



# ENVIRONMENTAL JUSTICE FUND

## INFORMATION SESSION



**Seattle**  
Office of Sustainability  
& Environment

# EJ Fund Team



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Environmental Justice Fund Manager



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Environmental Justice Fund Consultant



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*Office of Sustainability & Environment*  
Climate and Environmental Justice Graduate Intern

# Background



A blueprint for advancing race & social justice in Seattle's environmental work

"When my car broke down, I took two buses and walked uphill to get all my groceries home, perishable items from EBT. The healthy stuff is heavy. It's hard to carry on the bus. And heavy groceries with my three year old kid, it was a source of stress."  
— Community member, SoBe Ground

**HEALTHY ENVIRONMENTS FOR ALL**

AIR, WATER, GREEN SPACE, FOOD, SAFETY & QUALITY OF LIFE

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"We want mentorship opportunities across all levels of career (entry, mid, and senior level) set up in workplaces. We want this to be the norm and not the exception."  
— Community member, Environmental Professionals of Color

**JOBS, LOCAL ECONOMIES & YOUTH PATHWAYS**

OPPORTUNITIES FOR LOCAL GREEN CAREERS

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"We believe that transformative and meaningful change at a large scale needs to be led by those most affected by injustice."  
— Latino community member, South Park

**EQUITY IN CITY ENVIRONMENTAL PROGRAMS**

INCREASING COMMUNITY ACCESS AND DECISION-MAKING

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"We know that 'environmentalism' has a long history of exclusion; shifting the framing and language around environmental issues is an important first step in engaging our communities in environmental decision-making."  
— Community member, Puget Sound Super

**ENVIRONMENTAL NARRATIVE & COMMUNITY LEADERSHIP**

CELEBRATING STORIES AND INVESTING IN COMMUNITY

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# Overview & History

- Across the United States, race is the most significant predictor of a person living near contaminated air, water, or soil.
- Community members and Seattle City Council worked together to create the EJ Fund in 2018

**A grant opportunity to support efforts that benefit and are led by, or in partnership with, those most affected by environmental and climate inequities: Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, youth, and elders.**



# Principles & Values

- Community-centric
  - EJ Fund benefits communities most impacted by climate and environmental inequities
- Community-led
  - Projects led by or in partnership with those communities
- Community-determined
  - EJ Fund recommendations come from community members who have lived and professional experiences on EJ & CJ issues in Seattle



# Overview & Funding Intentions

- \$250,000 is available for projects
- Two award amounts to request: \$10,000 or \$25,000
- Designed to focus on small organizations
- Rolling deadline
- Application will close when funds run out or by Oct 20 at 5pm
- Applicants may only submit **one proposal**



# Who is Eligible to Apply?

Eligible applicants must:

- Be led by or in partnership with Black, Indigenous, people of color, immigrants, refugees, people with low incomes, youth, and/or elders
- Be a Tribe or tribal organization of any size; *or*
- Be a non-tribal group or org with an operating budget of \$500k or less, averaged over the current fiscal year and most recently ended fiscal year (*your fiscal years, not ours*)
- Have 501(c)3 nonprofit status; *or*
- Have a fiscal sponsor with 501(c)3 nonprofit status; *or*
  - Be willing and able to secure a fiscal sponsor with 501(c)3 nonprofit status in order to contract, if awarded a grant

# What We Fund

- Eligible projects and programs must:
  - Occur within Seattle city limits
  - Benefit people who live, learn, work, worship and play in Seattle.
  - Be led by or in partnership with those most affected by environmental and climate inequities
  - Focus on advancing climate and/or environmental justice
- If a group's office is located outside of Seattle, they can apply *if* the project 1) takes place within Seattle city limits *and* 2) primarily benefits people who live, learn, work, worship and play in Seattle



# Eligible Projects

- Arts and storytelling
- Capacity building for the organization, group, and/or community
- Climate change adaptation and/or resilience
- Climate or environmental justice education
- Climate or environmental justice engagement, and/or outreach
- Coalition building to advance environmental or climate justice
- Community organizing
- Cultural knowledge preservation and/or education
- Neighborhood and community planning or visioning, *including the design phase*
- Skills building and development for green jobs pathways



# Ineligible Activities & Funding Restrictions

- Individuals
- Scholarships
- Purchase of land or buildings
- Capital projects including construction and renovation of facilities or site improvements
- Maintenance of existing facilities and physical improvements to non-natural areas of parks or existing recreational facilities that do not have a clear environmental justice purpose.
- Projects that are not accessible by the public
- Purchase of equipment including cameras, video recording equipment, laptops, tables, phones, cellphones, etc.
- The Fund can support rental of this equipment
- Organization's overhead costs not related to the EJ Fund project or program

# FREE Technical Assistance

- TA consultants can:
  - Discuss project idea for EJ Fund alignment
  - Review draft proposal and provide feedback
  - Provide high-level edits on draft
  
- TA consultants cannot:
  - Design your project idea and details
  - Draft application responses

# FREE Technical Assistance

- Any organization/group can request Technical Assistance
- **Highly recommend** that **ALL applicants** request TA support
- Request by emailing: [equityenviro@seattle.gov](mailto:equityenviro@seattle.gov)
  
- TIPS TO SAVE YOU TIME & STRENGTHEN YOUR PROPOSAL:
  - Talk with a TA consultant *before* working on your project idea and application
  - Allow ample time for the consultant to work with you and your application (2 weeks is a good guide)

# Technical Consultant Team



**Nancy Huizar**



**Nanette Fok**

# Application Components

- Eligibility Quiz (Survey Monkey)
- Organization and Project Information (Survey Monkey)
- Application Form (upload to Survey Monkey)
  - Cover sheet
  - Narrative Questions
  - Project Timeline
  - Project Budget
- Landowner Authorization, *if* the project changes or takes place on property not owned by the applicant (Survey Monkey)

# Eligibility Quiz

The following must be true (“yes”) for your group/organization and project to meet EJF eligibility:

- Does your project directly address environmental and/or climate inequities in the City of Seattle?
- Does your organization have an average operating budget of \$500,000 or less for the current and previous fiscal year? (Tribes and tribal organizations of any size should respond “yes”)
- Does your project primarily benefit those who live, work, worship, and play in the City of Seattle?
- Is your project led by or in partnership with those most affected by environmental and climate inequities?
- If your group is not a 501c3 nonprofit organization, is it willing to get a 501c3 fiscal sponsor if awarded EJ Fund funding?

## For current grantees:

- If you have an existing EJ Fund contract that is less than 75% complete, please contact OSE program manager Ximena Fonseca-Morales ([ximena.fonseca-morales@seattle.gov](mailto:ximena.fonseca-morales@seattle.gov)) **before** working on a proposal.

# Narrative Questions

- 1. COMMUNITY NEED:** Who is the community you are serving? How are they being impacted by climate change and/or environmental hazards?
- 2. PROJECT:** What will you do, and how will you do it? How many people will be served?
- 3. PEOPLE:** Who is involved with the design and implementation of the project? What lived experiences/skills do they bring?
- 4. IMPACT:** What are your project outcomes? How do these address the community impacts you named in “Community Need” (Q1)?
- 5. RACIAL JUSTICE:** What practices and approaches does your organization or group use to advance racial justice?



# TIPS for Narrative Questions

- Be complete but brief
- Guideline: Up to 4 pages, 12-point font
- [Sample Application Responses](#) are available to review and linked to the form

# Project Timeline Template

## PROJECT TIMELINE

Use the table below to show us a brief timeline for your project. Add lines, if needed. (Activities must begin at least 60 days after the application submission date and must be completed no later than December 19, 2025.)

Activity	Date/Timeline

# Project Budget Template



## PROJECT BUDGET

PLEASE COMPLETE BOTH THE INCOME AND EXPENSE SECTIONS, INCLUDING LINE ITEM DETAILS.

Add lines, if needed.

<b>INCOME</b> * List all sources of funding for your project. * Add lines, as needed.	<b>AMOUNT</b>	<b>STATUS</b> * Tell us if the income is committed, pending or to be submitted.
Environmental Justice Fund request		
In-Kind Donations (please list below)		
<b>TOTAL PROJECT REVENUE</b>		

# Project Budget Template

<b>EXPENSES</b> * List all expenses. * Add line items, as needed.	<b>AMOUNT</b>	<b><u>LINE ITEM</u> DETAILS</b>
Salaries and benefits		
Program Supplies		
Stipends		
Consultants/Subcontractors		
Insurance		
Fiscal sponsor fee, if applicable		
Other project expenses (list each additional item separately)		
<b>TOTAL PROJECT EXPENSES</b>		

**Total Project Expenses should match Budget Request Amount**

# Application Scoring Rubric

## ALIGNMENT WITH EJ FUND PURPOSE AND PRIORITIES

### REFERENCE QUESTIONS

- Q1. Community Need**
- Q2. Project Description**
- Q3. People**
- Q4. Impact**
- Q5. Racial Justice**

### STRONG KEY INDICATORS

Applicant demonstrates understanding of their community's needs as driven by environmental and/or climate inequities.

Project outcomes clearly address the community needs identified by the applicant.

Priority community(ies) are key decision makers or deeply involved in all project phases

Applicant's team possesses the lived experiences and/or skills to carry out the project.

Organization has a specific and meaningful commitment to racial justice.

# Application Scoring Rubric

## PROJECT FEASIBILITY

### REFERENCE QUESTIONS

- Q2. Project Description
- Project Timeline
- Project Budget

### STRONG KEY INDICATORS

The project aligns with the purpose of the EJ Fund and will advance climate or environmental justice for priority community(ies).

Project activities are feasible.

Project timing is feasible.

Budget is appropriate for the proposed project.

# Application Review & Approval Process

Time	Application Stage
1-2 days	Once the application is received, it is verified for eligibility. Eligible proposals are sent to review team members.
2-4 weeks	Review team members read, score proposals, and make funding recommendations.
1-2 weeks	Award recommendations approved by City staff
1-2 weeks	Once award notifications are sent, the contracting process begins.

**Projects should start at least 60 days after the proposal has been submitted.**

# Important to Note

- Depending on remaining available funding, an award amount may differ from the request
- *An application that is approved is not guaranteed funding.* To receive funding, the grantee must complete and sign a grant agreement that meets program and City requirements.

# IMPORTANT LINKS

EJ Fund Web Page: [www.seattle.gov/environment/ejfund](http://www.seattle.gov/environment/ejfund)

- [EJ Fund Guidelines](#)
- [Online Application Portal \(Survey Monkey\)](#)
- [Application Form](#)
- [Sample Application](#)
- [Scoring Rubric](#)
- [TA consultant bios](#)
  - To request TA, email: [equityenviro@seattle.gov](mailto:equityenviro@seattle.gov)

