2023 Only in Seattle Initiative Application Instructions

The Seattle Office of Economic Development's Only in Seattle Initiative is investing $1.2 million to support community driven economic development projects that help build partnerships, provide resources to local businesses and strengthen neighborhoods throughout Seattle.
To build a racially equitable and vibrant city, the Only in Seattle Initiative provides resources and support to strengthen and grow neighborhood business district organizations that work to achieve the vision and priorities of their communities. **The Initiative is offering three categories of funding:**

Organizing – For business districts that are interested in creating or strengthening a neighborhood-based business district organization and developing a shared vision and action plan for the district. Grants are up to $50,000

Short Term Project – One time investment for business districts that have a local organization such as a chamber of commerce, Business Improvement Area, community development organization, or other similar group focused on supporting the business district. Funding can support specific projects that will allow organizations to enhance current services, build capacity and/or meet immediate neighborhood needs. Grants are $25,000 - $100,000

Current OIS Partner – Existing partners can apply for additional funding to support ongoing projects. Grants are $25,000 - $200,000.

Please review the 2023 OIS Program Description for more information about the program and the application. **Visit the OED website for more information:** http://www.seattle.gov/office-of-economic-development

Application Timeline:
- September 29, 2022: Application opens
- October 31, 2022, 5:00 pm: Deadline for submitting an application.
- November 2022 – applications are reviewed and decisions made
- Early December 2022 – grant awardees will be notified.

Information Sessions: Online, September 30, 2022, 12-1pm; In Person Friday, October 14, 2022, 2 – 4 p.m. at the Douglas-Truth Library (2300 E Yesler Way, Seattle, WA 98122)

Questions? Contact us:
- Theresa Barreras (206) 963-9288, theresa.barreras@seattle.gov
- Bennet Vining (206) 586-7430, bennet.vining@seattle.gov
- Hodon Bulale (206) 586-7412, hodon.bulale@seattle.gov
- Phillip Sit (206) 256-5137, Phillip.Sit@seattle.gov

Application Instructions

General Instructions

Applications are due 5:00 PM PST on Monday, October 31, 2022 via the Fluxx online grant portal. Late applications will not be accepted.

Follow these steps to complete your application.

1. **Review the 2023 OIS Program Description**

This provides in-depth details about the funding opportunity, eligible projects and requirements.

2. **Read these Application Instructions**

Read the complete application questions and instructions in this document and gather any information necessary to answer the questions in advance of starting the application.

3. **Read the FAQs**

While we're always a phone call or email away to help you with your questions, many answers can be found in the **Frequently Asked Questions (FAQs)** to assist you in your grant application.

4. **Write the answers to the application in a separate document.**

We recommend writing your responses in a separate document first, so you can work on it over time and have a backup copy. Please note, this document is provided only for review and preparation purposes - all applications must be submitted through our online application.

5. **Register in the online grant portal, Fluxx https://seattle.fluxx.io/user_sessions/new**

Select the **Create an account now** button. You will need to create an individual user account for yourself with your name and email address. You will receive an email to verify your account. You will then create a password for your account and can login.

6. **Start your application** Login to your account and click on the Office of Economic Development on the left-hand side of the screen.
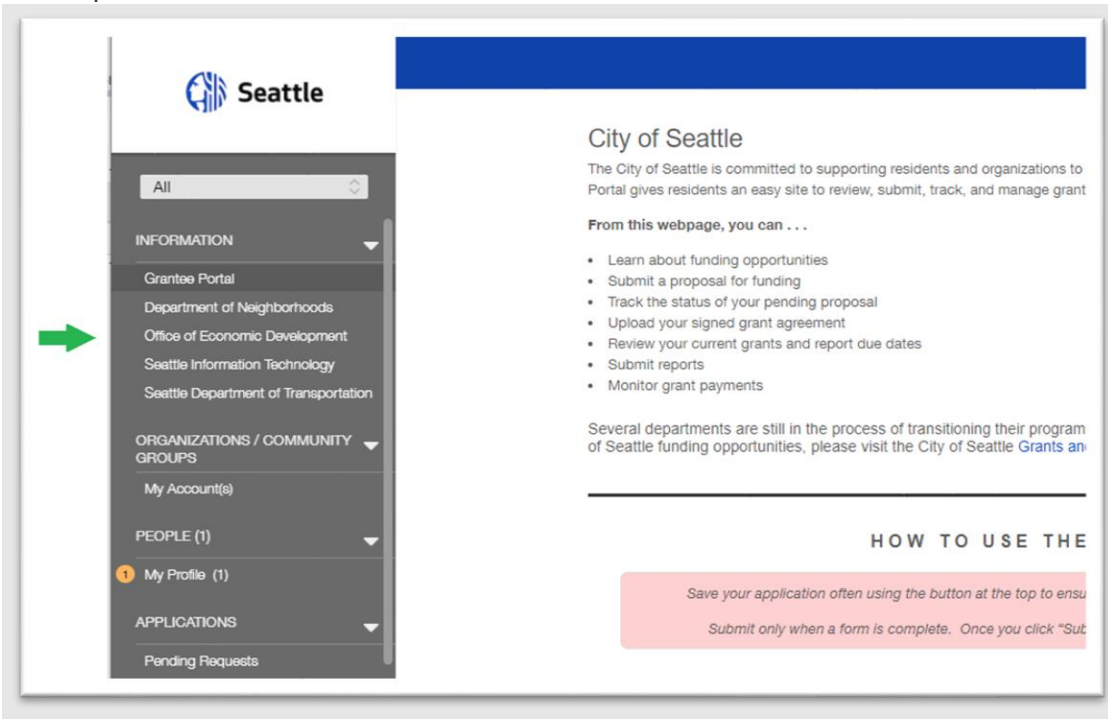
Scroll down and click on the Apply Now button.
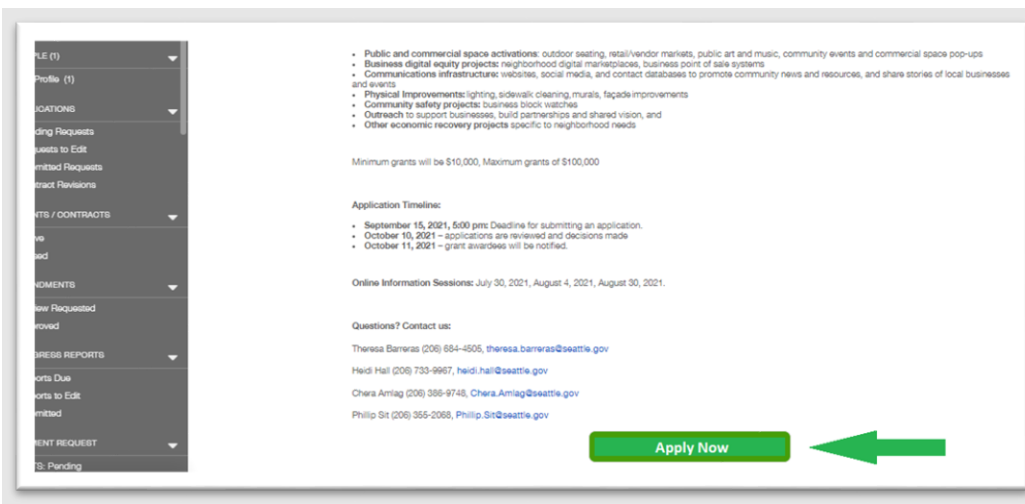
7. **Find your organization or register it**

Under Organization / Community Group: Type the first three letters and see if your organization appears. If it does, click on it and double check the information for accuracy. If it does not appear, it probably is not yet in the system. Click Add New and enter the information

It is very important to add the organization name to your application before you save and close it. If you do not include an organization on your application, you will need assistance from OED to reopen your application and continue.

8. **Answer the application questions.**

Please answer all required questions. See more detailed instructions below.

9. **Save your work**

The system does not autosave, so be sure to click **Save and Continue** on the bottom as you go. You can also click **Save and Close** and finish it later. **Cancel** will cancel your work without saving.

After you save and close, you can click the **Submit for Preliminary Review** on the bottom right to receive feedback from an OED staff person before the deadline. You can also click **Edit** at the top right to edit the application. Once you are finished, you can click the **Submit for Full Review**. If you click **Withdraw**, your application will be cancelled.
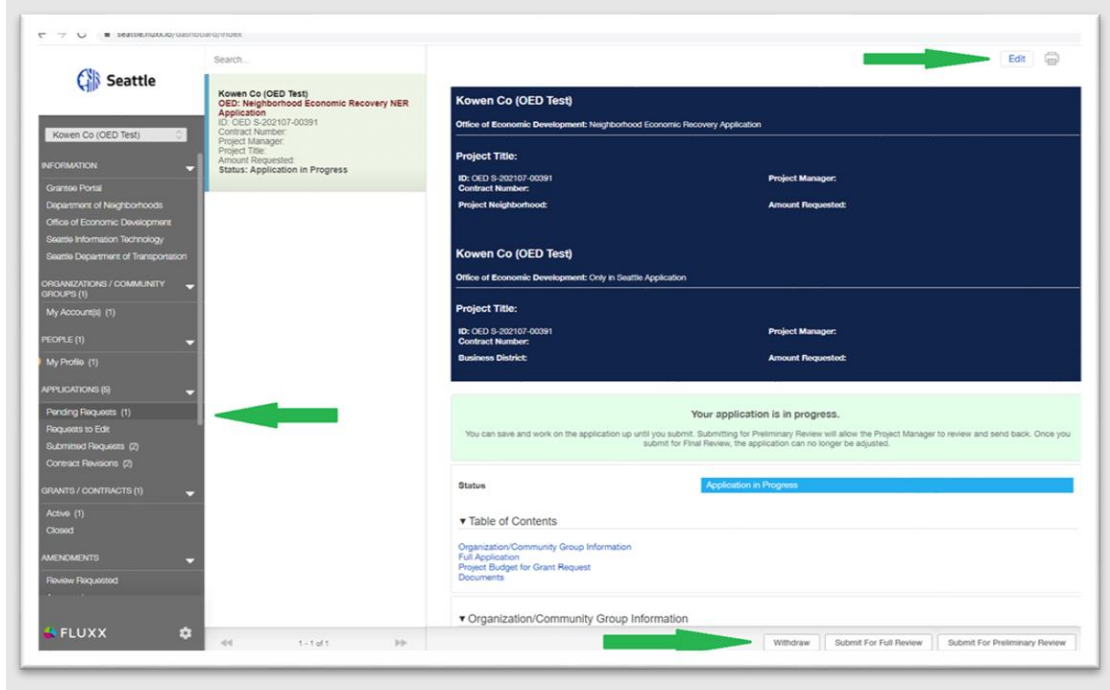
Click the gear symbol on the bottom left and then **Logout** to log out of the system.
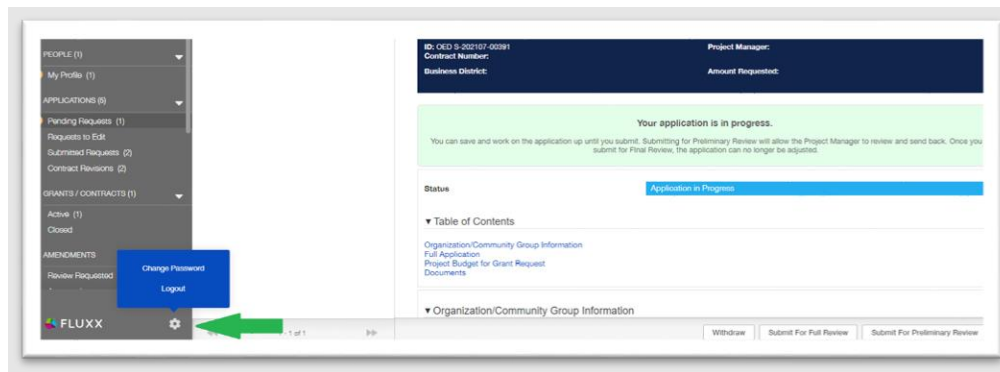
Are you considering applying and have questions? Contact the team to get help.
Please submit all final applications through the website. If you need help during the application process , please contact any staff member:

- Theresa Barreras, Business Districts Manager at (206) 684-4505 or theresa.barreras@seattle.gov

- Phillip Sit, Business Improvement Area Advocate at (206) 355-2068 or Phillip.Sit@seattle.gov

Application

The following is the information that you will need to provide on the online application. Review and prepare your answers before starting the online application.

- **Organization / Community Group:** Type the first three letters and see if your organization appears. If it does, click on it and double check the information for accuracy. If it does not appear, it probably is not yet in the system. Click **Add New** and enter the following:

    - Organization Type: If your organization has a Federal Tax ID number, then select Organization and enter the Tax ID number. If not, select Community Group.

    - Please select any topics you may be interested in applying for funding.

      Select at least one (REQUIRED)

    - Mailing Address 1, City, Zip/Postal Code, Email, Click **Save** when finished

    - Primary Contact: Select yourself or Add New and enter

        - First Name, Last Name, Email, Mailing Address, City, Zip, and Click **Save**

    - Primary Signatory – this is the person authorized to sign your contract. You can select yourself or Add New and enter

        - First Name, Last Name, Email, Mailing Address, City, Zip, and Click **Save**

- Add new contacts: Can leave blank or select Yes or No. Add more contacts if you like

- **I agree that I am authorized to submit this application on behalf of the applicant organization, and that the statements herein are true, complete and accurate to the best of my knowledge:**

    - **Select Yes or No (REQUIRED)**

- **Did someone help you complete this application?** If someone is helping you to fill out the online application who could also help with any follow up questions, please enter their name and contact information.

Standard Questions

- **What are you seeking funding for?**

  Please select one of the following three options described below. If you are not sure which one to select, please contact an OIS team member before proceeding. The Only in Seattle Program Guidelines might also be helpful. Important: if you change your mind and change the selection after starting an application, it could create an error requiring an administrative fix. So, please ask if you are not sure. The application questions will vary based on the option you choose

  o **Option 1 Organizing Phase**: Help with organizing/getting started, or help with developing a vision or action plan.

    Select this if you are applying for support to get started on an Only in Seattle organizing project in your district to develop a new vision and action plan.

  o **Option 2 Short Term Project**: Help with updating our vision or action plan or other discrete project – strategic plan for organization, beautification

    Select this option if you are an existing business district organization, chamber of commerce, BIA, etc. and are seeking funds to help you strengthen your capacity, advance your current action plan or update your vision or action plan. This option is for districts in the Transforming or Sustaining stage described in the OIS program Description.

  o **Option 3 Current OIS Partner**: This option is only for organizations that were OIS partner grantees in 2021 and/or 2022 and are making progress with the OIS model. If you are not sure, please contact an OIS team member before selecting this option

- **Project Title**: Please give your project a brief title/name.

- **Amount Requested**: Enter the dollar amount of your grant request

- **Project Start Date**: Enter the date your project will start

- **Project End Date**: Enter the date you think your project will end. Latest date is December 15, 2023

Option 1: Organizing Questions

- **Describe your Business District**

  Briefly describe the unique features, strengths, assets or brand of your business district.
  3,000-character limit*.*

- **Business District**

  Please select the neighborhood where your project will be located. There is an additional
  question below where you can be more specific about the location if needed.
  HINT: scroll to find the neighborhood, click on it to highlight it and click the arrow to
  move it to the box on the right.

- **Other Business District (if needed)**

  Enter the name of your business district if it is not listed in the options above

- **Partners**

  Who is part of your group or organization? List the people and their affiliation to the
  business district. Mention if you are part of or collaborating with the local chamber of
  commerce or business organization (Required). ***1,500-character limit***

- **Businesses**

  Estimated number of businesses in your district

- **Source of Business Data**

  Where does this number come from? For example, google, data on business licenses,
  your contact list of businesses, etc. ***800-character limit***

- **Challenges**

  What are the biggest challenges in your district? ***2,000-character limit***

- **Accomplishments**

  Share a few of your biggest accomplishments as a group/organization to date? ***2,000-***
  character limit

- **Project Impact**

  What are you hoping to accomplish with our support? ***1,500-character limit***

- **OPTIONAL DOCUMENTS**

  You can attach additional documents that illustrate your project, past work, partnerships or other background about your request.

  Click the + sign to attach a document. Then click Add Files and find and select the files on your computer. Then click Start Upload.

Click Save and Close below to save your work.

Click "Submit for Preliminary Review" if you would like feedback on your application from OED staff before the deadline.

Click "Submit for Final Review "when you are finished and ready to submit your application.

ARE YOU READY TO APPLY?

When you are ready to begin your application, go to the Fluxx portal and click the Apply Now button. Are you considering applying and have questions? Contact the OED team to get help.

Please submit all final applications through the Fluxx portal website. If you need help, please contact any OED staff member (contact information on page 6 of this document).

Option 2: Short Term Project Questions

- **Project Summary**
  Please describe your project proposal. **3,000-character limit**.

- **Business District**
  Please select the neighborhood where your project will be located. There is an additional question below where you can be more specific about the location if needed.
  HINT: scroll to find the neighborhood, click on it to highlight it and click the arrow to move it to the box on the right.

- **Other Business District (if needed)**
  Enter the name of your business district if it is not listed in the options above

- **Partners**
  Who is part of your group or organization? List the people and their affiliation to the business district. Mention if you are part of or collaborating with the local chamber of commerce or business organization (Required). **1,500-character limit**

- **Businesses**
  Estimated number of businesses in your district

- **Source of Business Data**
  Where does this number come from? For example, google, data on business licenses, your contact list of businesses, etc. **800-character limit**

- **Challenges**
  What are the biggest challenges in your district? **2,000-character limit**

- **Accomplishments**
  Share a few of your biggest accomplishments as a group/organization to date? **2,000-character limit**

- **Project Type**
  Does your project fit into one of these project types? You can select more than one type and also add different descriptions or more information in the box below.
  - *Organization strategic plan update*

- *public realm improvement project*
- *business support project*
- *marketing*
- *events*
- *digital access*
- *update a district vision or action plan*

- **Other type of project: fill in the space below, if applicable.**

- **Other Revenue Supporting Business District Work**
  Do you have a BIA, membership dues, consistent grants or other revenues that support your business district work? Yes/No

- **Organizational Information**
  Please complete the following section as it relates to your organization, rather than a specific program.
  - **Organizational Budget Size**
  - **Number of organization staff**
  - **Number of board/group members**
  - **Total number of staff/FTEs working on business district programs**
  - **Number of businesses served in 2022 to date**

- **Grant Request Budget**
  Please open the budget form by clicking on this link*: Grant Request Budget. Fill it out and upload it back in the box below by clicking the green plus sign. More instructions are on the form.*

  Project Budget   ⊕   ⬅

- **The Grant Request Budget Form looks like the following:**

> **Instructions**: This budget template lists all sources and uses for your OIS Project or Action Plan. Yellow boxes are meant to be filled in by you.

Enter the Neighborhood/Organization Name					
2023 Proposed Budget					
Funding Sources	**Agency or Project 1**	**Agency or Project 2**	**Agency or Project 3**	**Total**	**Budget Notes**
OED Funding Request				$ -	
Other Sources: List Below					
				-	
				-	
				-	
				-	
Total Sources	$ -	$ -	$ -	$ -	

Agency/Project: Each column can be used to show different organzations or agencies that will receive, contribute or expend funding for this project. Or, they can be used to show different programs or projects. Fill in Agency or Project names on Row. Insert columns as needed.

The **OED Funding Request** enter the total amount being requested of the Only in Seattle program in 2023 and how it will be allocated to each separate agency, program or project, if more than one will receive funds.

Other Sources: List other sources and the amounts here. Insert additional lines as needed. Include funds secured, matched, and/or those that will be raised/applied for. Add a Budget Note for those that have not been secured yet.

Project Costs					**Budget Notes**
Personnel Salaries and Benefits				$ -	
Other Costs: List Below					
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Total Uses/Costs	$ -	$ -	$ -	$ -	

Project Costs: Include all expenses for the OIS Project/Action Plan expected for each agency or within each project column. Add lines and expenses as needed.

Staff Working on Project			
Name	**Agency**	**Title/ Function**	**% of Time on Program**

Staff Working on Project: List staff members who will be paid by the OIS grant and the % of their time spent (based on 40 hours per week) on OIS project/action plan work.
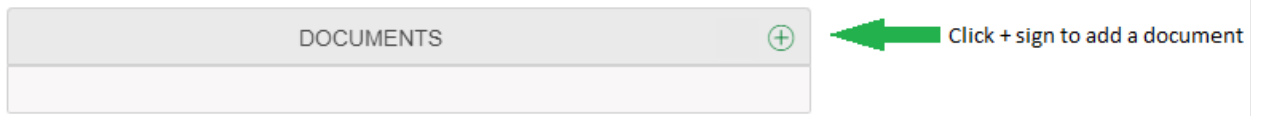
- **Budget Narrative**

  Please provide any additional information or description about your budget and grant request. ***A maximum characters of 1500.***

- **Documents**

  OPTIONAL DOCUMENTS: You can attach additional documents that illustrate your project, current Action Plan and Vision documents, past work, partnerships or other background about your request (Not required).

  Click the + sign to attach a document. Then click Add Files and find and select the files on your computer. Then click Start Upload.

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Option 3: Current OIS Partner Questions

- **Project Summary**

  Summarize your goals/projects for next year within the 5 strategy areas (**3,000 characters**):
  - *Organizational Development*
  - *Business & Economic Development*
  - *Placemaking*
  - *Marketing & Events*
  - *Clean & Safe*

- **Business District**

  Please select the neighborhood where your project will be located. There is an additional question below where you can be more specific about the location if needed.
  HINT: scroll to find the neighborhood, click on it to highlight it and click the arrow to move it to the box on the right.

- **Other Business District (if needed)**

  Enter the name of your business district if it is not listed in the options above

- **Partners**

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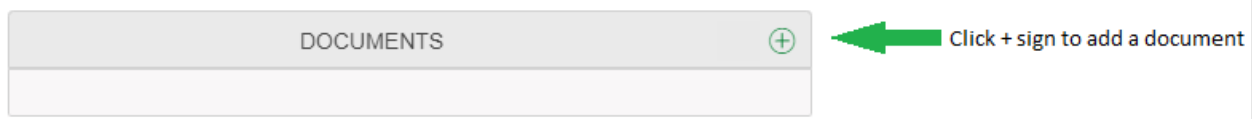
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