



Local Food  
Healthy Forests  
Clean Water  
Better Ground



Seattle Office of  
Sustainability &  
Environment

## King Conservation District Seattle Community Partnership Grant Fund 2022 Grant Program Guidelines

### About the Grant Program

The King Conservation District (KCD) Seattle Community Partnership Grant Program is a grant opportunity for community-led projects that improve natural resources and advance racial justice in Seattle. Grants are awarded and administered by the King Conservation District and reviewed by the City of Seattle. This year, \$744,000 in funding is available. Projects will be awarded for no more than \$75,000 and can take place over multiple years.

Visit the [King Conservation District \(KCD\)](#) website for additional information about the grant program and to start the grant application in KCD's online grant portal. If you have any questions, reach out to Jessica Saavedra at KCD, email [Jessica.Saavedra@kingcd.org](mailto:Jessica.Saavedra@kingcd.org) or call 425-773-9065.

### What We Fund

King Conservation District is a natural resources assistance agency that promotes the sustainable use of natural resources. Across the United States and here in Seattle, race is the most significant predictor of a person living near contaminated or deteriorating natural resources that impact health and wellbeing. For this reason, this grant program supports **projects that improve natural resources and are co-created by, led by and benefit people most impacted by environmental and climate issues:** Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, youth and elders.

**Projects must focus on at least one of the following KCD natural resource priority areas:**

- **Managing and preventing pollution caused by stormwater runoff:** Water that runs off the road, roofs, and other surfaces pollute our waterways. Activities that prevent this include (but are not limited to) installing rain gardens, green roofs, cisterns (catch and store rainwater), bioswales (filtration and drainage systems), and more.
- **Protecting and restoring creeks, shorelines, and wetlands:** This can include activities such as removing invasive weeds, replanting native trees, shrubs and groundcovers to improve wildlife habitat and water quality.
- **Building healthy soil:** This can include activities such as soil tests, amending community garden or urban farm soil, learning about and applying the appropriate amount of fertilizer, mulch and compost as well as installing on-site compost bins, and more.
- **Protecting and restoring the urban forest:** Activities can include (but are not limited to) planting conifers in a deciduous tree dominated area, planting a diverse array of native plants, restoring native plants to an area, removing invasive weeds.
- **Supporting a sustainable food system:** This can include activities such as building/creating/expanding a community garden, growing food distributed to local community groups, and improving access to healthy, local food.

**Natural Resource Improvement Actions:** How will your project go about improving natural resources in the priority areas outlined above?

- **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.

## Who Should Apply?

Organizations or community groups whose work centers and is co-created and/or led by Black, Indigenous and People of Color, immigrants, refugees, people with low incomes, youth, and elders.

Only one application per organization is allowed, except if the organization serves as a fiscal sponsor for multiple projects.

**Organizations or community groups must have a 501(c)3 nonprofit status or a fiscal sponsor with a 501(c)3 nonprofit status to be eligible to apply.** The fiscal sponsor organization should submit the application. If the community group submits the application, a letter verifying their fiscal sponsor relationship or the fiscal sponsorship agreement must be uploaded to the grant application in the online grant portal. A letter template for fiscal sponsor confirmation is available on the [website](#).

The fiscal sponsor confirmation letter must include the following information.

1. Name of the fiscal sponsor organization
2. Name of the applicant organization
3. The fiscal sponsor's EIN (the Federal Tax Identification Number)
4. Signature of the fiscal sponsor contact

If you do not have a fiscal sponsor and need one, please contact us as soon as possible.

## Project Requirements

- Projects must occur primarily within Seattle city limits. However, field trips outside of Seattle are allowed.
- Grant awards are paid on a reimbursement basis after costs are incurred and receipts or invoices have been submitted. Ten percent of the grant award or final expenditures will not be paid until a formal close out process is complete. The close out process often includes a site visit to the project location.
- Reimbursement requests must be submitted with a Progress Report and can be submitted monthly using the online grant portal.
- Project check-ins by phone or email are required at least once per year.

- Matching funds are not required.
- **Landowner Permission Letter:** If your project takes place on government-owned land or land owned by someone other than the applicant organization, a landowner permission letter from the appropriate landowner, agency or department must be uploaded to the grant application in the online grant portal or the project will not be eligible for consideration. We strongly encourage applicants to begin the process of obtaining a landowner permission letter as soon as possible. A letter template for the landowner permission letter is available on the [website](#). If you need help contacting government agencies or departments, please let us know.

## Eligible Costs

The following are common costs that are eligible for grant funding.

- Salaries and benefits such as staff time and fringe benefits.
- Travel, meals and mileage includes food for volunteers, van rentals and other transportation.
- Office supplies including zoom account if used for funded project.
- Field, project or program supplies such as tools, plants or other materials such as wood.
- Food, produce or meals for the community.
- Contracted or professional services such as consultants or contract labor.
- Some project specific equipment such as greenhouse, irrigation, hydroponic, GPS, video, sound, cooking and food/health safety equipment have been allowed.
- Indirect costs such as administration fees, insurance, or rent, that do not exceed 25% of salaries and benefits.

## What We Will Not Fund

- Individuals cannot receive funding.
- Acquisition of land.
- Construction of buildings.
- Park benches, shelters, and sidewalks.
- Projects that are not accessible to the public.
- Projects that are duplicative of similar existing efforts in a specific community or area.
- Computer equipment or technology such as laptops, desktops, tablets, cell phones, and other office equipment as determined.
- Other types of equipment as determined by KCD. Please contact [Jessica.Saavedra@kingcd.org](mailto:Jessica.Saavedra@kingcd.org) if the type of equipment you want to request funding for is not covered above.
- Certain disposable supplies such as erasers, straws, stickers or toys.
- Indirect expenses such as overhead, administrative fees, and other indirect costs that exceed 25% of salaries and benefits.

## Project Examples

- **Project Description #1:** An organization and community group partners to remove asphalt and install rain gardens at a local school. Rain gardens will treat stormwater and provide heat island mitigation. Project also includes removing invasive weeds and replanting with native plants to raise awareness about stormwater, climate resilience, and the health benefits of green infrastructure. This project manages stormwater with green infrastructure, provides direct improvement of a natural resource, and educates school community.
- **Project Description #2:** An organization serving indigenous communities launches a food initiative where native plants and vegetables are planted, grown, harvested, prepared, and delivered to urban Indigenous communities in need. Culturally relevant education and outreach events for the Indigenous community are provided year-round as well. The project builds community leadership, supports a sustainable local food system and builds healthy soil.
- **Project Description #3:** An organization partners with a 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:** An organization or community group develops and administers a food justice training program where youth and young adults learn about the food system and challenges in their community, develops recommendations to present to elected officials and other decision makers, while developing a raised garden bed to grow food for communities in need. This project educates and builds the leadership of young people on food justice issues and helps them acquire critical advocacy skills for future employment.
- **Project Description #5:** To increase tree canopy and improve soil quality, a community group partners with an organization to plant and maintain trees on the grounds of a nearby community hub. Through this effort, they host educational events that celebrate local culture while increasing awareness of the benefits trees provide. The project also improves environmental conditions important to the community, such as climate preparedness, air quality, and urban canopy.

## Virtual Information Sessions

Join a virtual information session to learn more about the fund, the qualities of a strong proposal, the application and review process and to ask any questions you may have.

A recording of the session will be available on [KCD's website](#).

<b>RSVP for an information session by clicking on the links below</b>	
<b>Session 1:</b> Tuesday, January 18, 2022 Time: 5:30-6:30 pm <a href="#">Click here to register for this event</a>	<b>Session 2:</b> Wednesday, January 26, 2022 Time: 12:00-1:00 pm <a href="#">Click here to register for this event</a>

## Funding Decisions & Criteria

The Grant Review Committee, made up of City of Seattle staff with a background in environmental justice and the natural resource areas featured in this grant program will review applications for purpose and clarity, alignment with the City's environmental justice priorities (see Seattle's [Equity & Environment Agenda](#)), KCD's natural resource improvement goals, community benefits, feasibility, and budget. The following criteria will be used:

### Project Description

- The project has clear and demonstrable natural resource improvement outcomes.
- The project has clear and demonstrable environmental justice outcomes.
- The project addresses a community identified problem or need.
- The project activities and timeline are reasonable and sufficient to achieve the expected outcomes.
- The budget is reasonable to carry out the scope of work.
- The landowner letter of permission was submitted (if applicable).

### Priority Communities

- The project benefits Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, youth and elders.

### Capacity Building

- The project increases the capacity of Black, Indigenous, People of Color, Immigrants, refugees, people with low incomes, youth and elders to design and implement activities that have beneficial environmental justice outcomes for their communities.
- Members of the communities served are meaningfully engaged in planning, leading, and implementing the project.
- The project strengthens or deepens networks, relationships and/or partnerships within and among communities of Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, youth and elders

### Internal Equity

- The applicant demonstrates their ties to the community.
- Organizational and/or project leadership comes from and reflects the communities being served.
- Project leadership has the skills, resources, and knowledge needed to successfully implement the project.

### Other Considerations

Geographic spread of projects (within City of Seattle limits), spread of natural resources addressed, innovative approaches, etc.

## Application Timeline

<b>Funding Opportunity Announced</b>	January 10, 2022
<b>Virtual Information Sessions</b>	
Session 1: Tuesday, January 18, 2022 Time: 5:30-6:30 pm <a href="#">Click here to register for this event</a>	Session 2: Wednesday, January 26, 2022 Time: 12:00-1:00 pm <a href="#">Click here to register for this event</a>
<b>APPLICATIONS DUE BY 11:59pm PST</b>	<b>February 4, 2022</b>
<b>Virtual Interviews</b> <i>Some applicants may be asked to give a virtual interview or presentation about their project, if the review team determines they need more information or clarification about their proposal.</i>	March 21 – April 1, 2022
<b>Application Review</b>	April 2022
<b>Applicants notified of decisions by email</b>	May - June 2022