TECHNOLOGY MATCHING FUND

GUIDELINES 2020

CONTENTS

Seattle
Information Technology

BACKGROUND

The Technology Matching Fund program was established in 1997 to support the community's efforts to close the digital divide and encourage a technology-healthy city. It provides grants where the community's contribution of volunteer labor, materials, professional services, or cash is matched by the Technology Matching Fund.

The fund is administered by the Community Technology Program of the City of Seattle's Information Technology Department and is funded with cable franchise fees. Over $5 million has been awarded from 1998 to 2019.

The fund continues the legacy of Bill Wright, a Central District community leader who embodied the program goals of creating digital equity and opportunities for all, and of using technology tools to engage residents, improve communications and strengthen communities. Bill Wright developed MidTown Commons, one of the early technology access and education centers in Seattle.

PROGRAM GOALS

The Technology Matching Fund is a cornerstone of the City's Digital Equity Initiative. The fund seeks to support community-driven solutions to achieving digital equity in Seattle. Our vision is for Seattle to be a city where technology's opportunities equitably empower all residents and communities – especially those who are historically underserved or underrepresented. The Technology Matching Fund aims to address gaps that exist in these areas:

» Skills training: Empower residents with digital literacy skills.
» Connectivity: Increase access to free or low-cost broadband.
» Devices and technical support: Ensure affordable, available and sufficient devices and technical support.

FUNDS AVAILABLE

The application deadline is **Monday, January 13 at 5:00 p.m.**

» The City will award grants of up to $25,000.
» Projects must be completed within one year or less.
» There is one application cycle per year.
» Applicants must match at least half of their funding request (½ match: 1 request) with cash, time or other contributions.

GRANTING TIMELINE

Grant workshop	**November 6, 2019**
Grant workshop	**November 22, 2019**
Grant workshop	**December 7, 2019**
Application deadline	**January 13, 2020**
Award notification. All applicants will be notified of award decisions. Some groups may need to meet certain conditions identified by the City before receiving funding.	**Mid March 2020**
Contracting. Successful applicants will sign a contract with the City to receive funds for their project. The City will reimburse grantees for budget expenses after the contract is signed. Grantees are not allowed to spend project funds before the contract is signed.	**March - April 2020**
Project implementation. Projects must be completed within one year.	

Seattle
Information Technology

APPLICATION ASSISTANCE

Please contact us early to discuss your project idea!

Delia Burke: (206) 233-2751, delia.burke@seattle.gov
Vicky Yuki: (206) 233-7877, vicky.yuki@seattle.gov
David Keyes: (206) 386-9759, david.keyes@seattle.gov

PROJECT IDEAS

The fund seeks to support creative and collaborative approaches to providing digital opportunities. Priority is given to projects that engage historically underserved or underrepresented communities and leverage existing relationships, resources and expertise.

Example 1: A group that works with seniors seeks to provide information to its clients about the availability of low-cost home broadband options and how to sign up. The group may apply for funds to work with a trainer to deliver a series of broadband workshops at its site and six other senior centers over the course of the year.

Example 2: A community group working with immigrant and refugee families offers a popular after-school youth program and wants to add coding classes. The group can apply for funds to upgrade its computer lab and partner with an organization that specializes in delivering coding programs for kids.

Example 3: A group offers an employment program for low-income adults. It can apply for funds to provide specialized tech training and refurbished laptops positioning their clients for a more successful job search.

APPLICANT ELIGIBILITY

WHO SHOULD APPLY?

» Non-profit organizations
» Neighborhood groups
» Parent-Teacher-Student Associations (PTSA)
» Business groups
» Community-based organizations

WHO IS NOT ELIGIBLE TO APPLY?

» Individuals
» For-profit businesses
» Religious organizations
» Major institutions, government agencies, hospitals, universities, schools
» Political groups
» Organizations outside the City of Seattle

Seattle
Information Technology

SCHOOL-BASED PROJECTS

Applications for school-based projects are eligible, but must come from a Parent-Teacher-Student Association or community-based organization. The fund will support after-school or evening-based programs. Funds may not be used for in-school projects that do not engage the larger community in a meaningful way.

Strong school-based project proposals will:

» Describe how community members have been involved in planning the project and how they will be actively involved in project implementation.

» Include a letter of approval from the school principal.

» Ensure that equipment meets standard requirements and will be supported.

APPLICATION SCORING

City staff and a volunteer committee made up of members of the City's Community Technology Advisory Board (CTAB) (seattle.gov/ctab) review applications.

Proposals will be rated based on the following criteria. The maximum possible rating is 100.

» Meets Program Goals (20 points)

» Budget (20 points)

» Project Clarity (20 points)

» Community Participation (15 points)

» Community Benefit (15 points)

» Evaluation (10 points)

HOW TO APPLY

STEP 1: REGISTER ONLINE WITH CITY OF SEATTLE WEBGRANTS

You must first register online with the City of Seattle Webgrants (webgrants.seattle.gov). It may take a few days for your registration to be confirmed. Once confirmed, you will receive a USERID and PASSWORD via email.

STEP 2: COMPLETE THE APPLICATION FORMS

Log in to the Webgrants system with your USERID and PASSWORD and fill in information about your project. The online system will allow you to save a draft of your work to complete later. You must complete all the application sections and submit your application online.

You may include other materials to help reviewers better understand your proposal and strengthen your application. Some examples of useful attachments are:

» Letters documenting partner commitment

» Volunteer pledge sheets

» Curriculum

» Current program schedule

» List of current technology

» Cost quotes on hardware, software or other items showing budget research

» Brochures, fliers or other promotional materials

Seattle
Information Technology

ELIGIBLE PROJECT EXPENSES

INFRASTRUCTURE

» Items used at project sites or for home use by low-income or disabled participants

» Computers, laptops, tablets, mobile devices, and printers

» Assistive and adaptive devices

» Network routers and Wi-Fi access points

» Software and online subscription services

» Multimedia production equipment (cameras, audio)

» STEM/Maker/robotic equipment

PERSONNEL

» Professional services, such as outside instructors, technical support or evaluators

» Staff costs to implement the project

» Intern costs to implement the project

OTHER

» Warranties on equipment

» Insurance costs specific to the project

» Printing costs

» Project supplies

» Peripherals (headphones, mouse, cables)

» Fiscal agency fees up to 10% of the award

» Stipends for project-related work

» Food expenses limited to 20% of the award and not to exceed $1,250 per project.
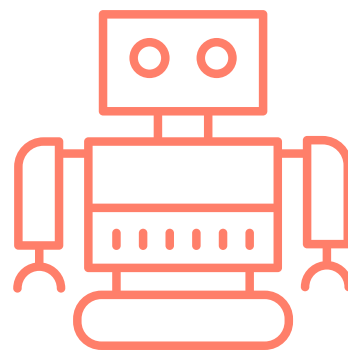
NON-ELIGIBLE PROJECT EXPENSES

» Technology used by staff only

» An organization's operating expenses not directly related to the funded project

» Expenditures or financial commitments made before the organization is under contract with the City of Seattle

» Out-of-city travel expenses, or any lodging/hotel expenses

» Pay for private transportation expenses, including mileage, gas, insurance, car rentals, etc.

PURCHASING TECHNOLOGY

When purchasing equipment, consider the following:

» Computers should be bought from a name brand vendor that offers a three-year warranty.

» You should get bids from three companies, with a goal of working towards a single vendor over time.

» Include anti-virus software and public-computing protection solutions, such as Deep Freeze, to save on maintenance costs.

Seattle
Information Technology

COMMUNITY MATCH

The total match must equal at least half of the funding request. (½ match: 1 funding request. For example, if you request a $15,000 grant, you must show that your organization can provide a matching contribution valued at $7,500 or more.

Your match can include items from any combination of the following categories:

IN-KIND MATCH

» Materials or supplies such as computers, furniture, software, or paper
» Additional cost of utilities for the space for your project
» Staff time dedicated to the project, but not paid for by Technology Matching Fund dollars.

VOLUNTEER MATCH

» Volunteer labor valued at $20 per hour. Volunteer hours may be counted starting on the application due date.
» Professional services valued at the "reasonable and customary rate" up to a maximum of $100/hr.
» Application preparation expenses up to $200 (10 hrs x $20/hr)

CASH MATCH

» Money you have collected and approved for use on your project
» Money you will raise during your project by fundraising
» Grants received from other foundations for your project

MATCH RESTRICTIONS

» Your match must be appropriate to the goals of your project.
» You must obtain your match during the life of the project.

INELIGIBLE MATCH

» City of Seattle resources such as City staff time, use of City facilities, and/or any other city grant funding
» Time spent preparing your proposal over 10 hours ($200 maximum)

DOCUMENTING YOUR MATCH

We encourage you to consider including additional materials in your application package to prove that your cash match, in-kind materials, and/or volunteer time is secured. These may include:

» Pledge letters or emails from individuals and organizations promising to donate time, materials or money to the project
» A written fundraising plan to secure additional project funds
» Copies of bank statements or checks
» Grant award letters
» Invoices for items secured for the project

Seattle
Information Technology

FISCAL AGENCY

Technology Matching Fund projects are required to have a fiscal agent. Organizations may act as their own fiscal agent or use another organization to manage the pass through of grant funds. Individuals who obtain a tax identification number and comply with IRS rules can serve as a fiscal agent. Fiscal agency fees are eligible project costs or can be applied to your match contribution.

DISABILITIES

We encourage organizations to actively work to make programs and services inclusive. All projects must demonstrate a good faith effort to comply with the Americans with Disabilities Act of 1991 which extends civil-rights protection to persons with disabilities.

CONTACT US

(206) 233-2751

communitytechnology@seattle.gov

seattle.gov/tech/tmf

Seattle
Information Technology