

Airport Community Ecology (ACE) Fund Small Matching Grants Program FAQs

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1. General:

Questions	Answers
Is there a drop-dead deadline for submitting questions to EcologyFund@portseattle.org ?	Yes. March 21 st is the last day to submit questions. All questions received by 5pm that day will be answered on this FAQ page by March 23 rd 5pm.
My organization runs many projects that are eligible for funding. Can I apply for multiple grants on behalf of unique projects during the same grant cycle?	Yes, if the projects meet eligibility requirements, an organization may be awarded multiple grants up to a total amount of \$10,000 per applicant per grant cycle.
My project was awarded a grant in the last cycle. Am I able to apply for another grant to support my project?	The Port does not allow concurrent contracts within the same year to the same entity. If your project was awarded funding in the last round, it is eligible to apply only if another entity serves as its fiscal sponsor and will oversee the contract. It is advised, however, to complete the full year of your contract with the Port before applying for additional funds through the ACE Fund.

<p>I am having trouble working with the online application. Can I use a Word Doc to submit?</p>	<p>To fill in the Application, you have to first “Download” the application form to your computer. Once you save it to your computer, you must open it using Adobe Reader. Then, you are able to edit and save the document as a PDF. If you don’t have Adobe Reader, you can use any free “PDF to Word Converter” service online to download, edit and save the document. You may use a Word Doc to submit, but PDF is preferred.</p>
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2. Eligibility:

Questions	Answers
<p>Can non-legally acknowledged community organizations like Parent-Teacher Associations, faith groups, neighborhood groups apply?</p>	<p>Per RCW 35.21.278, the Port is only authorized to enter into these contracts with community service organizations (501c3). Unincorporated neighborhood groups may apply as long as they find a fiscal sponsor that will manage the grant on their behalf. See Application, Section II.</p>
<p>I’d like to do a project on Port property. Does public property only qualify if it is accessible to the public?</p>	<p>Projects may take place on Port property as long as the public may access the improvements.</p>
<p>Can a non-profit not licensed in the eligible cities apply if their project takes place in and benefits the eligible communities?</p>	<p>Yes, applicants must prove that the impact on environmental and ecological attributes take place in SeaTac, Burien, and or Des Moines. See Application, Section II.</p>
<p>Can this grant program provide funding for expenses like: equipment rentals like generators, portable toilets, tables and chairs, vehicle rentals like vans or buses, equipment purchases like binoculars, tents and camping materials, and microscopes if I’m planning to teach youth about ecology?</p>	<p>This can count as reimbursable expenses as long as the applicant can prove the “public improvement” through an “environmental stewardship project.”</p>
<p>If there are only a small number of applicants that meet your criteria, can I apply on behalf of a non-profit? Will you consider letting individuals apply to then perhaps work in conjunction with Forterra to materialize projects?</p>	<p>The Port may not make grant to individuals, only 501c3 community service organizations. Individuals interested to support Forterra projects through the Green City Partnership are invited to email EcologyFund@portseattle.org to learn more about upcoming volunteer opportunities.</p>
<p>If my audience is outside of the ACE Fund cities, but brings that audience to Burien, Des Moines, or SeaTac for an environmental education and stewardship program, am I still eligible?</p>	<p>The ACE Fund is focused on impact benefitting the three cities. If the audience is outside of those cities but the project includes an environmental improvement in any of the three cities, it is eligible. For example, an environmental education class that serves Federal Way students should also include a tangible environmental improvement in one of the cities, such as a habitat restoration</p>

	work party or similar activity.
If project takes place outside of the ACE Fund cities, but the target audience and project impact is experienced by residents of Burien, Des Moines, or SeaTac, am I still eligible?	The ACE Fund is focused on impact benefitting the three cities. If the target beneficiaries are residents of any of the three cities and it includes a "take home" activity to support local environmental stewardship, this type of project is eligible. For example, a community garden located in Auburn that educates SeaTac residents on sustainable food options should also include a "take home" component to make sure that the benefit is tangibly returned to families and or community members in any of the three cities.
I represent an organization in Skyway that serves a wider South Seattle Community. We are interested in applying for the second round of ACE matching grants in 2018 but because Skyway is unincorporated, we are not sure where we fit.	The ACE Fund is focused on impact benefitting the three cities. If the audience is outside of those cities but the project includes an environmental improvement in any of the three cities, it is eligible. For example, an environmental education class that serves Federal Way students should also include a tangible environmental improvement in one of the cities, such as a habitat restoration work party or similar activity.
Can environmental improvement projects take place at public housing properties?	The public housing property would need to be under public ownership. If a private entity owns it, the property is not eligible. If the owner is King County Housing Authority, which is a municipal corporation, it is eligible.
I reviewed the grant application and understand that the grants are for communities affected by the airport but Tukwila is not listed. Why are some near-airport communities not eligible for applying?	The Port of Seattle Commission established this grant program as a voluntary community benefit effort related to the Flight Safety Corridor Program , which requires the removal of over-height trees near the SeaTac Airport runway (trees that are identified as safety hazards for pilots in the case of emergency situations). The areas affected by the program are only in the cities of SeaTac, Burien, and Des Moines, which is why the grant program is limited to these communities.
Is a Chamber of Commerce eligible to apply or serve as a fiscal sponsor?	According to state law, the local Chamber of Commerce is eligible to apply for the ACE Fund's Small Matching Grants Program. However, as of 2018, the Chamber serving SeaTac, Burien, and Des Moines is not planning to apply for funding on its own. However, it is possible that the Chamber could serve as a fiscal sponsor for groups seeking one. If you want to have the Chamber to serve as a fiscal sponsor for your project, please contact them and check their availability to do so.
Does the community organization need 501c3	Yes. The Port may not make grant to individuals,

status?	only 501(c)(3) community service organizations.
My organization works with different cultural groups to achieve common goals. Can multiple project partners apply to support the same project? If there are major differences in their approaches, is it still eligible?	Yes, the Port can contract with different organizations to achieve common goals, but each organization has to demonstrate its distinct and unique approaches in its application.
Do “community-owned” resources like regional church property or non-profit spaces like conference centers count as “publicly owned?”	According to legal definition, property owned by private companies, associations, or non-profit organizations are not publicly owned. Public land is limited to properties owned by government agencies like cities, school districts, Port authorities, and counties.
Is nonprofit office space considered private property (we rent office space from private owner) if we want to conduct education and community engagement in the property? Are we still eligible to apply?	This project is eligible since it is not making infrastructural improvements to private property. As a non-profit conducting environmental education in your own space, no permitting is required. Environmental improvement projects on private property are NOT eligible for funding – like placing a rain garden on church property or installing a solar panel in the courtyard of a private apartment building.

3. Permitting and Disbursements:

Questions	Answers
What kind of information is needed at the time of application to demonstrate I understand my project’s permitting needs?	State that you have reached out to cities and gained an understanding of this as described in Application, Section VII Part C. Additional documentation is not required at this point in the application process.
Do we need to have our permits by the time the application is due? If so, what type of permits will I need for my project?	See Application, Section VI, #7. Cities will need to be informed about your project and will help identify the correct permit needed for your project a permit is not required by the time the application is due.
How is the money distributed? Will my non-profit get a check for the full amount as soon as it is awarded?	Successful applicants will be notified of the award and the Port will execute a contract with the organization. Projects must be implemented within one year. Awards are ONLY reimbursable and will require adequate evidence of all expenditures through receipts and invoices. The Port is not able to provide payment up-front to any grantee.
What insurance is needed in order to apply for funding?	At the time of application there is no requirement for insurance. Insurance requirements will be included in the contract.
Does the fiscal sponsor need to have insurance at	At the time of application there is no requirement

the time of application?	for insurance. Insurance requirements will be included in the contract.
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4. Scoring and 3:1 Match:

Questions	Answers
Can you offer some examples of how projects can meet the 3:1 match?	This Guide for the 3:1 Match offers many examples of how applicants can easily ensure their projects satisfy the required match.
My organization plans to have one large event and smaller community-building events related to the project. Is there any preference given to the types of project activities an applicant can do?	No, there is no preference given to types of activities your project may do. To be competitive, however, the application should make it clear exactly how each activity planned demonstrates environmental benefit to residents
Is there any preference to what “Match Options” my project uses to satisfy the 3:1 required match?	No, there is no preference on how your project chooses to satisfy the 3:1 match, but, it is required that your application demonstrate your intention and capacity to satisfy the match. If selected, Port staff will work with your project leadership to ensure that the match is satisfied by the end of your contract.
Can I get an item donated by someone from Craigslist to help satisfy the match?	Yes, the donor must provide documentation stating the value of the item and that it is being donated on behalf of the project.
I’m interested in using “Match Option 8 (cash donation or grant funds already raised towards project)” to satisfy the requirement. I have submitted a grant recently and it is currently “pending” review from the potential funder, so it’s not committed yet. But, my organization is committed to do this project with or without that grant coming through, and so we’d pay for it out of pocket. Can I list that request as a part of my match commitment?	Yes, if the applicant is willing to donate the cash value of the project regardless of whether the other agency’s grant is successful, it may serve as a “Match Option 8” cash donation by the applicant.
I see that “Match Option 8” allow you to use “grant funds already raised towards the project”. My project received a grant from another agency in early 2017. Can I use these funds raised towards my 3:1 match? Or, what is the timeline for knowing which grants count and which don’t?	No, grant funds already applied toward the project do not satisfy “Match Option 8”.
For Match Option 4, are only trees calculated or can other plants count toward the match?	Any plant that is described in the provided calculator may count towards the match.
Can we consider the costs incurred while preparing the application towards our match as volunteer hours or in kind support (if we hire a	No, costs or time spent writing the application may not be used towards the match.

grant writer)?	
Can a city donate the land value of a property towards the match?	There are many other ways to satisfy the 3:1 grant, cities are not able to donate the value of city property towards a project.
How do you define “partner” in Match Option 7? How is this different than the in-kind listed in Match Option 6?	“Match Option 6” in-kind donations are those from businesses or organizations that do not directly benefit from your project getting funded. For example, a hardware store donating supplies does not benefit from the grant award to your specific project. However, a project partner materially benefits from your project winning an award. For example, a project partner can be a non-profit that commits to provide labor, supplies, or advertising space to implement the project once the grant is awarded.
I’m trying to use Match Option #4 and plant trees to improve my neighborhood. Can I also count donated trees as in-kind support, so that this value is also counted toward Match Option #6?	Yes, donated trees can count for value towards Match Option #4 and #6.
For Match Option #3, what does “contact hours” look like? For example, can I install interpretive signage in a park and count those hours of people spending time looking at it as contact hours? Or, does it have to be classroom-based?	In Match Option #3, the Port is seeking to assign value to a project’s active and deep engagement with environmental education. Each hour spent in this match must be “active” and not “passive” learning. For example, if the project including an interpretive sign and a naturalist actively educates visitors about the issue, then this naturalist’s time would count towards the match. In a classroom setting, each student’s hours spent actively engaged with environmental science or related topics counts towards this match.
For Match Option #2, what kind of activity or public education events count? Do I need to charge admission? How is this different than Match Option #3?	Match Option #2 is meant for broad community events that can serve as a starting point for community members to get involved with environmental issues in the community. These are typically large public events like festivals, Earth Day celebrations, or other free events with an explicit environmental or ecological theme. If you are interested to use this match, multiply your likely attendance by estimated “admission ticket” price (at the volunteer rate as indicated on Application, Attachment B). You do not need to charge and actual admission price to satisfy this match. Match Option #3 seeks to assign value to a project’s active, deep engagement with environmental education. In the latter, Match

	Option #3 can be calculated by multiplying the likely attendance for classrooms/audiences by the volunteer rate per hour they are engaged in the activity.
I want to include fund raising efforts that involve writing grants to other programs. These are programs which have funded us in the past. Although we don't have commitments for specific funding levels, there is a very good likelihood that such funding will be available as either current request are decided, or grants are submitted.	Yes, if the applicant is willing to donate the cash value of the project regardless of whether the other agency's grant is successful, it will be able to serve as a "Match 8" cash donation by the applicant.
I would like to hire a contractor to install an eligible environmental improvement on public property. Can contracting out a service be considered an expense?	Yes, this would be considered an eligible and reimbursable expense.
Can your fiscal sponsor's time spent supporting your project be included toward meeting Match Option 7 (project partner's in-kind donations)?	Once the contract has been executed, the fiscal sponsor's time spent supporting your project may be included towards this match.
What grant funds would count towards the match?	Grant funds that have been awarded after the contract has been executed may be used towards Match Option 8. If you list Match Option 8 as a match option but do not receive the anticipated grant, you will still be required to satisfy the match needed. If that occurs, Port staff will work with you to identify other ways to the meet the match.

5. Submission:

Questions	Answers
What documentation is required to explain my budget and plans to meet the 3:1 match?	Besides Attachment A, no other documentation is required. See the application for more details.
Is it okay that I include hyperlinks to videos or other material to provide background in my application?	Yes, you may include hyperlinks in the body of your application responses. However, you may not include video attachments or embed them in the documents you are submitting. Only links are allowed.
I'm a little unclear. It says to include a list of endorsers with contact information as an attachment. Does this count against the two optional attachments? Does the fiscal sponsor letter or the letter of support count against the two optional attachments?	The list of endorsers, the fiscal sponsor letter, and the letter of support do NOT count against the two optional attachments.