2023 Parks Levy Grants
Healthy Communities & Parks Fund - Tier 2 Application Preview

[amended January 24, 2023]

This preview is intended to help applicants gather and prepare the information needed for the online application. This document contains all possible application questions, organized to identify which questions are relevant to your proposed project/program; however, these questions will appear in a different order in[**Foundant**](https://www.grantinterface.com/kingcountyparks), the online portal where all applications will be submitted.

**If you have questions or need assistance, please contact** **ParksGrants@kingcounty.gov****.**

Tips for navigating this document

* Ctrl+Click on a title in the Table of Contents below to jump to that section of the document.
* Make use of the expand/collapse arrows at the section and sub-section levels within the main document (see image at right). The arrow will appear as you hover over the title. We recommend you collapse what is not relevant.
* All character limits are noted.
* Asterisk (**\***) indicates that a question is required for specific grants or projects.
* Questions without an asterisk are optional.

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# Introduction

Thank you for your interest in King County Parks grants program!

King County Parks offers multiple grant opportunities with varying award amounts and goals. For more details on each grant program, including eligibility criteria and other requirements, please review the [**2023 Parks Levy Grant Guidelines**](https://kingcounty.gov/services/parks-recreation/parks/get-involved/partnerships-and-grants/levygrants.aspx).

***Please Note:*** *If you are applying for the Healthy Communities & Parks Fund and your requested project funding is below $15,000, select the Tier 1 program. If your funding request is*

*$15,000 or more, select the Tier 2 program.*

# Project Overview

## Grant Program-Specific Questions

The following sections include questions specific to each grant program. Answer only the questions for the grant program you selected above.

### **Healthy Communities and Parks Fund Program Details**

Additional details on the Healthy Communities and Parks Fund Levy Grant Program can be found within the [2023 Parks Levy Grant Guidelines, located on the Parks website](https://kingcounty.gov/services/parks-recreation/parks/get-involved/partnerships-and-grants/levygrants.aspx).

|  |  |
| --- | --- |
| Organization Type in King County\*[ ]  City or Town [ ]  Nonprofit organization[ ]  Fiscally sponsored organization [ ]  Tribal organization[ ]  King County agency | Healthy Communities and Parks Fund Project Type in King County\*[ ]  Land Acquisition [ ]  Feasibility Study [ ]  Planning & Design [ ]  Capital - Construction [ ]  Programs[ ]  Capacity Building |

#### Total Grant Amount Request\*

Please provide the total grant amount you are requesting funding for this proposed project. **Please note:** Maximum project award for the Tier 1 program is $14,999 and maximum project award for the Tier 2 program is $250,000. *Character Limit: 20*

## General Questions: Project Overview

Responses should describe the proposed project’s intent, alignment with grant program goals, and outcomes. Please highlight the project goals and which aspects of the project this grant would support.

### Project Name\*

Provide concise name that reflects this project. (3-5 words maximum, for example: “Black Diamond Dog Park” or “Renton Salmon Habitat Restoration”) *Character Limit: 50*

### Project Summary\*

Briefly highlight the primary objective of the proposed project (1-2 sentences) *Character Limit: 400*

### Project Details\*

Describe the proposed project for this specific funding. Explain how the project aligns with the goals of this [King County grant program.](https://kingcounty.gov/services/parks-recreation/parks/get-involved/partnerships-and-grants/levygrants.aspx#%3A~%3Atext%3DParks%20Grants%20The%20voter-approved%202020-2025%20Parks%2C%20Recreation%2C%20Trails%2Cspace%20throughout%20King%20County%20through%20four%20program%20areas) *Character Limit: 2500*

### Outcomes\*

Share how this project will meet community needs. What are the intended community benefits and/or project outcomes? *Character Limit: 2500*

### Evaluation\*

Describe how the project’s effectiveness and success will be evaluated. *Character Limit: 2500*

### **Project Viability**

Responses should demonstrate project readiness and highlight any potential issues that may impact project implementation.

#### *Project Start Date*\*

Indicate the anticipated start for the proposed project. *Character Limit: 10*

#### *Project Completion Date*\*

Indicate the anticipated completion date for the proposed project. *Character Limit: 10*

#### *Broader Project Scope*\*

Is this proposed project part of a broader project or scope of work? If so, please describe how this proposed project fits into the larger project, or write “Not applicable”. *Character Limit: 2500*

#### *Project Contingencies*\*

Is this proposed project contingent on another project, or are there factors that may delay the implementation of this project? If so, please describe any contingencies or factors that could delay implementation of the project or write “not applicable”. *Character Limit: 2500*

### **Project Location**

The following questions seek more information about the location(s) of your project.

#### *Project Address*\*

Provide primary project address (Site Name, Street Address, City, and Zip code). *Character Limit: 250*

#### *Multiple Locations*\*

Does this program have multiple locations?

[ ]  Yes [ ]  No

#### *List Multiple Addresses*

If you selected "Yes" to previous question, please provide the additional addresses associated with this project.

*Character Limit: 1000*

#### *Primary King County Council District*\*

Indicate the King County Council district associated with the primary project location.

**Note:** Please refer to [this website](https://kingcounty.gov/council/councilmembers/find_district.aspx) to identify districts by address and location.

|  |  |  |
| --- | --- | --- |
| [ ]  District 1[ ]  District 2[ ]  District 3 | [ ]  District 4[ ]  District 5[ ]  District 6 | [ ]  District 7[ ]  District 8[ ]  District 9 |

#### *Additional King County Council District*

Indicate any additional council district(s) associated with the project location(s) (select all that apply).

|  |  |  |
| --- | --- | --- |
| [ ]  District 1[ ]  District 2[ ]  District 3 | [ ]  District 4[ ]  District 5[ ]  District 6 | [ ]  District 7[ ]  District 8[ ]  District 9 |

### **Areas Served**

The following questions seek information about the areas served by your project.

#### *Cities / Towns*\*

Indicate which cities and towns will be served or have access to this project (select all that apply)*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Algona  | [ ]  Covington  | [ ]  Kirkland | [ ]  Pacific | [ ]  Tukwila |
| [ ]  Auburn | [ ]  Des Moines  | [ ]  Lake Forest Park | [ ]  Redmond | [ ]  White Center |
| [ ]  Beaux Arts Village | [ ]  Duvall  | [ ]  Maple Valley | [ ]  Renton | [ ]  Woodinville |
| [ ]  Bellevue | [ ]  Enumclaw  | [ ]  Medina | [ ]  Sammamish | [ ]  Yarrow Point |
| [ ]  Black Diamond  | [ ]  Federal Way | [ ]  Mercer Island | [ ]  SeaTac | [ ]  N/A |
| [ ]  Bothell  | [ ]  Hunts Point | [ ]  Milton | [ ]  Seattle |  |
| [ ]  Burien  | [ ]  Issaquah | [ ]  Newcastle | [ ]  Shoreline |  |
| [ ]  Carnation  | [ ]  Kenmore | [ ]  Normandy Park | [ ]  Skykomish |  |
| [ ]  Clyde Hill  | [ ]  Kent | [ ]  North Bend | [ ]  Snoqualmie |  |

#### *Unincorporated Areas*\*

Indicate which King County [unincorporated/rural areas](https://kingcounty.gov/depts/local-services/programs/community-service-areas.aspx) will be served by this project (select all that apply).

|  |  |
| --- | --- |
| [ ]  Bear Creek/Sammamish Four Creeks/Tiger Mountain | [ ]  Vashon/Maury Island  |
| [ ]  Greater Maple Valley/Cedar River  | [ ]  West King County |
| [ ]  Snoqualmie Valley/Northeast King County  | [ ]  Project does not serve King County unincorporated area |
| [ ]  Southeast King County |  |
|  |  |

### **Public Access\***

**This section is required for Land Acquisition, Planning & Design, and Capital – Construction projects.**

Please describe the current extent of public access to and on the property, and any plans to develop and/or restore the site to enhance public access. *Character Limit: 2500*

## Project Type-Specific Questions

Complete only the section below that applies to your project type (Acquisition, Feasibility Study, Planning and Design, or Capital).

### **Acquisition Project Details**

#### Number of Acres\*

How many acres are included in the proposed purchase? *Character Limit: 50*

#### Acquisition Type\*

What is the type of acquisition for this proposed project? (select one)

[ ]  Fee Title [ ]  Easement (conservation, trail, etc.) [ ]  To Be Determined/Other

#### Acquisition Type Other

If the acquisition type selected above is "*To Be Determined" or "Other*", please briefly provide additional details. *Character Limit: 1000*

#### Acquisition Status\*

What is the status of the proposed transaction? (select one)

[ ]  Searching for Potential Property/Land [ ]  Negotiating with Seller(s) [ ]  Signed Purchase Sale

 Agreement (PSA)

#### Acquisition Status Detail

Please provide additional details on the acquisition status, as needed. *Character Limit: 2500*

#### Purchase Sales Agreement

Please upload a Purchase Sale Agreement, if applicable. *File Size Limit: 5 MB*

#### List the parcel number(s) associated with this project\*

Note: To find detailed parcel information, please refer to [King County Parcel](https://kingcounty.gov/services/gis/Maps/parcel-viewer.aspx) [Viewer.](https://kingcounty.gov/services/gis/Maps/parcel-viewer.aspx) Example: 5247800795. *Character Limit: 100*

### **Feasibility Study Project Details**

#### Project Implementation and Funding\*

Please describe the current understanding of how the eventual project may be implemented, including preliminary timeline, funding sources, and long-term operations and maintenance plans. *Character Limit: 2500*

#### List the parcel number(s) associated with this project

Note: To find detailed parcel information, please refer to [King County Parcel](https://kingcounty.gov/services/gis/Maps/parcel-viewer.aspx) [Viewer.](https://kingcounty.gov/services/gis/Maps/parcel-viewer.aspx) Example: 5247800795. *Character Limit: 100*

### **Planning and Design Project Details**

List the parcel number(s) associated with this project\*

Note: To find detailed parcel information, please refer to [King County Parcel](https://kingcounty.gov/services/gis/Maps/parcel-viewer.aspx) [Viewer.](https://kingcounty.gov/services/gis/Maps/parcel-viewer.aspx) Example: 5247800795. *Character Limit: 100*

**Continue to next section: Capital (Preconstruction and Construction) Project Details**

### **Capital (Preconstruction and Construction) Project Details**

**This section is required for Planning and Design AND Capital construction projects.**

#### Property Owner\*

Who is the property owner of this property and/or existing facility? *Character Limit: 250*

#### Property Owner Permission\*

What is the ownership status of the property and/or existing facility? (select one)

***Please note:*** *If long term lease agreement or property owner letter of support are selected, please upload documentation in the next question.*

|  |  |
| --- | --- |
| [ ]  Own Property/Facility[ ]  Property owner/organization permission not yet secured | [ ]  Signed Long-term Lease Agreement (upload)[ ]  Letter of Support from Property Owner (upload) |

#### Property Owner Permission File Upload

If "Signed Long-term Lease Agreement" or "Letter of Support from Property Owner" was selected above, please upload documentation. *File Size Limit: 5 MB*

#### Project Sustainability\*

Please describe how the agency leading project implementation is planning for and funding the long-term operations and maintenance of the project/facility. *Character Limit: 2500*

#### List the parcel number(s) associated with this project\*

Note: To find detailed parcel information, please refer to [King County Parcel](https://kingcounty.gov/services/gis/Maps/parcel-viewer.aspx) [Viewer.](https://kingcounty.gov/services/gis/Maps/parcel-viewer.aspx) Example: 5247800795. *Character Limit: 100*

#### Project Readiness\*

Please describe any steps that have been completed to prepare for the project (i.e., feasibility planning, architectural/engineering, cultural resources, permitting, zoning, etc.), as well as any outstanding steps that need to be completed before the project can break ground. *Character Limit: 2500*

## Project Visuals

**This section is only required if your project type is Acquisition, Planning & Design, and Capital – Construction.**

Please provide maps, photos, plans and/or designs that provide a visual representation of existing site conditions, key features, planned improvements (if any), and how the project fits into the local and regional context.

### Site Map\*

Upload a map showing the acquisition parcels and/or project site. Use aerial photo base layer and include key features such as site boundaries, public access locations, roads, rivers/streams, etc. ([King County iMap](https://kingcounty.gov/services/gis/Maps/imap.aspx) is an available free resource). *File Size Limit: 5 MB*

### Regional Map

If not included as part of the site map, upload a map showing the regional context for the project. Include relevant features such as major roads, urban growth area boundaries, parks, and protected lands. If applicable, include current, past, and future projects if part of a larger coordinated strategy. *File Size Limit: 5 MB*

### Photos and/or Supporting Visuals – Up to 3 separate documents

Upload 2-3 visuals of the project area, existing site conditions, and/or preliminary site plans (photos, maps, and/or designs). *File Size Limit: 5 MB*

**More visuals:** If you have more than three files you wish to submit for supporting materials, please combine materials into one PDF document, then upload.

## Cultural Resources Review

**This section is NOT required for Programs or Capacity Building project types.**

King County has a rich cultural history with some archeological sites dating back over 12,000 years and is committed to the protection of cultural and historic resources. As a result, a formal review by the County’s Historic Preservation Program is required for all projects that include ground disturbing activities (i.e., construction, landscaping, sign installation, tree planting, geotechnical studies, etc.) or alterations to historic structures. The following questions provide initial context for that review.

### Ground Disturbance or Alteration of Historic Resources\*

Does the project include ground disturbing activities or have potential to alter historic resources, including buildings, structures, sites, districts, and / or objects of historical significance?

[ ] Yes *(please answer following questions)* [ ]  No [ ]  Unsure

### Extent of Ground Disturbance\*

In a few sentences, please describe the types of ground disturbing activities and the depth of potential excavation (i.e., planting of trees ~18” deep, grading and landscaping of site to a maximum of 2', drilling of test wells to 50’ in 3 locations, etc.) *Character Limit: 1000*

### Cultural Resources Studies or Requirements\*

What cultural resource review activities are currently planned or have already been completed on this project? Please also briefly describe any known permit requirements and/or state or federal funding programs supporting the implementation of this project. *Character Limit: 1000*

### Project Extent Data

Upload a spatial data file (zipped shapefile, kml, or gpx, etc.) showing a polygon of the extent of the project area. This data is used for cultural resource review by the Historic Preservation Program and consultation with affected Tribes. **(Parks staff can assist with the creation of this data as necessary.)** *File Size Limit: 10 MB*

# Equitable Access & Partnerships

King County Parks seeks to support community-led and community-informed organizations that are reflective of and embedded in the populations they serve and recognize and address the racial and other disparities that exist in King County. Priority populations focus on underserved communities that experience inequitable access to open space. This may include racial/ethnic communities (Black/African American, Hispanic/Latinx, American Indian/Alaska Native, Asian, Native Hawaiian/Other Pacific Islander, and/or other People of Color), people with disabilities, refugees and immigrants, low-income individuals, and/or other marginalized communities.

Responses should demonstrate how the project addresses disparities through intentional planning, community involvement, and strategic partnerships.

## Opportunity Areas

### Opportunity Area\*

**This section is only required if project type is Land Acquisition.**

Is the project located within an Opportunity Area?

"*Opportunity Areas*" are areas within King County that have historically been under-invested with open space resources (as defined in King County Code 26.12.003J).

**For assistance:** [**This website**](https://kingcounty.maps.arcgis.com/apps/webappviewer/index.html?id=4cd797c007b84aaeb4b16bc8f1556703)provides a data report for parcel(s), which indicates whether three specific criteria are met (areas highlighted in deep purple), automatically qualifying it as in an Opportunity Area. If all three criteria are not met, the map provides additional data to help one make the case a project should still be considered an Opportunity Area.

[ ]  Yes, project is in Opportunity Area because it meets all three mapped criteria

[ ]  Yes, I believe project should be considered to be in Opportunity Area

[ ]  No, project is not located in Opportunity Area

### Opportunity Area Rationale

**Required if “Yes, I believe project should be considered to be in Opportunity Area” was selected in previous question**

To provide the rationale for the project to be considered within an Opportunity Area, please describe how the people served by the project disproportionately experience limited open space access and demonstrated hardships (such as income, health, social or environmental factors). *Character Limit: 2500*

## Populations of Focus

**This section is only required if project type is Program.**

### Percentage Served

Approximately what percentage of your program participants and / or population served by this project identify with the demographics below?

***Instruction:*** *Please estimate percentages for each population served.*

|  |  |
| --- | --- |
| **Demographics or program participants and / or population served by this project** | **Percent served estimate** |
| Black, Indigenous, and/or other People of Color | Click to select a range |
| People with disabilities | Click to select a range |
| Veterans | Click to select a range |
| People living homeless | Click to select a range |
| People who speak a primary language other than English | Click to select a range |
| Refugee and immigrant communities | Click to select a range |
| Low-income (living below 200% poverty level and/or youth receiving Free or Reduced-Price Lunch) | Click to select a range |
| Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQIA+) communities | Click to select a range |

### Populations Served Details

Please share any additional details and/or describe other underserved communities of focus for this project proposal. *Character Limit: 1000*

## Improving Access

King County Parks seeks to invest in projects that help to make parks, green spaces, and recreation opportunities more accessible for King County residents to enjoy.

### Reducing Barriers\*

Please select the type(s) of barriers the project seeks to address to improve access to parks, green spaces, and/or recreation for the community (select all that apply).

[ ]  Physical Barriers - Transportation, mobility, environment restricting/limiting physical access, etc.

[ ]  Financial Barriers - Costs for families and individuals participating in activities, etc.

[ ]  Programmatic Barriers - Program subject matter, accessible equipment, hours of operation, etc.

[ ]  Social Barriers - Language, cultural preferences, communications, and outreach efforts, etc.

[ ]  Systemic Barriers - Lack of parks, facilities, and recreational programs, etc.

### Reducing Barriers Detail\*

Share how the project/programs reduces barriers and improves access for underserved communities to parks, recreation, open spaces, natural lands, and/or healthy environments. Please address each of the barriers selected above. *Character Limit: 2500*

## Community Engagement

King County Parks seeks to invest in projects that are led by and for underserved communities with the least access to recreational and health equity. Ideally, the need for this project was identified by one or more underserved communities, and those communities play a meaningful and central role in key decisions affecting the proposed project.

### Community Engagement\*

Describe how community members are or will be involved in leading, informing, and/or engaging in this project in a meaningful way. *Character Limit: 2500*

## Collaborative Partnerships

King County Parks seeks to support projects that are driven by underserved communities. Collaborative project partnerships can help achieve that goal, particularly involving organizations that reflect the communities they serve (e.g., members share similar backgrounds or identities, have historical ties to the community, etc.). Partners may include tribes, community-based organizations, public agencies, and other organizations contributing resources to this project.

**(Continued on next page)**

### Partnerships\*

If this project involves partnerships with other organizations or agencies, please describe the project partners. If no organizational partners are involved, please describe why the lead organization is best suited to approach this project independently.

1. How do the organizational partners (or lead organization, if there are no project partners) reflect the communities served by this project?
2. What does each partner bring to this project (funding, in-kind donations, volunteers, etc.)?
3. How does collaborating with the identified partners strengthen this project?

*Character Limit: 2500*

### Letter of Support – Up to 3 separate documents

Please upload any letters of support or documentation that demonstrates the project partnerships and/or resources committed to this project.

***Multiple Files:*** *If you have more than three files, please combine into one PDF. File Size Limit: 5 MB*

# Budget & Resources

The budget is critical to connecting the proposed project/program and the necessary expenses with estimated dollar amounts. The **budget narrative** provides opportunity to explain any information that may not be evident in the project budget and specific line-item expenses.

## Budget Template\*

Upload a budget that outlines the following:

* **Total Project Cost:** List of project costs to be covered by other resources.
* **Grant Request:** List of project costs to be covered by **this grant.**

**Applicants are *highly encouraged* to use** the King County Parks budget template. [Click here to download a copy](https://kc1.sharepoint.com/%3Ax%3A/t/DNRPa/EYQ60qvAcQdJm_2vkqjSvDwB_oGNyKpLaOyVURrgSiN2Mg?e=kdubhx).

*File Size Limit: 5 MB*

## Budget Narrative\*

Provide any details that support the proposed budget such as:

* Clarify budget expenses listed in the project budget template
* Explain the total budget of the project/program (beyond the grant request)
* Share other funding sources available to cover total project budget
* Indicate priority budget items to support project viability, and describe potential impacts of reduced funding

*Character Limit: 2500*

## Supporting Budget Documentation – Up to 3 separate documents

Upload any additional documentation that supports the proposed budget. Please prioritize documentation related to **this specific funding request**, and supplement with documentation related to the broader project as needed. **Examples could include:** *Bid; Appraisal; Cost Estimates; Fundraising Plan.*

***Multiple Files:*** *If you have more than three files, please combine into one PDF.*

*File Size Limit: 5 MB*

# Additional Information

## Additional Supporting Materials – Up to 3 separate documents

Please upload any additional supporting documentation about the project proposal. **Please Note:** This content may not be scored unless the applicant has requested a reasonable accommodation.

***Multiple Files:*** *If you have more than three files, please combine into one PDF.*

*File Size Limit: 5 MB*

## Media URL Links

If you wish to submit multimedia links that support the project proposal, please provide URL links to the materials below. *Character Limit: 1000*

# End of Application