**NEIGHBORHOOD MATCHING FUND**

2025 APPLICATION WORKSHEET

**Note: This worksheet is NOT an official application and project managers will not review draft applications outside of Fluxx.**

Use this document as a guide to help you gather the information you will put into the online application. The questions below appear on the online application. Not all of them will apply to you. Your application must be submitted online through our Grants Management System – FLUXX by the deadline.

<https://seattle.fluxx.io/>

**We encourage you to work with a Project Manager to navigate the application process.**

# ORGANIZATION INFORMATION

Organization/Community Group:

Location:

Applicant Contact:

Applicant Signatory:

Mailing Address:

Phone Number:

Email Address:

Applicant Physical Address:

# FISCAL SPONSOR INFORMATION

All awarded projects are required to have a fiscal sponsor. The fiscal sponsor organization will serve as the trustee of your project’s funds and will assume financial responsibilities related to your project. The fiscal sponsor will be a party to your project’s contract with the City of Seattle.  (NOTE: Organizations and community groups are not required to have a fiscal sponsor at time of application but will be required to have one if their project is awarded for funding.)

Some established organizations may serve as their own fiscal sponsor.  Check with an NMF Project manager to verify if your organization meets these requirements.

You will need to have the following information about your project’s fiscal sponsor organization.

## Do you currently have a Fiscal Sponsor:

Yes/No. If yes, provide the following information.

## Fiscal Sponsor Information

* Fiscal Sponsor Organization Name
* Fiscal Sponsor Federal Tax ID Number
* Fiscal Sponsor Address

## Fiscal Sponsor Primary Contact

* Fiscal Sponsor Primary Contact Person
* Position/Title
* Email
* Phone

## Fiscal Sponsor Authorized Signer

* Fiscal Sponsor Organization Signer Name
* Position/Title
* Email
* Phone

# PROJECT INFORMATION

* Project Title (50-character max)
* Project Location (Enter addresses if known)
* Project Start Date
* Project End Date
* Duration of Project in Months

Project Type (Select One)

* Arts & Culture
* Physical Improvement
* Planning & Design
* Race & Social Justice
* Events

Project Summary

In 1000-character limit or less, summarize the scope and purpose of your project.

Project Council District (select one)

(Council District Reference: [http://www.seattle.gov/neighborhoods/neighborhoods-and-districts](https://www.seattle.gov/neighborhoods/neighborhoods-and-districts))

* District 1
* District 2
* District 3
* District 4
* District 5
* District 6
* District 7
* Citywide (across one or more Districts)

Is this the first time your organization is applying to the Neighborhood Matching Fund? Yes/No

If NO, does your group have a current NMF project under contract? Yes/No

If YES, what is the project name?

(Note that if you have an NMF project that is currently under contract, you may be ineligible to apply. Reach out to your project manager, call 206.233.0093, or email [NMFund@seattle.gov](mailto:NMFund@seattle.gov) with any questions.)

If you are currently working with a Project Manager on this application, provide the name of the NMF Project Manager who assisted you:

Are Black, Indigenous, or people of color (BIPOC) communities are involved in your project? Yes/No

If YES, explain how Black, Indigenous, or people of color (BIPOC) communities are involved in your project?

If NO, continue to next question.

Is your organization or group BIPOC led, with a mission of providing service to BIPOC communities? Yes/No

If yes, share your mission and/or explain.

If NO, continue to next question.

Project Start Date:

Project End Date:

Duration of Project in Months:

# BUILDS COMMUNITY PARTNERSHIPS (50 Points)

The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. NMF supports projects that engage and involve people in planning and completing the project.

## Community Benefit

* Project activities must be free and open to the public.
* How does this Project address a community concern, issue or interest.
* Describe how the project will benefit the community (for example: improves conditions in the public realm, celebrates culture, history, or community).

## Community Involvement

* Explain how you will engage people to be involved from the beginning to the completion of this project.
* Describe existing relationships and partnerships, and those that will be formed throughout the project.
* Explain how you will conduct outreach.

## Volunteer Opportunities

* Describe what type of volunteer opportunities are available throughout the project.
* Describe volunteer coordination that is appropriate for the scale of the project and number of volunteers.
* Provide clear description of how volunteers will be organized and supported.

# PROJECT READINESS (50 Points)

Project readiness means the project is well planned and ready to succeed if awarded.

## Property Owner Permission

Who is the Property Owner?

* Not applicable
* Seattle Department of Transportation
* Seattle Public Utilities
* Seattle Parks and Recreation
* Seattle Public Schools
* Other:

Do you have property owner permission?

* Yes
* No
* Not applicable to this Project

Please explain:

Note that if you do not have permission from property owners, your project may be ineligible. Reach out to your project manager, call 206.233.0093, or email [NMFund@seattle.gov](mailto:NMFund@seattle.gov) with any questions.

## Ready to Begin

Is your project ready to begin within 2 months from the award notification date?

* Yes
* No

Please explain:

## Leadership Committee

The leadership committee is a group of 7–10 people who determine the project goals, make project decisions, and build community support for this project. The leadership committee should be representative of the community and/or the intended target audience for the project.

* Provide a list of 7-10 core individuals who have the abilities, skills background to lead project.
* Describe what defined project role each leadership committee member has.
* Explain how the committee is representative of the community and/or intended target audience for the project.

## Personnel and Consultant Position Descriptions

Provide position descriptions for any position being funded by NMF grant dollars.

Please clearly identify the relevant positions within the text boxes below (Work Responsibilities, Qualifications, Number of hours, and Proposed Compensation.

* Work Responsibilities
* Qualifications Needed
* Number of Work Hours
* Proposed Compensation

# WORK PLAN

Provide the 1–15 primary steps to complete this project over the next 6 – 12 months **beginning approximately 2 months** from this application submittal. You will be required to provide a responsible party, planned completion month, and planned completion year for each activity.

* Step
* Activity
* Responsible Person/Group
* Month Done
* Year Done

# BUDGET EXPENSES

## Project Budget

Expense Categories:Provide your proposed budget expenses that require funding from NMF.

Capital Expenses:

* Expenses related to construction and renovation parks, facilities, and other public spaces.

Personnel Expenses:

* Expenses related to staff and interns who will manage the project.
* For paid positions, indicate the rate of pay and number of hours to be worked.
* Project management costs are limited to 10 percent of the total project award.

Professional Services Expenses:

* Expenses related to consultants, vendors, artists, and services.

Supplies and Material Expenses:

* Expenses related to materials needed to complete the project.
* Food Expenses are limited to 20 percent of the award but may not exceed $5,000 per project.

Please note that there is a maximum of five (5) line items per Budget Expense category. If you have more than five (5), please combine common or similar costs and be sure to note in the item and description fields.

## Capital Expenses:

Do you have capital expenses to add? Yes/No

If YES, add the following for each expense.

* Item
* Amount
* Brief Description (100 characters max)

## Personnel Expenses:

Do you have personnel expenses to add? Yes/No

If YES, add the following for each expense.

* Item
* Amount
* Brief Description (100 characters max)

## Professional Services Expenses:

Do you have professional services expenses to add? Yes/No

If YES, add the following for each expense.

* Item
* Amount
* Brief Description (100 characters max)

## Supplies and Material Expenses:

Do you have supplies and material expenses to add? Yes/No

If YES, add the following for each expense.

* Item
* Amount
* Brief Description (100 characters max)

**Confirm the budget total:**

# PROJECT MATCH

## Match Categories

Resources provided by community supporters and other funders. Detail the community match resources that are required for the project. The total match must equal at least half of the funding request, (1/2 match: 1 funding request). City of Seattle resources such as staff time, usage of facilities, and/or any funding may not be counted as match.

Cash Match:

* Cash contributions from individuals, businesses, organizations, or other grant programs may be counted as match.
* If your match includes cash: Indicate which expenses will be paid with a cash match.
* Include documentation such as a bank statement, award letter from a funder, or other verification in the documents section below

Donated Professional Services Match:

* Professionals may donate their project relevant services at their customary rate, up to a maximum of $100/hour.
* Attach documentation of Donated Professional Services Match

Donated Supplies and Materials Match:

* All donated materials and supplies are valued at their retail prices or standard rental fee.
* Attach documentation of Donated Supplies and Materials in Document Section.

Volunteer Time Match (additional section below):

* Individuals can contribute their time to a project in a variety of ways such as serving on the leadership committee, attending events, promoting the project, and more.
* Volunteer time is valued at $35 an hour.
* Volunteer hours may be counted starting on the application due date.
* Enter individual volunteers on the Match Pledge Form.

Note that there is a maximum of five (5) line items per Cash Match category. If you have more than five (5), combine common or similar items/contributions and be sure to note in the item and description fields.

## Cash Match:

Do you have cash match to add? Yes/No

If YES, add the following for each expense.

* Item
* Amount
* Brief Description (100 characters max)

## Donated Professional Services Match:

Do you have donated professional services match to add? Yes/No

If YES, add the following for each expense.

* Item
* Amount
* Brief Description (100 characters max)

## Donated Supplies and Materials Match:

Do you have supplies and material match to add? Yes/No

If YES, add the following for each expense.

* Item
* Amount
* Brief Description (100 characters max)

## Volunteer Time Match:

Do you have volunteer time match to add? Yes/No

If YES, add the following for each expense.

* Item
* Amount
* Brief Description (100 characters max)

## Match Pledge Form

### Individuals can contribute their time to a project in a variety of ways such as serving on a leadership committee, attending events, promoting the project, and more. Use this form to help calculate how much each volunteer's time is worth.

### Include leadership team members and all other project volunteers on this form

### Any individual or business paid with award dollars may not also be counted as community match contributions

### Volunteer hours may be counted starting on the application due date

### Volunteer hours are in whole numbers (not in minute increments)

### Volunteer time is valued at $35 an hour

### Volunteer Hours x $35 = Value of volunteer time

### ex: 60 hours x $35 = $2,100

To add a Volunteer, you will need the following information:

* Name
* Email
* Volunteer Type
* Estimated Hours

## Community Match Summary

Confirm Pledge Community Match

# APPLICATION ATTACHMENTS

Attach documentation that supports your proposed project idea and application. The following list represents commonly attached documents. View instructions in the Grant Management System – Fluxx for how to upload your documentation to your application.

* Property Owner Permission
* Documentation of Donated Supplies and Materials and Donated Professional Services
* Documentation of Cash Match
* Cost Estimates or Quotes
* Schematic Designs for Physical Projects
* Job Descriptions for Staff
* Scope of Work for Youth Interns, Artists, Consultants, or Others Providing Services
* Photos of Proposed Sites to Be Improved
* Indicate which expenses will be paid with cash match.
* Include documentation such as a bank statement, award letter from funder, or other verification

# CERTIFICATION

By entering my name, 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.

Type your name: