

Organization Name

ITD 2023 Technology Matching Fund Application

Project Title:

ID:

Project Manager:

Amount Recommended:

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

Required questions are in bold. If you are not able to submit your application, please look for red highlighted section(s) to fix.

Refresh your browser after you have Saved your application to see it in the Applications/Pending Requests section.

Status

Application in Progress

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▼ Organization/Community Group Information

If your organization has **previously applied for or received a grant** from the City of Seattle, please search for your organization in the field below and select from the list of results.

If you are a **new applicant**, please click the "Add New" link below to create your organization profile.

Please confirm or use the Add New option to complete the following application roles as follows:

Application Contact: Person completing the application.

Authorized Signatory: Organization representative with signing privileges for your organization.

Project Contact: Person who will be the primary contact if the grant is awarded.

Organization / Community Group:

Alternate Location:

Applicant Contact:

Applicant Signatory:

Please confirm the email address for the Authorized Signatory.

▼ Fiscal Sponsor Information

Does this grant include a fiscal sponsor?

Fiscal Sponsor:

Fiscal Sponsor Federal Tax ID Number:

Add new contacts:

▼ **Organization/Community Group Background**

Organization Mission:

Describe your mission. Include a link to your website if available.

Experience with Inequitably Impacted Populations:

Describe your organization's experience providing services to populations inequitably impacted by racial and socio-economic disparities, including why your organization is well-positioned to serve this population. To see the populations inequitably impacted by the digital divide, see Seattle's Internet for All Initiative: <https://www.seattle.gov/tech/initiatives/digital-equity/internet-for-all-seattle>.

Community Partners:

Describe your previous/current work with community partners and how you have coordinated with other service providers. What are the mechanisms you use to maintain communication? Include the names of organizations you have collaborated with, the mechanisms you use to collaborate, the frequency of your communications, and the roles and responsibilities when partnering. If you have not worked with community partners, explain why this has been a challenge for your organization.

Are you currently receiving funds from the City of Seattle as a grant recipient or contractor?

Organization Budget:

Organization Staff Size:

*Council District Reference: <http://www.seattle.gov/neighborhoods/neighborhoods-and-districts>
(Opens link in new tab or browser session)*

Organization Council District:

▼ **Project Description**

Created By (Date):

Start Date:

End Date:

Project Title (5 Words or Less):

Digital Equity Categories

Select all digital equity categories included in your project.

- Digital Navigator Services: Provide one- on-one or small group, just-in-time assistance via phone, email, text, video chat, and other communication methods to help residents (1) use their devices (computers, laptops, and smartphones), (2) connect to the internet, (3) enroll in the Affordable Connectivity Program, and/or (4) sign up for low-cost internet plans.**

- Digital Literacy Training: Provide digital literacy skills training to new technology users.**

- Devices and Technical Support:** Provide devices and the support needed to use them effectively.

- Access to the Internet:** Provide internet to low-income residents by expanding Wi-Fi or another means, and/or assisting with low-cost internet option awareness and enrollment support.

- Affordable Connectivity Program (ACP) Outreach and Enrollment:** Assist residents to enroll in ACP by informing eligible residents AND providing in-person assistance.

Digital Navigator Projects

One-on-one digital navigator services will be the primary focus of your project budget.

Participation in Cohort

Are you able to participate in a referral network of service providers so that other organizations can send residents to your programs/services? This includes participating in monthly practitioner meetings, sharing information about your programs with other service providers, and making materials available to benefit the greater community.

Project Summary:

Provide a summary of your project and how your project will address the technology needs of Seattle residents. If selected, Seattle IT will share this description on our website.

Statement of Need:

What is your understanding of Seattle's digital equity gaps and the specific barriers that your prioritized audience faces? Explain the data and/or information you are using to establish that there is a community need for this project. Please include data from Seattle's 2018 Technology Access and Adoption Study as it relates to your project.

Project Implementation:

Provide a description of your project and all project components. Describe how this funding will increase your capacity to deliver digital equity programs/services. Indicate whether this is a new program/service or an expansion of an existing program/service. Outline the roles and responsibilities of each team member working on this project (managers, coordinators, staff, volunteers, and consultants), including staff funded by the grant or by community match.

Project Outcomes:

Describe the outcomes for your project. Include the activities required to achieve these outcomes and how you will evaluate your project to demonstrate success. Include the impact on individual participants and on the community. Describe how you will track these impacts and measure your progress towards these outcomes.

Project Timeline:

Provide a timeline for your project. Identify the milestones and the deadlines for deliverables. Include time for completing the midyear and final reports. All projects should be completed within one year from the date your grant contract is signed. You can upload supporting documents in the REQUEST DOCUMENTS section below.

Outreach and Community Engagement:

Describe your outreach plan and how you will ensure that you reach your target number of Seattle residents served. Include potential challenges and how you will address those challenges

The requested amount may be up to \$45,000. Please round up the requested amount to the nearest \$100 (for example, an amount of \$25,010 should be submitted as \$25,100).

Amount Requested:

How many total Seattle residents do you expect to serve?

Which inequitably impacted groups will you be serving? For more information about demographic categories affected by key risk factors for lack of home internet access, see Internet for All Seattle Report 2020.pdf. and Internet For All Update Report 2021.

- Low-income
- Has disability (including mental, physical, or learning disability)
- Immigrants and refugees
- Older adults
- Affordable housing residents
- Other (Please describe)

If you select "Other", please provide a description.

Which language group(s) will you be serving? Amharic:

- Chinese:
- English:
- Oromo:
- Somali:
- Spanish:
- Tigrinya:
- Vietnamese:
- Other (Please describe):

If you select "Other", please provide a description.

▼ Project Location Address

Street Address:

Street Address 2:

City:

State:

Zip/Postal Code:

Project Location(s):

If the location has not yet been determined or the project has multiple locations, describe here. For example, specific affordable housing buildings/providers, school locations, libraries, or other community locations.

▼ Budget Expenses

Community Match

The community match demonstrates your organization's commitment to this project. The required amount is 25%. For example, if you are requesting the maximum grant amount of \$45,000, the required community match is \$11,250. Please upload documentation for your community match. Go to the ORGANIZATION DOCUMENTS section below and click the "+" to begin the upload process.

Volunteer labor is valued at \$50/hour.

Professional services are valued at \$100/hour.

Application preparation is valued at \$50/hour (up to 10 hours).

- Enter the monetary value of your community match:
- In-kind match for hardware/devices
- In-kind match for staff/consultants/volunteers
- Cash match
- Other

Please enter \$0 for categories that do not apply.

In-kind match for hardware/devices:

In-kind match for staff/consultants/volunteers:

Cash Match:

Other Match Sources:

Total Community Match:

Budget Narrative:

Provide details on how you plan to spend City funds. Include the total grant amount requested and the amount and source of your community match. Explain how the grant funds and community match will contribute to your project's success. Provide a plan for spending funds within one year. Include any funding for equitable impacts (for example, hiring BIPOC staff and consultants and/or budget for translation/interpretation). Please upload documentation for your budget. Go to the ORGANIZATION DOCUMENTS section below and click the "+" to begin the upload process.

Grant Budget

Click on the [green plus sign \(+\)](#) below to begin entering your Grant Budget expenses. Please submit only one budget summary. The process will be much easier to complete if you prepare your line item expenses in advance.

Note that when you enter your grant budget expenses, they will be displayed under both the Budget and Budget Snapshot sections.

You can click on the [red minus sign \(-\)](#) to remove any expenses that you have entered. If you need to edit a budget that you have started, click the [blue editing icon](#) to open your budget card.

Remember to save your progress as you go.

Budget

No Budget have been added

▼ Contact Us

Department Phone Number: (206) 379-0469
Department Email: communitytechnology@seattle.gov
Department Website: seattle.gov/digitalequitygrants

▼ Documents

As a grantee, you have the ability to delete documents YOU have uploaded. To add a new version of a document please upload the new version, make sure the document type is correctly chosen, and then delete the old/outdated document.

Please support any claims made in this application with documentation. Attachments will not be scored during the review process. This documentation will be required if awarded funding. Some examples of useful attachments include:

- Documentation of community match funding amounts, sources, and allocations
- Grant-funded staff schedules, pay rates, and hours
- Current program schedules and/or fliers
- Cost quotes on budget items

REQUEST DOCUMENTS

ORGANIZATION DOCUMENTS