

King Conservation District Seattle Community Partnership Grant Fund 2023 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, \$410,000 in funding is available. Projects will be awarded 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 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 whether a person lives near contaminated air, water, or soil, which impacts their health and wellbeing. This grant program supports **projects that improve natural resources and are co-created, led by, and benefit people most impacted by environmental and climate inequities** 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 from 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 around waterways to improve wildlife habitat and water quality.
- **Improving soil health:** This can include activities such as soil testing, amending community garden or urban farm soil to increase nutrients or remediate contamination, learning about and applying fertilizer, mulch and compost, installing on-site compost bins, and more.
- **Restoring urban forests, or other native plant stewardship:** 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.

- **Building a sustainable, equitable 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, or implement 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, 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, which 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 or meals for the community.
- Contracted or professional services such as consultants or contract labor.
- Technology related equipment needs for the purpose of carrying out grant funded projects during this time of unprecedented impacts from COVID-19. Grantees must provide clear rationale for this need and explain how the equipment will support the conservation/environmental goals of the grant program. See the following table of allowed and not allowed equipment.
- Indirect costs such as administration fees, insurance, or rent, that do not exceed 25% of salaries and benefits.

Project Purpose	Allowed Equipment	Not Allowed Equipment
<ul style="list-style-type: none"> To reach program participants remotely or socially distanced Enable youth participation in virtual activities Build digital skills training for youth To tell digital story of funded project 	video and sound equipment cameras, tripods, memory cards, portable Bluetooth speakers, headsets or headphones for youth participants, program manager	Laptop computers, docking stations, monitors, iPads, cell phones, printers. Other computer/office equipment as determined.
<i>Project examples:</i> <ul style="list-style-type: none"> Setting up a new community garden Starting a new farmers market Cooking classes for youth Fresh, local food delivery 	Irrigation systems; Greenhouses or hoop houses; Hydroponic systems; health and food safety equipment (Port-a-potty, hand washing station, generator, ice machine) cooking equipment	

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.
- Other types of equipment as determined by KCD. Please contact 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 traditional 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](#).

RSVP for an information session by clicking on the links below	
Session 1: Wednesday, June 28, 2023 Time: 10:00am-11:00am Click here to sign up for this info session	Session 2: Monday, July 10, 2023 Time: 6:00-7:00 pm Click here to sign up for this info session

Office Hours

Sign up for a one-on-one, 20-minute session with KCD and/or City of Seattle program staff to get help with the application, discuss your project concept, or ask questions about the process.

Office hours slots will be offered on a first come, first serve basis between July 11 and August 8 at:

- **2:00-4:00pm on Tuesday** afternoons
- **9:00-10:30am on Friday** mornings

[Click here to sign up for an Office Hour slot](#)

Funding Decisions & Criteria

The Grant Review Committee will be made up of City of Seattle staff and past KCD-SCP Grantees from community-based organizations with experience working in environmental justice and the natural resource priority areas.

The Committee will review and evaluate applications and submit their funding recommendations to the King Conservation District Board of Supervisors for final decisions and approval.

The Committee will review applications for purpose, clarity, anticipated community benefits and impacts, workplan feasibility, and realistic budget. Alignment of the project with community-defined environmental justice priorities, the City's [Equity & Environment Agenda](#), and KCD's natural resource improvement goals will also be evaluated. The Committee will also consider geographic diversity (within City of Seattle limits), diversity of natural resources addressed, and use of innovative approaches when developing funding recommendations.

The Grant Review Committee will use the following criteria to identify strong applications:

Organization

- Organization or group is a strong fit to lead and implement the proposed project, with deep connections and roots in Black, Indigenous, People of Color, immigrant, refugee, low-income, youth and/or elder communities.
- Major past accomplishments provide a foundation for implementing the project successfully.
- Racial justice is clearly a lived value within the organization.
- Organization has policies, practices, or approaches that advance racial justice internally.

Project

- Project benefits Black, Indigenous, People of Color, immigrants, refugees, people with low incomes, youth and/or elders.
- Project description shows strong understanding of the environmental inequities, needs, challenges, and priorities in their communities, and how those challenges can be addressed.

- Project activities and how they will be implemented are clearly described and well-designed.
- Project works towards community priorities that improve natural resources and advances environmental justice.
- Activities are likely to be effective at improving natural resources and addressing the community's environmental justice priorities.
- Activities are strongly linked to the communities' needs, priorities, values and/or vision, and build on existing community-led efforts and solutions.

People

- The project team (including organizational staff or volunteers) is a part of the communities they intend to serve.
- Community is clearly leading and centered in the proposal. Community members are key decision makers and/or deeply involved in all phases of the project concept development, design, planning, and implementation.
- Project team has the resources, knowledge, technical skills, experience, and relationships to successfully complete the project as described in the scope of work.
- Any project partners demonstrate authentic, mutual partnership and reciprocity to build capacity within communities.

Outcomes & Impact

- Activities and milestones are designed and organized to make consistent progress towards expected outcomes and are directly tied to achieving environmental justice.
- Activity details illustrate how the activities are related and will build on each other.
- Project outcomes are clearly linked to the community needs and opportunities identified in the proposal.
- Proposal describes how project outcomes will advance environmental justice and improve natural resources.

- Community and environmental benefits are included in a clear definition of project success.
- Impacts of the project will be meaningful for those most affected by environmental inequities.

Workplan & Budget

- The project activities and timeline are reasonable and sufficient to achieve the expected outcomes and impact.
- The budget is reasonable and realistic to provide the funding and resources needed to carry out the scope of work.
- Budget and budget narrative contain sufficient detail and propose spending and investments in community capacity to advance racial equity.

Application Timeline

Funding Opportunity Announced	June 22, 2023
Virtual Information Sessions	
Session 1: Wednesday, June 28, 2023 Time: 10:00-11:00am Click here to sign up for this info session	Session 2: Monday, July 10, 2023 Time: 6:00-7:00 pm Click here to sign up for this info session
Office Hours Between July 11 and August 8 from: <ul style="list-style-type: none"> • 2:00-4:00pm on Tuesday afternoons • 9:00-10:30am on Friday mornings Click here to sign up for an Office Hour slot	
APPLICATIONS DUE BY 5:00pm PST	August 9
Application Review	August 23 – October 30
Clarifying Questions Period <i>Some applicants may be sent questions to respond to within two weeks, if the review team determines they need more information or clarification about their proposal.</i>	September 25 – October 9
Applicants notified of decisions by email	December 2023