

**The Environmental Justice Fund Proposal Application**

A program of the City of Seattle. Administered by Seattle Foundation.

**PROPOSAL COVER SHEET**

**GENERAL INFORMATION**

Applicant organization/group name:

Address:

City, state, zip:

Website:

Leader of the applicant organization/group:

Title:

Email:       Phone:

If the project is being managed by a different person, please also give us the following information.

Name of project lead:

Title:

Email:       Phone:

Does your organization or group have an organizational budget? [ ]  Yes [ ]  No

If yes, what is the current annual budget of your organization or group (not of the fiscal sponsor)?

* Attachment: If you have an organizational budget, please include a current copy.

**NONPROFIT STATUS**

Is your organization an IRS 501(c)3 nonprofit organization?  [ ]  Yes [ ]  No

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| --- | --- |
| **If yes:**What is your tax identification number?      * Attachment: Please include a copy of your current IRS 501(c)3 letter.
 | **If no**: Do you have a fiscal sponsor? [ ]  Yes [ ]  NoName of fiscal sponsor:      What is the fiscal sponsor’s tax identification number?      Fiscal sponsor contact person:      Fiscal sponsor address:      City, state, zip:      Fiscal sponsor phone number:      * Attachment: Please include a letter signed by your fiscal sponsor that confirms their fiscal sponsorship of your group.
* Attachment: Please include a copy of your fiscal sponsor’s current IRS 501(c)3 letter.
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**STAFF AND VOLUNTEERS**

Does your group have paid staff? [ ]  Yes [ ]  No

If yes, how many full-time staff?       how many part-time staff?

Does your group have volunteers? [ ]  Yes [ ]  No

If yes, how many volunteers?

* Attachment: Please include a list of your board members or advisory committee members. Include their names, their titles and their affiliations (such as place of employment and/or other community organizations where they serve as board members or advisors).

**ABOUT THIS REQUEST**

What is your project budget?

How much are you requesting from the Environmental Justice Fund? (Note: **Minimum grant is $10,000. Maximum grant is $40,000.)**

*In addition to submitting a written proposal (which is required), we are offering applicants the option to also do an oral presentation to the Grantmaking Committee. We highly encourage all applicants to do an oral presentation. Please be aware that all oral presentations will take place during the week of November 1-9, 2018. If you are interested in doing an oral presentation, you must be available during this week.*

Would you like to do an oral presentation about your project to the Grantmaking Committee?

[ ]  Yes [ ]  No

If yes, would you like an interpreter to assist you with your presentation? [ ]  Yes [ ]  No

If you would like an interpreter: in which language?

**PROPOSAL CHECKLIST**

A request for funding to the Environmental Justice Fund must include the following:

[ ]  Proposal cover sheet.

[ ]  Current organizational budget, if applicable.

[ ]  Current IRS 501(c)3 letter (yours or your fiscal sponsor’s).

[ ]  A letter signed by your fiscal sponsor that confirms their fiscal sponsorship of your group, if applicable.

[ ]  List of board members or advisory committee members and their titles and affiliations.

[ ]  Grant request narrative.

[ ]  Project budget (using the attached form).

**HOW TO SUBMIT**

The deadline is **Monday, October 15, 2018** (please note the time deadlines below). Late applications will not be considered. Applications must include everything in the Proposal Checklist and may be submitted in one of the following ways:

1. By email (preferred). **Must be** **received by 4:00pm on Monday, October 15, 2018**.

Email it to: ejf2018rfp@gmail.com.

1. By mail. **Must be postmarked by Monday, October 15, 2018**. Mail the entire proposal package to: Environmental Justice Fund

c/o Seattle Office of Sustainability and Environment

PO Box 94729, Seattle, WA 98124-4729

1. By hand-delivery. **Must be received by 4:00pm on Monday, October 15, 2018**. Deliver the entire proposal package to:

Environmental Justice Fund

c/o Seattle Office of Sustainability and Environment

Seattle Municipal Tower, 700 - 5th Avenue, Suite 1868 (between Columbia and Cherry Streets)

Seattle, WA 98104

**GRANT REQUEST NARRATIVE**

Please limit your proposal narrative (Questions 1-7) to a maximum of six (6) pages.

1. Please tell us about your organization or community group. (We want to learn about you, not your fiscal sponsor.):

* Describe your mission and history.
* What communities are you most connected to? Describe how these community members are leaders in your work.
* Give us an example of the work you do.
* Tell us how you incorporate racial justice into your work.

2. Describe your project need.

* Why are you doing this project? What isn’t happening well in your community that your project can help make better? What is happening well that could be expanded or improved?
* What environmental or climate issues and injustices exist in your community?

3. Talk about who this project will serve.

* Which communities will benefit from your project? Please describe in detail.
* How have these communities been involved in developing this project?
* Is this a citywide project or a neighborhood-based project? Please describe.

4. Describe your project.

* Tell us about your project: what are you going to do?
* How will your project help achieve environmental or climate justice?
* Describe how your community members are leaders in this work. What are their roles?
* Does your project build on existing community efforts or community solutions? If so, tell us how.
* Use the table below to show us a brief workplan for your project: be specific about activities and provide a timeline for when these activities will happen. Add lines, if needed. (Projects must begin no earlier than January 11, 2019 and must be completed no later than June 30, 2020.)

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| **Activity** | **Date/Timeline** |
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5. Talk about the people who will work to make your project happen.

* Tell us about your project team and what each person does. What are their skills and qualifications? What are their ties to the community?
* If your request includes hiring a new staff person, please describe the job and the qualifications you will be looking for.
* Will you use volunteers? How many, and what will they do?
* Are there other groups working with you as project partners? If so, describe the partnership(s) and each group’s role(s) in the project.

6. Tell us about what type of impact your project will have.

* Describe how your community will be stronger as a result of your project. Will the project strengthen or deepen networks, relationships and/or partnerships within and among communities?
* What will success look like? How will you know when you have achieved success?
* Describe three (3) specific things that you want to happen as a result of your project.
* How many people will be served, directly and indirectly?

7. Is there anything else about your group or your project that you would like us to know?

**BUDGET**

Please complete the attached budget form. Please note:

* The minimum grant award is $10,000. The maximum grant award is $40,000.
* Projects must begin no earlier than January 11, 2019 and must be completed no later than June 30, 2020.
* The project budget must include information about both income and expenses.
* If equipment is part of your grant request, the equipment must be directly related to the project. General office equipment such as computers, tablets, copiers, phones, etc. are not eligible for funding.
* There is no requirement for matching funds.

**PLEASE COMPLETE BOTH THE INCOME AND EXPENSE SECTIONS.**

**PROJECT INCOME (January 2019 – June 2020)**

|  |  |  |
| --- | --- | --- |
| **INCOME SOURCE**\* List all sources of funding for your project. This includes grants, individual donations, sponsorships, in-kind donations, etc.\* Add lines, as needed. | **AMOUNT** | **STATUS**\* Tell us if the income is committed, pending or to be submitted. |
| Environmental Justice Fund request |  |  |
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| **TOTAL PROJECT INCOME** |  |  |

**PROJECT EXPENSES (January 2019 – June 2020)**

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| \* List all expenses.\* Add lines, as needed. | **AMOUNT** | **How much of each line will be paid for by the Environmental Justice Fund?**  |
| Personnel expenses |  |  |
| Fringe benefits |  |  |
| Rent/facilities |  |  |
| Utilities |  |  |
| Telephone |  |  |
| Other occupancy expenses |  |  |
| Copying/printing |  |  |
| Supplies |  |  |
| Child care |  |  |
| Meeting costs |  |  |
| Communications |  |  |
| Transportation |  |  |
| Postage |  |  |
| Translation/interpretation |  |  |
| Fiscal sponsor fee |  |  |
| Other project expenses (list each additional item separately) |  |  |
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| **TOTAL PROJECT EXPENSES** |  |  |