

Duwamish River Opportunity Fund (DROF)

Questions & Answers

How long will the city be accepting questions from grant seekers?

The City will be taking general questions through May 26 (approx. 2 weeks from due date). We will take specific project related questions up until the due date. We will make every effort to answer questions as they come in; however, we cannot guarantee that all questions will be answered in time for the application deadline. It is encouraged that all questions be asked at least 3 business days (June 6) prior to the deadline date. If an applicant would like their application reviewed for general feedback, the application must be sent to the DROF inbox no later than June 6. We cannot guarantee timely feedback after that date.

Is it possible to submit more than one proposal for different projects?

Yes, you can submit more than one proposal for different projects, but make note that each application is considered competitively. You may also write a letter of support for projects being submitted by other groups.

Does the City need to provide the 501(c) 3 number of the implementing organization?

If funded, the City will collect that information along with other relevant information during the contracting period.

Does an individual/group who is applying for funding need a fiscal agent/sponsor if it already has a business license?

No, a group does not need a fiscal agent/sponsor as long as it can provide a W-9 and meet insurance requirements naming the City as an additional insured. The City will not disburse funds until these steps have been completed.

Can you please clarify what *Duwamish River Valley* encompasses (as a check box on the application)?

By choosing the Duwamish River Valley box, you are acknowledging that your reach is beyond any one specific area like Georgetown, South Park, or SODO.

Can the budget Excel sheet (found on the website) be submitted along with the application?

Yes, the Excel budget can be included in excel form along with the application package. The form will not count towards the two-attachment limit as stated in the directions. If you choose to attach an Excel version, it does not replace the budget that you must include in the body of your application. If easier, you can copy and format your budget from the Excel form and paste it into your application.

Can an application budget include financial support for a grant writer?

No, the application cannot include this as part of the budget. It should also not include any expenses that are completed outside of the proposed project period.

Should demographic information be included as part of the proposal?

Yes, the grant seeker should include background information including demographic information as applicable. The grant reviewer may or may not be a subject matter expert in the area that you choose to focus on in your proposal. Be clear and well-defined in your explanation to help the grant reviewer understand the situation or circumstance.



Seattle
Neighborhoods

**Strengthening Seattle by
Actively Engaging All Communities**

Do the objectives/outputs need to be formatted in any specific way?

No, the objectives/outputs do not need to be formatted in any specific way. Just state them clearly in a way that is easy to read and easily associated with the objective or activity.

When determining measurable outcomes, will projects be liable for meeting those goals?

Projects are expected to meet expectations outlined in the proposal. As the grant seeker, you should only include information that is true, accurate and reasonably estimated. Your contract will be based on the activities and deliverables you stated in your proposal.

What are examples of two attachments which can be included with the application?

Examples include, but are not limited to, preliminary design work, design sketches, pamphlets/brochures, etc.

How does invoicing work?

After a funded group incurs allowable expenses, they should submit the required invoice forms with appropriate back up documentation including but not limited to receipts, hours worked, invoices from sub consultants, etc. to the City for review and approval. Invoicing should occur once per month as outlined in the contract. Except for the one-time initial start-up funds, the city will not reimburse without the expenses incurring first.

Can a funded project take advantage of start-up funds and incurring expenses before a contract is signed?

In 2017, DROF made administrative changes to allow for start-up funds and allowing for expenses to incur before both parties sign the contract. The intent of these changes is to help alleviate financial burden on community groups. Any funded group can request start-up funds, and incur expenses at the start date of the project. However, it is not recommended that a project request to implement both solutions. Each solution is targeted toward helping a specific type of situation. Examples are as follows:

- Start-up funds are targeted at benefiting an unestablished group who has limited financial resources, whereas having the flexibility to incur approved budget expenses before a fully executed contract can help jump start a project for a more established group or organization. **We recommend that any group who chooses this option discuss plans with the program administrator before incurring allowable expenses.**
- Any group who chooses to incur expenses before a fully executed contract must wait until the contract is finalized, and signed by both parties before it can invoice for reimbursement. **We recommend that any group who chooses this option discuss plans with the program administrator before incurring allowable expenses.**

Will you be holding interviews this year? (Applicants present in front of grant reviewers)

No, we will not be holding interviews this year. To be more equitable, we have decided to remove this step for some of the following reasons:

- Hardship on grant reviewers for time commitment
- Ability for some, and not all to be able to present due to outside circumstances
- Inability to effectively communicate if the presenter has limited English speaking skills

Is a comprehensive list of previously funded DROF projects available?

2016 projects are listed on the DROF [website](#). Previous grants from 2014 and 2015 will also be added.

Where can an individual/group find more information regarding how to write grant proposals, or manage a grant once it has been awarded?

Some resources include [Philanthropy Northwest](#), [Puget Sound Grantwriters Association](#), Seattle or King County Public Libraries, colleagues, partnering community agencies. The applicant is also welcome to reach out to [Teresa Bui](#) for guidance regarding proposal development and submission.

Who will be choosing grant reviewers for the grant reviewer panel?

A small panel consisting of City of Seattle employees and leadership will be selecting the grant reviewers with the intent of creating a balanced, and equitable panel based on expertise, experience, and connectedness to defined communities within the applications received.