

KING CONSERVATION DISTRICT (KCD)-SEATTLE COMMUNITY PARTNERSHIP GRANT PROGRAM

2018 APPLICATION GUIDELINES

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INTRODUCTION

The King Conservation District (KCD)-Seattle Community Partnership Grant Program is a joint effort to support both natural resource improvement and environmental equity. This grant program is highly competitive with approximately \$370,000 available each year.

The 2018 King Conservation District (KCD)-Seattle Community Partnership Grant Program aims to advance the City of Seattle and KCD's natural resource priorities as well as the goals of the City of Seattle's Equity and Environment Initiative (EE Initiative). **Projects are required to meet at least one Natural Resource Improvement Action Category and at least one goal of the EE Initiative.** For additional information and to see example projects that meet both sets of goals, see Sample Projects on page 7.

The City's EE Initiative provides a blueprint to advance environmental equity in Seattle. **A core component of the EE Initiative is focused on creating programs where communities most affected by the combined impacts of environmental injustice and systemic racism have equitable access, accountability, and decision-making power in environmental policies, programs, and services. This includes communities of color, immigrants and refugees, people with low-incomes, youth, and limited-English proficiency individuals (EEI Populations).** This funding opportunity seeks projects that are led by or are in deep partnership with organizations led by EEI populations and/or that support the leadership of EEI populations. Please consult the Equity and Environment Initiative for a full description of values, goals, and strategies.

<http://www.seattle.gov/Documents/Departments/OSE/SeattleEquityAgenda.pdf>.

The KCD-Seattle Community Partnership Grant Program is looking for natural resource improvement projects that focus on managing stormwater with green infrastructure; protecting and restoring creeks, shorelines, and wetlands; building healthy soil; supporting the urban forest; supporting a sustainable local food system; and supporting a strong, healthy, and natural ecosystem. Projects must fall within one of the following Natural Resource Improvement Action Categories:

- Direct Improvement of Natural Resource Conditions
- Education and Outreach
- Pilot or Demonstration Projects
- Capacity Building

If you have questions about how to integrate the natural resource and EE Initiative goals, please contact Hannah Hill at Hannah.Hill@seattle.gov, or (206) 256-5451.

For questions about eligible expenses, activities, and assistance with the online grant portal, please contact Jessica Saavedra, Jessica.Saavedra@kingcd.org, (425) 282-1906.

TIMELINE

Funding Opportunity Released	March 23, 2018
Information Session 1 (webinar)	April 9, 2018
Information Session 2 (in-person) Rainier Beach Community Center 6-7 pm	April 17, 2018
Letter of Intent Deadline	May 7, 2018
Invitation to Submit Full Proposal	May 31, 2018
Full Proposal Deadline	July 3, 2018
Planned Award Notification	October 17, 2018
Contracting begins for projects starting in 2019	November, 2018

KCD and the City of Seattle reserve the right to change any dates on the timeline.

OVERVIEW OF NATURAL RESOURCE PRIORITY AREAS & PROJECT AREAS

This grant program seeks to support projects that:

- Manage stormwater with green infrastructure
- Protect and restore creeks, shorelines, and wetlands
- Build healthy soil
- Support the urban forest
- Support a sustainable local food system
- Support a strong, healthy, and natural ecosystem

This grant program supports the following Natural Resource Improvement Action Categories:

- Direct Improvement of Natural Resource Conditions** – to improve landscape and natural conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects.
- Education and Outreach** – to raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources.
- Pilot and Demonstration Projects** – to test and/or improve concepts and/or approaches in natural resource management that can be replicated by others.
- Capacity Building** – to enhance the ability of organizations, agencies, residential landowners and other landowners and managers to have the knowledge, skills, tools, support systems, partnerships, community connections, and technical resources to implement exemplary best management practices and deliver natural resource management actions equitably.

OVERVIEW OF EQUITY & ENVIRONMENT INITIATIVE GOALS

- Healthy Environments for All:** Seattle ensures clean, healthy, resilient, and safe environments in the places where communities of color, immigrants, refugees, people with low-incomes,

youth, and limited-English proficient individuals live, learn, work, and play. Projects should consider ways to:

- Leverage community assets; address cumulative impacts of multiple environmental hazards and racial burdens
- Prepare communities to adapt to climate change;
- Utilize environmental solutions to creatively address historic and ongoing inequities in access to and quality of green spaces and fresh, healthy, culturally appropriate food while minimizing displacement

□ **Jobs, Local Economies, & Youth Pathways:** Communities of color, immigrants, refugees, people with low-incomes, youth and limited-English proficiency individuals have pathways out of poverty through green careers, including careers related to environmental policy and program development. Project should consider ways to:

- Invest in young workers and create youth education and employment pathways
- Prioritize local hires and small businesses, and create local, living-wage economies
- Develop career skills for youth through engagement activities
- Directly invest in EEI-owned businesses and their employees

□ **Environmental Narrative and Community Leadership:** The environmental movement is led by and centered on the stories and experiences of communities of color, immigrants, refugees, people with low incomes, youth and limited English-proficiency individuals. Projects should consider ways to:

- Invest directly in the community, support community leaders, uplift existing culturally appropriate environmental practices, and leverage the creativity of residents to find solutions
- Support the growth of a stronger ecosystem of environmental justice leadership and collaboration between organizations by investing directly in community leaders
- Partner with EEI populations to create and connect stories and culturally relevant environmental experiences into project or policy creation
- Connect to cultural anchors and culturally-important places in ways that enhance those places and delivers environmental, social, and economic benefits

SAMPLE PROJECTS

- **Project Description #1:** A partnership between a non-profit organization and a community group to remove asphalt and install rain gardens at a local school. Rain gardens will treat stormwater and provide heat island mitigation. Project also includes raised bed gardens to raise awareness about stormwater, climate resilience, and the health benefits of green infrastructure.
- **Project Description #2:** A non-profit focused on developing the leadership of indigenous communities launches a native food initiative where native plants and vegetables are planted, grown, harvested, prepared, and delivered to urban Natives in need. Culturally relevant education and outreach events for the Seattle urban Native American community are provided year-round as well. Project supports a sustainable local food system and builds healthy soil.
- **Project Description #3:** A non-profit organization works with a nearby cultural hub to shape and implement a proposal to restore a creek in their community. This project simultaneously protects natural resources and biodiversity, and gives community members the opportunity to build new skills, implement their own solutions, and address larger social issues impacting them.
- **Project Description #4:** A local non-profit partners with a public high school with a high percentage of homeless students to develop an environment-based employment training program where students learn how to measure water quality and restore a nearby creek while acquiring critical soft skills for future employment and science credits.
- **Project Description #5:** To increase tree canopy and improve soil quality, a non-profit organization partners with a community hub to plant and maintain trees on the grounds of a nearby church. Through this effort, the two organizations host educational events that celebrate local culture while increasing awareness of the benefits trees provide. The project also improves environmental conditions important to that community, such as climate preparedness, air quality, and green jobs.

INELIGIBLE PROJECTS

Below are projects and activities that are ineligible for funding in 2018:

- Films, videos, or art focused activities.
- Acquisition of real property/land.
- Maintenance of existing facilities, improvements to non-natural areas of parks or existing recreational facilities, such as park benches, shelters, and sidewalks.
- Projects that are duplicative of and not coordinated with similar efforts
- Phase 2 projects and/or ongoing programs
 - That are not identified as the next phase of a previously funded project;
 - That have overlapping timelines with Phase 1 or in which Phase 1 has not been completed and/or final reporting has not been submitted;
- If a program was previously funded by a KCD grant, the application for the continuation of the program must contain information on the accomplishments of that previously funded program along with a justification for the request for additional funding. Information on other funding sources for this program must be included in the application budget.
- Projects with an intellectual property connection, personal, or commercial monetary advancement of a company, organization or individual where outcomes of the project will not be accessible by the public.
- Projects that pay for City of Seattle staff time.
- See Budget Instructions and Policies on the page 11 for additional ineligible expenses

OVERALL GUIDANCE

- The grant round includes a two-step online application process. The first step is to submit your Letter of Intent. The second step is to submit a full proposal, if invited.
- Letters of Intent must be submitted by May 7, 2018 using KCD's online grant portal accessible from the KCD website.
- All applicants are limited to a per application cap of \$75,000.00. There is no minimum.
- Only established nonprofit and tribal organizations are eligible to apply.
- Projects must be within the boundaries of the King Conservation District, Seattle City limits, or pre-approved locations that are outside City limits, such as unincorporated areas of Seattle or other Seattle-owned properties. Projects inside the city limits of

Federal Way, Enumclaw, Milton, Skykomish and Pacific are not eligible to receive KCD funding.

- Only one application per nonprofit organization per grant round is allowed, except if the nonprofit organization is serving as a fiscal agent for multiple projects.
- Applications for projects on City of Seattle owned property such as parks and/or rights-of-way must include a letter of support from that department at the time the full proposal is due. If invited, the full proposal is due July 3, 2018. We encourage applicants to begin the process of requesting a letter of support from the applicable city department when preparing to submit the letter of intent if not sooner.
- Leveraging or matching with other funds is not required, but it is encouraged.
- Acknowledgement of the funding is required and can be done, at minimum, by using the KCD logo on printed or electronic materials.
- Planting projects require a minimum of 3 years of active monitoring and maintenance with replacement planting to achieve an ongoing survival rate of 90%. Applicants should plan for this maintenance and monitoring period in their budgets. Monitoring and maintenance is an eligible expense.
- Projects must be consistent with purposes and requirements of RCW Chapter 89.08, encouraging voluntary stewardship.

APPLICATION COMPONENTS

LETTER OF INTENT (LOI)

To better manage the high volume of applications and allow new and historically underserved community organizations to apply and receive help with their submittals, the grant round will begin with the submittal of an LOI through KCD's online grant portal. The grant portal is accessible on [KCD's website](#). **The LOI is due by 5pm on May 7, 2018.** LOIs must be submitted by the fiscal sponsor organization, if applicable. If your organization has applied for KCD funding through the online grant portal, you do not need to set up a new profile. Contact Jessica Saavedra for login information. LOIs will be reviewed for project purpose and clarity, alignment with grant program priorities, community benefits, project feasibility, and budget. Organizations with strong proposals will be invited to submit a full proposal on May 31, 2018. Full proposals are due July 3, 2018

The LOI should address the following.

- The total amount of funding requested.

- Include a short list of expenses related to your request.
- The project description, the problem or challenge to be solved, how it meets EE Initiative goals and Natural Resource goals, and the expected outcomes of the project.
- List the type of commitments from partners and the status of these commitments (e.g., pending, letter in place, etc.) from partners such as landowners, City departments, and/or partner organizations.
- List city departments that may have a connection to the proposed project. If invited to submit a full proposal, letters of commitment from city departments will be required **if the project takes place on City owned or managed land**. Otherwise, letters of support from City departments will not be accepted.

To be eligible for consideration, LOIs must be submitted no later than 5pm on May 7, 2018. Paper applications will not be accepted unless accommodations have been discussed and approved in advance.

FULL APPLICATION

Only applicants invited to submit applications will be considered. Invited applicants will have access to the full application through KCD's online grant portal.

- Applications will be reviewed for project purpose and clarity, alignment with grant program priorities, community benefits, project feasibility, and budget.
 - The application form has character limits that cannot be exceeded.
 - Attachments: Attachments must be combined into one file per upload area. Examples of attachments include maps, photos and landowner letters of permission. A separate attachment upload will be available for the letter of commitment from a city department.
- If the organization is not a 501(c)3, a fiscal agent organization must be listed. Grant writers must have permission from the fiscal agent organization to submit an application.
- If your application involves work on privately owned property you must submit written permission from the property owner with your application.
- If your application involves work on City-owned property or City-managed Right-of-Way, you must submit written agreement in the form of a letter of commitment from the department that owns the property with your application.
- Letters of commitment from partners who are necessary to complete the project are required and must be combined into one file and uploaded into the online grant portal. Partners include anyone those who are contributing time, money, land, or working on the project. Letters of commitment are different than letters of support.

- Letters of support for the project from a City of Seattle staff person, department, elected official or non-partner entities should not be submitted with the grant application.
- Applications for work in a large park or other area must be submitted with a map that clearly delineates where the work will be done.
- When completing the check box section of the full application, only check the priority or goal that the project directly accomplishes.

BUDGET INSTRUCTIONS & POLICIES

- All applicants are limited to a per application cap of \$75,000. There is no minimum.
- Note matching sources and if they have been secured on the application budget form.
- The application budget should be as detailed as possible yet conform to generally accepted accounting categories such as salaries and benefits for staff, office and field supplies must be broken out separately, contracted services (work not performed by organization staff or volunteers), admin/overhead, and travel such as mileage. Food for volunteers should be labeled as a travel (meals) expense. Footnotes describing the expenses contained in each category are required. Indirect expenses (not related to the project) such as salaries, overhead, administrative fees, and other indirect costs must not exceed 25% of salaries and benefits.
- If equipment is part of your grant request, the equipment must be directly related to the project activities. Examples of equipment items that are ineligible for funding include computer equipment such as laptops, desktops, tablets, cellular and land-line telephones, and other office equipment as determined. Please check with KCD in advance of requesting funding for equipment.
- If needed, applicants can work with KCD to provide signage for the project by setting aside a minimum of \$150 (pays for two to three small signs) in the grant application budget.
- Planting projects require a minimum of 3 years of active monitoring and maintenance with replacement planting to achieve an ongoing survival rate of 90%. Applicants should plan for this maintenance and monitoring period in their budgets. Monitoring and maintenance is an eligible expense.
- Grants are paid on a reimbursement basis. Expenses can be paid for in advance if invoices or estimates are submitted and documentation of the actual purchase price is provided after the expenditure.
- Certain disposable supplies or "giveaways" such as erasers, straws, stickers and other disposable toys are not eligible expenses.