Seattle Out & Proud
(“Seattle Pride”)
Community Grants Program
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Purpose

The Seattle Out & Proud ("Seattle Pride") Community Grants Program was created to award funding requests made by individuals and organizations that further the common good and general welfare of the LGBTQIA+ community, as aligned with the mission of Seattle Pride.

Framework

1. Board sets annual grantmaking budget as part of FY budget process.
   a. Board reviews funding recommendations during the July and December board meetings.
2. Grant cycles: Funding is awarded twice a year, in August and January.
3. Application process: Applicants must apply by filling out our online form and submitting the required documents.
   a. To receive funding in August, applications must be submitted by June 1st of the current year.
   b. To receive funding in January, applications must be submitted by November 1st of the previous year.
4. Advisory Committee: composed of board members and community members to review applications and make funding recommendations to the board. Advisory committee also reviews reports submitted by applicants after their grant has been awarded and informs the board about funding impact.
   a. Advisory committee meets in June to review funding for August. Recommendations to the board are due by the July Board Meeting.
   b. Advisory committee meets in November to review funding for January. Recommendations to the board are due by the December Board Meeting.
5. Grantmaking rubric: Is our way of scoring applications and assess their alignment with our goals.
6. Reporting: Applicant must submit a report by no more than one year since the date funds were awarded.
   a. Future funding eligibility is contingent on these reports
   b. Advisory Committee stores these reports and uses them to inform the board of our funding’s impact.
7. Impact Report: Seattle Pride shares information with the public about the impact of the Community Grants Program.
Application

-The Application: Section 1 Intro-
The mission of Seattle Pride is to create unity, honor diversity, and achieve equal human rights throughout our region and the world.

Our Board of Directors makes funding decisions through a competitive, grantmaking process, with an emphasis on programs that promote personal growth and community development. Submission deadlines for grant proposals are June 1st for the August grant cycle, and November 1st for the January grant cycle.

If awarded a grant from Seattle Pride, the applicant will agree to use the funds provided in accordance with the purpose stated in this application and will complete and submit a Final Impact Report detailing outcomes/effects of the grant funding. This report will be emailed to the grant seeker following grant announcements. The Impact Report must be completed in order to be eligible for future grants.

Information we are looking for will include:

-Application: Section 2 Contact Information-
1) Applicant/Organization Name
2) Tax ID/Charity ID (if applicable):
3) Address:
4) Email/Website (if applicable):

-Application: Section 3 Applicant Profile-
1. Cover Letter: Briefly introduce your purpose and work. Include current programs/activities and the people you serve, with specific demographic information when possible. How are they actively involved in your work, or how do they benefit from your work? In what ways does your work differ from that of others doing something similar? How is your work aligned with the mission of Seattle Pride? (2000 character maximum)
2. What problem or social need are you trying to address? What makes your work unique at addressing these? (1000 character maximum)
3. What impact or outcomes do you intend to create by doing this work? (1000 character maximum)

-Application: Section 4 Funding Request-
1. Proposed project: Describe the project or program in need of funding,
1. What need is it addressing? What steps will be taken to address these needs? Is this a new project? If yes, how was the project approach developed and what is the plan for implementation? If not, what have you accomplished so far? (2000 character maximum)

2. Please provide a brief description of how your request meets the stated goal of Seattle Pride. (1000 character maximum)

3. How will you measure/evaluate the success of your actions? What kind of data or metrics will you use to understand if this project/program is working? (1000 character maximum)

4. Are there additional partners with whom you are working for this project - if yes, who are they?

5. Requested Funding Amount: (multiple choice)

6. Proposed use of funds: Please detail how these requested funds will be used. (1000 character maximum)

7. Contingency plans: If partial/full funding is not available, what is the contingency plan for securing additional support and/or how can you modify your proposal? (1000 character maximum)

-Application: Section 5 Required Documents-

Applicant must provide the following documents upon completing the application.
Required Documents include:

1. Letter of 501(c)(3) Determination (if applicable)
2. Current Year Budget for proposed Project/Program
3. Prior Year Budget for proposed Project/Program (if applicable)
4. Staff List: Organization’s leadership, and staff involved in Project/Program
5. Board of Directors List (if applicable)
6. Most recent audited financials (if applicable)
7. List of partners or other sources of funding for the proposed Project/Program
Selection Rubric

-Section 2-
Q1: Purpose and mission of the work is clear and consistent, as is the need they are trying to address, and their knowledge of their target population.

Strongly Agree    Agree    Disagree    Strongly Disagree

Q2: The need they are addressing is clear/specific and socially relevant.

Strongly Agree    Agree    Disagree    Strongly Disagree

Q3: The intended outcome/impact is clear/specific.

Strongly Agree    Agree    Disagree    Strongly Disagree

-Section 3-
Q1: The project/program is aligned with their stated mission while addressing a specific need.

Strongly Agree    Agree    Disagree    Strongly Disagree

The project/program includes actionable/time-sensitive steps to address these issues.

Strongly Agree    Agree    Disagree    Strongly Disagree

If project/program is new: Did they thoroughly research and develop this strategy while incorporating input from project/program beneficiaries and subject matter experts?

Strongly Agree    Agree    Disagree    Strongly Disagree

If project/program is not new: They are able to share their accomplishments or ability to adapt in order to achieve their intended outcome.

Strongly Agree    Agree    Disagree    Strongly Disagree
Q2: Their project/program outcomes/impact is directly aligned with Seattle Pride's mission.

| Strongly Agree | Agree | Disagree | Strongly Disagree |

Q3: The project/program will be evaluated and the intended impact/outcomes are measurable.

| Strongly Agree | Agree | Disagree | Strongly Disagree |

Q4: The organization's partners/funders are aligned with Seattle Pride's funding ethics. They are partners Seattle Pride would proudly partner with.

| Strongly Agree | Agree | Disagree | Strongly Disagree |

Q5: Funding amount is within Seattle Pride capacity: Y/N

Q6: Funds will be used responsibly. Allocation of funds is transparent and there is a direct link between their use and the intended outcome/impact:

| Strongly Agree | Agree | Disagree | Strongly Disagree |

Q7: They have responsibly developed this project/program and what it will take to fund it. The organization is prepared to do what it takes should Seattle Pride be unable to provide funding.

| Strongly Agree | Agree | Disagree | Strongly Disagree |

-Section 4-

All documents must be submitted and vetted. The omission of any documents or reasonable suspicion of inaccurate/fraudulent information is cause for denying grant.

- Letter of 501(c)(3) Determination - 1 point. (when applicable)
- Current Year Budget for proposed Project/Program - 1 point.
- Prior Year Budget for proposed Project/Program (if applicable) - 1 point
- Staff List: Organization’s leadership, and staff involved in Project/Program - 1 point.
- Board of Directors List - 1 point (when applicable)
- Most recent audited financials - 1 point (when applicable)
- Partners or other sources of funding for the proposed Project/Program - 1 point.
Impact Report Guidelines

Reports must be submitted to Seattle Pride by email. The deadline is one year from the award date.

Report must be typed in 12-size Arial/Calibri/Times font and consist of no more than 5 pages. Supporting materials (like photographs and documents) are encouraged and can be included, but cannot substitute the report.

Please answer the following questions in your report:

1. What problem or social need are/were you trying to address with this project/program?
2. Please provide a brief description of how your request met the stated goal of Seattle Pride.
3. What impact or outcomes did you intend to create by doing this work?
4. Did you achieve your intended outcomes? How did you measure/evaluate the success of your actions? What kind of data or metrics did you use to understand if this project/program worked? What were your results?
5. Did you learn anything new about addressing the problem, or about other possible solutions, after implementing this project/program?

To submit your report, email it to: krystal.marx@seattlepride.org

Questions & Contact Information

If you have any questions or requests for accommodation, please do not hesitate to reach out!

Krystal Marx
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Seattle Out & Proud / Seattle Pride

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