2024 Digital Equity Grant Application

Project Title:

ID: **Project Manager:**

Amount Recommended:

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▼ Organization/Community Group Information

You must enter the ORGANIZATION/COMMUNITY GROUP before you SAVE the application. If you SAVE the application without entering the ORGANIZATION/COMMUNITY GROUP, you will not be able to view your application.

STEP 1: Search for your ORGANIZATION/COMMUNITY GROUP by typing the name in the text box.

STEP 2: Select your ORGANIZATION/COMMUNITY GROUP when it appears in the text box.

STEP 3: If your ORGANIZATION/COMMUNITY GROUP does not appear in the text box, you must select ADD NEW to create an ORGANIZATION/COMMUNITY GROUP profile.

This application will not be saved unless you click SAVE at the bottom of the application. Required questions are in bold. You cannot SUBMIT an application without answering all required questions.

Organization / Community Group

Location

Application Contact

Alternative Application Contact (Optional)

What is your relationship to this organization?

Project Lead Information
Please list the organization representative responsible for project implementation.

Project Lead Name:

Project Lead Title:

Project Lead Business Address:

Project Lead Email:

Project Lead Phone:

Applicant Signatory Information
Please list an organization representative with signing privileges.

Applicant Signatory Name:

Applicant Signatory Title:

Applicant Signatory Email:

Applicant Signatory Phone:

Fiscal Sponsor Information

Does this grant include a fiscal sponsor?

Fiscal Sponsor Organization:

I certify that the information in this application is true and that my responses have not been copied from another source. I understand that providing false information or failing to disclose information may make my organization ineligible for current and future grant funds.

▼ Organization/Community Group Background (15 points)

Organization Mission (3500-character limit; 0-5 points): Describe your organization's mission and experience providing services to populations inequitably impacted by racial and socio-economic disparities, including why your organization is well-positioned to serve this population and how digital equity aligns with your organization's priorities.

To see the populations inequitably impacted by the digital divide, see Seattle's Internet for All Initiative: https://www.seattle.gov/tech/reports-and-data/internet-for-all

Community Partners (3500-character limit; 0-10 points): Describe your previous/current work with community partners and how you have coordinated with other service providers. Include (1) the names of partnering organizations, (2) a brief description of your collaboration, and (3) each of your roles and responsibilities. If you have not worked with community partners, explain why this has been a challenge for your organization.

Grant Funding (3500-character limit): List all grant awards received from any funding source in 2023. Include funding from City of Seattle and Seattle IT. Provide a brief description of the projects that were funded.

Organization Annual Budget:

Organization Staff Size:

Council District Reference: http://www.seattle.gov/neighborhoods/neighborhoods-and-districts
(Opens link in new tab or browser session)

Organization Council District:

▼ Project Location Address

Street Address:

Street Address 2:

City:

State:

Zip/Postal Code:

Project Location(s): If the location has not yet been determined or the project has multiple locations, describe here. For example, specific affordable housing buildings/providers, school locations, libraries, or other community locations.

▼ Project Description

Created By (Date):

Start Date:

End Date:

Duration In Months:

Project Title (5 Words or Less):

Select one digital equity grant for your application:

Select one digital equity category that is the focus of your project. The majority of your project budget will be allocated for this purpose.

Cohort Participation: Participation in a cohort with other grant-funded organizations is voluntary. As part of this cohort, you would share resources and learn about City and government services. If you would like to participate in this cohort, please provide the following: What resources could you share with other organizations? What would you hope to gain from meeting with other organizations? If you prefer not to participate, in what ways will you be working with other organizations to ensure that your efforts are coordinated with similar programs and services available in the community?

▼ Project Narrative (70 points)

Project Summary (1500-character limit; 0-5 points): Provide a summary of your project and how your project will address the technology needs of Seattle residents. This is a high-level description of your project. If your project is selected for funding, Seattle IT will share this summary on our website.

Statement of Need (3500-character limit; 0-10 points): Explain your understanding of Seattle's digital equity gaps and the specific challenges for those who face the greatest barriers to accessing and using technology.

What data are you using to establish that there is a community need for your project? What information has your organization gathered based on community engagement/listening, focus groups, surveys, exit interviews, and other methods?

Population Served (3500-character limit; 0-10 points): Describe the population you intend to serve and how you will address the digital equity barriers for this population.

Which demographic and/or language groups will you serve? What specialized services will you offer to ensure that these barriers are addressed?

Project Implementation (3500-character limit; 0-10 points): If this is a new project, explain how your organization will pilot this project. If your project is a continuation of an existing program, explain how you will build on the success of your program. If your project expands an existing program, explain how funding will increase your organizational capacity.

Project Outcomes (3500 character-limit; 0-10 points): Describe each component of your project, including all activities and deliverables.

What will your project accomplish? What will your participants gain? What will be the benefit to the community?

Outreach and Community Engagement (3500-character limit, 0-10 points): Describe your outreach plan and how you will ensure that you reach your target number of Seattle residents.

How many residents do you expect to reach? What challenges will you face to engage your audience? How will you address these challenges? How will you prioritize the demographic and language groups you hope to serve?

Project Timeline (3500-character limit; 0-5 points): Provide a timeline for your project. You may include dates, months, activities, milestones and deliverables. Explain what steps you will take to ensure that your project is completed within one year, including the timeline for completing the midyear and final reports.

Roles and Responsibilities (3500-character limit, 0-5 points): List the team members working on the project and each member's title, role and responsibilities. Include the number of hours you expect each member to work on the project. The team may include managers, coordinators, staff, volunteers, and consultants funded by both the community match and the grant funds.

Project Evaluation (3500-character limit; 0-10 points): Describe how you define success for your project and what data you will collect to measure your successes. When deciding what data to collect, we recommend choosing data that is realistic, actionable, and equitable.

Realistic: Do you have the resources you need to collect and keep track of the data? Actionable: Will the data be useful to your organization? Will it help you make decisions in the future? Equitable: Will the data help you understand who your project is serving and whether you are reaching your target population(s)?

▼ Demographic Groups

Enter the number of residents you expect to serve from each demographic group below.
Participants may be included in multiple categories. For more information about why these demographic categories are affected by key risk factors for lack of internet, visit Internet for All Seattle to access our 2020 Internet for All Seattle and 2021 Internet For All Update Report.

Low-income, insecurely housed, or affordable housing residents:

People with disabilities:

Immigrants and refugees:

Older adults:

BIPOC (Black, Indigenous, and People of Color):

What additional demographic groups will you serve?

Number of additional residents served:

Total number of residents served:

▼ Language Access

Enter the number of residents you will serve from each language group.
Participants may speak multiple languages and counted multiple times.

Amharic:

Chinese:

Oromo:

Somali:

Spanish:

Tigrinya:

Vietnamese:

What additional language groups will you serve?

Number of additional residents served:

Total number of residents served:

▼ Project Outputs

Enter your expected project outputs.

How many unique Seattle residents do you expect to serve?

How many digital navigator hours will you provide?

What will be the total attendance for all digital navigator sessions?

How many digital literacy class sessions or workshops will you offer? A class may include multiple class sessions; count each class session.

What will be the total attendance for all the classes and workshops?

How many computing devices will you provide to residents? (for example: laptop, Chromebook, tablet, desktop computer, smartphone, assistive technology):

How many hotspots will you provide to residents? Count each resident that connects to the internet. A hotspot is a wireless access point that connects phones, tablets, computers, and other devices to the internet.

How many hours of community WiFi access will be available to the community?

**How many unique residents will
connect to community WiFi?**

**How many hours of technical support
will you provide?**

▼ Grant Budget (10 points)

Grant Budget

Click on the green plus sign (+) below to begin entering your Grant Budget expenses. Please submit only one budget summary. The process will be much easier to complete if you prepare your line item expenses in advance.

Note that when you enter your grant budget expenses, they will be displayed **under both the Budget and Budget Snapshot sections.**

You can click on the red minus sign (-) to remove any expenses that you have entered. If you need to edit a budget that you have started, click the blue editing icon to open your budget card.

Remember to save your progress as you go.

Budget

Budget Period	Budget
Total	

Budget Snapshot

Personnel: staff, professional services, interns, administration

Computing devices (for example: laptops, Chromebooks, tablets, desktop computers, smartphones, assistive technology)

Internet connectivity (for example: hotspots, routers, or WiFi access points)

Software or Online Services

Supplies

Fiscal Agency Fees (for community groups that are not a 501c3 and require a fiscal agent)

Custom budget field

Total	

Budget Narrative (3500-character limit; 0-10 points): Explain how you determined your budget request for each of the budget categories: (1) personnel; (2) computing devices; (3) internet connectivity; (4) software and online services; (5) supplies; and (6) fiscal agency fees. Include the equitable impact of your budget (for example, hiring BIPOC staff and consultants and/or budget for translation/interpretation).

▼ Community Match (5 points)

Community Match

Click on the green plus sign (+) below to begin entering your Community Match form. Please submit only one match summary. The process will be much easier to complete if you prepare your match budget in advance.

Note that when you enter your community match items, they will be displayed **under both the Budget and Budget Snapshot sections.**

You can click on the red minus sign (-) to remove any details that you have entered. If you need to edit the match summary that you have started, click the blue editing icon to open your summary card.

Remember to save your progress as you go.

Match

Budget Period	Budget
Total	

Budget Snapshot

	Budget
In-kind match for hardware/devices	
In-kind match for staff/consultants/volunteers (volunteer labor is valued at $35/hour)	
Cash match	
Custom budget field	
Total	

Community Match Narrative (3500-character limit, 0-5 points): How will your Community Match contribute to the success of your project? Explain how you determined your community match for each of the match categories: (1) in-kind match for hardware/devices; (2) in-kind match for staff/consultants/volunteers; (3) cash match, and (4) other match sources.

▼ Documents

Please support your budget request with the following required documentation. Applications with insufficient documentation will not be awarded funds. These documents are for verification purposes only. Reviewers will not have access to these attached documents to score your application.

• Staff/consultant/volunteer names, titles, schedules, pay rates, and hours
• Schedule of programs/services
• Cost quotes from reputable vendors for devices, internet connectivity, software, and/or online services
• Letter of support from fiscal agent that includes the cost of fiscal agency fees
• Documentation for community match sources that may include (1) cost quotes for hardware and devices, (2) staff/consultant/volunteer names, titles, schedules, pay rates, and hours, (3) accounting for cash match, and (4) accounting for other match sources.

Go to **ORGANIZATION DOCUMENTS** below. Click on the green plus sign (+) to attach documents. You can click on the red minus sign (-) to remove any documents. If you need to edit a document, click the blue editing icon to open your budget card.

ORGANIZATION DOCUMENTS