

# TECHNOLOGY MATCHING FUND

## *2026 GRANT GUIDELINES*



<https://www.seattle.gov/tech/grant-opportunities/digital-equity-grant-opportunities>

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## ABOUT THE TECHNOLOGY MATCHING FUND

Digital equity grants are a cornerstone of the City's Digital Equity Program. Our vision is for Seattle to be a city where technology's opportunities equitably empower all residents and communities, especially those who are historically underserved or underrepresented. These grants seek to support community-driven solutions to achieving digital equity in Seattle.

The City of Seattle conducted a broad survey (quantitative research) and focus groups (qualitative research) to better understand residents' access and use of technology and internet services, barriers to use, and the support needed to help ensure all residents have the same opportunities. Our [Technology Access and Adoption Study](#) helps guide digital equity programs and funding for Seattle residents.

## SEATTLE IT AND DEPARTMENT OF NEIGHBORHOODS PARTNERSHIP PILOT

For the 2026 funds, the Department of Neighborhoods (DON) Neighborhood Matching Fund Team is partnering with Seattle IT's Digital Equity Team to support the Technology Matching Fund. This partnership is designed to enhance the outreach of the TMF grant program, ensuring more groups have the opportunity to take advantage of this unique program. The goal remains the same: to work towards closing the digital divide that still exists in our ever-evolving digital world.

## TMF OVERVIEW

- Approximately **\$455,000 is available** for digital equity grants.
- Each organization is eligible for a **maximum of \$45,000**.
- **25% Community Match** is required, based on the amount of the funding request. For example, if your organization is requesting the maximum grant amount of \$45,000, the required match is \$11,250.
- Projects must be **completed within one year**.

## WHAT WE FUND

Digital equity grants are a cornerstone of the City's Digital Equity Program. Our vision is for Seattle to be a city where technology's opportunities equitably empower all residents and communities, especially those who are historically underserved or underrepresented. These grants seek to support community-driven solutions to achieving digital equity in Seattle. ***Eligible applicants can request up to \$45,000 in funding to support programs that increase access.***

### **Digital equity grants aim to increase internet access and adoption through:**

- **Digital navigator services:** Provide one-on-one or small group, just-in-time assistance.
- **Digital literacy classes/workshops:** Provide digital literacy skills training to new technology users.
- **Devices and technical support:** Provide devices (for example: laptops, Chromebooks, tablets, desktop computers, smartphones, assistive technology) and the technical training or support needed to use them effectively.
- **Internet connectivity:** Provide internet to low-income Seattle residents by expanding WiFi, Citizens Broadband Radio Service (CBRS) access, or another means (for example: hotspots, routers, SIM cards, or WiFi access points).

### **Eligible proposals must:**

- Have all project activities occur within the Seattle City limits.
- Provide services that are accessible and take place at locations that benefit City of Seattle residents.
- Support activities that focus on contributing to creating access and digital equity for the most-impacted communities.
- Have 25% confirmed community match.
- Be completed within one year of contracting.

## ***ELIGIBLE APPLICANTS***

Applicants must be located within the Seattle city limits and have a City of Seattle address on their application.

- Organizations that have 501(c)(3) nonprofit status.
- Neighborhood or Community groups that have a \*fiscal sponsor with

501(c)(3) nonprofit status.

- Tribes and tribal organizations.
- Parent-Teacher-Student Associations (PTSA).\*\*
- Non-profit business associations.
- Community-based organizations.

**\*A FISCAL SPONSOR** is a 501(c)(3) nonprofit organization that agrees to act as the trustee of your project's funds and assumes financial responsibilities related to recordkeeping and the disbursement of funds. If you are not a 501(c)(3) nonprofit organization, you are required to secure a fiscal sponsor for your contract with the City of Seattle. For groups that must hire a fiscal sponsor, a fee of 5% to 10% of the total grant award is often charged. This fee may be included in your proposal budget.

Note: Only one application per applicant organization is allowed, but fiscal sponsors may serve as fiscal sponsor for multiple groups/projects

**\*\* SCHOOL-BASED PROJECTS** Applications for school-based projects are eligible but must come from a Parent-Teacher-Student Association or community-based organization. The funds must support after-school or evening-based programs. Funds may not be used for in-school projects that do not engage the larger community.

## **ELIGIBLE PROPOSAL EXAMPLES**

The following activities are *ideas* of eligible activities:

- **Digital navigator services:** An organization wants to provide more comprehensive technical support for its community. This organization can apply for funding to have dedicated staff available to provide information on how to access devices and to assist with enrollment in low-cost internet programs.
- **Digital literacy instruction:** A group offers an employment program for low-income adults. It can apply for funds to provide specialized digital skills training and new or refurbished laptops, positioning its clients for a more successful job search.

- **Devices and technical support:** A community group wants to provide devices to immigrant and refugee families at risk of homelessness. This group can apply for funds to upgrade their on-site lab equipment or establish a loaner program for remote learning.
- **Internet connectivity:** A homeless shelter or community building could extend wiring and/or add Wi-Fi access points to provide better community access outside or improve shared connectivity.

## ***INELIGIBLE APPLICANTS***

We do not accept applications from:

- Individuals
- For-profit businesses
- Religious organizations
- Major institutions, government agencies, hospitals, universities, schools, political groups
- Organizations or groups outside of the Seattle city limits.
- Organizations and groups that have failed to successfully carry out an awarded Technology Matching Fund project within the last two years.
- Organizations that have an open digital equity grant contract as of December 31, 2025, are not eligible to receive a 2026 award.

## ***ALLOWED EXPENSES***

Eligible applicants can request up to \$45,000 to support Digital Equity projects. The following expenses are eligible for funding:

- **Infrastructure and Broadband**
  - Computers, laptops, tablets, mobile devices, SIM cards, and printers
  - Assistive and adaptive devices
  - Network routers, Wi-Fi access points, and repeaters
  - Equipment to extend existing Wi-Fi outside of buildings
  - Equipment to outfit a mobile Wi-Fi bus or van or other types of pop-up connectivity

- Indoor and outdoor free mobile internet solutions (for example, using the public Citizens Broadband Radio Service (CBRS) spectrum).
- Internet service, including mobile hotspots
- Software and online subscription services
- Multimedia production equipment (cameras, audio)
- STEM/Maker/robotic equipment
- **Personnel**
  - Professional services, such as outside instructors, technical support or evaluators
  - Staff costs to implement the project
  - Intern costs to implement the project
  - Stipends for project-related work
- **Other**
  - Warranties on equipment
  - Insurance costs specific to the project
  - Printing costs
  - Project supplies, peripheral equipment (i.e., headphones, mouse, cables)
  - Fiscal sponsor fees, limited to 10% of the award for community groups using a fiscal sponsor
  - Food expenses, limited to 10% of the award and not to exceed \$2,250.

**When purchasing equipment, please consider the following:**

- Maintenance and technical support needs
- Equipment warranties (vendors that offer equipment warranties)
- Getting multiple bids from companies with a goal towards a single vendor
- Anti-virus software and public-computing protection solutions

**What We Will Not Fund**

The following activities are **not** eligible for funding:

- For-profit activities including fundraisers, ticketed and/or retail events
- Lodging or hotel expenses
- Projects not easily accessible by the public
- Purchase of a vehicle
- Scholarships

- An organization's operating expenses not directly related to the funded project. For example, monthly rental costs, utilities, and office supplies
- Expenditures or financial commitments made before the organization is under contract with the City of Seattle
- Out-of-city travel expenses, or any lodging/hotel expenses
- Pay for private transportation expenses, including mileage, gas, insurance, car rentals, etc.

The Department of Neighborhoods and Seattle Information Technology reserve the right to make the final determination of eligible project activities and eligible expenses. **Please contact us at [communitytechnology@seattle.gov](mailto:communitytechnology@seattle.gov) to be connected with a TMF project manager who can assist with any questions about eligible activities and expenses prior to submitting a final application.**

## COMMUNITY MATCH

A core value of this funding program is the Community Match, which requires awardees to match their award with contributions from the community. This can include volunteer time, donated staff time, donated materials, donated professional services or cash. City of Seattle resources such as City staff time, usage of City facilities, and/or any funding may not be counted as match. The total match must equal at least 25% of the funding request.

- Volunteer time: Volunteer labor is valued at \$35/hour.
- Donated staff time: staff dedicated to the project but not paid for by grant funds.
- Donated professional services: valued at the reasonable and customary rate up to a maximum of \$100 per hour. These services must be verified by the donor.
- Cash: Contributions from individuals, businesses, organizations, or other non-City grant programs. These donations must be verified by through documentation at time of application.
- Donated materials and supplies: Donated materials and supplies valued at their retail prices

*Note: All required community match must be supported with documentation of commitment of match.*



## ACCESSIBILITY

We encourage organizations to actively work to make programs and services accessible and inclusive. All projects must demonstrate a good faith effort to comply with the Americans with Disabilities Act of 1991 which extends civil-rights protection to persons with disabilities.

## HOW TO APPLY

Applications are accepted through the [City's FLUXX portal](#). Use the Chrome browser for an optimized experience.

**If you do not have an account:**

- Click on “Create an Account Now” and complete the account information. (Note: You will add information about your organization on the application.)
- Please verify your account by clicking on the verification link in your email. You will need to create a password.
- Once the password is set, you will be navigated to the Grantee Portal.

**If you have a FLUXX account:**

- Sign into your account in the [City's FLUXX portal](#)
- Find the “Start application button” on Department of Neighborhood’s page in FLUXX.
- You must complete all sections of the application and submit your application online by the deadline.

## TIMELINE

<b>Award Amount:</b> up to \$45,000	<b>Project Length:</b> Up to 12 months
<b>Application Open</b>	Application Open November 12, 2025
<b>Virtual Information Session</b>	Thursday, November 20, 2025: 2:00 - 3:30 p.m.
<b>In-person Information Session</b>	Monday, December 8, 2025: 10:30 a.m. - 12:00 p.m.
<b>Application Deadline</b>	January 13, 2026 @ 5:00 p.m.

<b>Notifications</b>	End of March 2026
<b>Contracting with Awarded Projects</b>	April – May 2026
<b>Project Implementation</b>	June 2026 – May 2027

## INFORMATION SESSIONS

**Join an information session** to learn more about the application process, qualities of a strong proposal and to ask any questions.

Please register for an information session [here](#).

Thursday, November 20 2 p.m. – 3:30 p.m.	Link: <a href="#">TMF Virtual Info Session</a> Join by phone: (206) 207-1700 Access Code 2496 895 9310    Password 2025
Monday, December 8, 10:30 a.m. – 12 p.m.	<a href="#">Douglas Truth Library</a> 2300 E. Yesler Way, Seattle, WA 98122

## STAFF SUPPORT

**Technical Assistance:** Do you have questions about the application or want to discuss your idea? A Project Manager can support you!

OR

If you need any accommodations or language support, please contact:

- Email [communitytechnology@seattle.gov](mailto:communitytechnology@seattle.gov) or call **(206) 233-0093** to schedule a one-on-one meeting with a project manager.

### Examples of One-on-One Support

- Advise about the eligibility of activities or expenses.

- Assist you in your search for a fiscal sponsor organization.
- Explain the evaluation criteria.
- Provide feedback on a draft application.

## APPLICATION REVIEW

All proposals will be screened for basic eligibility requirements and reviewed by the Technology Matching Fund staff.

### Eligibility Checklist:

- ☐ Your organization/group is located with the City of Seattle
- ☐ Project activities occur within Seattle.
- ☐ Project is accessible and benefits people who are residents of the City of Seattle.
- ☐ Project focuses on contributing to digital equity.
- ☐ Project can be completed within 12 months of contracting.

Applications are reviewed by a community review team. The top scoring projects will be recommended for funding, to be approved by the Community Technology Advisory Board and Seattle IT Chief Technology Officer.

## RESOURCES

### APPLICATION RESOURCES:

- Seattle IT: [Technology Access and Adoption Study - Tech | seattle.gov](https://seattle.gov/technology/access-and-adoption-study)
- Office of Immigrant and Refugees Affairs: [Data - landRaffairs | seattle.gov](https://seattle.gov/landraffairs/data)
- Racial and Social Equity Index: [RSE Index Experience \(arcgis.com\)](https://arcgis.com/rse)
- National Digital Inclusion Alliance: [Data & Research - National Digital Inclusion Alliance](https://nationaldigitalinclusionalliance.org/data-research)
- Digital Equity Learn Network of King County: [Digital Equity Learning Network King County | DELN | King County, WA, USA](https://deln.kingcounty.gov/)

### ADDITIONAL FUNDING RESOURCES:

The Technology Matching Fund (TMF) is partnering with Seattle Public Library to connect applicants to additional potential resources. Applicants applying to TMF will have the option to fill out additional questions and share their application with staff of the SPL's Workforce Development and Adult Education Team to be considered for additional resources to provide training.

Other resources available include:

- [Neighborhood Matching Fund - Neighborhoods | seattle.gov](#)
- [Grants + Artist Calls - 4Culture](#) - Offers a variety of grants to arts and cultural organizations offering programs as well as the purchase of equipment, including computers, etc.

## ***WHAT TO EXPECT IF AWARDED?***

**If funded, organizations and fiscal sponsors will be required to:**

- Attend an orientation.
- Work closely with their TMF project manager to finalize project and contract deliverables.
- Have a current City of Seattle business license.
- Secure and provide evidence of Commercial General Liability insurance.
- If applicable, provide documentation upon request of Washington State Patrol background checks for all project volunteers working with youth under 18 years of age.
- For any projects distributing devices, awardees will be expected to track devices to ensure that they are distributed to Seattle residents or people who work within Seattle.
- Maintain accurate documentation of expenses, budget, and required match.
- Report on activities associated with funding in a timely manner as outlined in the contract.

The Technology Matching Fund makes payment-based reimbursement of expenses. Costs associated with equipment purchases may be paid in advance up to 80% of approved equipment expense costs.