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| **2023-2025 Video Application Instructions**  Waste-Free Communities Matching Grant |

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

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

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

# **Step 1: Make Your Video**

* Your completed video application must be no longer than 15 minutes. This is the maximum length. Shorter videos are okay. The review team will stop watching content at 15 minutes.
* Video applications may be submitted in your preferred language. SPU will provide translation/interpretation.
* This is not a video production contest. Keep it simple. Videos taken with your phone are fine so long as the sound quality is good. Your application will be reviewed for content, not production quality.
* Your video must answer the following questions:

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.
4. Project Activities

What specific activities and strategies will you use to accomplish your project objectives?

1. 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.

1. Measuring Success

What tools and strategies will you use to measure the success of your project?

1. 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.

1. 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.

1. Community Involvement

Will the communities that are impacted by your project be involved in the planning and implementation? If so, please explain how.

1. 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?

1. 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

# **Step 2: Post Your Video**

* Post your video application online in a location where the grant review team will be able to view it.
* Copy the link to the video into the Project Summary Table below.

# **Step 3: Complete the Project Summary Table**

Fill out the following project summary table:

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

# **Step 4: Complete the 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** | $ |  |

# **Step 5: Submit Your Application**

1. Copy and paste the completed Project Summary Table (Step 3) and List of Expenses (Step 4) into an email. (Required)
2. Attach price quotes for expenses. (Optional)
3. Attach an email or letter of commitment from each project partner. (Preferred)
4. Attach images or maps that help explain your project. (Optional)
5. Email your completed application package to [WasteFreeGrants@seattle.gov](mailto:wastefreegrants@seattle.gov) by 5:00 pm on March 24, 2023. Call (206) 615-1405 if you do not receive an email confirmation of receipt within 2 business days.