

KING CONSERVATION DISTRICT SEATTLE COMMUNITY PARTNERSHIP GRANT PROGRAM

2020 APPLICATION GUIDELINES

2020 APPLICATION GUIDELINES CONTENTS

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INTRODUCTION

The 2020 grant round has been delayed due to impacts of the COVID-19 pandemic. Based on feedback from current grantees and guidance on grant making during this time, we have shortened the application process to a one-step application and prioritized distributing funds by January 2021. We are offering more opportunities for one on one support along the way. New this year, applicants will have the optional opportunity to provide an oral presentation in addition to the online written application.

The pandemic does not change the need for improved natural resources and access to healthy food and open space, and in many cases, it amplifies that need. The focus of this year's grant round continues to be investing in natural resource improvements that are led by or in deep partnership with communities disproportionately impacted by environmental injustice and systematic racism. We know COVID-19 has also disproportionately impacted many of the same communities. This year's grant will also take into consideration unique needs to continue doing this work amidst a pandemic.

The following pages provide a detailed overview of the application process, natural resource priority areas, equity and environmental goals, project requirements, and sample project descriptions. If you have any questions, please contact:

Jessica Saavedra, Jessica.Saavedra@kingcd.org, (425) 773-9065

and/or

Alyssa Patrick, alyssa.patrick@seattle.gov, 206-254-5451

TIMELINE

Funding Opportunity Released	September 21, 2020
Information Sessions (webinars)	September 30 and October 2, 2020
One-on-Technical Assistance Sessions (applicants can schedule 15-20-minute sessions with grant staff)	September 21- October 14, 2020
Grant Application Submission Deadline	October 19, 2020
Optional Virtual Presentations	November 9 - November 20 th , 2020
Review and scoring of applications, City of Seattle sends recommended proposals to KCD for review	December 2020 - January 2021
Grant Awards Announced, contracting begins	January - February 2021

KCD and the City of Seattle reserve the right to change any dates on the timeline. Applicants will be notified if the timeline changes.

OVERVIEW OF PROJECT REQUIREMENTS

This grant program supports environmental equity projects. Projects must address at least one equity and environment goal, one natural resource priority area, and one natural resource action. The following section provides an overview of each category. For descriptions of projects that meet these requirements, please see page 7.

Natural Resource Priority Areas: What environmental priority area will your project focus on?

- **Manage Stormwater with Green Infrastructure:** Activities that prevent polluted stormwater from entering local waterways. Examples of green stormwater infrastructure include; rain gardens, bioswales, green roofs, cisterns and more.
- **Protect and Restore Creeks, Shorelines, and Wetlands:** Activities that protect and restore local waterways include removing invasive weeds, replanting with native trees, shrubs and groundcovers to improve wildlife habitat and water quality.
- **Build Healthy Soil:** Activities to build healthy soil include getting a soil test from KCD, using it to amend garden soils for a community garden or plant the right plants in the right place based on site conditions, learning about proper application of fertilizers, applying mulch and building on-site compost bins.
- **Support the Urban Forest:** Activities that support a healthy urban forest include planting conifers in a deciduous tree dominated area, planting a diverse array of native plants, restoring native plants to an area and removing invasive weeds.
- **Support a Sustainable Food System:** Activities that support a sustainable food system include building, creating or expanding a community garden, growing food that is distributed to local community centers including food banks and senior centers and improving access to healthy, local food for communities disproportionately impacted by environmental injustices.

Natural Resource Improvement Actions: How will your project improve natural resources?

- **Direct Improvement of Natural Resource Conditions:** Improve landscape and natural conditions through direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects.
- **Education and Outreach:** Raise awareness, deepen knowledge, and change behaviors to practice exemplary stewardship of natural resources.
- **Pilot and Demonstration Projects:** Test and/or improve concepts and/or approaches in natural resource management that can be replicated by others.

- **Capacity Building:** Enhance 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.

Equity & Environment Goals: How does your project address one of the Equity and Environment 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 businesses led by the above communities 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. Project 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 communities 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 an immigrant/refugee community group to remove asphalt and install rain gardens at a local school that has a majority of low-income students. 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. This project manages stormwater with green infrastructure; it provides direct improvement of a natural resource and education and outreach to students; and, it supports an immigrant/refugee organization partnership to build awareness among low income youth.
- **Project Description #2:** A non-profit organization connects youth to nature and provides community-based training focused on healthy food production, land access, green career skills and empowering cultural narratives. When the COVID-19 pandemic hit, the project shifted to providing virtual learning for young people and eventually small, socially distanced field trips. One trip was to a BIPOC-managed farm to learn about conducting soil tests and assist with delivering produce to food banks and community centers. Through outreach and education, the project provided BIPOC young people with knowledge about food systems, soil remediation and career opportunities.
- **Project Description #3:** A non-profit focused on developing the leadership of indigenous communities launches a 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. This project supports a sustainable local food system and builds healthy soil; it builds leadership capacity within Native communities; and, it serves Native American people.
- **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. The project

addresses creek restoration through direct improvements and outreach and education, while also developing youth green job pathways.

- Project Description #5: To increase tree canopy and improve soil quality, an African American church partners with a non-profit organization to plant and maintain trees on the grounds of a nearby community hub in the Central Area. 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 job skills for African Americans.

INELIGIBLE PROJECTS

Below are projects and activities that are not eligible for funding:

- Acquisition of real property/land.
- Maintenance of existing facilities (excluding trails), improvements to non-natural areas of parks or existing recreational facilities, such as park benches, shelters, and sidewalks.
- Projects that are duplicative of similar existing efforts in a specific community or area.
- Projects that extend unfinished activities and have not spent down funds from a project previously funded by a KCD grant are not eligible for funding. However, projects requesting funds for the next phase of a project are eligible and will be required to submit additional information with their proposal. Contact KCD staff Jessica Saavedra, Jessica.Saavedra@kingcd.org, (425) 773-9065 to discuss eligibility.
- 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.
- See Budget Instructions and Policies on the page 11 for ineligible expenses

OVERALL GUIDANCE

Application Process, Timeline and Budget

- The grant round includes a one-step online application process.
- Applications must be submitted by October 19, 2020 using KCD's online grant portal, accessible from the [KCD website](#).
- All applicants are limited to a total request amount of no more than \$75,000. There is no minimum request limit. See more details about budget policies on page 11.

- If your organization has applied for KCD funding through the online grant portal in the past, you do not need to set up a new account. Your username is your email address. You can easily reset your password if you forgot it. Contact Jessica Saavedra at Jessica.Saavedra@kingcd.org or (425) 282-1906 with questions about the online grant portal.

Applicant Eligibility

- Established nonprofit, community and tribal organizations are eligible to apply. Groups without nonprofit status but with a fiscal sponsor are eligible to apply. The fiscal sponsor organization must submit the application.
- Only one application per nonprofit organization per grant round is allowed, except if the nonprofit organization is serving as a fiscal sponsor for multiple groups.

Project Requirements and Details

- Projects must meet one of each of the strategies/actions described on page 5.
- Projects led by or in deep partnership with BIPOC communities are strongly encouraged. Partners include anyone who is contributing substantive time, money, in-kind resources, or expertise to the project.
- Projects must be within the boundaries of Seattle City limits, or pre-approved locations that are outside City limits, such as unincorporated areas of Seattle or other Seattle-owned properties.
- All applications for projects on property owned by an entity other than the applicant must include a Letter of Permission from the landowner at the time the application is due, or the project will not be eligible for consideration. If a project will be on land (such as parks and/or rights-of-way) owned by the City of Seattle or another public agency, the grant application's Letter of Permission must come from the specific land-owning department or agency. All Letters of Permission must explicitly give permission for use and be signed and dated. **We strongly encourage applicants to begin the process of requesting a Letter of Permission from the applicable landowner as soon as possible.**
- Projects that include the planting of native plants, are required to include a minimum of 3 years of active monitoring and maintenance with replacement planting to achieve an ongoing survival rate of 90%. Applicants must plan for this maintenance and monitoring period in their budget and project sustainability plan.
- Projects must be consistent with purposes and requirements of [RCW Chapter 89.08](#), encouraging voluntary stewardship.

APPLICATION COMPONENTS AND CRITERIA

The application includes the following components:

- The natural resource priority areas, actions, and equity goals the project will address (see page 5).
- The problem or challenge the project seeks to address; a clear project description of activities, who the project will serve, and any project partners that will help achieve these goals.
- List the type of commitments / contributions (e.g., staff time, contracted services, in-kind resources, etc.) from partner organizations, City departments, etc. With City departments, please include staff contacts when possible.
- Description of why your organization is well-positioned for this project and how your organization is planning to engage the communities you intend to serve.
- The total amount of funding requested.
- A description of expenses related to your proposed project. This is not a complete budget; it is a budget narrative that describes the major types of expenses and clearly articulates estimates of anticipated expenses, including partnerships. Include any matching funds or in-kind resources related to this project.
- You can view the full list of application questions [here](#).

The application will also ask for uploads of the following documents:

- Workplan: KCD provides a workplan template applicants fill out with information about project activities, timeline, and short and long-term outcomes.
- Budget form: KCD provides an application budget form to include with your project.
- Land permission form (only if applicable to your project): As mentioned above, all applications for projects on property owned by an entity other than the applicant must include a Letter of Permission from the landowner at the time the application is due, or the project will not be eligible for consideration.
- Photo (optional): Applicants can choose to upload a photo related to the project, but this is not required.

General letters of support from organizations, City staff or departments, agencies, elected officials, or other entities not explicitly working on this project should not be submitted and will not be reviewed.

Application Criteria

- Applications will be reviewed for project purpose and clarity, alignment with grant program priorities, community benefits, equity, project feasibility, and budget. All application materials and evaluation criteria are available on [KCD's website](#).

BUDGET INSTRUCTIONS AND POLICIES

General information

- All applicants are limited to a total request amount of no more than \$75,000. There is no minimum request limit. The project budget should be as detailed as possible yet conform to generally accepted accounting categories, such as salaries and benefits for staff, contracted services (work not performed by organization staff or volunteers), admin/overhead, travel/mileage, etc.
- Grants are paid on a reimbursement basis. Grantees must retain and track all receipts or records of expenses, including invoices, related to the grant project. Reimbursement can be requested once per month through the online grant portal.
- Leveraging or matching with other funds is not required, but it is encouraged. Include on budget form all matching funds or in-kind resources related to this project (*not* for your organization overall).

Details on Eligible and Ineligible Expenses

- Office supplies and field supplies must be identified separately from each other.
- Food for volunteers should be labeled as a travel (meals) expense, per state guidance.
- 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.
- Restoration projects require a minimum of 3 years of active monitoring and maintenance with replacement planting to achieve an ongoing survival rate of 90%. Applicants must account for this maintenance and monitoring period in their budgets. Monitoring and maintenance is an eligible expense.
- If equipment is part of your grant request, the equipment must be directly related to the project activities. Examples of equipment items that are not eligible for funding include: computer equipment (such as laptops, desktops, tablets), cellular and land-line telephones, and other office equipment as determined. We know the COVID-19 pandemic increases the need for remote program delivery. Please let us know about unique needs due to the pandemic and we'll do what we can to support that need or connect you to other relevant resources. Please also check with KCD in advance of requesting funding for equipment. Contact Jessica Saavedra at Jessica.Saavedra@kingcd.org or (425) 773-9065 for any of these questions.
- Certain disposable supplies or "giveaways" (such as erasers, straws, stickers or other disposable toys) also are not eligible expenses.
- 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.

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