**Duwamish River Opportunity Fund (DROF)**

**2019 Grant Application Instructions**

**GENERAL INFORMATION:**

Since 2014, funds have been allocated toward quality-of-life enhancements for the Duwamish River area that can be implemented in partnership with King County, the Port of Seattle, and community stakeholders. Known as the Duwamish River Opportunity Fund (DROF), it is intended to enhance existing programs and support new programs focused on challenges faced by Duwamish River communities. DROF is one component of a broader City effort to improve the quality of life and restore the health of Duwamish River communities. The total amount of funding available in 2019 for the Duwamish River Opportunity Fund is $250,000. Groups can request up to $40,000 in funds to support their project application and proposal.

**ELIGIBIILITY**

* Community groups, organizations and businesses are encouraged to apply.
* Government agencies are not eligible to apply
* Groups that have received two consecutive years of DROF funding are not eligible to apply in this cycle. Groups become eligible again at the beginning of the next grant cycle.
* Awards will not be made to individuals.
* Groups that apply cannot have any open DROF projects at the time of grant submission

Although not required, applicants are strongly encouraged to contact the Department of Neighborhoods (DON) to discuss the proposed project to:

* **INFORM** the Department of Neighborhoods of your intent to apply.
* Get **ADVICE** about developing the project idea, especially if it may require the involvement of other public or private agencies.
* Get **ANSWERS** to questions and learn about the funding opportunity.

**If funded, the grantee will be responsible to develop a workplan to submit as part of the contracting process which includes information such as month by month project activities, deliverables, timeline and monthly budgeting estimates.** **Grantees are required to submit invoicing and progress reports on a monthly basis as well as one final report and/or presentation at the end of the project period.**

**WORKSHOPS:** Applicants are encouraged to attend a pre-proposal workshop. This will be an opportunity to discuss the RFP, ask questions, and understand the process for review, approval, and contracting. Date/time, and location will be published on the [Duwamish River Opportunity Fund](http://www.seattle.gov/neighborhoods/programs-and-services/duwamish-river-opportunity-fund) website along with current program details and updates.

**INSTRUCTIONS:** Carefully read over application instructions as they have changed for 2019. Please contact the Department of Neighborhoods should you have any questions via email at DROF, or you may contact Teresa Bui directly at (206) 256-5947.

Unless otherwise noted, all sections under the application and proposal are required.An application must include responses to each of the sections and can be supported by no more than one attachment no more than two pages in length. Please make note of other required documents as part of your application package.

If information is missing or not included, an application will be considered “incomplete” and will not be eligible for funding. Applications are due by **August 12 by 5:00 pm.** Please follow instructions for submission requirements and send completed application materials to the DROF Inbox by the deadline date. The department anticipates notifying applicants of decisions by the end of October 2019.

**Duwamish River Opportunity Fund**

**2019 Grant Application Checklist**

[ ]  **CHECKLIST (FOR YOUR REFERENCE):** Use this checklist for your own reference to make sure

that you have completed all required sections and attachments for a complete application submission.

[ ]  **BUDGET TEMPLATE (REQUIRED):** A budget template in excel has been developed to help

 you organize and manage your budgetary needs. Submit this excel sheet as part of your application.

[ ]  **COVER PAGE (REQUIRED):** Maximum of one-page letter summarizing your project. Is this project

 pending funding from any other resources? Please provide relevant details including funder and amount.

 Signature and date required from the applicant/implementing organization.

[ ]  **APPLICATION & PROPOSAL (ALL SECTIONS ARE REQUIRED):**

[ ]  **APPLICATION INFORMATON:**

[ ]  **SECTION 1: Project Information**

[ ]  **SECTION 2: Organizational Information**

[ ]  **PROPOSAL NARRATIVE:**

[ ]  **SECTION 3: Needs Statement**

[ ]  **SECTION 4: Target Population**

[ ]  **SECTION 5: Objectives**

[ ]  **SECTION 6: Outcomes**

[ ]  **SECTION 7: Impact**

[ ]  **SECTION 8: Budget & Budget Justification**

[ ]  **SECTION 9: Timeline**

[ ]  **LETTERS OF SUPPORT (Required, Minimum of 3 and Maximum of 5):** Include 3 letters of support from

 Duwamish Valley stakeholders including individuals, businesses, or organizations.You may not submit

more than 2 letters from individuals as part of the 3 required letters. If applicable, you may count your letter

from the fiscal sponsor as 1 of the 3 required letters of support.

[ ]  **FISCAL SPONSOR LETTER (If Applicable, Required):** Maximum one-page letter which states that

 the fiscal sponsor acknowledges and supports the application and intends on being the fiscal sponsor if

funded. If applicable, the letter must disclose any fiscal sponsor related fees along with a description of

 services that are associated with those fees.

[ ]  **ATTACHMENTS (Optional):** Provide no more than one supporting document no more than two pages in length to supplement your entire application and proposal. If cost estimates are available, please attach. If you provide cost estimate(s), they do not count toward your one attachment allotment.

**SECTION 1: PROJECT INFORMATION**

Please identify the primary DROF priority area for the project you are proposing:

[ ]  Safe fishing or fish consumption [ ]  Environmental development or restoration

[ ]  Job training or economic development [ ]  Community development

[ ]  Pedestrian safety [ ]  Affordable housing strategies

[ ]  Healthy lifestyle [ ]  Other, please specify:

If your proposal addresses additional areas, please specify which below (check all that apply):

[ ]  Safe fishing or fish/food consumption [ ]  Environmental development or restoration

[ ]  Job training or economic development [ ]  Community development

[ ]  Pedestrian safety [ ]  Affordable housing strategies

[ ]  Healthy lifestyle [ ]  Other, please specify:

Where will the project be located? Please check all that apply:

[ ]  South Park [ ]  Georgetown [ ]  SODO [ ]  All of the Duwamish

 [ ]  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Provide additional specific site or general information as appropriate.)

If you are proposing a physical improvement project, who will be responsible for future maintenance of the project? (Identify specific organizations/agencies; include documentation from the organization/agency that maintenance will be provided.)

**SECTION 2: ORGANIZATIONAL INFORMATION**

**Applicant/Implementing Organization Information**

1. Name of Organization:
2. Project Contact Person:
3. Contact Person Address: City, State Zip:
4. Phone Number:
5. Email Address:

If the funding for your project will go to a fiscal sponsor, please identify the organization below:

**Fiscal Sponsor Organization Information**

1. Federal Tax I.D. Number:
2. Fiscal Sponsor Organization Name:
3. Organization/Contact Email Address:
4. Fiscal Sponsor Address: City, State Zip:
5. Fiscal Sponsor Contact Name: Fiscal Sponsor Contact Title:
6. Fiscal Sponsor Signer’s Name: Fiscal Sponsor Signer’s Title:
7. Project Sponsor Signer’s Name: Project Sponsor Signer’s Title:

**SECTION 3: NEEDS STATEMENT (Limit to 2500 characters or less)**

*Clearly describe the problem you are seeking to address and why it should be addressed now? Has anyone else tried to address this problem previously and if so, who and what was the end-result? If so, how is your project different than a project that has previously been implemented? When possible, use facts, figures and other data to support your argument/statement.*

**SECTION 4: TARGET POPULATION (Limit to 1500 characters or less)**

*Provide information regarding your target population along with relevant individual, corporate or community stakeholders and their relationship to the issue you are trying to address?*

**SECTION 5: OBJECTIVES (Limit to 2500 characters or less)**

*Describe your proposed project and how it addresses the problem outlined in the Needs Statement. Define key objectives and describe how those objectives were identified along with any supporting information/data as needed. How do the objectives line up with funding priorities and add value in the long-term?*

**SECTION 6: OUTCOMES OR OUTPUTS (2500 characters or less)**

*What outcomes will be achieved as-a-result of this project and how will you measure success? Why are these outcomes important for the Duwamish community? How will your project be a building block for future efforts to promote the health and vitality of the Duwamish communities? How does your project realize the vision of the people and businesses that are affected by the Duwamish Superfund cleanup and promote the long-range sustainability of the Duwamish communities, if any? When possible, provide exact numbers or specific details of measurable outcomes.*

**SECTION 7: IMPACT (Limit to 2500 characters or less)**

***Community Involvement.*** *What organizations have been involved in identifying and selecting this project for funding? What organizations will be involved in implementing and carrying out this project?*

*How will you get more people involved in this project? What is your outreach strategy? How does your project promote community linkages or address common concerns?*

*Does your project leverage involvement from direct community stakeholders or other potential partners? Briefly explain. Does it engage or address the interests of local Native American populations or any other special populations? Briefly explain.*

***Alignment with Duwamish River Opportunity Fund Priorities***

*How does your project address the DROF priority areas? Describe how it will have demonstrated long-term impacts and can be sustained in the future. Does this project address other community priorities noted in the Health Impact Assessment or Duwamish Vision Plan? If so, specifically site source.*

**SECTION 8: BUDGET & BUDGET JUSTIFICATION**

*Develop details for your project in the budget template and submit the budget in excel format to* *DROF**.*

**BUDGET JUSTIFICATION (Limit to 2500 characters or less)**

*Provide details and justification for your budget choices. This will allow you to briefly explain the need for each line item in the budget as well as show the breakdown of calculations used to arrive at the amount of each line of the budget (i.e. Consultant $600. The budget justification would provide a reasoning or need for consulting services and would show the breakdown of 20 hours x $30/hr = $600). If hiring a fee for service company/individual, please provide scope of work and if available and a copy of the cost estimate. Cost estimate(s) do not count toward the optional attachment maximum.*

***Management and Fiscal Responsibility***

*Who are the three to five key people who will be involved and have primary responsibility for ensuring that the project moves forward? Identify the individuals by name, organizational affiliation (if appropriate), and contact information: home/business address, email address, and phone number. Include how those individuals will be involved.*

*If your project requires the approval or involvement by a City department, please identify the department and staff who have been involved in planning your project.*

**SECTION 9: TIMELINE (Limit to 1500 characters or less)**

*Please provide a brief monthly timeline for activities related to this project. Given the nature of DROF as a City funding resource for 2019, projects to be selected must be able to commit by the end of October 2019 and completed by July of 2020. Will your project be able to meet this timeline?*