King Conservation District (KCD)-Seattle
Community Partnership Grant Program
2017 Application Guidelines

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 for approximately $370,000 available each year. For 2017, the funding criteria have been updated to reflect Seattle's commitment to environmental justice.

The 2017 King Conservation District (KCD)-Seattle Community Partnership Grant Program aims to advance the City of Seattle and KCD's natural resource priorities and the goals of the City of Seattle's Equity and Environment Agenda. Developed in partnership with the community, the Equity & Environment Agenda provides a blueprint to advance environmental equity in Seattle. Projects will be evaluated for alignment with KCD/Seattle natural resource priorities and with the Equity & Environment Agenda. Examples of projects that meet both sets of goals can be found on page 3.

A core component of the Equity & Environment Agenda is about creating programs where communities of color, immigrants and refugees, people with low-incomes, youth and limited-English proficiency individuals (EEI populations) have equitable access, accountability, and decision-making power in environmental policies, programs, and services. King Conservation District and the City of Seattle are seeking 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.

Funding decisions will be based on how well the project advances one or more of the goals/strategies identified in the Equity & Environment Agenda along with the KCD-Seattle natural resource priorities areas and actions. The following are KCD's broad natural resource improvement action categories. For additional information and project examples see page 3:

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

> **Projects are required to meet at least one goal of the Equity & Environment Agenda and at least one Natural Resource Improvement Action Category.**

Please consult the Equity and Environment Agenda for a full description of values, goals, and strategies (starting on page 17). http://www.seattle.gov/Documents/Departments/OSE/SeattleEquityAgenda.pdf

If you have questions about how to integrate the goals of the EE Agenda into your project, please contact Sharon Lerman, sharon.lerman@seattle.gov, (206)615-1693

EQUITY & ENVIRONMENT AGENDA GOALS

1. **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:
   a. Leverage community assets; address cumulative impacts of multiple environmental hazards and racial burdens;
   b. Prepare communities to adapt to climate change;
   c. 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.

2. **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. Projects should consider ways to:
   a. Invest in young workers and create youth pathways.
   b. Prioritize local hires and small businesses, and create local, living-wage economies
   c. Develop career skills for youth through engagement activities
   d. Directly invest in EEI-owned businesses and their employees

3. **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:
   a. Invest directly in the community, support community leaders, lift up existing culturally appropriate environmental practices, and leverage the creativity of residents to find solutions.
   b. Support the growth of a stronger ecosystem of environmental justice leadership and collaboration between organizations by investing directly in community leaders
   c. Partner with EEI populations to create and connect stories and culturally relevant environmental experiences into project or policy creation
   d. Connect to cultural anchors and culturally-important places in ways that enhances those places and delivers environmental, social and economic benefits

NATURAL RESOURCE PRIORITY 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

NATURAL RESOURCE IMPROVEMENT ACTION CATEGORIES - PROJECT EXAMPLES

☐ **Direct Improvement of Natural Resource Conditions** – to improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects. *Examples:*

- *Develop career skills for youth of color through holistic projects that build skills and leadership while engaging youth in natural resource improvement such as removal of* invasive plants *and planting native plants on land adjacent to Seattle Parks or Seattle City Light restoration areas; design and installation of rain gardens; urban agriculture; or other natural resource improvement actions.*
- *Install rain gardens or other green stormwater infrastructure to manage stormwater at community-of-color gathering places in stormwater basins that also beautify the environment for people who go there.*
- *Create a new school or community vegetable garden in an EEI community, or support food production and garden programing at existing community or school gardens.*
- *Restore or maintain creekside or shoreline habitat on private or public property.*
- *Work with youth of color to design and execute a* depaving *project to improve or protect water quality.*
- *Plant and maintain trees to support urban forestry on private land and in the public right-of-way, including providing technical assistance.*
- *Steward land through sustainable urban food production.*
- *Install native plant buffers to promote multiple environmental benefits including clean water, air, improved soil, and wildlife habitat.*

☐ **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. *Examples:*

- *Educate residents about preventing pollution, managing stormwater runoff, the value of farmland, local farms and food systems, shorelines, salmon habitat, urban trees and other ecosystems.*
- *Creatively engage youth in food systems education while building knowledge and awareness about the importance of supporting local farmers and sustainably managing farm land.*
- *Engage youth or elders in value of eating local food and importance of supporting local famers.*
- *Provide technical assistance for restoring or maintaining creekside or shoreline habitat.*
- *Increase visibility of local farms by developing and highlighting creative partnerships between farms and food access organizations, such as food banks, meal programs, farmers markets, or other venues.*
- *Host dinner at a local EEI community restaurant to educate residents on sustainable food systems, urban forestry, or the value of ecosystem services.*

- *Partner with bilingual landscapers to increase implementation of pesticide-free, low-impact landscaping that protects soil and water quality and incorporates native plants.*
- *Educate residents about the value of trees and opportunities to protect them.*

☐ **Pilot and Demonstration Projects** – to test and/or improve concepts and/or approaches in natural resource management that can be replicated by others. *Examples:*
- *Demonstrate low impact development or green infrastructure through a demonstration project, including* depaving.
- *Distribute local farm products to support access to affordable, healthy, locally produced food at farmers markets, schools, preschools, childcare, or other locations that serve low-income communities.*
- *Demonstrate sustainable urban agriculture techniques.*
- *Increase local and culturally appropriate food in food banks and meal programs through direct relationships with King County farmers, including gleaning.*
- *Develop relationships between local farmers and retail, food access, or food security organizations through an "imperfect produce" demonstration project that supports King County local farmers.*
- *Pilot adaptive management strategies to test and compare ecological restoration techniques.*

☐ **Capacity Building** – to enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground. *Examples:*

- *Assist residents, business owners, or other community members in preservation, restoration, and/or expansion of urban agricultural lands, urban forest lands, riparian restoration along creeks and shorelines, or stewardship on private and public lands.*

- *Assist residents and community members in "seeing" examples of environmental justice challenges and best practices – including farm to table to compost events, natural resource best practice field trips, etc.*
- *Lift up existing culturally appropriate natural resource improvement practices and share these through a network of EEI businesses or organizations.*
- *Document existing culturally appropriate natural resource improvement actions and share them with a wider EEI audience to increase adoption and increase the visibility of these businesses and organizations.*

Projects and activities *ineligible* for funding in 2017:

- 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;

o That have overlapping timelines with Phase 1 or in which Phase 1 has not been completed and/or final reporting has not been submitted;

o 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.

- Design, planning, and/or conceptual projects that do not include implementation of the project within the timeline of the proposed activities in the application. Implementation projects are preferred.

- Projects with an intellectual property connection, personal, or commercial monetary advancement of a particular 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.

- **KCD strongly suggests that applicants do not apply to more than one KCD funding source in the same year for the same project. Applications to more than one KCD-funded grant program for the same project in the same year will not result in multiple awards.**

- See Budget Instructions and Policies on the page 7 for additional ineligible expenses

Overall Guidance for 2017

- Letters of intent must be submitted by Thursday, June 1st, 2017 using KCD's online grant portal accessible from the [KCD website](#).

- All applicants are limited to a per application cap of $75,000.00.

- Established nonprofit and tribal organizations are eligible to apply.

- The grant round will include a two-step online application process. The first step is the submittal of a Letter of Intent. The second step is to submit an application, if invited.

- 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 of full application submittal. This is due by Monday, July 24th. 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 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 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 must be consistent with purposes and requirements of RCW Chapter 89.08, encouraging voluntary stewardship.

Step 1: Letter of Intent Instructions

In order 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 a letter of intent through KCD's online grant portal accessible on KCD's webpage due on June 1st. Letters of Intent 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 application due on July 24th. The letter of intent should address the following.

- The name of the organization, if not a 501c3, list the fiscal sponsor.
- The project description abstract and overview of what the grant would fund specifically
- A brief description of the total amount of funding requested. The type, amount, and the status of matching funds for the project, and include a short list of expenses related to your request.
- List the expected activities and outcomes of the project.
- Describe the timeline for project implementation.
- 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. Letters of support from city departments will be required if applicants are invited to submit a full proposal.

To be eligible for consideration, letters of intent must be submitted no later than 12pm on Thursday June 1, 2017. Paper applications will not be accepted.

Full Application Submittal Instructions

- **Only applicants invited to submit applications will be considered.** Invited applicants will have access to the application in the 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 that should be uploaded into the application form. Examples of attachments include maps, photos and landowner letters of permission. A separate attachment upload will be available for the letter of support from a city department.
- The fiscal agent organization must be listed as the applicant. Grant writers must have permission to submit an application on behalf of the fiscal agent organization.

- 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 key project partners are encouraged, and must be combined into one file with other attachments. Partners include anyone who is contributing time, money, their 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 that can be mapped must be submitted with a map that clearly delineates where the work will be done.
- When completing the check box section of the application, only check the priority or goal that the project directly accomplishes.

Budget Instructions and Policies

- All applicants are limited to a per application cap of $75,000
- The range of grants awarded is $5,000 to $75,000.
- Please note matching sources and whether or not 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 can be either a supplies or 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-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.

For questions about eligible expenses and other application details, please contact Jessica Saavedra, Jessica.Saavedra@kingcd.org, (425) 282-1906