



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

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## 1. General Questions:

| Questions  | Answers  |
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| Is there a drop-dead deadline for submitting questions to <a href="mailto:EcologyFund@portseattle.org">EcologyFund@portseattle.org</a> ? | Yes. March 20 is the last day to submit questions. All questions received by 5pm that day will be answered on this FAQ page by March 22, 5pm, the last Friday before the application deadline. |
| When is the next grant cycle?  | 2019 grant cycles open in January and July.  |
| How will the grants be awarded?  | A seven-member panel, consisting of Port staff and representatives from each of the three cities will evaluate each application  |

## 2. Eligibility Questions:

| Questions   | Answers  |
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| Does the applicant have to be located in one of the | The beneficiaries of the project must be residents |

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| three cities?  | of Burien, SeaTac, or Des Moines, but the applicant can be located elsewhere.   |
| 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.  |
| Does the community organization need 501c3 status? Can non-legally acknowledged community organizations like neighborhood groups apply?  | Per <a href="#">RCW 35.21.278</a> , the Port is only authorized to enter into contracts with community service organizations with 501c3 status. Unincorporated groups may apply as long as they find a fiscal sponsor that will manage the grant on their behalf.   |
| 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.  |
| 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 benefiting 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 my 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 benefiting 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 benefiting 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 Skyway students should also include a tangible environmental improvement in one of the cities, such as a habitat restoration work party or similar activity.  |
| I reviewed the grant application and understand that the grants are for communities affected by  | The Port of Seattle Commission established this grant program as a voluntary community benefit  |

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| the airport but Tukwila is not listed. Why are some near-airport communities not eligible for applying?  | effort related to the <a href="#">Flight Safety Corridor Program</a> , 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. A Chamber could serve as a fiscal sponsor for groups seeking one. If you want to have the Chamber serve as a fiscal sponsor for your project, please contact them and check their availability to do so.   |
| 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.  |

### 3. Questions about Expenses, Public Property, Payments:

| Questions   | Answers  |
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| 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 VI. Additional documentation is not required at this point in the application process.  |
| 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. |

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| 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 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.  |

#### 4. Questions on Application Scoring and Project Activities:

| Questions  | Answers   |
|--|---|
| Can you offer some examples of how projects can meet the 3:1 match?  | Attachment D in the <a href="#">Application</a> offers many examples of how applicants can easily ensure their projects satisfy the required match.   |
| Can multiple groups apply for a grant using different strategies but collaborate towards one goal? For example, a Vietnamese cultural organization and a Somali cultural organization would like to work together to raise awareness of plastic pollution in Puget Sound. Can each group apply for its own grant, but collaborate? | Yes. The Port may not award identical contracts to more than one applicant. Therefore, the work must be different for each application. The overall goals may be the same, but each applicant must explain the unique methods and strategies in the application. The Port strongly encourages collaboration across grantees and projects. |
| Can we complete activities on a quarterly basis instead of monthly? We prefer to do it quarterly.  | You are able to do your project work on your own timeline. Just remember that the funding cannot exceed \$10,000 from the Port and your project deadline is one year from the date you sign the contract.   |

#### 5. Questions about the 3:1 Match:

| Questions  | Answers   |
|--|---|
| Can you offer some examples of how projects can meet the 3:1 match?                                | Attachment D in the <a href="#">Application</a> offers many examples of how applicants can easily ensure their projects satisfy the required match.   |
| What documentation is required to explain my budget and plans to meet the 3:1 match?               | Only Attachment A- see the application for more details.  |
| 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 state-required match is satisfied by the end of your contract. |
| 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   |

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|   | and capacity to satisfy the match. If selected, Port staff will work with your project leadership to ensure that the state-required match is satisfied by the end of your contract.  |
| 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 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.   |
| Can a city donate the land value of a property towards the match?   | No, cities are not able to donate the value of city property towards a project.  |
| Can out-of-pocket services or contractors (such as a videographer or language interpreter) be counted toward the match?   | No. These costs are considered expenses. If the contractors donate their labor and time, it can count toward Match Option 6: In-kind Donations.  |
| 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?   | <p>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 Attachment D of the Application). You do not need to charge and actual admission price to satisfy this match.</p> <p>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.</p> |
| 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.  |
| I’m interested in using “Match Option 8 (cash donation or grants acquired during the 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 | 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.  |

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| request as a part of my match commitment?   |   |
| 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. If that occurs, Port staff will work with you to identify other ways to the meet the match. |
| I see that “Match Option 8” allow you to use “grants acquired during 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”. If your ACE Fund contract has already begun, you can use subsequent grants acquired towards the match.  |

**5. Technical Support and Submission:**

| <b>Questions</b>  | <b>Answers</b>  |
|---|---|
| I am having trouble working with the online application. Help!  | To fill in the <a href="#">Application</a> , you have to first “Download” the application form to your computer or flash drive. Once you save it, you must open it using Microsoft Word. Then, you are able to edit and save the document on your computer or flash drive. Valley View, Burien, and Des Moines Libraries have free and full access to Microsoft Word software that you can use to fill out the Application. |
| 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.  |
| Does the fiscal sponsor letter or the required letters of support count against the two optional attachments? | The fiscal sponsor letter, and the two required letters of support do NOT count against the optional attachments.   |
| How do I know if you receive my application?  | As stated in Section V, #3 of the application: “You will receive a confirmation email from the Port, if you do not receive an email confirmation, please contact 206-787-3110 to inquire about your submittal.”   |