 **2018-19 VIDEO APPLICATION INSTRUCTIONS**

 **Waste-Free Communities Matching Grant**

Applications must be received by **5:00 PM** on **Friday, February 23, 2018**.

Read the Guidelines before completing your application.

Decide if you want to submit the Video Application or the Print Application Form.

# **Step 1: Make Your Video**

* Your completed video application must be no longer than 20 minutes. This is the maximum length; shorter videos are okay. The review team will stop watching content at 20 minutes.
* Video applications may be submitted in your preferred language. SPU will provide translation/ interpretation.
* This is not a video production contest. Keep it simple. Videos taken with your phone are fine, so long as the sound quality is good. Your application will be reviewed for content, not production quality.
* Your video must answer the following 7 questions:
1. Project Description

Describe your proposed project, including:

* What you want to do
* Why you want to do it
* How your project prevents waste
* How your project addresses one or more of the requirements to:
1. Be innovative

**AND/OR**

1. Engage one or more of the following communities: communities of color, immigrants,

refugees, low-income, people with disabilities, seniors, young adults, youth, children, and/or small businesses

**AND/OR**

1. Help communities in need
2. Project Activities

What specific activities and strategies will you use to accomplish your project objectives?

1. Project Outcomes

What outcomes do you expect from your project? Include any specific waste impacts, community benefits, or other changes you expect to see.

1. Measuring Success

What tools and strategies will you use to measure the success of your project?

1. Project Staffing

How will your project be staffed? Include paid staff, volunteers, and community partners who will be contributing time. Also describe the relevant knowledge, skills, similar work experience, and community relationships your team brings to the project.

1. Community Involvement

Will the communities that are impacted by your project be involved in the project planning and implementation? If so, please explain how.

1. Long-Term Impacts

How will your project continue to prevent waste after the grant is completed?

For example, will your project share methods and outcomes so others can implement similar projects? Or will your project create a tool that others can use to prevent waste? Or will the community be educated so they will continue to prevent waste?

# **Step 2: Post Your Video**

* Post your video application online in a location where the grant review team will be able to view it.
* Copy the link to the video into the Project Summary Table below.

# **Step 3: Complete the Application Budget Form**

Provide a detailed budget for your grant project in the Application Budget Form.

# **Step 4: Complete the Project Summary Table**

Fill out the following project summary table:

|  |  |
| --- | --- |
| Link to Video Application |       |
| Video Language (e.g., English, Spanish, etc.) |       |
| Project Name |       |
| Project Start Date*may start from July-September 2018* |       |
| Project End Date*no later than 12 months after start date* |       |
| Location where the project will take place (e.g., neighborhood, business name, building name, etc.). Include the street address and zip code if the project will take place at a specific site. |       |
| Applicant Name, Business, or Organization |       |
| Mailing Address |       |
| City, State, Zip Code |       |
| Project Contact Person |       |
| Job Title |       |
| E-mail Address |       |
| Preferred Phone Number |       |

# **Step 5: Submit Your Application**

1. Copy and paste the Project Summary Table into an email.
2. Attach the Application Budget Form to the email (required).
3. Attach price quotes for expenses listed in the budget (optional).
4. Attach images or maps that support your project proposal (optional).
5. Letters of support may be requested from finalists. Do not include them in your application.
6. Email your completed application to wastefreegrants@seattle.gov.