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| **2025 Video Application Instructions**  Waste-Free Communities Grant: TEXTILES |

# **Applications are due by 5:00 pm on May 13, 2025**

Read the Guidelines before completing your application.

You may choose to submit a Video Application or the Print Application Form.

# **Step 1: Make Your Video**

* Your completed video application must be no longer than 15 minutes. This is the maximum length. Shorter videos are okay. The review team will stop watching content at 15 minutes.
* Video applications may be submitted in your preferred language. SPU will provide translation/interpretation.
* Keep it simple. Videos taken with your phone are fine so long as the sound quality is good. Your application will be reviewed for content, not production quality.
* Your video must answer the following questions:

1. Project Description

Describe your proposed project, including:

* What you want to do
* What challenges or questions your project will help solve
* How your project prevents textile waste in Seattle
* How your project provides meaningful job training and/or employment opportunities for refugee and immigrant women, including which communities will be included in your project

1. Project Activities

What specific activities and strategies will you use to accomplish your project objectives?

1. Waste Prevention Outcomes

What textile waste prevention outcomes do you expect from your project? What portion of these outcomes can be attributed to this new grant funding versus your existing, ongoing activities?

Include estimates where feasible, such as pounds of textile waste you plan to prevent, or number of people you plan to educate or engage in textile waste prevention activities.

1. Employment Outcomes

What employment outcomes do you expect for refugee and immigrant women engaged in your project? How will this effort lead to sustainable employment opportunities with a living wage?

Include estimates where feasible, such as number of refugee and immigrant women you plan to train and/or employ through the project.

1. Measuring Success

What tools and strategies will you use to measure the success of your project?

1. Project Staffing

How will your project be staffed? Include volunteers and paid staff who will be contributing time. Also describe the relevant knowledge, skills, similar work experience, and community relationships your team brings to the project.

1. Project Partners

List all partners who will be supporting the project, if any. Describe their roles in the project and the relevant knowledge, skills, similar work experience, and community relationships they bring to the project.

Projects that will engage partners are encouraged to secure partnerships before submitting the grant application. Include an email or letter of commitment from each project partner with your application.

1. Project Sustainability and Growth

Describe how your grant project will contribute to the growth of textile waste prevention in Seattle, including where relevant:

* Your plan, including funding, for continuing and/or expanding the project after the grant is completed
* How you will use research recommendations and tools developed as part of the grant project
* How you will share knowledge and resources to help other organizations and businesses expand textile waste prevention in Seattle

1. Project Funding

How much grant funding are you requesting for 2025 ($25,000-$150,000)? All funds must be spent and invoiced by December 31, 2025.

Will the grant fund the full cost of the project? If not, what is the total anticipated project cost and how will you fully fund it?

# **Step 2: Post Your Video**

* Post your video application online in a location where the grant review team will be able to view it.
* Copy the link to the video into the Project Summary Table below.

# **Step 3: Complete the Project Summary Table**

Fill out the following project summary table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Link to Video Application |  | | | |
| Video Language (e.g., English, Spanish, etc.) |  | | | |
| Applicant Organization or Business |  | | | |
| Fiscal Agent Name (if applicable) |  | | | |
| Mailing Address |  | | | |
| City, State, Zip Code |  | | | |
| Contact Person |  | | | |
| Job Title |  | | | |
| E-mail Address |  | | | |
| Preferred Phone Number |  | | | |
| Project Name |  | | | |
| Total Grant Funds Requested  **may not exceed $150,000** | $ | | | |
| Start Date  **no sooner than June 2025** | Month: |  | Year: |  |
| End Date  **no later than December 2025** | Month: |  | Year: |  |
| Location where the project will take place (e.g., neighborhood, business name, building name, etc.). Include the street address and zip code if the project will take place at a specific site. |  | | | |
| How did you learn about SPU’s Waste-Free Communities Grant? |  | | | |

# **Step 4: Complete the List of Expenses**

Provide a detailed list of all project expenses and an explanation of how you calculated the estimated cost.

* Include all costs directly related to the proposed project, not just those that will be funded by the grant. SPU will work with award recipients to identify which expenses can be reimbursed by the grant.
* Budgets should be as accurate as possible to ensure your team has planned for all the resources needed to be successful.

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| --- | --- | --- |
| **Description of Expense** | **Estimated Cost** | **Calculations or Assumptions** |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| **Total Project Budget** | $ |  |

# **Step 5: Submit Your Application**

1. Copy and paste the completed Project Summary Table (Step 3) and List of Expenses (Step 4) into an email. (Required)
2. Attach price quotes for expenses. (Optional)
3. Attach an email or letter of commitment from each project partner. (Preferred)
4. Attach images or maps that help explain your project. (Optional)
5. Email your completed application package to [WasteFreeGrants@seattle.gov](mailto:wastefreegrants@seattle.gov) by 5:00 pm on May 13, 2025. Call (206) 615-1405 if you do not receive an email confirmation of receipt within 2 business days.