***2025 FOOD EQUITY FUND***   
STARTER FUND APPLICATION SHEET

For additional information, please refer to the [Guidelines](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Guidelines.docx). Applications are accepted on a rolling basis until July 31st 2025 or until funding has run out. If you’d like to know how much funding is available, please feel free to reach out to [foodequityfund@seattle.gov.](mailto:foodequityfund@seattle.gov)

When you are ready to submit a completed application, please email relevant attachments to [foodequityfund@seattle.gov](mailto:foodequityfund@seattle.gov) with the subject line: FINAL SUBMISSION\_ORG NAME.

Information submitted is considered a public record and may be subject to public disclosure. For more information, see the [Public Records Act, RCW Chapter 42.56](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56).  
  
To learn more about how we manage your information, see our Privacy Statement at <http://www.seattle.gov/privacy>.

# REQUIRED MATERIALS CHECKLIST

Below is a list of required materials. Templates and more information for each of these can be found on our [website](https://www.seattle.gov/neighborhoods/programs-and-services/food-equity-fund). Please email all required materials to [foodequityfund@seattle.gov](mailto:foodequityfund@seattle.gov)

Required Materials:

* [Complete this Application](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Application-Cover-Sheet.docx)
* [Attachment: Grant Request Budget](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Grant-Request.xlsx)
* 501(c)3 determination letter or most recent (within the last three years) 990 filing: Attach if your organization is a registered 501(c)3.

OR

* **Fiscal Sponsor Letter:** Attach existing fiscal sponsor agreement or contact information for an identified 501(c)3 organization who intends to provide fiscal sponsorship to your community group.

If applicable:

* **Property Owner Letter:** Attachdocumentation of property owner permission if you are proposing a physical improvement project.
  + Applications that include improvements and/or activities on City-leased or City-owned properties will be reviewed by the appropriate City Department.

# APPLICANT INFORMATION

1. Organization Name:
2. Organization Mailing Address:
3. Website:
4. Primary Contact Person’s Name:
5. Primary Contact Person’s Email Address:
6. Primary Contact Person’s Phone Number:
7. When was your organization formed?
8. Organization’s annual budget in 2024:
9. Organization’s annual budget for 2025:
10. If a 501(c)3 Organization, Federal Tax ID Number:
11. If not a 501(c)3, Fiscal Sponsor’s Organization Name:
12. Fiscal Sponsor’s Mailing Address:
13. Fiscal Sponsor’s Federal Tax ID Number:
14. Fiscal Sponsor’s Authorized Signer Name:
15. Fiscal Sponsor’s Authorized Signer Email:
16. Fiscal Sponsor’s Authorized Signer Phone Number:
17. Did you work with a Food Equity Fund Project Manager on your application? If so, please provide their name (write ‘n/a’ if not applicable):
18. Has your organization received a Food Equity Fund grant before?

( ) Yes

( ) No

The review process requires a virtual interview component. If we invite you to a virtual interview, what language or accessibility needs do you have, if any? *This is for planning purposes only and has no bearing on selection.*

# GRANT REQUEST

1. Project Title:
2. Project Duration: Start: \_\_\_\_\_\_\_\_\_ (month/year) - End: \_\_\_\_\_\_\_\_\_\_(month/year)

\**please ensure this aligns with the attached workplan dates*

1. Request Amount: \_\_\_\_\_\_\_\_\_\_ ($5,000- $25,000)
2. Short Project Description: *Please provide a clear summary description of your project. Responses should not exceed 3-4 sentences. You will have the opportunity to provide a more detailed description later in the application.*
3. Address of Primary Site of Activities:
4. What specific Seattle neighborhoods does your work mainly operate in?

**PROPERTY OWNER PERMISSION**

1. Will your project include a physical improvement? *A* ***physical improvement*** *includes building semi-permanent or permanent structures in an exterior space and/or renovations to a building. Examples of physical improvements can be found on* [*Page 6 of 2025 Guidelines*](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Guidelines.docx)*.*

( ) Yes

( ) No

1. Is your project on land owned by your organization?

( ) Not Applicable

( ) Yes

( ) No, privately owned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) No, publicly owned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*CERTIFICATION**\*\*\*

I agree that I am authorized to submit this application on behalf of the applicant organization, and that the statements herein are true, complete, and accurate to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature                                                                        Printed Name, Title

**GRANT NARRATIVE QUESTIONS**

Please use Calibri size 12 font. For the narrative, you may use whatever format allows you to best convey your responses (e.g. bullet points or paragraphs). Be sure to maintain the order of questions, for a streamlined review process. Being specific and clear is more important than the length of your answer.

Please refer to our [Guidelines](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Guidelines.docx) for criteria on strong applications

1. Briefly give an overview of your organization’s history, mission, and vision. What major accomplishments or developments are key to understanding the work you do?
2. What community are you a part of? How are they engaged throughout your proposed work? In your response, you may also include any existing partnerships and the role they play in your proposed work.
3. Please briefly describe what you will do with a Starter Fund grant. Please use the workplan and budget templates to go into further detail.

VIRTUAL INTERVIEW – FOR REFERENCE ONLY

After a Food Equity Fund Project Manager reviews the written submission, all applicants will be required to schedule a 30-45 minutes virtual interview. Below are the questions that will be asked during the interview.

1. Describe your organization or group’s leadership structure. How will key decisions be made throughout your proposed work?
2. What are the specific food issues in your community? What community-led solutions are you proposing to address these food issues?
3. How do you define success for your project and how will you know your efforts were successful?

There may be 1-3 application specific questions asked during the virtual interview, and program staff will send them to applicants ahead of time.

**WORKPLAN TEMPLATE:**

Project time periods are flexible. Projects cannot begin earlier than **June 1 2025** and must end no later than **June 30 2027.**

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Project Start Date**  (No earlier than June 1, 2025) |  |
| **Project End Date**  (No later than June 30, 2027) |  |
| **How many months from start to finish?** |  |

Please use this workplan to describe what you will do and how you will do it. Choose 3-6 high-level milestones that are specific, realistic, and actionable. Please make sure milestones align with the [grant request budget](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Grant-Request.xlsx) and responses to the narrative questions above. Refer to page10-11 of the [Guidelines](https://www.seattle.gov/documents/Departments/Neighborhoods/NMF/Food%20Equity%20Fund/Starter-Fund-Guidelines.docx) for further information and examples.

|  |  |  |
| --- | --- | --- |
| **Milestone: What will you accomplish?** | **How will you accomplish it?** | **Timeline (start – finish)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |

(Continued on next page)

**LEADERSHIP BIOGRAPHIES TEMPLATE**

Please provide us with a brief biography or background information of the team members and/or key leaders working directly on the project. Please include lived, work, and/or volunteer experiences, cultural expertise, and or education that demonstrates connections with the proposed project’s communities or neighborhoods.

|  |  |  |
| --- | --- | --- |
| Name | Position/Role | Short Biography (3 – 5 sentences) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |