 **2021-23 VIDEO APPLICATION INSTRUCTIONS**

**Waste-Free Communities Matching Grant**

**Applications are due by 5:00 PM on April 16, 2021.**

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

Decide if you want to submit the 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:

# **Category 1: New or Expanded Waste Prevention Activities**

**Complete the following 8 questions for NEW or EXPANDED Waste Prevention Activities only.**

**For ongoing activities, skip to the COVID Recovery section.**

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 addresses one or more of the following focus areas:

1. **Innovation:** Test or expand on new approaches, develop new technologies, or bring new waste prevention opportunities to Seattle.
2. **Community Engagement:** Effectively engage communities of color, immigrants, refugees, low-income, people with disabilities, seniors, young adults, youth, children, and/or small businesses.
3. **Community Benefits:** Help Seattle communities, such as providing free or low-cost resources or job training for homeless and low-income community members.
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.

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

Partners are only required if needed to make a project successful. List all partners who will be supporting the project. 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 support from each partner with your application.

1. Community Involvement

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

1. Long-Term Impacts

How will your project continue to prevent waste after the grant is completed?

For example, will your project share methods and outcomes so others can implement similar projects? Or will your project create a tool that others can use to prevent waste? Or will the community be educated so they will continue to prevent waste?

# **Category 2: COVID Recovery Support for Ongoing Waste Prevention Programs, Projects, and Operations**

**Complete the following 5 questions for COVID Recovery Support for Ongoing Waste Prevention Programs, Projects, and Operations only.**

1. Description

Describe the ongoing waste prevention program, project, or operations you would like funded by the grant and how you will use the grant funds.

1. COVID Financial Hardship

Describe how your ongoing waste prevention program, project, or operations have been affected by COVID, including:

* The *short-term* effects of COVID on your ongoing waste prevention activities and operations
* The potential *long-term* effects of COVID on your ongoing waste prevention activities and operations
* How your work is normally funded, and if/how that funding has changed during COVID
* The approximate amount of revenue lost or increased revenue needed due to COVID
* Other *new* funding sources that are helping address your revenue needs during COVID, and how much funding they are contributing
* How this grant will help you sustain your ongoing waste prevention activities and operations in the short-term and/or long-term

1. Waste Prevention Outcomes

What short-term and/or long-term waste prevention outcomes do you expect if you receive funding through this grant? Include estimates where feasible, such as number of people educated, number of items repaired, or pounds of waste prevented.

1. Community Benefits or Other Outcomes

What short-term and/or long-term community benefits or other outcomes do you expect if you receive funding through this grant? Include estimates where feasible, such as number of free meals provided or number of people employed.

1. Capacity

Describe any changes in staffing, volunteers, and/or partnerships due to COVID. Have the changes affected your ability to sustain ongoing waste prevention activities and operations? If so, explain how you will ensure you have the capacity to successfully utilize the grant funding.

# **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 Application Budget Form**

Provide a detailed budget for your grant project in the Application Budget Form.

# **Step 4: 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 |  | | | |
| Program/Project Name |  | | | |
| Start Date  *no sooner than August 2021* | Month: |  | Year: |  |
| End Date  *no later than June 2023* | Month: |  | Year: |  |
| Location where the program/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 5: Submit Your Application**

1. Copy and paste the Project Summary Table into an email.
2. Attach the Application Budget Form to the email (Required).
3. Attach price quotes for expenses listed in the budget (Optional).
4. Attach a letter of support or email from each project partner (Required for New/Expanded Projects only).
5. Attach images or maps that help explain your project (Optional).
6. Email your completed application package to [wastefreegrants@seattle.gov](mailto:wastefreegrants@seattle.gov) by 5:00 PM on April 16, 2021. Call (206) 233-2534 if you do not receive an email confirmation of receipt within 2 business days.