

*Below are questions and answers from the 2024 Food Equity Fund Grant info sessions, this document will be updated after each session. Questions are anonymized and slightly edited for clarity. If you have any questions about the Food Equity Fund Grant, please send an email to* [*foodequityfund@seattle.gov*](mailto:foodequityfund@seattle.gov) *or call us at (206) 727-FOOD (3663).*

Last updated: 3/8/2024

**Can you share who the community reviewers are?**

No, but we can assure that that the reviewers are selected for the expertise and experience working in the food system, racial justice or addressing health inequities. Reviewers make a recommendation to our Department Director for final approval.

**Is turning a draft application required?**

No.

**For 501c3 sponsorship do you need the sponsor to be in Washington?**

Yes, a 501c3 fiscal sponsor can be out of state. However, they will need a City of Seattle business license, commercial general liability insurance listing the City of Seattle as an additionally insured and will be responsible for financial tracking and signing invoices therefore will need to be responsive.

**Can multiple organizations need use the same sponsor?**

Yes, a fiscal sponsor can support multiple organizations.

**Do you fund research?**

As long as the activities happen within Seattle, and you’re able to highlight how this research contributes to a sustainable and equitable food system. In addition, you’ll be required to demonstrate how communities who experience the most health and food inequities are involved at all stages of the work.

**Can we apply for a project that we want to start?**

Yes.

**Do you favor organizations that are larger in size?**

No, please refer to the evaluation criteria on page 12 in our [Guidelines](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/FEF-Guidelines.pdf).

**If you have the majority of budget go to food, should you itemize it?**

Provide enough detail that will tell the story of your project and aligns with your narrative. For example, you can include in the description section a sampling of what kind of food you plan on purchasing or how many food bags does a certain amount of funding cover.

**Can we provide stipends?**

Yes, include it under professional services

**If awarded, do you have to submit progress reports?**

Yes, part of your invoice includes submitting a short progress report and evidence demonstrating that your desired outcomes are completed. Types of evidence accepted are mutually agreed upon between the City and implementing organization during contract negotiations.

**Will you be providing guidance on the status report?**

Yes, if awarded you will have an orientation that covers all the required materials needed to submit an invoice and you’ll have an assigned project manager that will be able to answer any questions.

**Is there a rush of applications at the end?**

Yes.

# **Is the budget template for the full two years?**

The [budget template](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/FEF_Budget_Template.xlsx) is for the duration of your project, which can be up to 24 months. For example, if your project takes 15 months, the budget template should include expenses for the full 15 months.

# **If our organization already has a grant approved from DON’s Neighborhood Matching Fund, may we apply for this grant?**

You may only apply if it’s for a separate and unique project different than what your Neighborhood Matching Fund grant funds.

# **Are there any requirements for volunteer hours match?**

No, we do not require any volunteer match.

# **Is funding solely focused on projects or do you ever fund general operating expenses?**

We do fund general operating expenses as it relates to your project. For example, if you need to pay for the rent of a location that you manage a food distribution site out of, we can pay for the portion of that rent as it relates to the food distribution activities.

# **Will there be another deadline after this one?**

Food Equity Fund has two cycles: Food Equity Fund Grant (open now until March 19) and the Starter Fund (formerly known as the Capacity Building Grant) which will launch on April 1, 2024. The [Starter Fund](https://www.seattle.gov/neighborhoods/community-grants/food-equity-fund#starterfund) is aimed at organizations with less than $500k in their annual budget and awards are up to $25k, applications will be accepted on a rolling basis starting April 1. Applicants cannot hold awards in both grant cycles.

# **If we have two nutrition related projects, is there a possibility for one of the two projects to get funded?**

We only accept one application per organization, unless an organization is functioning as a fiscal sponsor for a community group. You may have a proposal that has a set of project activities, for example your project will be offering community members weekly hot lunch as well as a monthly distribution of food bags. These two related activities are part of your overall project. While it’s not as common, community reviewers may recommend partial funding for an award.

# **Will the next info session have the same information shared in this one?**

Yes, the same information is covered at all three information sessions. And we also post the questions and answers from all three information sessions on our [website.](https://www.seattle.gov/neighborhoods/community-grants/food-equity-fund#foodequityfundgrant)

# **Can we be assigned a project manager to help with a draft application?**

Yes, please reach out to us at [foodequityfund@seattle.gov](mailto:foodequityfund@seattle.gov) if you’d like to be assigned a project manager who can provide one-on-one support. Or give us a call at (206) 727- 3663.

# **Is the Seattle Parks and Recreation able to apply?**

No, City departments are not eligible to apply for this grant.

# **Does everyone go through an interview process?**

For the Food Equity Fund Grant, every applicant will **not be required** to attend a virtual interview. If a virtual interview is requested, it doesn’t indicate one way or the other the status of your application.

# **Will we have a recording for today's presentation?**

Yes, a recording of the presentation can be found on our [website](https://www.seattle.gov/neighborhoods/community-grants/food-equity-fund-).

# **Can you share historical levels of application requests to available funding?**

There is unfortunately a high demand for this grant. In 2023, we received over $8M in requests for $2M in available funding.

# **What do the selected awardees have in common?**

You can find a list of [2023 Food Equity Fund General Grant awardees here](https://frontporch.seattle.gov/2023/06/29/city-of-seattles-food-equity-fund-invests-2-million-in-21-community-initiated-projects/). A community review panel makes funding recommendations in alignment with the evaluation criteria found on page 12 & 13 in the [Grant Guidelines.](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/FEF-Guidelines.pdf) A common thread throughout was a clear demonstration of how priority communities (Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, youth and/or elders) are key decision makers and/or deeply involved at all phases of the project. In addition, the project is consistent with the Food Equity Fund’s purpose to advance an equitable and sustainable local food system. For additional details, please reference the [Grant Guidelines.](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/FEF-Guidelines.pdf)

# **We are a new grassroots organization that supports elders, should we still apply?**

Yes, we encourage all eligible applicants to apply and utilize our staff support services to support you through the process. If you’d like one-on-one support, please feel free to reach out to us at [foodequityfund@seattle.gov](mailto:foodequityfund@seattle.gov) or send us a draft application for feedback by March 5th, 2024.

In addition to this grant, we will open the [Starter Fund](https://www.seattle.gov/neighborhoods/community-grants/food-equity-fund-#starterfund) (formerly known as the Capacity Building Grant) on April 1st 2024. Grant sizes will be up to $25k and prioritize organizations with less than $500k in their annual budget. Applications will be accepted on a rolling basis until funding runs out, or October 1st. Organizations are unable to receive grants for both cycles but are welcome to apply to both.

# **Can we include kitchen equipment in our grant proposal?**

Yes, so long as it relates to your proposal and will benefit the public.

# **Can we purchase a vertical garden?**

Yes, so long as the project is a not-for-profit entity.

# **When is the earliest we can begin project activities?**

Projects cannot begin earlier than September 1st, 2024, and must end by September 30th, 2026.

# **Does that mean you receive funding by September 1, if awarded?**

No, you will be reimbursed after your first month of being under contract. If your contract started September 1st, the earliest you’re able to invoice is October 1st. Food Equity Fund is an outcome-based reimbursement process based on deliverables met. If awarded, this process will be covered in greater detail during an awardee orientation.

# **Can you extend the contracting period after your contract is signed?**

It depends on the reason behind the extension; however, an extension is a commonly approved contract amendment. Once under contract, we encourage you to work directly with your assigned project manager to discuss any amendments to your contract’s scope of work or timeline.

# **If we have project activities in Seattle, but residents travel outside of Seattle to pick up the food, are we still eligible?**

Yes, so long as project activities occur within Seattle City limits, the proposal is eligible.

# **Can activities occur in South King County?**

No, project activities must be within Seattle to be eligible.