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Port of Seattle

Century Agenda

2019 Economic Development Partnership Program

City Application

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| --- | --- |
| City: |  |
| Federal Tax Number: |  |
| Contact Name: |  |
| Title: |  |
| Telephone: |  |
| Email: |  |
| Address: |  |
| City, State, Zip: |  |
| Alternate Contact: |  |
| Alternate Telephone: |  |
| Alternate Email: |  |

***Declaration****: I HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO THE PORT OF SEATTLE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.*

|  |  |
| --- | --- |
| Signature of Responsible Official: |  |
| Print or Type Name and Title: |  |
| Date: |  |

Submit application via email to:

[edpartnership@portseattle.org](mailto:edpartnership@portseattle.org)

The Port of Seattle Economic Development Partnership Program is an annual, cooperative economic development program to help fund local economic development initiatives across King County.

How much funding is available?

Based on a per capita calculation, King County cities (except Seattle) may each receive between $5,000 and $65,000 based on the city’s population.

The maximum grant allocation for each city, with populations between 5,000 and 65,000 people, is based on one dollar per resident. Population estimates are determined by the [Washington State Office of Financial Management](https://www.ofm.wa.gov/washington-data-research/population-demographics), which publishes population estimates each year. The Port uses the most recent population estimates at the start of the grant cycle. Cities with populations numbering less than 5,000 people are eligible to receive grant funds up to $5,000 and cities with populations numbering more than 65,000 people are eligible to receive grant funding up to $65,000. See Appendix A for eligible award amounts.

Grant funds require a 50 percent match of dollars or in-kind resources. In-kind resources can only be used for up to 25 percent of the grant award amount. For example, a grant request for $50,000 in Port funds would require the city to commit $25,000 in matching dollars and/ or in-kind resources. Of that $25,000, up to $12,500 of in-kind resources could be applied toward the match requirement.

How may the funds be used?

**Eligible Activities**

Port of Seattle funds must be used on projects to benefit small and emerging businesses, create jobs, foster business growth, or support the Port of Seattle business interests. Uses may include:

* Small business development (including incubator/accelerator projects)
* Business recruitment initiatives designed to attract new companies to a region or city
* Industry retention and assistance service delivery or projects (e.g. workforce development)
* Tourism development
* Downtown revitalization
* Commercial or industrial property development
* Other community or economic development projects that support new investment and job creation

**Ineligible Activities**

* Capital projects including projects to construct either new facilities or make significant, long-term improvements to existing facilities.
* Underwriting general or capital expenses associated with an event or program already in progress.
* Any project that would violate federal, state or local laws.
* Any project that would fall outside of the authorized activities that Ports can fund or engage in.

The Port of Seattle recommends applicant cities meet with Port of Seattle staff before submitting the Economic Development Partnership Program applications.

How are projects evaluated and what are the reporting requirements?

Once the program application is approved, the Port will enter into a contract with the city that defines the terms of the funds. The project budget and project scope of work from the application are used in the agreement between the Port of Seattle and each participating city.

At the close of the project, applicants are required to fill out a final report on the effectiveness of the project and submit invoices for final payment.

All 2019 projects, invoices, and reporting associated with the projects must be submitted electronically to the Port of Seattle by 12:00 pm on November 1, 2019. All associated grant material can be emailed to [edpartnership@portseattle.org](mailto:edpartnership@portseattle.org). The Port recommends submitting materials before the deadline.

The Port of Seattle monetary contribution cannot exceed the predetermined amount, even if the project’s actual cost increases above the project budget. If actual project costs in any budget category deviate more than 10 percent of the *total* Port contribution to the project, then please contact the Port of Seattle. The applicant city will need to document any budget changes in the Project Final Report.

Project Description and Budget

1. **Project Description**: Summarize the project(s) you plan to support through the economic development partnership program. Include a brief description of the goal(s) and/ or issues to be addressed with each project.
2. **Project Scope of Work:** Outline project components, goal, desired outcomes and timelines using the table below (attach additional information if necessary):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project or component:** | **Project goal(s):** | **Outcome(s) and final deliverable(s):** | **Estimated completion:** | **Metrics or measures of success:** |
| *Example: Business Retention Outreach Program and Final Report* | * *To demonstrate to existing firms that the community appreciates their contribution to the local economy* * *To help businesses solve their problems and challenges* * *To provide better information and understanding for all local leaders of the strengths and weaknesses of the business climate.* | * *Report summarizing survey findings of existing businesses* * *Email list of businesses contacted* | * *Outreach competed by June 2019* * *Report finished by August 2019* | * *Report with findings outlining strengths and weaknesses of bus. climate.* * *Number of businesses contacted to participate in survey* |
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1. **Connection to Port of Seattle interests**: Explain how your project benefits the Port of Seattle and ties to the Port’s business interests?

\*Port business interests tie closely to the health of aviation, maritime/logistics, manufacturing, and construction/trades clusters. Tourism is another important industry to the Port.

1. **Project Budget:** Identify each project budget category, total funds (including the monetary value of in-kind resources), Port of Seattle funds and City monetary and in-kind matching funds. Include the total funds from each column in the second to last row. Include the percentage contributions to the Port of Seattle’s contribution in the last row.

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| --- | --- | --- | --- | --- |
| Category: | Port of Seattle Funds: | City Monetary Matching Funds: | City In-kind Matching Funds: | Total Funds (Including In-Kind): |
| *Example: Staffing* | *$10,000* | *$5,000* | *$2,500 in local staff support* | *$15,000* |
| *Example: Consultants* |  |  |  |  |
| *Example: Goods and Services* |  |  |  |  |
| *Example: Marketing* |  |  |  |  |
| ***Total Funds:*** | ***$10,000*** | ***$2,500*** | ***$2,500*** | ***$15,000*** |
| ***Percentage contribution to***  ***Port Funds\*:*** | ***100%*** | ***25%*** | ***25%*** |  |

\*City monetary and in-kind matching funds must add up to at least 50% of the Port of Seattle’s total contribution.

1. **Collaboration with partners**: Please identify any community organizations (chamber of commerce, neighborhood associations, Small Business Development Centers, SCORE, Greater Seattle Partners, etc.) you plan to work with to complete all or part of your project(s)?
2. **Use of consultants or contractors**: If you plan to use consultants or contractors to complete all or part of the project, please identify the firm or type of firm you plan to hire for this project.

Appendix A: Maximum Grant Award Amounts by City

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| --- | --- |
| **City** | **2019 Award Amounts** |
| Algona | $ 5,000 |
| Auburn (part) | $ 65,000 |
| Beaux Arts Village | $ 5,000 |
| Bellevue | $ 65,000 |
| Black Diamond | $ 5,000 |
| Bothell (part) | $ 27,440 |
| Burien | $ 51,850 |
| Carnation | $ 5,000 |
| Clyde Hill | $ 5,000 |
| Covington | $ 20,080 |
| Des Moines | $ 31,140 |
| Duvall | $ 7,655 |
| Enumclaw (part) | $ 11,660 |
| Federal Way | $ 65,000 |
| Hunts Point | $ 5,000 |
| Issaquah | $ 37,110 |
| Kenmore | $ 22,920 |
| Kent | $ 65,000 |
| Kirkland | $ 65,000 |
| Lake Forest Park | $ 13,090 |
| Maple Valley | $ 25,280 |
| Medina | $ 5,000 |
| Mercer Island | $ 24,270 |
| Milton (part) | $ 5,000 |
| Newcastle | $ 12,410 |
| Normandy Park | $ 6,595 |
| North Bend | $ 6,825 |
| Pacific (part) | $ 6,875 |
| Redmond | $ 64,050 |
| Renton | $ 65,000 |
| Sammamish | $ 63,470 |
| SeaTac | $ 29,130 |
| Shoreline | $ 55,730 |
| Skykomish | $ 5,000 |
| Snoqualmie | $ 13,450 |
| Tukwila | $ 19,800 |
| Woodinville | $ 11,830 |
| Yarrow Point | $ 5,000 |