

About the Fund

The Food Equity Fund is a new grant opportunity brought to you by the Seattle Department of Neighborhoods. The purpose of the Fund is to invest in **community-identified** and **community-led** projects that increase equitable access and opportunities to learn about, to grow, and/or eat healthy, affordable, and culturally relevant foods.

The Fund was developed in response to recommendations from the Sweetened Beverage Tax Community Advisory Board to increase investments in community work led by those most impacted by food and health inequities: Black, Indigenous, People of Color (BIPOC), immigrants, refugees, people with low incomes, families with young children, youth, and elders.

In 2022, approximately \$3 million in funding is available for community-led projects. Projects will be awarded within two funding tiers (described below), with a maximum award of \$150,000 over two years. Funding is provided by revenue from Seattle's Sweetened Beverage Tax.

Who Is Eligible to Apply

Organizations or community groups who have 501(c)3 nonprofit status, or have a fiscal sponsor with 501(c)3 nonprofit status

The following groups are not eligible:

- For-profit entities. Small businesses in the food sector that are or want to address food equity can partner with an organization, community, or friends of group to accomplish their aim.
- Individual persons
- Major institutions: government agencies, universities, hospitals, schools
- Political groups
- Organizations outside of Seattle
- Media organizations
- Groups that currently receive other Department of Neighborhoods (DON) grants for the same project (Neighborhood Matching Fund, Duwamish River Opportunity Fund). Groups are allowed to hold multiple DON grants as long as they are for separate and unique projects.



FOOD EQUITY FUND

2021-2022 Application Schedule

| | *Tier One | *Tier Two |
|--|--------------------------------------|---|
| Award Amount | Up to \$75,000 | \$80,000 to \$150,000 |
| Project Length | 3 months to 12 months | 15 months to 24 months |
| Application Open | October 1, 2021 to November 30, 2021 | March 1, 2022 to April 30, 2022 |
| Application Review | December 2021/ January 2022 | Applications reviewed & rated, June/July 2022. Project Interview may be required. |
| Notice of Decision | February 2022 | July 2022 |
| Contract Signed & Project Ready to Begin | Within four weeks from award date | Within five weeks from award date |

*Applicants can not hold grants in both tiers.

NOTES:



seattle.gov/food-equity-fund
foodequityfund@seattle.gov 206.727.FOOD (3663)
PO Box 94649 Seattle, WA 98124-4649

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2021-2022 GUIDELINES

The Food Equity Fund is founded on a simple principle: Communities of color are best equipped to affect change in their own communities.



Seattle
Neighborhoods



Requirements for Awarded Projects

Projects must be contracted within 3 months of award announcement or by May 31, 2022 for Tier One, and October 31, 2022 for Tier Two. Tier One funds must be spent by May 31, 2023 and Tier Two funds must be spent by October 31, 2024. Being mindful of our program requirements for an awarded project will help you to plan and complete your project. We encourage you to work with a Department of Neighborhoods' Food Equity Fund Project Manager to strengthen your proposal.

All design and capital projects on City of Seattle property are required by Federal law to provide readily accessible facilities per the Americans with Disabilities Act (ADA).

Capital Projects are subject to payment of prevailing wages.

What We Fund

Across the United States and in Seattle, there are deep and persistent inequities in food access due to structural racism. Race is the most significant predictor of adequate access to food. Additionally, due to structural racism, organizations led by and for BIPOC have been overlooked, underappreciated, and underinvested. For these reasons, the Food Equity Fund will aim to increase food access and food security in communities most affected by limited access to healthy, affordable, and culturally relevant food: Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, families with young children, youth, and elders.

We fund an array of unique and creative community endeavors that seek to increase equitable access and opportunities to grow, learn about, and/or eat healthy, affordable, and culturally relevant foods.

This includes but is not limited to projects that:

- Increase access to culturally relevant food
- Create a more equitable and sustainable local food system*
- Promote healthy eating and positive lifestyle changes
- Partner with small businesses in the food sector that are or want to address food equity

Projects must:

- Occur within Seattle
- Benefit people who live, learn, and/or work in Seattle

*By "food system" we mean activities related to growing, processing, preparing/eating, or distributing food, and/or managing food waste.

Expense Categories

Expenses must be directly related to the project and fall within one or more of the following four categories:



PERSONNEL

Expenses related to staff and/or interns who will be involved in the project.



SUPPLIES AND MATERIALS

Expenses related to materials needed to complete the project.



PROFESSIONAL SERVICES

Expenses related to consultants, vendors, artists, transportation services, insurance, fiscal sponsorship fees, etc.



CONSTRUCTION AND CAPITAL

Expenses related to construction and renovation of facilities or site improvements.

INELIGIBLE EXPENSES:

- An organization's overhead costs not related to the Food Equity Fund project
- Expenditures or financial commitments made before the organization is under contract with the City of Seattle
- Purchase of land or buildings
- Lodging, or hotel expenses
- Costs associated with a personally owned vehicle including mileage, gas, or insurance



FISCAL SPONSOR

A fiscal sponsor is a 501(c)3 nonprofit organization that agrees to act as the trustee of your project's funds and assumes financial responsibilities related to record keeping and the disbursement of funds.

Some established organizations may have the capacity to serve as their own fiscal sponsor. For those organizations that must hire a fiscal sponsor, a fee of 5% to 10% of the total grant award is often charged, based on the complexity of the project. This fee may be included in your project budget.



CONTINGENCY

All physical improvement project budgets must include a 15% cash contingency for all construction related activities and costs.



INSURANCE

Awarded projects will be required to provide Commercial General Liability insurance for the project duration, to limit the liability of your organization and the City. The City of Seattle must be added to the policy as an additionally insured party. You may put the cost of insurance-related fees in your grant budget.

Application Steps

1

Review Food Equity Fund Guidelines and Application

2

Call the Food Equity Fund Hotline (206) 727- FOOD (3663) to be connected with a project manager who will help:

- Answer questions about the program guidelines and application process
- Assist you in your search for a fiscal sponsor organization
- Explain the commercial general liability insurance requirement
- Connect you with other community partners/resources
- Review your draft application

3

Attend a virtual or in-person workshop or watch a pre-recorded info session. This step is highly recommended.

4

Complete and submit application by the deadline. Late applications will not be accepted.

Application Review Process

All applications are reviewed by Food Equity Fund program staff, City staff, and members of the community.

Applications will be rated on a point system based on:

- promotion of food equity
- involvement with and impact on the community
- leadership within the organization and sustainability for the project
- project feasibility

For projects involving improvements to property owned by public or private entities, property owner approval is required at time of application. Written documentation of permission is required.

For improvements to City property, the appropriate City department will provide permission and approval during the application review process.

