

Organization Name

ITD 2024 Digital Equity Grant Application

Project Title:

ID:

Project Manager:

Amount Recommended:

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

Required questions are in bold. If you are not able to submit your application, please look for red highlighted section(s) to fix.

Refresh your browser after you have Saved your application to see it in the Applications/Pending Requests section.

▼ Table of Contents

Organization/Community Group Information
Organization/Community Group Background (Total 10 points)
Project Description
Project Narrative (Total 50 points)
Demographic Groups Served (Total 10 points)
Language Accessible Services (Total 5 points)
Project Outputs (Total 10 points)
Grant Budget (Total 10 points)
Community Match (Total 5 points)
Documents
Reviewers - Internal Only
Application Details - Internal Only
Notes/History - Internal Only

▼ Organization/Community Group Information

If your organization has **previously applied for or received a grant** from the City of Seattle, please search for your organization in the field below and select from the list of results.

If you are a **new applicant**, please click the "Add New" link below to create your organization profile.

You will not be able to view an application after you Save if the Organization/Community Group field below is blank.

Please confirm or use the Add New option to complete the following application roles as follows:

Application Contact: Person completing the application.

Authorized Signatory: Organization representative with signing privileges for your organization.

Project Contact: Person who will be the primary contact if the grant is awarded.

Project Lead Title:

Project Lead Business Address:

Project Lead Email:

Project Lead Phone:

Applicant Signatory Information

Please list an organization representative with signing privileges. This information will be used if you are awarded this grant.

Applicant Signatory Name:

Applicant Signatory Title:

Applicant Signatory Email:

Applicant Signatory Phone:

Does this grant include a fiscal sponsor?

I certify that the information in this application can be verified. Responses have not been copied from another source and is the original composition of the organization submitting the grant. Failure to disclose information or provide false information may make your organization ineligible for current and future TMF funds.

▼ Organization/Community Group Background (Total 10 points)

Organization Mission and Experience with Populations Inequitably Impacted by the Digital Divide (3500-character limit; 0-5 points): Describe your organization's mission and experience providing services to populations inequitably impacted by racial and socio-economic disparities, including why your organization is well-positioned to serve this population and how digital equity aligns with your organization's priorities. To see the populations inequitably impacted by the digital divide, see Seattle's Internet for All Initiative: <https://www.seattle.gov/tech/initiatives/digitalequity/internet-for-all-seattle>

Community Partners (3500-character limit; 0-5 points): Describe your previous/current work with community partners and how you have coordinated with other service providers. Include the names of organizations you have collaborated with, the mechanisms you use to collaborate, the frequency of your communications, and each of your roles and responsibilities. If you have not worked with community partners, explain why this has been a challenge for you.

Grant Funding (3500-character limit): List all grant awards received from any funding source in 2023 and 2024. Include a description of the projects funded.

Organization Annual Budget:

Organization Staff Size:

Council District Reference: <http://www.seattle.gov/neighborhoods/neighborhoods-and-districts>
(Opens link in new tab or browser session)

Organization Council District:

▼ Project Location Address

Street Address:

Street Address 2:

City:

State:

Zip/Postal Code:

Project Location(s):

▼ Project Description

Created By (Date):

Start Date:

End Date:

Duration In Months:

Project Title (5 Words or Less):

Select the digital equity grant you are applying for (choose only one):

▼ Project Narrative (Total 50 points)

Project Goals (1000-character limit; 0-5 points): Provide a summary of your project and how your project will address the technology needs of Seattle residents. If this is a new project, explain how your organization will build the project. If your project is a continuation of an existing program, explain how you will build on the success of your current program. If your project expands an existing program, explain how funding will increase your organizational capacity. This information will help us understand what your project is on a high level. If your project is selected for funding, Seattle IT will share this summary on our website.

Statement of Need (3500-character limit; 0-5 points): What is your understanding of Seattle's digital equity gaps and the specific barriers that your prioritized audience faces. Explain the data and/or information you are using to establish that there is a community need for this project. This may include data from Seattle's 2018 Technology Access and Adoption Study and information your organization has gathered based on community engagement/listening, focus groups, surveys, exit interviews, and other methods. Focus on the need for your project specifically, rather than a need for digital equity programs more generally.

Project Outcomes (3500 character-limit; 0-10 points): What services or activities will result in observable, intended changes for participants? List the specific actions and measurable steps that you need to take to achieve project goals. A specific benefit can be quantitative or qualitative and is expressed as changes an individual perceives in themselves. What good will you do? How have participants been changed as a result of your interactions? Outcomes should be meaningful, achievable, observable, and actionable.

Outreach and Community Engagement (3500-character limit; 0-10 points): How many people do you expect to reach with information about the program, including those enrolling in the program? Describe your outreach plan and how you will ensure that you reach your target number of Seattle residents served. Include potential challenges and how you will address those challenges. Explain how you will prioritize the demographic and language groups you have selected above in your outreach.

Project Timeline (3500-character limit; 0-5 points): Provide a timeline for your project by date, month or activity. Include the milestones and deliverables you will achieve and when you expect to reach these milestones and deliverables. All project activities, including the midyear and final report, should be completed within one year. Explain what steps you will take to ensure that your project is completed within one year.

Roles and Responsibilities (3500-character limit, 0-5 points): List the team members working on the project and each member's title, role and responsibilities. Include managers, coordinators, staff, volunteers, and consultants funded by both the community match and the grant funds.

Project Evaluation (3500-character limit; 0-10 points): Describe the measurements you are using to determine success and the activities necessary to collect data. Consider using CARTE principles for evaluating your project: (1) Credible – Collect data that accurately reflect what they are intended to measure, (2) Actionable – Collect data that your organization is going to use, (3) Responsible – Match data collection with the systems and resources your organization has to collect it, (4) Transportable – Apply what you learn to other programs and contexts, and (5) Equitable – Ensure equitable outcomes.

▼ Demographic Groups Served (Total 10 points)

Enter the number of residents you will serve from each demographic group below.

Participants may be included in multiple categories. For more information about why these demographic categories are affected by key risk factors for lack of home internet access, see 2020 Internet for All Seattle and 2021 Internet For All Update Report.

Low-income, insecurely housed, or affordable housing residents:

People with disabilities:

Immigrants and refugees:

Older adults:

BIPOC (Black, Indigenous, and People of Color):

What additional demographic groups will you serve?

Number of additional residents in these demographic groups served:

Total number of residents served:

Experience with Demographic Groups (3500-character limit; 0-10 points): Describe your experience working with the demographic groups you expect to serve. How does your project address digital equity barriers for these groups?

▼ Language Accessible Services (Total 5 points)

Enter the number of residents you will serve from each language group.

Participants may speak multiple languages and counted multiple times.

Amharic:

Chinese:

Oromo:

Somali:

Spanish:

Tigrinya:

Vietnamese:

What additional language groups will you serve?

Number of additional residents in these language groups served:

Total number of residents served:

Experience providing language access (3500-character limit, 0-5 points): Describe your experience working with the language groups you expect to serve.

▼ Project Outputs (Total 10 points)

Enter your expected project outputs.

How many unique Seattle residents do you expect to serve?

How many digital navigator hours will you provide?

What will be the total attendance for all digital navigator sessions?

How many digital literacy class sessions or workshops will you offer? A class may include multiple class sessions; count each class session.

What will be the total attendance for all the classes and workshops?

How many computing devices will you provide to residents? (for example: laptop, Chromebook, tablet, desktop computer, smartphone, assistive technology)

How many hotspots will you provide to residents? Count each resident that connects to the internet. A hotspot is a wireless access point that connects phones, tablets, computers, and other devices to the internet.

How many hours of community WiFi access will be available to the community?

How many unique residents will connect to community WiFi?

How many hours of technical support will you provide?

▼ Grant Budget (Total 10 points)

Grant Budget

Click on the [green plus sign \(+\)](#) below to begin entering your Grant Budget expenses. Please submit only one budget summary. The process will be much easier to complete if you prepare your line item expenses in advance.

Note that when you enter your grant budget expenses, they will be displayed **under both the Budget and Budget Snapshot sections.**

You can click on the [red minus sign \(-\)](#) to remove any expenses that you have entered. If you need to edit a budget that you have started, click the [blue editing icon](#) to open your budget card.

Remember to save your progress as you go.

Budget

Add budget expenses

Budget Narrative (3500-character limit; 0-10 points): Explain how you determined your budget request for each of the budget categories: (1) personnel; (2) computing devices; (3) internet connectivity; (4) software and online services; (5) supplies; and (6) fiscal agency fees. Include the equitable impact of your budget (for example, hiring BIPOC staff and consultants and/or budget for translation/interpretation). :

▼ Community Match (Total 5 points)

Community Match

Click on the [green plus sign \(+\)](#) below to begin entering your Community Match form. Please submit only one match summary. The process will be much easier to complete if you prepare your match budget in advance.

Note that when you enter your community match items, they will be displayed **under both the Budget and Budget Snapshot sections.**

You can click on the **red minus sign (-)** to remove any details that you have entered. If you need to edit the match summary that you have started, click the **blue editing icon** to open your summary card.

Remember to save your progress as you go.

Match

Add community match

Match Narrative (3500-character limit, 0-5 points): Explain how you determined your community match for each of the match categories: (1) in-kind match for hardware/devices; (2) in-kind match for staff/consultants/volunteers; (3) cash match, and (4) other match sources. Include how the match amount will contribute to the success of your project.

▼ Documents

As a grantee, you have the ability to delete documents YOU have uploaded. To add a new version of a document please upload the new version, make sure the document type is correctly chosen, and then delete the old/outdated document.

Please support your budget request with the following required documentation. Applications with insufficient documentation will not be awarded funds. These documents are for verification purposes only. Reviewers will not have access to these attached documents to score your application.

- Staff names, titles, schedules, pay rates, and hours
- Schedule of programs/services supporting budget allocations
- Cost quotes from reputable vendors for devices, internet connectivity, software, and/or online services
- Letter of support from fiscal agent that includes the cost of fiscal agency fees
- Documentation for community match sources

ORGANIZATION DOCUMENTS

REQUEST DOCUMENTS