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

Contents

1. General:

Questions	Answers
We are interested in the Ecology grant fund and would like to participate. Can you please send an application when it is available?	Application is available for download on https://www.portseattle.org/Environmental/
Is there a drop-dead deadline for submitting questions to EcologyFund@portseattle.org?	Yes. August 23rd is the last day to submit questions. They will be answered by Aug. 30th.
I think you should change the SeaTac workshop date on august 1 which is national crime night out and most of the active and interested leaders and their groups in SeaTac will be gathering in their local neighborhoods.	The Port is hosting an additional drop-in session at SeaTac Community Center on Weds, Aug 23rd from 5:30 to 7pm
The Matt Griffin YMCA branch in SeaTac is interested in applying for the Ecology Fund grants	Application is available for download on https://www.portseattle.org/Environmental/

this cycle. Could you kindly send the application/grant guidelines once released? I have also signed up for notifications from the website.	
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.

2. Eligibility:

Questions	Answers
I'm hoping to get more information about the Airport Community Ecology Fund, please. What sort of projects is eligible for grant money, and how does one apply? Is there a form which you can send me? Thank you for your time.	See Application, Section II Eligibility Criteria
Good morning, Highline College in interested in applying for this funding for a project we are doing on city land in Des Moines but we want to make sure we are actually eligible. Can you clarify what is meant by public agency? Is a community college eligible or would we be eligible if we applied through our 501(xc)(3) foundation?	Per RCW 32.21.278, the Port is only authorized to enter into these contracts with community service organizations (501c3). A 501c3 foundation is considered a community service organization.
I run a nonprofit education company here in Des Moines WA and we are very interested in learning whether our programs align with your application. Don't want to take too much time, just know the application is due September 1st so just want to make sure we are up and ready.	See Application, Section II Eligibility Criteria. Interested applicants are encouraged to attend our Pre-Submittal Conferences.
Can non-legally acknowledged community organizations like Parent-Teacher Associations, faith groups, neighborhood groups apply?	Per RCW 32.21.278, 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.
I'd like to do a project on Port property. Does public property only qualify if it is accessible to the public?	Projects may take place on Port property as long as the public may access the improvements.
Can a non-profit not licensed in the eligible cities apply if their project takes place in and benefits the eligible communities?	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.
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	This can count as reimbursable expenses as long as the applicant can prove the "public improvement" through an "environmental stewardship project."

microscopes if I'm planning to teach youth about ecology?	
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?	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 join the ACE Fund mailing list on the program website to learn more about upcoming volunteer opportunities.
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?	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.
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.

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.

What type of permits will I need for my project?	See Application, Section IV, #7. Cities will need to be informed about your project and will help identify the correct permit needed for your project.
Do we need to have our permits by the time the application is due?	See Application, Section IV. #7. Cities will need to be informed about your project, but 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 agent need to have insurance at the time of application?	At the time of application there is no requirement for insurance. Insurance requirements will be included in the contract.

4. Scoring and 3:1 Match:

Questions	Answers
Can I get an item donated by someone from Craigslist to help satisfy the match?	Yes, at the time of application, 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 is using "Match Option 3 (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 will be able to serve as a "Match Option 3" cash donation by the applicant.
I see that "Match Option 3" allows 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 a project do not satisfy "Match Option 3".

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 grant writer)?	No, costs or time spent writing the application may not be used towards the match.
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 2?	"Match Option 2" 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 #2?	Yes, donated trees can count for value towards Match Option #2 and #4.
For Match Option #8, 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 #8, 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 #5, what kind of activity or public education events count? Do I need to charge admission? How is this different than Match Option #8?	Match Option #5 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 #8 seeks to assign value to a project's active, deep engagement with environmental education. In the latter, Match Option #8 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 requests 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 3" cash donation by the applicant.

5. Submission:

Questions	Answers
How can I edit the PDF to submit the application electronically?	There are many free PDF editing tools you can find online, do a simple web search for "free PDF editors" on your internet server and you will be able to download tools so you can edit the document directly without printing out, hand writing, and scanning in the application.
What documentation (besides page 13-14 in the application) is required to explain my budget and plans to meet the 3:1 match?	Pending
Are there any formatting restrictions in how we answer questions in Section VII?	No there is no specific formatting required. It is suggested that Size 12, Times New Roman, font black would be easiest for the application review panel to read.
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.
In the Application, Section VII, Question 4, it asks for a project completion report. Can you explain what this means?	The project completion report outlines how you will accomplish the project. This question is asking for you to provide a draft of your timeline and tasks/activities during the year-long duration of the project.
I have created my own forms for Attachment A and Attachment B because I could not figure out how to copy those sections out of the grant Invitation for Grant Request Packet. I used the same language, tables and footers as you. Is this acceptable?	There is no specific formatting required. It is suggested that Size 12, Times New Roman, font black would be easiest for the application review panel to read.
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	Neither the list of endorsers, the fiscal sponsor letter nor the letter of support count against the two optional attachments.

fiscal sponsor letter or the letter of support count against the two optional attachments?	

6. Attendees from Drop-in Sessions – For Networking Purposes

- Common Acre, https://commonacre.org/
- Environmental Science Center, http://envsciencecenter.org/
- New Start Community Garden, 206.795.5783
- Weed Warriors, http://weedwarriors.us/
- SoCo Culture, https://sococulture.org/
- Key Tech Labs, https://www.keytechlabs.org/
- Highline College Urban Agriculture Program, https://www.facebook.com/highlineagriculture/
- Highline SeaTac Botanical Garden, http://highlinegarden.org/
- City of Burien, http://www.burienwa.gov/
- City of SeaTac, http://www.ci.seatac.wa.us/
- City of Des Moines, http://www.desmoineswa.gov/