



Local Food
Healthy Forests
Clean Water
Better Ground



Seattle Office of
Sustainability &
Environment

King Conservation District – Seattle Community Partnership Grant Fund 2022 Grant Application Questions

Thank you for your interest in the KCD Seattle Community Partnership Grant Program!

The deadline to submit your grant application is **February 4, 2022 by 11:59 pm**. Exceptions to this deadline will not be allowed.

Prior to completing the application, please review the [grant program guidelines on the KCD website](#) for additional information.

To apply, please enter the requested information below. Your work will save as you complete the application. You may also manually click the save button. If you leave the portal, to get back to your saved application, click on the house icon to access your application located in the Applicant Dashboard. You may download a pdf of your grant application by scrolling to the top of this form and clicking the Application Packet button in the upper right corner.

To submit your application, click the submit button at the bottom of the form. Once you click submit, you may no longer make changes. If you accidentally click submit or if you have any questions regarding the application, please contact Jessica Saavedra at 425-773-9065 or Jessica.Saavedra@kingcd.org.

The following are required and optional forms that you will be asked to upload to this application. The forms to upload can be accessed on the [KCD website](#) and at the end of this application form in the uploads section.

Required uploads:

- [Work Plan Table](#)
- [Budget Table](#)
- Team biographies

Optional uploads dependent on project

- [Fiscal sponsor confirmation letter template](#)
- [Landowner permission letter template](#)

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 at the end of this grant application. [Click here to get a fiscal sponsor confirmation letter template.](#)

Nonprofit Organization Status*

Is the applicant organization;

Choices

A fiscal sponsor for a group implementing the project? A group implementing the project directly?

A group in need of a fiscal sponsor?

Have you received a KCD grant before?*

Has your organization received a KCD-Seattle Community Partnership grant?

Choices

No (Please skip the next 2 questions) Yes (Please answer the next 2 questions)

What year did you receive a KCD grant?

If yes, what year did you receive the grant?

Choices

2012 2013 2014 2015 2016 2017 2018 2019 2020

New Project or Next Phase Project

If you received a KCD grant, are you proposing a new project or continuing to the next phase of a previously-funded KCD project?

Choices

Proposing a new project Proposing a project that is continuing into next phase

Language Access

Are you filling out this application in a language that is not your first language?

Choices

Yes No

Project Information

Project Name*

Name of Project.

Character Limit: 100

Short Project Summary*

Please provide a clear and concise summary description of your project. You will have the opportunity to provide a more detailed description later in the application.

Note: Responses are limited to 500 characters including spaces which is approximately 79 words.

Character Limit: 500

Project Start Date*

Projects funded can start no earlier than June 30, 2022, but it is ok if projects don't start until January 1, 2023.

Character Limit: 10

Project End Date*

Multi-year projects are allowed. Funding awarded is a total amount for the entire timeline of the proposed project.

Character Limit: 10

Project location*

Where will your project take place? Please indicate the address or name of the place below. If your project will occur at multiple locations, please indicate them below.

Note: Responses are limited to 250 characters including spaces which is approximately 37 words.

Character Limit: 250

Any project taking place on property not owned by the applicant organization must submit a letter of permission from the public or private landowner. Click [here](#) to get a landowner [permission letter template](#). Letters can be uploaded at the end of the application.

If your project takes place on City-owned property and you need assistance connecting with the applicable department for permission, please contact Chris Iberle chris.iberle@seattle.gov.

Proposals without this documentation may not be eligible for funding.

Land Ownership*

If your project is site-specific, such as creek restoration, rain garden installation or at a community garden, please answer the following questions. If it is not, please click Not Applicable below.

Is your project on land owned by your organization?

Choices

- Yes
- No
- Not Applicable
- No, privately owned
- No, publicly owned

Grant Priorities, Actions and Goals

In the following section, please select the priority area(s) and natural resource improvement action(s) your project will address. Please only check the boxes that most closely align with your project. Strong alignment between priorities, actions, and goals is key.

There is a question on the application where you will be asked to elaborate on your answers in this section.

Please refer to the [grant program guidelines](#) for more information about the priorities and actions.

Which priority area does your project address?*

Select one or more of the following priorities for improving natural resources that your project addresses.

Choices

- Managing and preventing pollution caused by stormwater runoff. Protecting and restoring creeks, shorelines and wetlands
- Building healthy soil Supporting the urban forest
- Supporting a sustainable food system

Which natural resource improvement action will your project take?*

Select one or more of the following natural resource improvement actions your project will implement. For example, Project A will build healthy soil (priority selected above) by conducting education and outreach and it will also be a pilot demonstration project in the community (natural resource improvement actions).

Choices

- Direct improvement of natural resource conditions
- Education and outreach Pilot and demonstration Capacity building

Organization*

Please give us a brief description of your organization's or community group's history, mission, and programs.

Character Limit: 1000

Project*

Tell us about your project: What are you going to do? Include the following in your answer.

- Which natural resource area (or areas) does the project address?
- Why are you doing this project and why is it important to your community?

- What are the natural resource issues and any relevant COVID-19 impacts in your community?
- What will your project do to address these natural resource issues and COVID-19 impacts?
- How will this project build on existing community efforts or community solutions?

Character Limit: 2000

People*

Tell us about the people that will plan, lead and implement your project and how they are connected to your community. Include the following in your answer.

- How will community members lead the work?
- Who will benefit from this project and how will they be involved in designing and implementing this project?
- How many volunteers will be involved, if any, and what will they do?
- If there are project partners, what is their role in advancing the project?
- Why is your organization best-qualified to implement this project?

You will also be asked to upload brief bios of the program staff in the upload section of the application.

Character Limit: 2000

Impact*

Tell us about the impact your project will have and how your community will benefit and build capacity to address natural resource issues. Include the following in your answer.

- If your project is citywide or neighborhood-based (if it is neighborhood-based, please specify the neighborhoods).
- How many people will be served, directly and indirectly?
- How and which natural resource(s) will be improved, directly and/or indirectly?
- How do you define success and how will you know your efforts were successful?
- Three (3) specific things that you want to happen as a result of your project.

Character Limit: 2000

Anything else?

Is there anything else about your group or project that you would like us to know?

Character Limit: 1000

Funding Request, Budget & Uploads

Funding Amount Requested*

Note: Amount cannot exceed \$75,000

Character Limit: 20

Budget Narrative*

Please describe in narrative form how funds will be used for each line item that has a dollar figure in your budget; also include any other sources/amounts (including in-kind) that will be used to support that line item. Be sure to describe the method used to determine cost (e.g. XYZ Agency .5 FTE coordinator at \$35/hour, or ABC Org contract training workshops for 40 hours @ \$45/hour). Note: Responses are limited to 1,000 characters including space which is approximately 200 words.

Character Limit: 1000

Uploads

In the following section of the grant application optional and required documents are uploaded.

Only one document can be uploaded to each upload button. If you try to attach two documents to an upload button, the last one you upload will write-over the first one.

If you are unable to upload a document, please email it to Jessica.Saavedra@kingcd.org.

Budget Table*

[Download the budget table](#), fill it out, save it to your computer and upload it here. The budget should include items related to this project only.

Please reference the [guidelines](#) regarding eligible grant expenses. For questions, please contact Jessica Saavedra by email Jessica.Saavedra@kingcd.org or phone 425-773-9056.

Only one document or file can be uploaded per upload area. Multiple documents must be combined into one file and total size of the file must not exceed 2 MBs.

File Size Limit: 2 MB

Work Plan Table*

[Download the work plan table](#), fill it out, save to your computer, then upload it using the "Upload a file" button below.

Only one document or file can be uploaded per upload area. Multiple documents must be combined into one file and total size of the file must not exceed 2 MBs.

File Size Limit: 2 MB

Fiscal Sponsor Confirmation Letter (if applicable)

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. [Click here to get a fiscal sponsor confirmation letter template.](#)

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

File Size Limit: 5 MB

Landowner Permission Letter (if applicable)

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.

[Click here to get a landowner permission letter template.](#)

If you need help contacting government agencies or departments, please contact Jessica.Saavedra@kingcd.org or 425-773-9065.

Only one document or file can be uploaded per upload area. Multiple documents must be combined into one file and total size of the file must not exceed 5 MBs.

File Size Limit: 5 MB

Project Team Biographies*

Upload one document that includes short biographies of your project team members.

File Size Limit: 3 MB

Optional Photo Upload

Photos are not required, but we enjoy them! By uploading a photo, you are authorizing King Conservation District to publish and share the photo.

Attach one photo or one document containing multiple photos of your organization's work below. Provide a description of the photos uploaded below. Characters including spaces are limited to 500.

Only one document or file can be uploaded per upload area. Multiple documents must be combined into one file and total size of the file must not exceed 5 MBs.

Character Limit: 500 | File Size Limit: 5 MB