



City of Seattle

Edward B. Murray, Mayor

Summer Opportunity Fund Frequently Asked Questions (FAQ)

General Questions

Q. Does a project have to be neighborhood based?

A. No—projects should work with the focus population and address one or more of the priority areas. Projects could be citywide or neighborhood based.

Q. What kinds of programs or projects is the City interested in supporting with this fund?

A. This is a time-sensitive one-time funding opportunity, so proposals should reflect projects that can begin and end within this time period. Projects or programs that are additive to existing programs or work that organizations or groups are doing are ideal. This funding opportunity is not appropriate to support ongoing operations or maintenance costs that an organization may have.

Q. Will there be an interview required for applicants?

A. No—a review team of City staff will evaluate the applications based on the strength of responses to the required questions. There is no interview or presentation required for this process.

Budget and Fiscal Sponsorship Questions

Q. Are there any limits regarding how much should be in each budget category?

A. No—applicants have flexibility to propose a budget that they believe will work for their proposal. Budgets should be in line with the project proposed and reviewers should be able to clearly assess how the budget items relate to the proposal. If a project is all in one budget category that's fine if that's what it takes to implement the proposal.

Q. What is the point of a fiscal sponsor?

A. A fiscal sponsor acts as a go-between for the group or organization that is doing the project and the City, which is providing the funding for the project. Fiscal sponsors serve as an additional set of eyes on a project and help ensure that everything is on track with the project. The fiscal sponsor will review your claims for reimbursement from City funds and approve those requests—making sure that all expenses are eligible for reimbursement. This is a key role as this funding opportunity is reimbursable—the group doing the project has to incur the expense before the City can pay for it—the fiscal sponsor helps ensure that is a smooth process. Lastly, fiscal sponsors can provide insurance coverage for your project.

Q. Who can be a fiscal sponsor?

A. Any organization or business with a Tax ID number. Ideally your fiscal sponsor has a similar mission or purpose as your group or project and can help guide the project as a subject matter expert.





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Q. What kind of things should an agreement between a fiscal sponsor and applicant group include?

A. There are a few things you'll want in a written agreement before the project starts to ensure everyone is on the same page:

1. **Negotiated fee:** Considering the role the fiscal sponsor will play in your project, negotiate a fair fee for them to ensure they have the resources to meet your expectations. If the fiscal sponsor is only processing claims and providing insurance, a lower fee may be appropriate. If the fiscal sponsor is providing additional support including progress checks and guidance, staff resources or other support, a higher fee may be merited.
2. **Insurance:** Projects must have commercial general liability insurance that includes your group as well as the City as additional insured. Fiscal sponsors can often provide this for a project.
3. **Claims Review:** Discuss the plan for preparing and reviewing invoices for reimbursement in advance and agree to a process. Once DON receives the invoice, we'll review and process if there are no issues with the request. A good fiscal sponsor partner will help ensure this review is quick and easy by making sure all supporting documentation is accurate and attached and that the claim is complete.

Q. What type of insurance do I need for my project?

A. Insurance requirements vary by project. All funded project groups must have commercial general liability (CGL) insurance, including: premises/operations, products/completed operations, personal/advertising injury, contractual liability and stop gap liability. The minimum limit of liability must be \$1,000,000 per occurrence combined single limit body injury and property damage (CSL). Proof of insurance with the City listed as an additionally insured must be verified by the City before any payment can be made for a project.

Additionally, if your project involves vehicle usage, automobile liability insurance, including coverage for owned, non-owned, leased or hired vehicles as appropriate is necessary. As required, worker's compensation insurance for the state of Washington and per Federal statutes must also be provided.

Definitions

Leveraging Resources: This phrase refers to additional financial or other material support that a project is receiving in addition to the City funding. An example of this could be a grant that your organization received from the County or another entity that will complement the City funds—increasing the impact of the City's support for your project.

Physical Improvement Project: Physical improvement projects are those that involve some renovation, construction or maintenance work to a physical space or structure. Examples of this range from facility improvements to the installation of permanent signage. In general, this fund is not sufficient to support these types of projects.





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Budget Categories:

- **Capital Expense:** Items needed for construction or maintenance of a physical project—items like lumber, pylons, heavy equipment, etc.
- **Personnel:** Costs related to positions that an organization or group pays for directly, i.e. staff.
- **Professional Services:** This category includes costs for consultants or contractors on a project—people who may do work on a project but have some agreement or contract with the organization to deliver certain items or work products.
- **Supplies:** This covers items like food, materials for events like flyers or banners, software purchases, or other programmatic expenses that are necessary to pull off your project.

Additional questions and answers will be added to this list as they're received.

