

# 2026 TMF APPLICATION QUESTIONS & SCORING CRITERIA

This document provides a list of components and questions that appear on the TMF 2026 application along with related criteria/score and is to be used as a reference document only. Applications must be submitted through the [City's FLUXX portal](#) by the deadline on January 13, 2026 @5:00 p.m. to be considered for funding.

Application Section	Criteria/Score if applicable (Total possible points =100)
<b>Organizational/Community Group Information:</b> <ul style="list-style-type: none"><li>• Organization Name</li><li>• Organization Address</li><li>• Applicant Contact information</li><li>• Applicant Authorized Signer information</li></ul>	n/a
<b>Fiscal Sponsor Information</b> <ul style="list-style-type: none"><li>• Fiscal Sponsor Name</li><li>• Fiscal Sponsor Tax ID</li><li>• Fiscal Sponsor Address</li><li>• Fiscal Sponsor Primary Contact information</li><li>• Fiscal Sponsor Authorized Signer information</li></ul>	n/a
<b>Project Information</b> <ul style="list-style-type: none"><li>• Project Title (50-character limit)</li><li>• Brief Project Description (1000-character limit)</li><li>• Project Location (Address, Location Description, what programs offered at location.)</li><li>• Digital Equity Project Primary Category (Select one: Digital navigator services, Digital Literacy instruction, Device and Technical support, Internet connectivity)</li><li>• Project Council District</li><li>• Project Start Date</li><li>• Project End Date</li></ul>	n/a

<p><b>Organization Background</b></p> <ul style="list-style-type: none"> <li>• Organization Background: What does your organization do and who do you help? Where are you located? What barriers do you address? Describe other programs you currently offer. Describe how digital equity programs align with your organization and mission. (2000-character limit)</li> <li>• Organization Annual Budget</li> <li>• Organization Staff Size</li> <li>• Organization Council District</li> </ul>	<p>n/a</p>
<p><b>Project Summary</b> (3000-character limit)</p> <ul style="list-style-type: none"> <li>• Describe in detail the program(s) your project will offer. Explain if this is a new program, continuation of an existing program, or expansion of a program.</li> <li>• Who will your programs be serving? What is their background and where do they live?</li> <li>• Explain how your project/program addresses digital barriers for the people you serve.</li> <li>• Share how this project addresses the digital equity gaps identified in the Technology Access and Adoption Study. What quantitative and qualitative data you have collected that demonstrates a need for this project.</li> </ul>	<p><b>20 points</b></p> <p><u>16-20 points:</u> An excellent response answers all the questions and clearly connects the program components, population served, and how the project addresses digital barriers.</p> <p><u>10-15 points:</u> A strong response that answers all the questions but lacks some details as to how the project specifically addresses the digital equity gaps that they have identified.</p> <p><u>1-9 points:</u> A general response but lacks specificity for all of the questions OR does not answer all the questions</p>
<p><b>Program Implementation (Hiring and Professional Development)</b> (3000-character limit)</p> <ul style="list-style-type: none"> <li>• Describe the qualifications of staff who will implement your digital equity programs.</li> <li>• Include any plans for hiring, training, and ongoing professional development to ensure successful implementation of program.</li> <li>• If you have consultants or staff identified, please share their background and qualifications.</li> <li>• If you plan to contract professional services, identify the positions, and describe the scope of work and relevant experience you will be looking for.</li> </ul>	<p><b>15 points</b></p> <p><u>11-15 points:</u> An excellent response answers all the questions and clearly connects the organization background, population served, project components, statement of need, and outcomes.</p> <p><u>6-10 points:</u> A strong response that answers all the questions but lacks some details as to how the project specifically addresses the digital equity</p>

	<p>gaps that they have identified.</p> <p><u>1-5 points:</u> A general response that does not answer all the questions and/or does not convey explain how the organization will achieve the project outcomes.</p>
<p><b>Community Engagement and Outreach</b> (3000-character limit)</p> <ul style="list-style-type: none"> <li>Describe how you will connect with and recruit the people/communities your project serves.</li> <li>What other community partners will you work with in the community? How will you work with other service providers in the community? How will you coordinate with each other?</li> <li>How will you address any outreach reach and engagement challenges to ensure participation in your program(s)?</li> </ul>	<p><b>20 points</b></p> <p><u>16-20 points:</u> An excellent response answers all the questions and clearly connects the organization background, population served, project components, statement of need, and outcomes.</p> <p><u>10-15 points:</u> A strong response that answers all the questions but lacks some details as to how the project specifically addresses the digital equity gaps that they have identified.</p> <p><u>1-9 points:</u> A general response that does not answer all the questions and/or does not convey explain how the organization will achieve the project outcomes.</p>
<p><b>Project Outcomes</b> (3000-character limit)</p> <ul style="list-style-type: none"> <li>What are the goals of your program(s) and participants? Include outcomes for each component of the project (for example, digital skills classes, digital navigator services, device/hotspot distribution, WiFi connectivity).</li> <li>How this will program improve the lives of your participants.</li> <li>How will you evaluate your program? What systems, tools, surveys, or other evaluation methods will you use to collect data and measure success?</li> <li>How will the data be useful to you (for example, to make decisions in the future)?</li> </ul>	<p><b>15 points</b></p> <p><u>11-15 points:</u> An excellent response with clear goals for the project and participants, an outline of the steps that will be taken to collect data and measure success, and explanation of why the data is useful. Project outputs align closely with the outcomes and evaluation plan.</p> <p><u>6-10 points:</u> A strong response that answers all</p>

	<p>the questions with outputs that align with the outcomes but may lack details on the evaluation plan.</p> <p><u>1-5 points:</u> A general response that does not outline how the project outputs will be achieved.</p>
<p><b>Project Outputs</b> (provide number)</p> <ul style="list-style-type: none"> <li>• How many unique Seattle residents do you expect to serve?</li> <li>• How many hours of digital literacy classes will you offer? Classes include class sessions and workshops. Count all hours available to residents to attend.</li> <li>• How many digital navigator hours will you offer? Digital navigation includes one-on-one and small group sessions. Count all hours available to residents to attend.</li> <li>• How many computing devices will you distribute? (for example: laptop, Chromebook, tablet, desktop computer, smartphone, assistive technology)</li> <li>• How many hotspots will you distribute? A hotspot is a wireless access point that connects phones, tablets, computers, and other devices to the internet.</li> <li>• How many unique residents will access the internet at a fixed location? (Answer this question only if you will use TMF and community match funds to expand internet access.)</li> </ul>	n/a
<p><b>Demographics of Residents Served</b> (provide number)</p> <ul style="list-style-type: none"> <li>• Living in poverty (at or below 150% of Federal Poverty Level)</li> <li>• Primary language other than English</li> <li>• Household member living with a disability</li> <li>• Residents who identify as Black and/or African Diaspora</li> <li>• Residents who identify as Native American/Indigenous/Alaska Native</li> <li>• Older adult in the household (60+)</li> <li>• Does not have a high school diploma</li> <li>• What other demographic groups will you serve?</li> </ul>	n/a
<p><b>Language Access</b> (enter number of residents with primary language other than English)</p> <ul style="list-style-type: none"> <li>• Amharic</li> <li>• Chinese</li> <li>• Oromo</li> <li>• Somali</li> <li>• Spanish</li> <li>• Tigrinya</li> <li>• Vietnamese</li> <li>• What other language groups will you serve?</li> </ul>	n/a

<p><b>Work Plan</b></p> <ul style="list-style-type: none"> <li>• Provide the 5–15 primary steps to complete this project. Anticipate a June 2026 project start date at the earliest. Projects should aim to take no longer than 12 months.</li> </ul> <p>For each step you will be required to provide a description of the activity/milestone, responsible party, location (if applicable) and start and end date. Your work plan should include steps associated with project planning, community engagement, outreach, implementation and reporting. Your work plan should be reflective of the information you have provided in the project overview, impact, and budget.</p> <p>It is best to enter your project steps in order of start date. You may want to outline your steps before entering.</p>	<p><b>15 points</b></p> <p><u>11-15 points:</u> An excellent response with a clear timeline that includes all aspects of project implementation and</p> <p><u>6-10 points:</u> A strong response that outlines a basic timeline but may not include all deliverables and/or milestones that monitor progress.</p> <p><u>1-5 points:</u> A general response that does not include all components of the project and/or deliverables/milestones that would indicate success.</p>
<p><b>Project Budget</b></p> <ul style="list-style-type: none"> <li>• <b>Project Expenses:</b> Provide your proposed budget expenses that require funding from TMF. You may request up to \$45,000 in funding to support your proposed budget expenses. If you have documentation related to costs or expense estimates, you may attach to your application. For each expense/line item you will be asked to provide a brief description, and amount within each of the following project expense categories: <ul style="list-style-type: none"> <li>○ Computing Equipment/Device Expenses</li> <li>○ Hotspot and Subscriptions Expenses</li> <li>○ Internet Router or WiFi Access Points Expenses</li> <li>○ Software/Online Services Expenses</li> <li>○ Personnel Expenses</li> <li>○ Professional Services Expenses</li> <li>○ Supplies and Material Expenses</li> </ul> </li> <li>• <b>Community Match:</b> Detail the community match resources that are required for the project. The total match must equal at least one quarter of the funding request, (1/4 match: 1 funding request; EXAMPLE: if you are requesting \$45,000, you must demonstrate at least \$11,250 in match). City of Seattle resources such as staff time, usage of facilities, and/or any funding may not be counted as match. For each match item you will be asked to provide a brief description, amount and attach relevant documentation for the following match categories: <ul style="list-style-type: none"> <li>○ Cash Match</li> <li>○ Donated Professional Services Match (Professionals may donate their project relevant services at their customary rate, up to a maximum of \$100/hour.)</li> </ul> </li> </ul>	<p><b>15 points</b></p> <p><u>11-15 points:</u> An excellent response that provides reasonable, well-researched costs to implement the project described, as well as sufficient and appropriate match to support the success of the project.</p> <p><u>6-10 points:</u> A strong response. Budget is mostly feasible for the project described and includes reasonable costs. Some expenses may be missing or unclear.</p> <p><u>1-5 points:</u> A general response. Budget lacks detail and documentation and/or does not seem feasible or appropriate for the project described.</p>

<ul style="list-style-type: none"> <li>○ Donated Supplies and Materials Match</li> <li>○ Volunteer Time Match (Volunteer time is valued at \$35 an hour.)</li> </ul>	
<p><b>Partnering with Seattle Public Library (OPTIONAL)</b></p> <p>Additional funding (up to \$25,000 per organization) is available to partner with The Seattle Public Library to increase the capacity of community-based organizations to provide digital skills instruction to Seattle residents in languages other than English. Organizations who have experience and demonstrated success in working with residents whose primary language is other than English are encouraged to apply by answering ‘Yes’ to the following question. By answering 'Yes', you are providing consent to the information you provide in this section and in the TMF grant application being shared with staff at The Seattle Public Library who may contact you to follow up, independent of the outcome of your TMF proposal. If you answer ‘Yes’, you will also be asked to respond to the following questions:</p> <ul style="list-style-type: none"> <li>• What experience does your organization have teaching basic digital skills in languages other than English and which languages have you served? What experience does your organization have managing contracts and adapting curriculum to meet the specific needs of your audience? What external supports or trainings might your organization need with these skills?</li> <li>• Outcomes and Evaluation: What experience does your organization have in evaluating individual student improvement or program success? How have you (or would you) measured student improvement? What external supports would your organization need?</li> </ul>	<p>This section is option and will not be reviewed by the community review team as part of your TMF proposal.</p>