

DUWAMISH RIVER OPPORTUNITY FUND

2023 GUIDELINES



Source: Heron's Nest



Source: South Park Senior Center



PREPARED BY
N HUIZAR CONSULTING



Seattle
Office of Sustainability
& Environment

Table of Contents

- 01** About the Fund
- 02** What we Fund
- 03** Who Should Apply and How
- 04** Project Examples
- 05** Information Session and Technical Assistance
- 06** Timeline
- 07** Review Process and Evaluation Criteria Link
- 08** What to Expect if Awarded
- 09** Frequently asked questions

ABOUT THE FUND

The [Duwamish River Opportunity Fund](#) (DROF) was established in 2014 to support community-led projects and programs that improve the quality of life and restore the health of people living and working in the neighborhoods closest to the Duwamish River Valley.

The DROF funds new and existing efforts focused on advancing priorities outlined in the [Duwamish Valley Action Plan](#) to address challenges faced by Duwamish River communities. The Duwamish Valley Action Plan is a City-community shared vision to promote collaboration and guide the City's work and investments in the Duwamish Valley.

The DROF had been administered by Department of Neighborhoods (DON) and then transitioned to the Office of Sustainability & Environment (OSE) in 2023 to more closely align the Fund with the [Duwamish Valley Program](#) which is co-managed by OSE and the Office of Planning and Community Development (OPCD).

This year, \$240,000 is available for grants up to \$40,000 for efforts that take place during a 9-month period (January–September 2024).



Community members learning how to make candles Source: Heron's Nest



Youth feeding chickens at Marra Farm Source: N Huizar Consulting

WHAT WE FUND

Proposals to the DROF should address one or more of the following community-identified priority areas outlined in the Duwamish Valley Action Plan:

- **Healthy Environment:** environmental development or restoration, climate change mitigation & air quality improvements, asthma prevention, access to affordable & healthy food, safe fishing
- **Parks & Open Spaces**
- **Community Capacity:** community resilience, community development, cultural & arts events
- **Mobility & Transportation**
- **Economic Opportunity & Jobs:** Job training or economic development
- **Affordable Housing:** affordable housing strategies
- **Public Safety:** pedestrian safety
- **Healthy Lifestyle**
- **Emerging issues** – i.e. COVID-19, Homelessness, West Seattle Bridge closure, etc

In addition to addressing at least one of the issue areas listed above, DROF-funded projects must:

- Be conducted within the Duwamish River Valley and have leadership from people who live and work there
- Demonstrate community involvement in implementation
- Be free and accessible to the public
- Demonstrate an emphasis on racial and social equity

Ineligible Activities & Funding Restrictions

- Scholarships
- Purchase of land or buildings
- Purchase of equipment including cameras, video recording equipment, laptops, tablets, phones, cellphones, etc. *The Fund can support rental of this equipment.*
- Applicant's overhead costs not related to the DROF project or program
- Individuals and government agencies are ineligible for funding

WHO SHOULD APPLY

- Tribes and tribal organizations, community groups, informal groups, organizations and business groups are encouraged to apply.
- Groups that have received two consecutive years of DROF funding are not eligible to apply in this cycle. Groups become eligible again during the next grant cycle.

Eligible Applicants must:

- Have 501(c)3 nonprofit status; or
- Have a fiscal sponsor with 501(c)3 nonprofit status; or
- Be willing and able to secure a fiscal sponsor with 501(c)3 nonprofit status by December 1, 2023 if awarded a grant
- During the contracting period, OSE staff can help connect groups to potential fiscal sponsors if the group has not already selected one.

HOW TO APPLY

Proposals must be submitted online [HERE](#). An application worksheet can be found [here](#) for reference and drafting purposes only.

You will need to attach the following in your application:

- Project budget (see template [here](#))
- Landowner agreement, if applicable

The deadline to apply is August 7th, 2023 by 5:00pm.

PROJECT EXAMPLES

Example #1 A community based organization seeking funding to host kayak tours of the Duwamish River. The program involves recruiting and training guides and providing them with stipends. Another project deliverable will be a handbook with best practices and safety protocols for kayaking through the river.

Example #2 A community youth group partners with a job-readiness organization to host a career fair. They are seeking funding to conduct outreach to employers, provide honorariums for job preparation workshop facilitators, and event management. Participants of the career fair learn how to create resumes, best practices for interviewing, and networking skills.

Example #3 A senior center reaches out to a communications organization to create a story project about their experiences and historic advancements in the Duwamish Valley. Stories are captured with a variety of media from written to visual arts. The completed series is showcased at a local restaurant for three months.

INFORMATION SESSION

We encourage all applicants to attend a virtual information session to learn more about the application process and what makes a strong application, as well as to get answers to their questions. The information session will take place on:

Wednesday, June 21, 2023 from 3:30 – 4:30pm

Register for the session [HERE](#) (registration is required)

TECHNICAL ASSISTANCE

Access to technical assistance consultants is available to applicants seeking support on their applications. Consultants will hold 20-minute office hours to provide support in the following ways:

- Clarify DROF funding priorities
- Discuss your project idea for DROF alignment
- Discuss the application process

Consultants will not be able to:

- Help you design your project idea
- Draft your application responses

To learn more about the technical assistance consultants and sign up for office hours, [CLICK HERE](#).

GRANT TIMELINE

2023

 **JUNE 14** Application Releases

 **JUNE 21** Zoom Information Session

 **JUNE 14 to July 21** Schedule Technical Assistance Office Hours with Consultants

 **AUGUST 7th APPLICATION DEADLINE** ←

 **OCTOBER 30th** Grant Decision Email Notification

 **NOVEMBER 6 to DECEMBER 14** Contracting Period

DECEMBER 15 Grant Agreements Finalized and Signed

2024*

 **APRIL** PROGRESS MEETING

 **SEPTEMBER** PROJECT DEADLINE

 **OCTOBER** FINAL REPORTING MEETING

*dates subject to change.

REVIEW PROCESS

All proposal submissions will be pre-screened for basic eligibility requirements before being sent to the Review Team. The Review Team is comprised of a Duwamish Valley Program staffer and community members who live, work, or receive services in the Duwamish River Valley area and have a clear understanding of community needs and resources.

Funding recommendations will be approved by the City of Seattle's Mayor's Office. Once approved, OSE staff will work with grantees to develop a grant agreement to proceed with their project/programming. An application that is approved is not guaranteed funding. To receive funding, the grantee must complete and sign a grant agreement that meets program and City requirements.

The Review Team will use a deliberative decision-making process over the course of 3-4 meetings to discuss proposed projects on the strength of individual proposals and the collective inclusion of a broad range of projects. The Review Team will then recommend to the Office of Sustainability & Environment a portfolio of proposals that best align with DROF priorities and includes a range of:

- Populations served
- Project types
- Project sizes
- History working with Duwamish Valley communities

The Review Team reserves the right to recommend an award amount that is different from the requested amount based upon these factors.

[**VIEW THE EVALUATION CRITERIA HERE**](#)



WHAT TO EXPECT IF AWARDED

If funded, groups, organizations, and fiscal sponsors (if applicable) will be required to:

- Participate in an introductory meeting with OSE staff
- Work closely with OSE Staff to finalize project/program outcomes to be included in a grant agreement
- Participate in reporting meetings
- Secure and provide evidence of Commercial General Liability insurance

Reporting Requirements: Grantees will be required to meet with OSE staff at least twice during the grant cycle to complete the reporting requirements as follows:

- Mid-point progress meeting: Grantees will meet with staff to discuss project progress and provide a budget update.
- Final reporting meeting: Grantees will meet with staff to close out their project and provide a final budget update.

Written reports are generated by OSE staff during the reporting meetings and grantees will review to approve the content. Grantees will be asked to share a budget update, photos, videos, flyers, and other written materials prior to these meetings to be included in the reports.

In addition to these two formal meetings, grantees are encouraged to reach out at any time to discuss opportunities or challenges that may impact their scope of work. For example, staffing changes that impact the project timeline or milestones, and/or budget changes.

Grant disbursement: The DROF award is disbursed in two installments. The first half of the award is disbursed after the grant agreement is signed. The second half is disbursed after the midpoint progress meeting is completed and a budget update has been provided.

The grant agreement will require grantees to maintain records and receipts documenting all uses of the grant funds. Receipts will not be submitted to the City, however, the City does include in the grant agreement the right to audit the records. As a result, grantees are expected to retain those copies and provide them to the City upon request of OSE Staff.

FREQUENTLY ASKED QUESTIONS

What steps can we take to develop a strong proposal?

1. Carefully review the eligibility requirements before you get started
2. Discuss your project idea with a Technical Assistance consultant before investing time in drafting your proposal
3. Allow plenty of time to develop your project idea with your fellow team members
4. Use the provided application worksheet to draft responses offline
5. Carefully review the scoring criteria while developing your responses. (The strongest proposals will address all the items outlined in the “green” sections of each of the criteria categories.)
6. Allow yourself plenty of time to submit your final responses via SurveyMonkey, in case there are unexpected hiccups. The deadline is August 7 at 5 PM PDT.

How do we make sure we’re providing the information the Review Team is looking for?

The scoring rubric is the best guide for knowing what the Review Team members will be looking for when they evaluate proposals. Review Team members will also be submitting questions during the Q&A period to ask for information they will need to score your proposal. Applicants will have until September 29 to respond to these questions in written form.

Can our project budget include general operating expenses?

Yes, funds can support general operating expenses as long as the proposed activities are directly focused on environmental or climate justice outcomes.

We are not a 501c3 and don’t have a fiscal sponsor yet. How should we account for the fiscal sponsor fee in our project budget?

We encourage you to include an estimated fiscal sponsorship fee into your project budget. The fee will vary depending on the fiscal sponsor and can often range between 8% - 15%. If you are selected for a grant, you will have the opportunity to revise your budget to reflect your fiscal sponsor’s fee.

**If you have additional questions,
please email us at drof@seattle.gov**