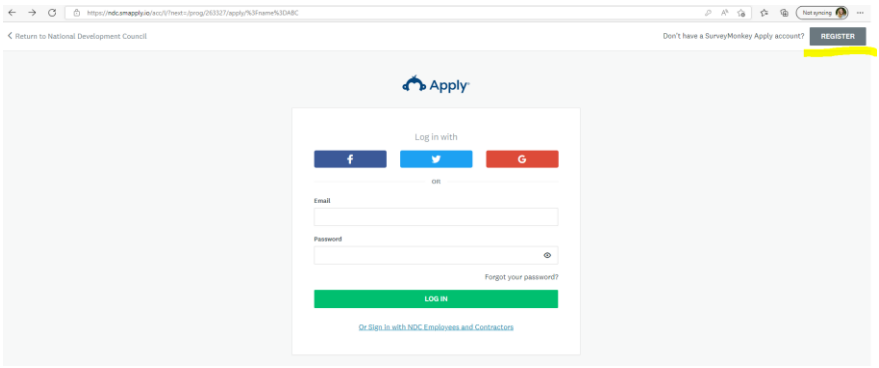
Business Community Ownership Fund Project Ideas Submission

https://ndc.smapply.io/prog/BCOF/

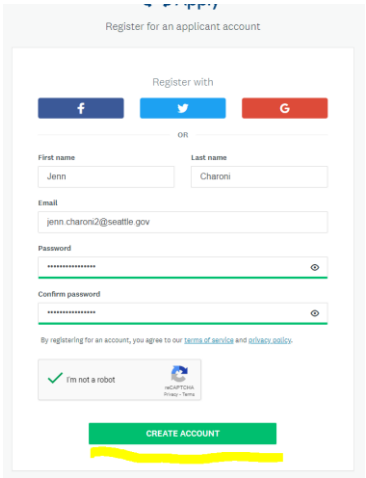
How to complete Project Ideas Submission form.

1. Go to https://ndc.smapply.io/prog/BCOF/.
2. Click on Apply. Enter your project name and click Create Application.
3. Create an account by clicking Register in the upper right-hand corner of your screen.



4. Enter your first and last name, email, and a new password. After creating your password, click the I'm Not a Robot check box.

5. Then, click Create Account (green box) at the bottom of the screen.



6. Click on 'Application' to get started.

Tips:

- Make sure to click 'Save & Continue Editing' at the bottom of the page often to save your work.

- If the application won't let you move to the next page, something is missing. Look for red text which will show where the missing information needs to be added.
- Use the green Next button at the bottom of the page to move from page to page.

PROJECT OVERVIEW

1. **Project Name**

2. **Project Address**
   Address 1:
   Address 2:
   City: Seattle
   State: WA
   Zip Code:

3. **Which neighborhood is your Project located?**
   [Choose neighborhood]
   Other (please list): _____

4. **Primary Contact Name**
   First Name:
   Last Name:
   Phone Number:
   Confirm Phone Number:
   Email:

5. **What is your role with this Project?**
   You can select more than one option.
   a. Developer
   b. Community partner
   c. Business tenant
   d. Other (describe): _____

PROJECT DESCRIPTION

1. **Please describe the project.**
   [Text Box]

2. **Who are the partners involved in the project?**
   [Text Box]

3. **Do you have a site plan?**

Yes (please upload the site plan)
No
In Progress (please describe): _____

[Upload prompt if "yes" and text box to describe status if "In Progress"]

4. **Describe your project timeline with as much detail as you have available at this time.**
   If you have a more detailed development schedule, please upload.
   [Text Box]

5. **What is your status with permitting?**
   [Text Box]

6. **What are the initial development sources and uses for the Project?**
   Please upload. You may use our template (link below) or your own.
   https://www.seattle.gov/documents/Departments/economicDevelopment/CommercialAffordability/BusinessCommunityOwnershipFund/BCOFund_SourcesandUses.xlsx

7. **What is the preferred role, if known, by the development partner/sponsor post construction?**
   Co-Managing Member
   Non-Member Manager
   Property Manager
   Other (describe): _____
   Not Sure

COMMERCIAL SPACE

1. **About the space:**
   a. **What is the square footage of the commercial space?**
      ____ square feet
   b. **What is the expected number of units (this can be an estimated range)?**
      ____ number of units
   c. **Describe the commercial space.**
      [Text Box]

2. **What are the project goals for the commercial space?**
   [Text Box]

3. **What is your strategy to achieve these goals?**
   [Text Box]

4. **Have you identified business tenants?**
   a. Yes
   b. No

5. (If *yes* to 4,) **Please provide the name(s) of the business(es) you identified and describe the outreach used to identify the business(es)**.
   [Text Box]

6. (If *no* to 4,) **What is your approach for identifying businesses? What outreach have you completed so far? If you have future outreach planned, please explain your outreach strategy and provide an estimated timeline.**
   [Text Box]

COMMUNITY BENEFIT

Business owners must demonstrate a measurable community benefit to receive the public funds associated with this program. However, it is the hope of this program that the business(es) *and* the project will benefit the community and the surrounding neighborhood.

It is okay if you have not thought about how your project will provide community benefits yet. The following questions can help guide you or provide you with an opportunity to share your findings.

1. **Have you talked to community members or businesses to understand their needs or the community's preferences for this commercial space?**
   a. Yes
   b. No

2. (If *yes* to 1,) **Describe the conversations you completed and your findings**.
   [Text Box]

3. (If *no* to 1,) **Please describe the strategy you will use to engage the community to understand its needs and priorities for this commercial space.** *Include an estimated timeline for when you will implement this strategy.*
   [Text Box]

4. **How will the project benefit its community and/or surrounding neighborhood?** *Please describe how the overall project will meet community needs or priorities, and if possible, how business tenants could provide community benefits. If selected, we will work with you to define and measure benefits.*
   [Text Box]

BUSINESS COMMUNITY OWNERSHIP FUND NDC Seattle Office of Economic Development