**Technology Matching Fund 2015**

Application Preparation Worksheet

Online Application Questions

Here is the list of questions on the 2015 Technology Matching Fund application to guide you in preparing your proposal. You must submit your application online at <http://webgrants.seattle.gov> by March 19th, 2015.

**Organizational Information**

1. Give a brief description of your organization and its mission.
2. What programs do you currently offer? Do these programs provide information technology access and training or support civic engagement?
3. What is your organization’s budget?

Organizational Budget:

Under 100

100 – 300

Over 300

1. What is your organization’s staff size?

Staff Size:

All Volunteers

0-5

6-50

51-200

Over 200

1. Does your organization receive free Internet service through the City’s Cable Modem program with Broadstripe/Wave or Comcast?
2. How did you learn about the TMF opportunity? (highlight all that apply)

Email direct from City Staff

Email forwarded by a friend/colleague

Postcard

Saw posting on Webgrants

Told by a friend/colleague

Twitter

Facebook

Newsletter

Website or blog posting

Seattle Channel

**Project Overview**

1. What neighborhood(s) will the project serve?

Project District:

 Citywide

 Ballard

 Central

Delridge

 Downtown

 East

 Greater Duwamish

 Lake Union

 Magnolia/Queen Anne

 North

 Northeast

 Northwest

 Southeast

 Southwest

Project Location Address:

City

State

Postal Code/Zip

If the location has not yet been determined or the project has multiple locations, please describe here.

Project Location(s):

1. Provide a brief description of your project in 1- 3 sentences.

Brief Project Description:

1. List up to 3 goals for your project.

Project Goals:

1. Provide a full description of your project and how you will use technology to accomplish your project goals.

Project Description:

1. Project Type:

New Project

Expansion of Existing Project

**Demographics**

1. Total People to be Served

 Please estimate how many people you will serve throughout the project. We understand that this can be difficult to know before the project.

 Age Number

|  |  |
| --- | --- |
| Adults  |  |
| Seniors  |  |
| Youth  |  |
| Pre-teens  |  |

Ethnicity Number

|  |  |
| --- | --- |
|  Black, African American  |  |
| White |  |
|  Asian  |  |
| Hispanic  |  |
| American Indian or Alaska Native  |  |
| Native Hawaiian or Pacific Islander  |  |
| Other  |  |

Gender Number

|  |  |
| --- | --- |
| Male  |  |
|  Female  |  |

Other (if Applicable) Number

|  |  |
| --- | --- |
| Immigrants and/or refugees  |  |
| Homeless  |  |
| Disabled  |  |
| Low-income  |  |
| Unemployed |  |
| Veterans |  |

**Activities and Outcomes**

1. Project Activities and Outcomes

What will you do to accomplish your goals? Please complete the Project Activities grid below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity Number | Activity  | Audience  | Audience #’s Served | Tech Skills Taught | Life/Civic Skills Taught | Expected Outcomes |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Timeline**

1. Project Timeline

What are the specific steps you will take to complete this project? Please complete this project timeline. Dates should start no earlier than September, 2015 and end no later than August, 2016. Your project can have up to 25 steps maximum.

|  |  |  |  |
| --- | --- | --- | --- |
| Step Number  | Step | Responsible Person | Date Done  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
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| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 |  |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
| 25 |  |  |  |

**Project Implementation**

1. Community Benefit

Describe what will be left in place as a result of your project? (technology, applications, curriculum, programs, organizational capacity, community capacity)

1. Community Involvement and Partnerships

How will partners, if any, be involved in your project? How have you included the community and partners in planning for this project? Don’t forget to attach letters of commitment to your application!

1. Promotion and Recruitment

How will you promote your project? What steps will you take to ensure diverse and inclusive participation?

1. Evaluation

What is your evaluation plan? How will you evaluate the impact that your project has on the individuals that participate and on the community? What data will you use to track this?

1. Technical Support

Who will be providing support for the technology infrastructure of your project? Briefly describe their experience and affiliation with your organization.

1. Technical Infrastructure

Please describe what technology you have now and what you will be adding for this project. Include hardware/devices, software and other applications.

1. Please list your blogs, Facebook, Twitter, Flickr, website, or related online sites or groups that you may be using for this project.

**Budget**

1. Budget:

Please complete the budget grid below with descriptions for each item.

City Funds:

The total amount you are requesting should not exceed $30,000. Make sure that City funds are used for Eligible Expenses.

Community Match: ½ to 1

The match must be equal or greater than ½ the amount you are requesting. Your match can include items from any combination of In-Kind Match, Volunteer Match, or Cash Match. Your match does not need to be in the same category as the money you are requesting. Your match must not violate the Match Restrictions or come from Ineligible Match sources. Though, you may choose to include some ineligible match items as Sources not counted as match. You should try to provide documentation to prove that your match is secure.

| **Category** | **City Funds** | **In-kind or Cash Match** | **Volunteer Match** | **Sources not counted as Match**  | **Description**  |
| --- | --- | --- | --- | --- | --- |
| **Supplies, Material, and Equipment** |
| Hardware  |  |  |  |  |  |
| Software  |  |  |  |  |  |
|  Supplies  |  |  |  |  |  |
| Other  |  |  |  |  |  |
| **Services**  |
|  Internet connectivity  |  |  |  |  |  |
| Insurance  |  |  |  |  |  |
| Printing and publicity  |  |  |  |  |  |
| Other  |  |  |  |  |  |
| **Personnel**  |
| Technical support  |  |  |  |  |  |
| Training and lab monitoring  |  |  |  |  |  |
| Outreach and marketing  |  |  |  |  |  |
| Administration and coordination  |  |  |  |  |  |
| Evaluation  |  |  |  |  |  |
| Other  |  |  |  |  |  |

1. City Funds Narrative. Please provide more details justifying how you plan to spend City funds. Be sure to note the rate and number of hours used in your personnel calculations.
2. Match Narrative. Please provide more details on how you plan to meet your match requirement. Be sure to note the rate and number of hours used in your personnel calculations.

**Certification**

1. Certification

I agree that checking this box is equivalent to the elected chairperson/president’s signature on this application. It certifies that a majority of members of the organization’s governing board has voted to undertake this project, that any funds received as a result of the application will be used only for purposes set forth herein, that I am authorized to submit it on behalf of the organization, and that the statements herein are true, complete and accurate to the best of my knowledge.

Certification: Yes/ No

Organization:

First Name:

Last Name:

Title:

Date:

**Attachments**

1. Attachments: you may include other materials to help reviewers better understand your proposal and strengthen your application. This is optional. Some examples of useful attachments include:
* Community support letters
* Volunteer pledge sheets
* Curriculum
* Current program schedule
* List of current technology
* Cost quotes on hardware, software or other items showing budget research
* Brochures, flyers or other promotional materials