**2024 Environmental Justice Fund**

***Sample Application Form for Reference***

**NARRATIVE QUESTIONS**

Response length: We encourage brief responses, keeping in mind the capacity of the community reviewers. Being clear is more important than the length of your answer. Please aim to submit no more than 4 pages of narrative responses in 12-point font, not including the project timeline and project budget. *For your reference, below is an example proposal with responses that are both complete and concisely worded.*

1. **COMMUNITY NEED**: Who is the community you are serving? How are they being impacted by climate change and/or environmental hazards?

ABC was created in the EFG neighborhood to address the growing air quality problems affecting our community. The EFG neighborhood covers about one square mile and is home to 2,000 people. Our location in the HIJ Valley adds to the difficulties we face since it has features that trap air. We take pride in being one of the most diverse neighborhoods in Seattle. Our residents have different backgrounds, with 30% identifying as Black, 20% as Asian, 20% as Hispanic/LatinX, 10% as white, 5% as Indigenous, and 15% as multiethnic/multiracial or from other backgrounds.

Air quality has been a major concern in our community for a long time, and it has been made worse by the wildfires that climate change has exacerbated. In 2017, a group of five concerned residents decided to take action and address the growing air quality concerns made worse by climate change. We organized a neighborhood meeting that brought together more than 50 residents, and that's how ABC started. Currently, our organization has 20 dedicated resident volunteers.

In a survey we conducted in 2019, we discovered that only 16% of EFG residents had air purifiers in their homes to help improve the air quality. We also found that household members in our community visit the hospital often due to breathing and asthma problems, especially during wildfire season.

2. **PROJECT**: What will you do, and how will you do it? How many people will be served?

Our project will help EFG residents deal with bad air quality days by giving them useful tips and strategies. This includes educating households on the Air Quality Index (AQI) and providing easy-to-implement tips on what to do at home when AQI hits benchmark numbers. We will also share resources available to access air purifiers for their homes.

Our community holds quarterly meetings. At the January 20xx meeting, we will present our project to the residents in attendance. We will ask for ideas on how to develop outreach messaging for the whole community. We will then develop materials to make sure everyone gets the information they need.

In March 20xx, two teams of two workers will visit 550 housing units in our neighborhood. We will leave a bag with information in English and Spanish on their doorknob. The bag will also have a flier with multiple translated messages explaining how to get information in other languages. We also plan to have a table at the EFG Neighborhood Block Party on June 10, 20xx, at PQR Plaza.

To evaluate how well our outreach worked, we will conduct a survey to find out if people have used the strategies we suggested, taken advantage of the resources we shared, or been able to access an air purifier for their homes. At our quarterly spring community meeting, we will ask people which way they'd like us to conduct the survey, whether through email, on paper, using a QR code, or by going door-to-door. In the summer, we will distribute the survey and analyze results.

We estimate that an average of 2.5 residents live in each of the 550 housing units, and thus we will reach approximately 1,375 total residents.

3. **PEOPLE**: Who is involved with the design and implementation of the project? What lived experiences/skills do they bring? You may include any partners and their roles in this project, if applicable.

Our project is led by the people who live in the EFG neighborhood and are directly affected by the health issues exacerbated by climate change. Sadie Williams is our chairperson. She is a 26-year resident of EFG, mother of two school-aged children, and runs a home-based childcare program. She is a skilled facilitator and manager. Adam McDonald, a four-year resident and mobile nurse at OPQ company, is our vice-chair. He uses his medical background to make sure we have the most up-to-date public health information. Rosie, an 11-year resident and experienced bookkeeper, alongside Lani and Cesar, two EFG High School students, make up our programming committee. We value community involvement, so we have quarterly meetings where residents can share their ideas and help us come up with solutions for the community.

With the guidance of our neighborhood leadership council, the program coordinator and the program team work together to develop outreach messaging based on these ideas. With support from the EJ Fund, the program and outreach team members will receive meaningful stipends for their work.

In addition to partnering with the XX State Department of Health, ABC also works closely with three local nonprofit agencies that have strong community programs in our neighborhood: Sunshine Agency, Hope Organization, and Resilience International. These organizations help us distribute community information, support our residents' basic needs, and join us in advocating for positive changes.

4. **IMPACT**: What are your project outcomes? How do these address the community impacts you named in “Community Need” (Q1)?

Our anticipated project outcomes will be:

* Through door hang bags and in-person outreach at our neighborhood block party, all 550 housing units in our neighborhood will receive critical information and resources on how to deal with poor air quality days
* All 550 housing units will have information on how to access low-to-no-cost air purifiers
* Up to 25 free air purifiers will be given out to households with elderly residents through the XX State Department of Health program.
* Community members will meet at least once a quarter to report on how their lives are being impacted by air quality and share ideas with ABC on how to address these hazards

This project will allow us to help reduce the impacts of poor air quality in our neighborhood. Through our follow-up survey, we hope to find that:

* More than 50% of our community members report that they understand what AQI is and how to find out what it is at any given time
* More than 50% report using the tips and strategies we shared on poor air quality days
* At least 25% more households report having an air purifier in their homes than before our project began - either through XX State Department of Health’s free program for the elderly, low-to-no-cost purifiers for low-income households, or self-funded purifiers

We also anticipate that gathering community members together quarterly will result in new project ideas that we can implement in the future with additional funding. This may include a strategy to get air purifiers in every home and/or advocacy campaigns to fight against public policies that leave our neighborhood vulnerable to climate hazards.

5. **RACIAL JUSTICE**: What practices and approaches does your organization or group use to advance racial justice?

EFG is very diverse, with most of our residents belonging to races or ethnicities other than Non-Hispanic White. We think it's important to have leaders in our organization who come from the community and understand its needs. Our chairperson, Sadie, is a Black woman, and our program team lead, Rosie, is Latina. We also have two high school representatives who identify as BIPOC. Sixty percent of our regular volunteers also identify as BIPOC and include retired, working, and young residents. Because our neighborhood is so diverse, it is important for us to work with partners who reflect the identities of our community members. Thanks to a grant from the XX Foundation, we have been able to hire skilled trainers who identify as BIPOC to provide leadership development for our programming committee. They gather input from the committee to identify topics which then shape the workshops. They also facilitate regular assessments to help us understand our growth and identify additional leadership development programming that meets our needs. We believe our work with these trainers is critical for the growth of our committee to better work together and to better serve our community.

We believe that building a community is more than just doing “business.” We focus on building relationships and listening to each other instead of just focusing on goals and outcomes. Our community meetings are designed to foster relationships and provide a space for people to share news, concerns, and ideas. We always start the meetings with an activity to get to know each other, and we also provide food, drinks, and childcare. Sadie is a skilled facilitator and makes sure everyone's voice is heard. We write down everyone’s ideas and explore them during program team meetings.

**PROJECT TIMELINE**

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

|  |  |
| --- | --- |
| **Activity** | **Date/Timeline** |
| First quarterly community meeting: Co-develop outreach messaging with residents | January 2025 |
| Create and translate materials | February-March 2025 |
| Distribute doorknob hang bags | April-May 2025 |
| Second quarterly community meeting: Get feedback on best way to survey residents | April 2025 |
| Develop a survey | June 2025 |
| Distribute survey | July-September 2025 |
| Analyze results and develop write-up | October-November 2025 |

**PROJECT BUDGET**

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

Add lines, if needed.

|  |  |  |
| --- | --- | --- |
| **INCOME**  \* List all sources of funding for your project.  \* Add lines, as needed. | **AMOUNT** | **STATUS**  \* Tell us if the income is committed, pending or to be submitted. |
| Environmental Justice Fund request | $25,000 |  |
| Language Access Grant | $2,000 | Committed |
|  |  |  |
| In-Kind Donations (please list below) |  |  |
| In-kind room reservations for community mtgs | $1,000 | Committed |
|  |  |  |
| **TOTAL PROJECT REVENUE** | $26,000 |  |

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| --- | --- | --- |
| **EXPENSES**  \* List all expenses.  \* Add line items, as needed. | **AMOUNT** | **LINE-ITEM DETAILS** |
| Salaries and benefits | $7,500 | Project coordinator  $50/hr x 150 hrs (across the timeline) |
| Program Supplies | $2,800 | Door hang bags, printed materials |
| Stipends | $7,000 | $1,000 stipend per outreach team member (4) and $750 program team member (4) |
| Consultants/Subcontractors | $3,500 | Translation: $500/ language, four languages  $1,500 evaluation consultant (survey analysis and write-up) |
| Insurance | $800 | General Liability Insurance policy |
| Fiscal sponsor fee, if applicable | $3,000 | 12% |
| Other project expenses (list each additional item separately) | $400 | Subscription for an online survey platform |
| **TOTAL PROJECT EXPENSES** | $25,000 |  |