



Seattle Department of Neighborhoods (DON) 2022 Food Equity Fund (FEF) Frequently Asked Questions

- **Are there any DON staff available to review our application, answer our questions, or help us if we have trouble with the word application?**

DON Food Equity Fund project managers can provide guidance and feedback on your application and answer questions. We will do our best to help you. Keep in mind that we will not be available to review and provide feedback on draft applications after Nov. 16, 2021. You can still have questions answered and receive assistance, but we are not able to review draft applications.

Here are the ways to contact a DON Food Equity Fund project manager.

- Email: foodequityfund@seattle.gov
- Call: 206-727-FOOD (3663)
- Log onto virtual open office hours:
 - ***From October 13 to November 17, 2021***, DON Food Equity Fund Project Managers will have virtual office hours ***every Wednesday from 4pm to 8pm.***
 - 4:00pm to 5:30pm – Anyone can log on for assistance.
Log in link: <http://tinyurl.com/foodequityfund>
 - 5:30pm to 8:00pm is reserved for scheduled appointments.

- **Why should I work with a DON Food Equity Fund Project Manager?**

A DON Food Equity Fund Project Manager can:

- Answer questions about the program guidelines and application process
- Help you find a fiscal sponsor organization
- Help you obtain Commercial General Liability insurance
- Connect you with other community partners/resources as needed
- Review your draft application. Draft applications must be submitted at least two weeks prior to November 30, 2021. This gives staff adequate time to review your proposal as well as time for you to make any necessary changes.

- **What type of projects do you fund?**

We fund an array of unique and creative community endeavors that seek to increase equitable access and opportunities to learn about, to grow, and/or eat healthy, affordable, and culturally relevant foods in Seattle. Please see our program guidelines and/or connect with a DON Food Equity Fund Project Manager for answers to specific questions about your proposal.

- **How much money is available for 2022 Food Equity Fund projects?**

Approximately \$3 million in funding is available for community-led Food Equity Fund projects.

- **How many projects will you fund?**

It is difficult to predict. The final number depends on the amount of dollars requested for each specific proposal. We won't know until the funding opportunity closes on Tuesday, November 30, 2021 exactly how many groups applied, and the amounts they are requesting.

- **If I am awarded in Tier One, can I apply to Tier Two of the Food Equity Fund?**

Applicants cannot hold grants in both tiers.

- **Can an organization apply for more than one grant in a particular Tier?**

Organizations should prioritize their requests and may apply only once per tier. Projects must be successfully completed/closed out before an organization can apply for a subsequent award.

- **How soon can I start to spend the money if I am awarded?**

The City of Seattle will not reimburse you for any expenses incurred prior to a fully executed contract being in place. It is anticipated that award decisions for Tier One projects will be announced in February. There will be an orientation for awardees and contracting will begin immediately after that. Typically, it takes 30 days for the contract to be developed and all signatures to be in place. Commercial General Liability (CGL) insurance must be in place before spending begins.

Awards must be contracted within three months of the award announcement or by May 31, 2022 for Tier One, and October 31, 2022 for Tier Two. Tier One funds must be spent by May 31, 2023, and Tier Two funds must be spent by October 31, 2024.

- **What is Commercial General Liability (CGL) Insurance?**

It is liability coverage for the length of the project. The **"City of Seattle"** (Not the Department of Neighborhoods) must be added as an additional insured party to the policy. Please work with your Food Equity Fund project manager to determine the appropriate insurance coverage. We can make the exact specifications/requirements available to your insurance broker to simplify the process. Event insurance, which covers a specific project event or activity, cannot be substituted for Commercial General Liability insurance.

- **Can I act as a fiscal sponsor for another organization AND apply to the Food Equity fund on behalf of my own organization?**

Yes, you can be a fiscal sponsor for another group and apply on behalf of your own organization, as long as you have the ability to manage the finances of multiple organizations.

- **If I currently have an active grant contract with Seattle Department of Neighborhoods (DON), am I eligible to apply for this fund?**

Current Healthy Food Fund awardees are allowed to apply to the Food Equity Fund. However, all current projects must be completed by November 30, 2021 and successfully closed out by December 15, 2021. If your project is not successfully closed out by December 15, 2021, your 2022 Food Equity Fund application will not be considered.

Note: organizations, ad hoc groups and community groups are allowed to hold multiple DON grants if they are for separate and unique projects.

- **My office is not in Seattle, but the community my group serves is based in Seattle. Can we apply to the Food Equity Fund?**

We do not accept applications from organizations not located in Seattle. This funding is provided by revenues from Seattle's Sweetened Beverage Tax, which is only collected in Seattle. We encourage you to consider partnering with a community group or an organization that is located in Seattle in order for your community to access these dollars.

- **Will you accept mailed applications?**

We currently are not accepting mail in applications. All applications and attachments must be submitted by **email** to FoodEquityFund@seattle.gov. Applications received by email after 5:00pm on November 30, 2021 will not be accepted, reviewed or rated.

Unless otherwise noted, all sections within the application must be completed. If all sections are not completed, an application will be considered "incomplete" and will not be eligible for funding.

An application will also be considered "incomplete" and will not be eligible for funding if we are not able to open and download the application and/or attachment(s) from your email.

- **Where else can I get funding for food and/or environmental justice projects in Seattle?**

Here are a few other funding opportunities that support food and/or environmental justice projects.

- **Environmental Justice Fund** - for community-led projects that improve environmental conditions, respond to impacts of climate change, and advance environmental justice.
<https://www.seattle.gov/environment/equity-and-environment/equity-and-environment-initiative/environmental-justice-fund>
Email: ejfrfp@gmail.com
- **KCD Seattle Community Partnership Grant** - for community-led projects that support environmental equity and protect our natural resources and/or food system.
<https://kingcd.org/tools-resources/grants/seattle-community-partnership-grant-program/>
Email: jessica.saavedra@kingcd.org