# Career Pathways Program

Grant Application

Please submit grant applications electronically by 11:59PM September 30, 2023, to partnersinwater@kingcounty.gov. **Please put “Partners in Water Grant – *Organization Name*” in the subject field.** Proposals must be less than 10MB (megabytes).

*Shaded fields will expand as you type.*

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| --- | --- | --- |
| **Applicant:** | | |
| **Project title:** | | |
| **Contact:** | **Phone:** | **Fax:** |
| [**E-mail:**](mailto:) | **Web Site:** | |
| **Address:** | | |
| **City:** | **State:** | **Zip:** |
| **Alternate contact:** | **Phone:** | **E-mail:** |
| **Request**: $ **Date of request:** | | |

**Be sure to include and checkmark the following prior to sending your application:**

The project narrative (see below; 10 pages maximum)

The budget worksheet

*OPTIONAL: A fact sheet or brochure on your organization describing its history and accomplishments.*

**Which of the following describes your organization?**

NON-PROFIT ORGANIZATION

COMMUNITY BASED ORGANIZATION

TRIBE or TRIBAL ORGANIZATION

Project Narrative

**Instructions:** Please answer the following questions in the boxes below. The boxes will expand as you type.

**I. PROJECT OVERVIEW AND SCOPE OF WORK** (15 points)

1. Identify actions your organization would take to advance the efforts proposed in the scope of work. Additionally, highlight how your organization might contribute beyond the proposed WTD scope of work to strengthen our collective impact.
2. How does your proposed work align and/or enhance the proposed scope of work and needs of WTD?

**II. ORGANIZATIONAL QUALIFICATIONS, EXPERTISE AND EXPERIENCE** (15 points)

1. Identify the qualifications, expertise and experience that directly applies to your ability to perform the scope of work.

2) Describe the personnel (2 staff minimum) from your organization who would be involved and their experience.

3) Explain your organizations experience with similar efforts or projects that are transferable in skills needed for successful implementation.

**III. COMMUNITY OUTREACH AND ENGAGEMENT** (15 points)

The community described must be in King County Wastewater Treatment Division’s service area and benefit its ratepayers. [Access an interactive service area map through this hyperlink.](https://kingcounty.gov/en/dept/dnrp/about-king-county/about-dnrp/grants-partnerships/waterworks-grant/eligibility)

1) How will your project involve and build support for this project in your community?

2) Describe the community you will serve, the strategies you will use to engage community, and the results you will anticipate.

3) Describe the challenges you foresee with outreach and engagement to execute the proposed project work.

**IV. Equity and Social Justice** (15 points)

At WTD, we value and have established a goal of hiring a workforce that proportionately reflects the diverse communities in King County including people who are Black, Indigenous, and People of Color (BIPOC), immigrants, refugees, people living with low incomes, women, gender non-conforming people, LGBTQIA+ people, people who live outside, people with limited English skills, and people with disabilities. How will your efforts address equity and social justice issues and focus on people and places where needs are greatest?

1. What could you offer to WTD’s Human Resources to address social inequity and support our goal of hiring the diverse workforce outlined in the paragraph above?
2. How does your organization's staff and leadership reflect the demographics of the communities you propose to involve or serve? Please specify demographics in terms of race, ethnicity, income level, and limited English-speaking residents.

V. Budget

Please describe any partners you will be working with and/or how your project will leverage other efforts and resources.

Two $25,000 grants will be distributed to two separate community organizations for this project ($50,0000 total). The first payment of 25% of the total grant will be disbursed upfront and subsequently quarterly based on financial reporting.

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| --- | --- |
| **BUDGET ITEM** | **GRANT AMOUNT** |
| Staff salaries & benefits |  |
| Freelance workers and consultants |  |
| Project supplies, materials, and equipment |  |
| Commercial services (e.g., printing) |  |
| Transportation |  |
| Office expenses (broken down unless requesting a blanket overhead rate) |  |
| Other costs |  |
| Sub Total |  |
| Grand Total |  |
| Overhead (10% of Grand Total max) |  |