**Duwamish River Opportunity Fund**

FAQs for Prospective Grant Reviewers

**About the Duwamish River Opportunity Fund**

Since 2014, the Mayor and Council included funds in the budget to dedicate to Duwamish River area quality of life enhancements that can be implemented in partnership with King County, the Port of Seattle, and community stakeholders. These funds have been designated as the Duwamish River Opportunity Fund (DROF) and are intended to enhance existing programs and support new programs focused on challenges faced by communities in the Duwamish River area. DROF is one component of a broader City effort to improve the quality of life and restore the health of Duwamish River communities. The City created a specific process and criteria for the disbursement of the funds in the Duwamish River Opportunity Fund. To learn more about DROF, please visit the [DROF webpage](http://www.seattle.gov/neighborhoods/programs-and-services/duwamish-river-opportunity-fund).

**What is a Grant Reviewer?**

Grant reviewers assist the City of Seattle’s DROF program by reviewing grant applications submitted by individuals, community groups, organizations, or businesses.

Applicants apply for funding for projects that promote community priorities such as safe fishing or fish consumption, job training or economic development, environmental development or restoration, pedestrian safety, healthy lifestyle, community development, and affordable housing strategies.

The work of the grant reviewer is to ensure that the City of Seattle is a good steward of public funds. It is the City’s goal that funds are invested in the most impactful way to improve quality of life for communities living within the Duwamish River Valley.

**Grant Reviewer Qualifications**

**Knowledge & Expertise:** Grant reviewers should have interest and knowledge in the Duwamish River Valley area. Expertise areas could include, but are not limited to, advocacy/outreach, policy, business, finance, capacity building, project management, and/or other relevant fields such as nonprofit development, community-based organizations, etc.

Preferred skills and experience include the ability to analyze grant applications effectively against specific criteria and to clearly express their evaluations in verbal and written format. Previous grant applicants who do not plan to submit a 2019 application are encouraged to apply.

Grant reviewers should be familiar with the Duwamish River Valley area geographically and have a clear understanding of community needs and resources. Grant reviewers must agree to follow the City of Seattle’s [Code of Ethics](http://www.seattle.gov/ethics/etpub/et_home.htm) and complete the Conflict of Interest form if selected as a reviewer. Reviewers should also be familiar with the city’s [Race & Social Justice Initiative](http://www.seattle.gov/rsji).

Reviewers cannot be named as an executive director, key personal or major consultant (more than 20% of budget) on an application being reviewed.

**Comfort with Email & Online Applications:** Reviewers should have access to a computer with reliable internet and email access.

**Work Plan**

**Grant reviewers should be able to:**

* Listen attentively to other reviewers.
* Engage in open group discussion.
* Bridge differences between conflicting ideas.
* Work collaboratively with other reviewers to synthesize comments.
* Respectfully work toward resolving discrepancies in scoring.

**Responsibilities:**

* Ability to maintain confidentiality throughout the entire grant review process.
* Ability to understand and keep in mind the grant expectations and funding priorities.
* Willingness to provide written and verbal comments based on professional or community-based knowledge, not based on one’s personal opinions.

**Tasks at Hand:**

* Responsible for reviewing grant applications submitted for DROF funding.
* Assign scores and support with comments such as the ability to carefully review several grant applications and offer constructive feedback and reasoning upon review.
* Participate in Reviewer Discussion Panel to achieve final ranking for the schedule of recommended applications.

**Timeline & Commitment**

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|  | **Description** | **Date** | **Time** |
| □ | Reviewer Orientation & Training (online) | Sept 1, 2021 | 10:00 to 11:30am |
| □ | Independent Review of Applications | Sept 1 – Sept 21, 2021 |  |
| □ | Reviewer Discussion Panel Meeting (online) | Sept 27, 2021 | 10:00 to 2:00pm |
| □ | Grant Reviewer Survey Sent Out (online) | Sept 28, 2021 |  |

**How to Apply**

Prospective grant reviewers should visit the [Duwamish River Opportunity Fund](http://www.seattle.gov/neighborhoods/programs-and-services/duwamish-river-opportunity-fund) main page to learn more about the program and access the grant reviewer application. Please fully complete the application and submit one PDF or Word document to [DROF@seattle.gov](mailto:DROF@seattle.gov) no later than the deadline date. You must include a copy of your resume to support your application.

**Selection Process & Timeline**

A committee appointed by the Department of Neighborhoods (DON) will make recommendation decisions based on the application pool. The goal is to create an equitable, well-balanced and robust panel with community members which have a wide-array of expertise and experience.

* **Applications are due on August 9, 2021 by 5:00 pm**
* Reviewers will be notified of their application status no later than August 13, 2021.

**Questions?**

Please email [DROF@seattle.gov](mailto:DROF@seattle.gov) for assistance.