TECHNOLOGY MATCHING FUND

GRANT GUIDELINES 2023

Seattle
Information Technology

SEATTLE'S COMMITMENT TO DIGITAL EQUITY

Seattle is working together for digital equity, to ensure all residents and neighborhoods have the information technology capacity needed for civic and cultural participation, employment, lifelong learning, and access to essential services. We collaborate with education, community, and business partners on intentional strategies and investments to create opportunities and to reduce and eliminate historical barriers to technology access and use. For more information about Seattle's Internet for All initiative, go to <u>Internet for All Seattle - Tech | seattle.gov</u>.

Digital equity grants are a cornerstone of the City's Digital Equity Program. Our vision is for Seattle to be a city where technology's opportunities equitably empower all residents and communities, especially those who are historically underserved or underrepresented. These grants seek to support community-driven solutions to achieving digital equity in Seattle.

The Technology Matching Fund program was established in 1997 to support the community's efforts to close the digital divide and encourage a technology-healthy city. Over $5 million has been awarded since 1998. The fund continues the legacy of Bill Wright, a Central District community leader who embodied the program goals of creating digital equity and opportunities for all, and of using technology tools to engage residents, improve communications and strengthen communities. Bill Wright developed Midtown Commons, one of the early technology access and education centers in Seattle.

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GRANT OVERVIEW

FUNDS AVAILABLE

- A total of $545,000 will be awarded to non-profit organizations and community groups.
- Award amounts up to $45,000.
- A minimum of $90,000 will be allocated to digital navigator projects.
- Projects must be completed within one year or less.
- Required Community Match is 25% of funding request. For example, if you are requesting the maximum grant amount of $45,000, the required Match is $11,250.

GRANT GOALS

DIGITAL EQUITY GRANT CATEGORIES

Grants aim to increase internet access and adoption through:

- **Digital navigator services:** Provide one-on-one or small group, just-in-time assistance in person, virtually, via phone/text/email to help residents (1) use their devices (computers, laptops, and smartphones), (2) connect to the internet, (3) enroll in the Affordable Connectivity Program, and/or (4) sign up for low-cost internet plans.
- **Digital literacy skills training:** Provide digital literacy skills training to new technology users.
- **Devices and technical support:** Provide devices and the support needed to use them effectively.
- **Access to the internet:** Provide internet to low-income residents by expanding WiFi or another means.
- **Affordable Connectivity Program (ACP) Outreach and Enrollment:** Assist residents to enroll in ACP by informing eligible residents AND providing in-person assistance. For more information about ACP, go to www.fcc.gov/acp.

Proposals may include one area of service listed above or a combination of navigator services, skills training, devices, connectivity, and ACP outreach/enrollment. The City will fund projects that collectively address all five Digital Equity Grant Categories in order to align funding with the City's Internet for All Initiative. Community reviewers will score applications and a City review panel will award bonus points based on Scoring Criteria (page 5). Final funding recommendations will be made to the Community Technology Advisory Board and Seattle IT's Chief Technology Officer.

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PROPOSAL IDEAS

Here are examples of project ideas. To see recently funded projects, go to seattle.gov/digitalequitygrants.

Digital navigator services: An organization wants to provide more comprehensive technical support for its community. This organization can apply for funding to have dedicated staff available to provide information on how to access devices and to assist with enrollment in low-cost internet programs.

Devices and technical support: A community group wants to provide devices to immigrant and refugee families at risk of homelessness. This group can apply for funds to upgrade their on-site lab equipment or establish a loaner program for remote learning.

Digital literacy skills training: A group offers an employment program for low-income adults. It can apply for funds to provide specialized digital skills training and new or refurbished laptops, positioning its clients for a more successful job search.

Access to the internet: A homeless shelter or community building could extend wiring and/or add wi-fi access points to provide better community access outside or improve shared connectivity.

Affordable Connectivity Program (ACP) Outreach and Enrollment: An organization can apply for funds to host ACP enrollment clinics, hire staff to coordinate the event, and hire language interpreters to assist residents one-on-one with the ACP application. To promote these clinics, the organization distributes flyers at community centers and posts them on social media platforms.

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SCORING CRITERIA

Organization/Community Group Background

Mission *(0-1 point)*: Aligns with Seattle's Race and Social Justice Initiative - RSJI | seattle.gov.

Experience with Inequitably Impacted Populations *(0-3 points)*: Demonstrates experience providing culturally-informed and/or language access to inequitably impacted populations.

Community Partners *(0-1 point)*: Proactively engages with community organizations doing similar and/or complementary work.

Project Description

Statement of Need *(0-5 points)*: Uses data (including Seattle's 2018 Technology Access and Adoption Study) and community feedback to demonstrate a clear need for the project.

Project Implementation *(0-10 points)*: The implementation plan includes staff roles and responsibilities and reasonable allocation of resources. Clear about what technology and support will be used for the project and that it is appropriate to the goals. Expands and/or strengthens the organization's capacity to deliver digital equity programs and services.

Outreach and Community Engagement *(0-5 points)*: Detailed outreach plan to reach residents who face the greatest digital equity barriers.

Project Outcomes *(0-5 points)*: Provides a positive, lasting, measurable impact on the community and individuals inequitably impacted by the digital divide.

Evaluation *(0-5 points)*: Demonstrates impact with a well-defined evaluation plan, including a description of administrative procedures to track deliverables as outlined in the Grant Report Template.

Project Timeline *(0-5 points)*: Activities are well planned and ready to implement, resulting in successful project outcomes and timely completion of the project within 1 year.

Budget

Equity *(0-5 points)*: The organization is budgeting for equity, including diversity and adequacy of subcontracting and/or hiring BIPOC staff. Funds primarily used to deliver direct services to intended populations.

Clarity *(0-5 points)*: Budget narrative is realistic, well-planned, accurate, secure, and ready to expend.

Participation in Cohort *(0-5 bonus points)*:
Organization demonstrates a commitment to working in coordination with the City and other funded organizations by allocating staff time and budget to support this work, including participation in practitioner meetings and making resources available to others.

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TIMELINE

Applications Accepted	**February 13, 2023**
Preliminary Application Deadline	**March 27, 2023**
Application Deadline	**April 17, 2023**
Award Notification	**July 2023**
Project Implementation	**September 2023 to August 2024**

PRELIMINARY APPLICATIONS

Submitting an optional Preliminary Application will enable you to meet with a Seattle IT staff member who can review your application with you. To request a session to review your preliminary application, email communitytechnology@seattle.gov.
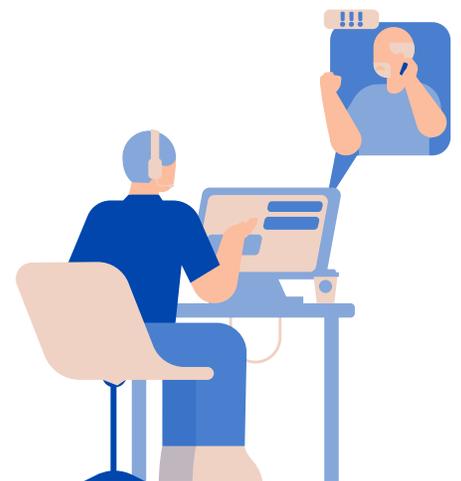
APPLICATION ASSISTANCE

If you have questions about the application, face barriers applying, or need technical assistance:

Call or Text: 206-379-0469
Email: communitytechnology@seattle.gov
Website: seattle.gov/digitalequitygrants

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HOW TO APPLY

1 Open the web browser and go to seattle.fluxx.io (use Chrome browser for an optimized experience).

2 Click on "Create an Account Now".

3 On the registration form, fill out ALL the information. Note: you will need to add your organization to the application.

4 Click on "Submit Request".

5 Login to the email you provided in the registration form and verify your account using the link provided in the email.

6 You will be asked to enter a password.

7 Once the password is set, you will be navigated to the Grantee Portal.

You must complete all the application sections and submit your application online. To view a PDF of the application, go to seattle.gov/digitalequitygrants.

Please support any claims made in this application with documentation. Attachments will not be scored during the review process. The following documents are examples of useful attachments:

- Documentation of community match funding amounts, sources, and allocations
- Grant-funded staff schedules, pay rates, and hours
- Current program schedules and/or fliers
- Cost quotes on budget items

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APPLICANT ELIGIBILITY

WHO SHOULD APPLY?

- Non-profit organizations
- Neighborhood groups
- Parent-Teacher-Student Associations (PTSA)
- Business groups
- Community-based organizations

WHO IS NOT ELIGIBLE TO APPLY?

- Individuals
- For-profit businesses
- Religious organizations
- Major institutions, government agencies, hospitals, universities, schools
- Political groups
- Organizations outside the City of Seattle

SCHOOL-BASED PROJECTS: Applications for school-based projects are eligible but must come from a Parent-Teacher-Student Association or community-based organization. The fund will support after-school or evening-based programs. Funds may not be used for in-school projects that do not engage the larger community in a meaningful way.

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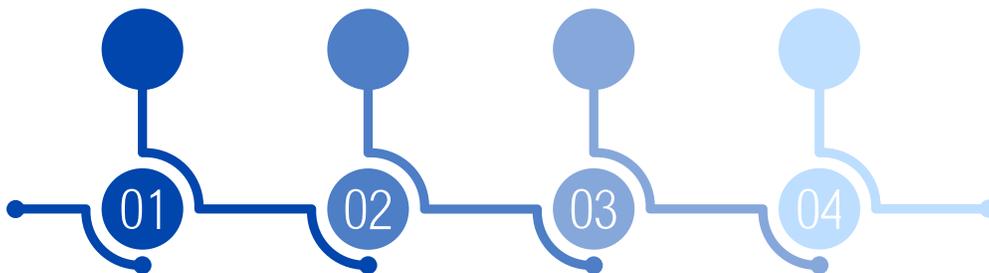
COMMUNITY MATCH

Your match can include items from any combination of the following categories:

IN-KIND MATCH
- Materials or supplies such as computers, furniture, software, or paper
- Additional cost of utilities for the space for your project
- Staff time dedicated to the project, but not paid for by grant dollars

VOLUNTEER MATCH
- Volunteer labor valued at $50 per hour. Volunteer hours may be counted starting on the application due date.
- Professional services valued at the "reasonable and customary rate" up to a maximum of $100/hr
- Application preparation expenses up to $500 (10 hrs x $50/hr)

CASH MATCH
- Money you have collected and approved for use on your project
- Money you will raise during your project by fundraising
- Grants received from other foundations for your project

MATCH RESTRICTIONS
- Your match must be appropriate to the goals of your project
- You must obtain your match during the life of the project

INELIGIBLE MATCH
- City of Seattle resources such as City staff time, use of City facilities, and/or any other city grant funding
- Time spent preparing your proposal over 10 hours ($500 maximum)

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EXPENSES ALLOWED

INFRASTRUCTURE & BROADBAND

- Computers, laptops, tablets, mobile devices, and printers
- Assistive and adaptive devices
- Network routers, Wi-Fi access points, and repeaters
- Equipment to extend existing Wi-Fi outside of buildings
- Equipment to outfit a mobile Wi-Fi bus or van or other types of pop-up connectivity
- Indoor and outdoor free mobile internet solutions [for example, using public Citizens Broadband Radio Service (CBRS) spectrum].
- Internet service, including hotspots
- Software and online subscription services
- Multimedia production equipment (cameras, audio)
- STEM/Maker/robotic equipment

PERSONNEL

- Professional services, such as outside instructors, technical support, or evaluators
- Staff costs to implement the project
- Intern costs to implement the project

OTHER

- Warranties on equipment
- Insurance costs specific to the project
- Printing costs
- Project supplies
- Peripherals (headphones, mouse, cables)
- Fiscal agency fees up to 10% of the award
- Stipends for project-related work
- Food expenses limited to 20% of the award and not to exceed $1,250 per project

EXPENSES NOT ALLOWED

- An organization's operating expenses not directly related to the funded project
- Expenditures or financial commitments made before the organization is under contract with the City of Seattle
- Out-of-city travel expenses, or any lodging/hotel expenses
- Pay for private transportation expenses, including mileage, gas, insurance, car rentals, etc.

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PURCHASING TECHNOLOGY

When purchasing equipment, consider the following:

- Maintenance and technical support needs
- Name-brand vendor that offers equipment warranties
- Multiple bids from companies with a goal towards a single vendor
- Anti-virus software and public-computing protection solutions

FISCAL AGENTS

Digital equity grant projects are required to have a fiscal agent. Organizations may act as their own fiscal agent or use another organization to manage the pass-through of grant funds. Individuals who obtain a tax identification number and comply with IRS rules can serve as fiscal agents. Fiscal agency fees are eligible project costs or can be applied to your match contribution.

DISABILITIES

We encourage organizations to actively work to make programs and services inclusive. All projects must demonstrate a good faith effort to comply with the Americans with Disabilities Act of 1991 which extends civil-rights protection to persons with disabilities.

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