

SAMPLE APPLICATION (example only)

Attachment A Project Scope

Instructions

Complete information about the proposed project wherever there are field boxes () throughout this document. Describe the project goals and activities and what will result from your project, as clearly as you can. You will be rated on your ideas and not on your spelling or grammar. Please follow stated instructions closely.

1. Applicant Information

Organization Name	Southeast Asian Refugee Alliance
Project Contact	Bopha Chan
Address	5443 S 150 th St Tukwila, WA 98188
Phone	206-555-1212
Email	Chan.Bopha@gmail.com

2. Fiscal Sponsor Information – If Applicable

Fiscal Sponsor Name	The Environmental Stewardship Group
Federal Tax I.D. Number	123456789
Fiscal Sponsor Contact	Amir Jordan
Address	1496 Wall Street, Tukwila WA 98188
Phone	206-555-3434
Email	Jordan.Amir@ESG.org

3. Project Overview

Project Name	Park Improvement and Refugee Inclusion Project
Project Area	<input checked="" type="checkbox"/> Burien <input type="checkbox"/> Des Moines <input type="checkbox"/> Federal Way <input type="checkbox"/> Normandy Park <input type="checkbox"/> SeaTac <input checked="" type="checkbox"/> Tukwila
Amount Requested (up to \$20,000)	\$17,725
In a short paragraph, describe the overall goal of the project. Please note the diversity of the community you serve and why there is a need for this project.	
The goal of this project is to improve our neighborhood park and make it more welcoming to the Southeast Asian refugee population that lives nearby. Many people who live in our community have fled violence and political persecution and are new to the Tukwila area. This project will improve the local neighborhood park by adding signs in multiple languages that say, "You are welcome here." Also, we will add a swing set for kids to play on. Finally, we will host a welcome celebration, weekly park cleanup events, and a fall tree planting to plant 50 native trees.	
In list format, describe what activities will be done or what will be produced as part of the project. Please note any activities that will be done by project partners.	

1. Community engagement- outreach to residents to help design parks signs
2. Design and produce signs (Design Company)
3. Purchase swing set
4. Hire contractor to install swing and signs (Contractor Company)
5. Host a community welcome day
6. Host weekly volunteer cleanup events
7. Host tree planting event to plant 50 trees and shrubs

Please describe what will change in the environment or in the community as a result of this project.

This project will result in the local community feeling more welcome at their neighborhood park. The signs will clearly say in their home language that they are welcome. Additionally, the neighborhood kids who live in apartment buildings will have a place to come and play. We will help to create a sense of community stewardship by hosting small weekly clean up events from March through October which will remove garbage from the park. Finally, we will plant up to 50 trees and shrubs to increase the shade around the playground and improve the air quality in the neighborhood.

4. Letters of Recommendation

In the submittal email, include two letters of recommendations from project stakeholders. It is important to the Port that your project demonstrates widespread community support and aligns with city efforts to improve the environment. You may include a letter from many types of stakeholders, such as: city staff or local elected official, a partner organization, a representative of another public agency, a local institution or school, a community leader, a business or corporate partner, a school administrator, and others.

Please note: If your project requires fiscal sponsorship, one of the letters should be a letter of support from your fiscal sponsor.

Information	Letter 1	Letter 2
Name	Kris Kelly	Amir Jordan
Title	Parks Maintenance & Operations Superintendent, City of Tukwila	Account Manager, The Environmental Stewardship Group
Relation to Project	Permitting for park improvement	Fiscal Sponsor

5. Schedule

Provide a high-level schedule of events or outcomes in the field provided. Work on the project may not begin until an agreement with the Port has been fully executed and must be completed within one year.

Example: August 2020 – Host Community Event

February 2021- Sign grant contract and host project kickoff meeting with community
 March 2021- Talk to community members to identify spoken languages and begin to design signs, purchase cleanup equipment, begin hosting weekly park cleanups with community members
 April 2021- Finalize permits with City of Tukwila to install swing set
 May 2021- Purchase swing set, design company creates welcome signs

June 2021- Contractor installs swing set, community reviews welcome signs before printing
July 2021- Print signs, install signs
August 2021- Host welcome celebration
September- Plan fall planting activity
October- Purchase native plants and trees, host planting event at the end of October, complete last weekly cleanup of the year
Weekly trash cleanups will be held between March and October

Continued on the following page.

Refer to the 'SAMPLE - Match Worksheet'

Attachment B (example only) Budget & Match

Project Budget

Use the provided fields to describe the costs associated with the proposed project. In as much detail as possible, describe all activities and material costs.

Activities, Materials, or Other Costs	
Swing set	\$5,000
Contractor to install swing set and Welcome Signs	\$3,000
Design Welcome Signs	\$500
Print Welcome Signs	\$500
Native trees	\$2,000
Tools for planting	\$250
Garbage bags, gloves and grabbers for cleanup	\$100
Pay for project coordinator	\$4,000
Permitting Fees (If Applicable)	
Playground improvement permit	\$400
Fiscal Sponsor Fees (If Applicable)	
10% Fiscal Sponsor fee	\$1,575
Total Project Budget	\$ 17,725

Match Commitments

Your project may incorporate any combination of the following match options. Please see Attachment E for examples. Use the provided fields to list how your project will satisfy the 3:1 match requirement.

Match Option	Value	Match
1 Volunteer hours ¹ .	576 hours committed x \$33.02	\$ 19,019
2 Attendees of public education events or related project activities.	■ hours committed x \$33.02	\$ ■
3 Contact hours – made by project to a target audience demonstrating deep engagement.	■ hours committed x \$33.02	\$ ■
4 Tree benefits calculation (use this calculator to estimate the value of trees) ² .	Planting 50 trees x tree value	\$ 98,600
5 Greenhouse gas reductions and social cost of carbon (\$50 per ton of carbon emissions reduced) ³ .	■ tons carbon reduced x \$50	\$ ■
6 In-kind donated items or services from organizations or individuals that are not associated with or benefit from the project.	\$ 550 over the course of one year	\$ 550

¹ The 2019 value of volunteer hours in Washington State is \$33.02. [Learn more here.](#)

² The National Tree Benefits Calculator uses data from the US Forest Service's Center for Urban Forest Research. [Learn more here.](#)

³ The social cost of carbon is estimated at \$50 per ton of CO₂ (in today's dollars). [Learn more here.](#)

7	Project partners' contributions that directly benefit the project.	\$■ over the course of one year	\$■
8	Cash donations or other grants secured in support of the project.	\$■ committed funds raised	\$■
Total Matched			\$118,169

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. (To be signed by the submitting organization or fiscal sponsor, if applicable.)

Printed Name	Bopha Chan
Signature	<i>Bopha Chan</i>
Title	Volunteer, Southeast Asian Refugee Alliance
Date	12/1/20

Application Checklist

Review Section III. Schedule of the application for deadline information.

1. Application and attachments must be delivered through email to e-submittals-sa@portseattle.org.
2. It is the responsibility of the applicant to ensure timely delivery of applications.
3. Files must be in searchable PDF format. Multiple PDFs are acceptable.
4. The Port cannot accept compressed files including .ZIP files or linked files.
5. If files are larger than 10 MB, the proposal must be submitted in multiple emails and be labeled "Email 1 of 5," "Email 2 of 5," etc.
6. The email application subject line should include the SKCF Environmental project and organization name.

Please check the following boxes to confirm you have completed and included the following documents in your email.

- Attachment A, Project Scope of Work
- Attachment B, Budget & Match
 - Including Signed Declaration (this page)
- Two (2) Letters of Recommendation
 - Fiscal Sponsor Letter – If Applicable