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| **2023-2025 Print Application Form**  Waste-Free Communities Matching Grant |

# **Applications are due by 5:00 pm on March 24, 2023**

# **Print Application Instructions**

Read the Guidelines and watch the Grant Instructions Video before completing your application.

You may choose to submit the Print Application Form or a Video Application.

For the Print Application Form:

1. **Complete the Print Application Form:**
   * Applications must be typed, not hand-written.
   * Applications may be submitted in your preferred language. SPU will provide translation/interpretation.
   * Your completed Application Form must be no longer than 10 pages (not including the Instructions page). If you submit an application that is longer than 10 pages, the review team will not read beyond page 10.
2. **Compile your completed application package, including:**
   * Print Application Form (Required)
   * Price quotes for expenses (Optional)
   * Email or letter of commitment from each project partner (Preferred)
   * Images or maps that help explain your project (Optional)
3. **Submit one copy of your completed application package by 5:00 pm on March 24, 2023:**
   * Email (preferred) your completed application package to [WasteFreeGrants@seattle.gov](mailto:wastefreegrants@seattle.gov). Call (206) 615-1405 if you do not receive an email confirmation of receipt within 2 business days.

OR

* + Mail a hardcopy to the following address. We are not able to accept in-person application deliveries.

SPU Waste-Free Communities Matching Grant

Attn: Veronica Fincher

Seattle Municipal Tower

700 5th Ave, Suite 5900

P.O. Box 34018

Seattle, WA 98124-4018

FOR INTERNAL USE ONLY**—Tracking Number:**

**Your completed application form must be no longer than 10 pages (not including the Instructions page). The review team will stop reading at 10 pages.**

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| Application Language (e.g., English, Spanish, etc.) |  |
| How did you learn about SPU’s Waste-Free Communities Matching Grant? |  |

# **Applicant Information**

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| --- | --- |
| Applicant Name, Business, or Organization |  |
| Fiscal Agent Name (if applicable) |  |
| Mailing Address |  |
| City, State, Zip Code |  |
| Contact Person |  |
| Job Title |  |
| E-mail Address |  |
| Preferred Phone Number |  |

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| Check all categories that describe the applicant. |
| |  |  |  |  | | --- | --- | --- | --- | |  | Business | Institution (such as health care or housing) | | |  |  |  | | |  | Nonprofit | Faith-based organization | | |  |  |  | | |  | Community or neighborhood group | Youth or children’s program | | |  |  |  | | |  | School, college, or university | Other (please list): | | |  |  |  |  | |

# **Project Information**

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| --- | --- | --- | --- | --- |
| Project Name |  | | | |
| Total Grant Funds Requested  **may not exceed $40,000** | $ | | | |
| Start Date  **no sooner than July 2023** | Month: |  | Year: |  |
| End Date  **no later than June 2025** | Month: |  | Year: |  |
| 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. |  | | | |

# **Project Proposal**

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| **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 will advance one or more of the following priorities:  1. **Innovation:** Test or expand on new approaches or technologies or bring new waste prevention opportunities to Seattle. 2. **Expand Equitable Access and Participation:** Effectively engage historically and currently excluded communities in waste prevention activities. Examples of priority communities include Indigenous peoples, African Americans, immigrants, refugees, low-income, people with disabilities, LGBTQIA2+, seniors, young adults, youth, children, and/or small businesses. 3. **Increase Equitable Community Benefits:** Increase waste prevention benefits available to historically and currently excluded communities, such as increasing free or low-cost resources or job training for people experiencing homelessness or food insecurity. |
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| **2. Project Activities**  What specific activities and strategies will you use to accomplish your project objectives? |
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| **3. Project Outcomes**  What outcomes do you expect from your project? Include any specific waste impacts, community benefits, or other changes you expect to see. Also include estimates where feasible, such as number of people educated, number of items repaired, or pounds of waste prevented.  Only include impacts and estimates that can be directly attributed to your proposed grant project. |
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| **4. Measuring Success**  What tools and strategies will you use to measure the success of your project? |
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| **5. Project Staffing**  How will your project be staffed? Include volunteers and paid staff who will be contributing time. Also describe the relevant knowledge, skills, similar work experience, and community relationships your team brings to the project. |
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| **6. Project Partners**  List all partners who will be supporting the project, if any. Describe their roles in the project and the relevant knowledge, skills, similar work experience, and community relationships they bring to the project.  Projects that will engage partners are encouraged to secure partnerships before submitting the grant application. Include an email or letter of commitment from each project partner with your application. |
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| **7. Community Involvement**  Will the communities that are impacted by your project be involved in the planning and implementation? If so, please explain how. |
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| **8. Long-Term Impacts**  What is your plan, if any, to continue or expand the project after the grant is completed? How will you fund future work?  If relevant, how will you use research recommendations and tools developed as part of the grant project?  If relevant, how will you share tools and resources and knowledge gained through the grant project to help others implement similar waste prevention efforts in Seattle? |
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# **Project Budget**

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| **9. Project Match**  Describe how your project will meet the minimum match requirement of 25% of the total grant request.  Examples:  $40,000 total grant request requires a minimum match of $10,000, for a total project budget of at least $50,000  $10,000 total grant request requires a minimum match of $2,500, for a total project budget of at least $12,500  Examples of match contributions include:   * cash or other grant funds that will be used to fund a portion of the costs in your List of Expenses below * unpaid volunteer hours that support grant project activities (valued at $34.87 per hour) * donations such as space, services, and supplies to support grant project activities |
|  |
| **10. List of Expenses**  Provide a detailed list of all project expenses and an explanation of how you calculated the estimated cost.   * Include all costs directly related to the proposed project, not just those that will be funded by the grant. SPU will work with award recipients to identify which expenses can be reimbursed by the grant. * Budgets should be as accurate as possible to ensure your team has planned for all the resources needed to be successful. |
| |  |  |  | | --- | --- | --- | | **Description of Expense** | **Estimated Cost** | **Calculations or Assumptions** | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | |  | $ |  | | **Total Project Budget** | $ |  | |

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