



## **Get Moving and Recreation for All 2024 Guidelines**

Seattle Parks and Recreation  
Seattle Municipal Park District

Seattle Parks and Recreation (SPR) and the Seattle Municipal Park District is pleased to announce the return of Get Moving and Recreation for All Grants for 2024. Community members, organizations, community groups, and small businesses can apply to receive up to \$15,000 to provide recreation programming throughout Seattle.

### **Seattle Parks and Recreation Mission**

Seattle Parks and Recreation provides welcoming and safe opportunities to play, learn, contemplate, and build community, and promotes responsible stewardship of the land. We promote healthy people, a healthy environment, and strong communities.

### **Seattle Municipal Park District**

Get Moving and Recreation for All funding is provided through the Seattle Municipal Park District, a voter approved levy that provides funding for City of Seattle Parks and Recreation including maintaining parklands and facilities, operating community centers and recreation programs, and developing new parks on previously acquired sites.

### **Purpose**

The purpose of Get Moving and Recreation for All grants is to provide all types of recreation programming to communities furthest from racial, educational, economic, health, and social equity. Programs must be of the community, for the community, and by the community to ensure cultural competence and culturally responsive recreational opportunities. Applicants should have a strong connection with, and to, the community they plan to serve and must have community input and support.

### **What is Recreation?**

Recreation is anything that enhances life! We are excited to fund all types of programs including physical fitness, arts programming, community events, mental health, and wellness, educational, community and personal healing, environmental and outdoor stewardship, intergenerational connectedness, cultural connectedness, and so much more. Recreation makes our lives more enriching, keeps us physically, mentally, and spiritually healthy, connects us to nature, connects us to each other, and brings activity to life.



### **Get Moving Grant**

The Get Moving Initiative funds culturally relevant physical activities for communities where health disparities are prevalent. Funded activities will strengthen the collaboration between Seattle Parks and Recreation and Seattle communities.

Get Moving projects must:

- Occur in the City of Seattle.
- Occur in identified priority neighborhoods. (See page 10)
- Focus on communities where health disparities are prevalent.
- Provide physically active programming.
- Participate in SPR's Big Day of Play for the **ENTIRE EVENT**, on August 17, 2024.

### **Recreation for All Grant**

The Recreation for All Initiative funds new, innovative, and/or culturally relevant recreation opportunities. Funded activities will develop new and ongoing relationships with Seattle Parks and Recreation, community centers, parks, and facilities.

Recreation for All projects must:

- Occur in a City of Seattle Parks and Recreation Community Center, Park, Aquatic Facility, or Environmental Learning Facility.
- Occur in identified priority neighborhoods. (See page 10)
- Provide recreation classes, projects, programs, or events to underserved communities.

### **Funding for 2024**

Applicants will complete one application and be eligible for both funds. Utilizing the information provided in the application, Grant Administrators, and the Community Review Panel will determine which fund best suits the program and needs of the communities. Applicants will answer specific questions that will support the determination of funding. Applicants can only receive awarded funds from one grant source. Either Get Moving or Recreation for All.

### **Funding Available**

The Get Moving and Recreation for All grants provide funds to offer quality recreational programming to communities furthest from equity. Applicants can apply for a maximum amount of \$15,000. Please be aware that if awarded, the allocated amount may be different from the amount requested.

Applicants can receive funding from other City of Seattle departments and still be eligible for these funds. There are a handful of restrictions about funding between departments. If you have received or plan on applying for funds with Seattle Parks and Recreation or another City department, please contact our staff.

### **Health Mandates and Safety**

Awarded programs will be required to follow **ANY** CDC, City of Seattle, or King County health mandates and protocols if applicable during programs.



## Eligibility

The following are eligible to apply for Get Moving and/or Recreation for All:

- Individuals\*
  - Please be aware that if awarded this would be considered taxable income.
- Local community groups\*
- Small businesses working within the identified neighborhoods and under \$150K in gross revenue.
- Non-profit and not-for-profit organizations

*\*Individuals and Community Groups are not required to have a 501c3. A Fiscal Sponsor is not required but can be used if the awardee would prefer.*

The following are not eligible to apply for these funds:

- Organizations and small businesses who have over \$150,000 in gross revenue
- Government agencies
- Universities
- Political Groups

## Timeline

The 2024 Get Moving and Recreation for All grant application dates:

- **Applications OPEN:** January 18<sup>th</sup>, 2024 @ 8AM PST.
- **Applications CLOSE:** February 15<sup>th</sup>, 2024 @ 11:59PM PST.

Award announcements will be made approximately four weeks from the deadline date. The review timeline will be dependent on the number of applications the community panel has to read and score. Applicants will receive additional information about an award timeline once their application has been sent to the community review panel.

The contracting process takes a minimum of four weeks from the award date. **All awardees must have a SIGNED contract in place prior to the start of any program.** The city cannot pay for any programs that take place prior to the contract date.

All projects must be completed by December 8, 2024. Funds are only for the calendar year and cannot be carried over into the next year.



### Requirements for Proposed Projects

Based on our Mission Statement, Purpose, and City requirements, the following are required for all projects to be awarded funds. For an application to move forward to the community panel for review, the following criteria must be met:

- Free and open to all
- Take place within the City of Seattle
- If funded through Get Moving, awardee must participate in SPR's Big Day of Play for the **ENTIRE EVENT** on August 17, 2024
- Cannot be in a downtown facility or park.
- Adhere to the City of Seattle Parks and Recreation Mission Statement (*see page #1*)
- Programs or events must be in-person.
- Serve focus populations and neighborhoods (*see below or Appendix A page #10*)
- Applicant cannot have any outstanding debts or grants with the SPR Business Service Center
- All past grant applications are closed in full and in good standing.
- Be completed prior to December 8, 2024

### Priorities for Funding

To meet the purpose of these funds, priority populations and locations (neighborhoods, parks, and community centers) have been established. All applicants must be focused on at least one of the priority populations and locations.

- Priority Populations
- People of Color
- Indigenous Communities
- Immigrant/Refugee populations
- Persons with disabilities
- LGBTQIA+
- Multigenerational Programs

### Priority Locations

Utilizing data, Seattle Parks and Recreation has identified neighborhoods, parks, and community centers to focus grant provided programs. Proposed projects should attempt to meet the needs of the neighborhoods identified. Proposed projects should be taking place in those neighborhoods either in City of Seattle Parks, City of Seattle Recreation Facilities, or other community-based facilities that provide space for programming or events. A list of the priority neighborhoods, parks, and centers can be found on Appendix A (*page #10*).



## Application

The application contains questions that ask the applicant to define and explain the proposed project. Questions will be asked in the following categories.

- **Capacity and Background:** A brief description of the individual or organization and the focus of the work. Proof of past projects that shows panel members that the project can be achieved.
- **Project Information:** The basics of the program proposed, name, location, date or timeline, number of sessions, population focus, number of people proposed to be served, amount of funding requested, a brief work plan that describes the project from beginning to end including planning for and debrief of.
- **Community Impact, Outreach, and Outcomes:** Project should have community stakeholders engaged in the development and implementation. Outcomes and benefits should be identified and there should be a way to measure success for the participant and the program. Barriers should be identified and a plan to mitigate as many as possible should be included. An outreach and marketing plan should meet the needs of the population being served and support the success of the proposed project.
- **Leadership and Staffing:** Staffing plan for proposed project and how will there be assurance that staff and volunteers are culturally competent and prepared.
- **Organizational Budget:** All Non-profits (501c3) and small businesses are required to submit an organizational budget that shows both revenue and expenses. **Any organization or small business with a gross revenue of over \$150,000 for 2023 will be ineligible to receive funding.**
- **Project Budget:** A project budget that includes all revenue including Get Moving or Recreation for All award, any other income, donations, and all expenses. Budgets can be submitted either by uploading a document or by building in the application format. Please see below for additional budget information. *Priority will be given to applications that show a clear financial need to operate the proposed project.*
- **Additional Information and Attachments:** The last section offers the opportunity to include any additional information that the applicant feels is relevant as well as up to three attachments no longer than 3 pages in length for each attachment. These items will not be scored by the community panel.

## Budget

At the start of any successful program is a clear and concise budget. Funds from this grant can be used to support the proposed project. These funds cannot be used for organization overhead or any expenses that don't directly relate to the proposed project.

Awarded funds **CANNOT** be spent on:

- Organization overhead that isn't directly related to the program or event including office space, utility bills, etc.
- Gifts or awards
- Travel or travel-related expenses for staff including mileage.
- Personnel benefits



Award funds **CAN** be used to cover the cost of:

- Staff, contracting of support staff (i.e., DJ's, security, teaching artists, physical fitness instructors)
- Program Supplies
- PPE, safety supplies or equipment, and anything needed to meet King County Health and Safety mandates.
- Insurance
- City of Seattle Business License
- Food - only up to 10% of the award amount
- Marketing and outreach
- Translation and interpretation
- Equipment rentals and other program or production costs including fitness certifications.

### **Review and Panel Process**

Once applications have been submitted, SPR grant team members will review each application to ensure that it meets all mandatory requirements (see page #4) and that the application meets the priorities and purpose of the fund. All applications that staff determine are eligible for funding are then read and scored by a community panel. Panelists will receive applications and a scoring rubric that they will use to read and provide independent scores for each application. Panelists are required to report any conflict of interest that they may have with an individual or organization and excuse themselves from scoring that application. Panelists are given approximately two weeks to read and score applications after the deadline date as well as recommend a funding amount. Once the community panel has completed their part of the process, the applications, scores, and panelists' comments are then reviewed by the SPR grants team. The grants team will utilize the panelists' scores and funding recommendations to determine the award amount. All recommendations are then reviewed by the Superintendent of Seattle Parks and Recreation and signed off on prior to funding announcements being made.

### **Community Panel Scoring**

The community panel is provided with a scoring rubric. The panel will read and review each application based on the following:

#### Capacity and Background

- There is a clear description of who the applicant is and what they do.
- The applicant provides evidence that the proposed project can be completed successfully.

#### Project Information

- The project description is clear and makes sense.
- There is a work plan that is timely and achievable that includes dates and deadlines.
- The proposed project serves one or more of the prioritized populations.
- Project is in a priority area or neighborhood, additional points are given if the project will be held in a City of Seattle Park, Community Center, or Facility.



### Community Impact, Outreach, and Outcomes

- Does the applicant have community stakeholders involved and/or have they developed partnerships to develop and offer the proposed project?
- Outcomes and benefits for the participant(s) have been identified.
- The applicant has a way to measure success and benefit to participant(s).
- The applicant clearly describes a tool to measure outcomes for participants.
- The marketing plan is clear and makes sense for the community served.
- The applicant has identified barriers to participation and ways to help mitigate those barriers.

### Leadership and Staffing

- There is a clear staffing plan that meets the needs of the proposed project.
- There is a training plan for staff and volunteers.

### Budget

- Budget is clear and adequate. The applicant has covered all financial needs with the proposed budget.

### Contracting

The contracting process takes a minimum of four weeks **AFTER** a contract meeting with the SPR grants team has occurred. Awardees will be asked to complete an update of their proposed plan that will be used to complete the contract. Contracts include award amount, a short description of the program funded, reporting requirements, and due dates for invoices and documents. Once the contract has been drafted a copy will be sent to the awardee for review. Each awardee will meet with a member of the SPR Grants Team to go over the contract and all required documentation at the time of signatures. To complete the contract with the City several documents are required at, or shortly after, signing the contract. **No programming can begin prior to the contract being signed and the following documentation on file with the SPR Grants Team:**

- W9
- A City of Seattle Business License (Washington State Business License cannot be substituted for this requirement)
- Premises Liability Insurance with the City listed as additionally insured in the amount of \$1,000,000 per occurrence.
- Background checks submitted through SPR system for all who will be operating the program or event including staff, volunteers, and contractors. A list of names will need to be provided to the SPR grants team.
- Auto insurance or waiver



### **Reserving a Park or Community Center**

To host an event or program in a City of Seattle Park or Community Center the awardee will need to complete a Park Permit or coordinate with the Community Center to reserve space. The SPR Grants Team will support you in obtaining those permits. Please be prepared to be flexible on dates and times in completing this process. We can waive some fees; however, it is recommended that all applicants budget the cost for the use of space. Feel free to contact staff at the preferred Community Center or the SPR grants team to discuss the process, fees, and timeline of permitting and space use.

### **Marketing and Outreach**

Awardees are required to use a City of Seattle Parks and Recreation logo on their marketing materials. The logo must be a minimum of 0.25 inches in height as measured by the medallion of Chief Sealth and must be easy to see and read. We have several logos that will be provided to awardees after award announcements are made. Awardees can utilize the logo that works best for them.

All printed and social media posts must also include the sentence **“This program is funded by the Seattle Parks District Initiative through the City of Seattle Parks and Recreation.”** The sentence must be at least 12-point font and visible. All marketing materials, social media posts, or any other marketing format must be approved by a member of the SPR grants team prior to distribution or publishing.

Outreach and marketing are critical to the success of any program. We are happy to provide support and suggestions if you are new to marketing and outreach. We often encourage you to speak to the community that will be served and ask them how they hear about new opportunities and then seek out those platforms. Marketing and outreach take creativity, out of the box thinking, and time. The best marketing and outreach plans take their population into account and strive to make eye catching materials. We also recommend that you think through your platforms for marketing. Only using social media for our elders or only using fliers for teenagers will not help you meet the community you are outreaching to.

### **Invoices and Payments**

At Seattle Parks and Recreation, we recognize the importance of funds to support quality programs. We have worked hard to eliminate as many barriers as possible to awardees receiving payments of the funds to meet the needs of the program. To accomplish this, payments are made in three increments throughout the program window. The first invoice can be submitted by the awardee six weeks prior to the start of the program, a second invoice in the middle of the program, and a final invoice is made once the program is completed, and all paperwork is submitted. The contract will lay out due dates and what documentation is required along with invoices for payment. If awardees want to receive prompt payment it is critical that they ensure that all documents are submitted on time and that all requirements of the invoice and contract are met.





## Reporting

All awardees are required to complete reporting for their project. Reporting includes but is not limited to a mid-report, attendance sheets, sign in sheets, pictures/videos, marketing materials, budget report, participant surveys, invoices, and a final report. If awarded, a member of the SPR grants team will walk you through all requirements at the time of contracting.

Mid and final reports will ask for both quantitative and qualitative data on the project. It is critical for the continuation of the fund that we accurately report on the services provided and participation of the community in all grant funded programs. Through the documents that we provide we ensure that awardees are tracking the necessary information to complete the reports. Information requested in the reports includes:

- Number of people served, duplicate and unique\*
- Gender identity of individuals served.
- Ethnicity/Race of population served.
- Zip code of participants
- Number of hours of recreation opportunity provided.
- Age range of participant(s)
- Successes and challenges
- Learning of awardee

*\*Duplicate indicates an individual who attends a series of classes multiple times, i.e. Bob participates in a 6 week series of classes and attends every class, his duplicate count would be 6. Unique counts each person once, no matter how many times they participated. For unique our example above would only count at 1.*

## Contact Information

If you have any questions, would like additional information, or need support please contact us. Our grants email address is [SPRFunds4All@seattle.gov](mailto:SPRFunds4All@seattle.gov).

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Appendix A

**Priority Neighborhoods**

**Southwest**

Cottage Grove  
 High Point  
 Highland Park  
 Pigeon Point  
 South Delridge Triangle  
 Sunrise Heights  
 Westwood  
 Youngstown  
 Georgetown  
 Puget Ridge  
 Beacon Hill  
 South Park  
 Rainier Beach

**Southeast**

Brighton  
 Columbia City  
 Dunlap  
 Genesee  
 Hillman City  
 Lakewood  
 New Holly  
 North Rainier  
 Pritchard Beach  
 Othello  
 Rainier Valley  
 Rainier Vista

**Northeast**

Cedar Park  
 Jackson Park  
 Lake City  
 Northgate  
 Pinehurst  
 Victory Heights  
 Meadowbrook  
 Housing at Magnuson

**Northwest**

Bitter Lake  
 Greenwood  
 Haller Lake  
 Licton Springs/  
 Aurora Licton

**Priority Parks**

Parks identified with a \* will be given an additional score. These parks have been identified as high need locations for programs and activation.

Central	Southwest	Southeast	North
Cal Anderson Park	Duwamish Waterway Park	Beer Sheva Park	Albert Davis Park
Dr Blanche Lavizzo	Highland Park Playground	John C Little Park	Ballard Commons Park
Powell Barnett Park	Myrtle Reservoir Park	Martha Washington Park	Lake City Mini-Park
Judkins Park	Roxhill Park	Othello Park	Little Brook Park
Flo Ware Park	Westcrest Park	Pritchard Island Beach Park	Hubbard Homestead
Pratt Park	Oxbow Park*	Brighton Park*	Magnuson Park
Jimi Hendrix Park		Be'er Sheva Park*	
		Maple Wood Park	

**Priority Centers**

Rainier Beach Community Center  
 Van Asselt Community Center  
 Garfield Community Center  
 South Park Community Center  
 Delridge Community Center  
 Lake City Community Center  
 Northgate Community Center

Rainier Community Center  
 Jefferson Community Center  
 Yesler Community Center  
 High Point Community Center  
 International District Community Center  
 Magnuson Community Center  
 Bitter Lake Community Center