Air" team, including two high school students. The team has started researching available resources for the community. We recently learned about a program from the XX State Department of Health that provides free air purifiers to low-income residents over 65, which will be especially helpful for our elderly neighbors.

We are now in the fundraising phase of the project, working to secure the resources needed to make Project Fresh Air a success.

PROJECT DESCRIPTION: What will you do, and how will you do it? Where will it happen? (2,500 char limit) *The sample response has 1,989 characters, including spaces.*

Our project will help residents in our neighborhood understand the Air Quality Index (AQI) and give them simple advice on what to do when the air quality is bad. We will also share information on how to get air purifiers, which are important for cleaning the air inside homes when the outside air is unsafe. Working with the XX State Department of Health, we will provide free air purifiers to elderly residents and ask the community to help us find senior households that need them the most.

The project will start with a community planning session at our quarterly meeting in September. We will ask residents for their ideas on how to create helpful outreach messages for the whole neighborhood. We will also ask about which information should be available in other languages and how to reach people who stay at home a lot. Involving the community will help us make sure the project meets their needs.

Starting in early 2026, we will begin education and outreach activities with the help of the EJ Fund. Two teams of two workers will visit 550 homes in the neighborhood. We will leave a bag on each doorknob with flyers in English and Spanish. These flyers will explain how to respond to different AQI levels and give information on how to get air purifiers. The bags will also include a flyer with

messages in other languages, showing how residents can get information in their preferred language. We will also have a table at the EFG Summer Solstice Neighborhood Block Party on June 21, 2026, at PQR Plaza to share more information.

To see how well the project worked, we will ask residents to fill out a survey. The survey will help us know if they used the tips, got an air purifier, or found the resources helpful. We will ask the community at our spring meeting how they would like to complete the survey—by email, paper, QR code, or door-to-door. In the summer, we will distribute the survey and review the results. We expect to reach about 1,375 residents with our project.

Approximately how many people will be served? (Please use your best guess.) **1,375**

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) *The sample response has 1,698 characters, including spaces.*

Our project is led by people who live in the EFG neighborhood and are directly affected by health issues worsened by climate change. Sadie W. is our chairperson and has lived in EFG for 26 years. She is a mother of two school-aged children and runs a home-based childcare program. She is skilled at organizing and leading the team. Adam McD., our vice-chair, is a mobile nurse at OPQ company and has lived in EFG for four years. His medical background helps ensure we have the most up-to-date health information for the project. Rosie S., who has lived here for 11 years and is a bookkeeper, works alongside Lani R. and Cesar Q., two high school students from EFG, to help plan and organize the project. These five residents make up our “Project Fresh Air” team.

We believe in involving the community in leadership. Every quarter, we hold meetings where residents can share their ideas and help us figure out the best solutions for the neighborhood. This keeps the project focused on what matters most to everyone. With help from the neighborhood leadership council, the program coordinator and team create messages for the community based on the feedback we receive. With support from the EJ Fund, the program team will also receive stipends for their work.

In addition to working with the XX State Department of Health, ABC also partners with three local nonprofit organizations: Sunshine Agency, Hope Organization, and Resilience International. These groups help us share information with the community, provide support for basic needs, and join us in advocacy campaigns for positive change in the neighborhood. These partnerships strengthen our efforts and help make the project successful.

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) *The sample response has 1,543 characters, including spaces.*

The expected outcomes of our project focus on reducing the negative impacts of poor air quality in our neighborhood. First, through door hangers and in-person outreach at our neighborhood block party, all 550 housing units will receive critical information and tips on how to manage poor air quality days. This directly addresses the need for education on air quality, as many residents are not equipped to handle these days. Second, during that same outreach period, we will make sure all 550 households receive information on how to access affordable air purifiers, a key tool for improving indoor air quality, especially for vulnerable residents. Third, we will distribute up to 25 free air purifiers to households with elderly residents, through the XX State Department of Health program, directly supporting those most at risk from poor air quality.

These outcomes will help address the health problems caused by poor air quality in our community. Our project will raise awareness about air quality, provide resources to protect residents, and improve conditions for those most affected. We will also ask for feedback every few months to track progress and get ideas for future projects. After the project, we hope to find that at least 50% of community members understand AQI levels and use the tips we shared. We also hope more households will have air purifiers, either through the free program or other resources. This will help improve health and support the community in dealing with air quality problems caused by climate change.

RACIAL JUSTICE: What practices and approaches does your organization or group use to advance racial justice? (2,500 char limit) *The sample response has 1,694 characters, including spaces.*

At EFG, we focus on racial justice by making sure our leadership and work reflect the diversity of our community. Our neighborhood includes many different racial and ethnic groups, and we believe it’s important for leaders to come from the community and understand its needs. Our chairperson, Sadie W., is a Black woman, and our Project Fresh Air team lead, Rosie S., is Latina. We also have two high school representatives who identify as BIPOC, and 60% of our regular volunteers are BIPOC, including retired, working, and young residents.

ABC has an advocacy team led by Cesar I., a long-time resident who worked in State Representative Fontina’s Seattle office for 7 years. He holds an annual advocacy workshop for the community and helps residents learn how to comment on bills, meet with legislators, and share clear messages about our neighborhood’s needs which were outlined in our Community Need response.

We prioritize working with partners who reflect our community’s identities. With support from the XX Foundation, we’ve hired skilled BIPOC trainers to help develop leadership within our program team. These trainers shape workshops based on the team’s input and regularly assess our progress to help us build strong leadership that serves the community.

We also focus on building relationships in our community. Our meetings are designed to connect

people and give them a space to share ideas and concerns. We start meetings with activities to help everyone get to know each other and provide food, drinks, and childcare. Sadie, a skilled facilitator, ensures everyone's voice is heard, and we make sure all ideas are recorded and discussed further during our team meetings.

PROJECT TIMELINE

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

Activity	Date/Timeline
First quarterly community meeting: co-develop outreach messaging with residents	October 2025
Create and translate materials	November-January 2026
Train outreach team	February-March 2026
Distribute doorknob hang bags	April 2026
Second quarterly community meeting: Get feedback on best way to survey residents	May 2026
Table at our annual Summer Solstice Neighborhood Block Party	June 2026
Distribute survey and analyze results	June-July 2026

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: \$25,000

(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

Funding Source	Amount	Status <i>Tell us if the funding is committed, pending or to be submitted (drop-down menu in FLUXX)</i>
QRS Foundation	\$5,000	To be submitted
Private donations	\$1,000	Pending
In-Kind Donations (please list below)		
Sunshine Agency (free room use for community meetings)	\$600	Committed
Yummy Catering, Inc. (meeting refreshments)	\$1,200	Committed
PROJECT INCOME TOTAL	\$32,800	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 Expenses

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.

Line Item	Amount	Description
Project Coordinator	\$7,000	\$50/hr x 40 hrs/mo x 6 months (240hrs)
Graphic Designer	\$1,000	\$50/hr x 20 hrs to design booklet and AQI scale magnets
Personnel Expenses Total	\$8,000	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.

Line Item	Amount	Description
Printed outreach materials	\$1,000	Door hang bags, resource booklet, fridge magnets w/AQI scale
Translation of written materials	\$2,000	\$500/language x 4 languages
Team Member Stipends	\$5,500	\$1,250 / outreach member x 4 \$300 / program team member x 5
Evaluation consultant	\$2,000	Flat project fee to co-develop survey with community members, help administer, analyze results, and create summary report
Programming Expenses Total	\$11,500	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.

Line Item	Amount	Description
Office Rent	\$1,000	\$200/mo x 5 mos
General Liability Insurance	\$700	Quote given by GIS Insurance Co.
Sexual Misconduct Liability Insurance	\$1,100	Quote given by GIS Insurance Co. - needed because two of our project team members are under the age of 18
Fiscal sponsor fee	\$2,700	Sunshine Agency's fiscal sponsor fee: 12%
Indirect Expenses Total	\$5,500	Note: The total will populate/refresh when you save the application.

Project Expenses Covered by Other Funding Sources

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

We will be requesting \$5,000 from QRS Foundation to cover the rest of the project coordinator salary. If we raise extra funding through private donations, our plan is to increase our team member stipends.

END