



EDMONDS DIVERSITY COMMISSION GRANTS PROGRAM

Diversity Commission Mission

- Promote and embrace diversity, equity and inclusion through action, education, and guidance; foster an understanding that includes, accepts, respects and appreciates each individual member of our community by:
 - providing information, education, and communication that facilitates understanding of diversity, equity and inclusion and celebrates and respects individual differences;
 - recommending to the Mayor and City Council opportunities to promote programs related to diversity, equity and inclusion, and providing guidance to ensure an accessible, safe, welcoming and inclusive government and community; and
 - supporting, challenging, and guiding government and the community to eliminate and prevent all forms of discrimination.

Purpose of Grants Program

To harness the power and enthusiasm of the local community and partner with local groups, agencies, organizations or individuals by providing funding to help make possible community programs, events and/or activities that engage, educate or involve the Edmonds community in ways that promote diversity, equity and inclusion.

Grant Monies Available

Individual grant awards may not exceed \$500.

Grants Program Timeline

Awards are for programs from January through June 2023. Applications are due by 4:30pm, Friday, November 18, 2022.

Eligible Projects

Programs, events or activities that engage the greater Edmonds community and promote diversity, equity and inclusion; priority will be given this year to support the needs of the community during COVID and in response to the heightened levels of community concern and engagement over racial justice and equity issues. Examples of such projects are:

- Speakers
- Films
- Discussion groups
- Readings
- Performance
- Community gatherings
- Installations
- Other types of community support during these times

Funds may be used for the promotion and/or production of the project, but may not be used for salaries; permanent capital acquisitions; or food, drink, prizes or other giveaways.

Eligibility Criteria

- Projects must fulfill one of the stated “Purposes of the Grants Program”
- Projects must be located or take place within the City of Edmonds or directly engage the Edmonds community (if located beyond the City limits)
- Projects must not duplicate or supplant existing programs, events or activities
- While official nonprofit status is not required, grant recipients may not be for-profit entities
- Applicants must demonstrate how any grant monies will leverage other cash or in-kind contributions
- Projects must be completed within six months upon approval of grant award
- Recipients must include acknowledgement of funding from the Edmonds Diversity Commission, including use of its logo, on all printed or e-materials

Application Submittal

Submit a hard-copy or PDF of the application form and any supporting materials to Megan Luttrell, 121 5th Avenue North, Edmonds, WA 98020 or by email to: megan.luttrell@edmondswa.gov. Questions regarding the process may also be sent to the same email.

First Round submission due by: 4:30pm, Friday, November 18, 2022.

Application Review Process

Grant applications will be reviewed by a subcommittee of the Commission, who will provide recommendations at the December and August Commission meetings, respectively, when grant award decisions will be made. City staff will review each request for compliance with applicable state and local codes or requirements. Award recipients will be contacted as soon as possible after Commission's decision in order to allow the recipients to proceed with the planning and production of their projects.

Disbursement of Grant Funds

Grant funds will be disbursed on a reimbursement basis after delivery to the City of corresponding itemized invoices for eligible expenses, together with supporting receipts or other materials.

Post Project Reporting

One month after completion of the Project, a final report will be sent to the City and Diversity Commission. The report will include: description of the project's execution; outcomes; fulfillment of stated goals; estimated attendance, participation or reach; community benefits; financial statement of expenses and revenues, including use of grant monies.



EDMONDS DIVERSITY COMMISSION GRANTS PROGRAM APPLICATION FORM

Name of Project: _____

Date(s) of Project: _____

- 1. Description of Project, including goals, expected attendance or reach (use additional sheets if necessary):**

- 2. Target audience (relevant to Edmonds):**

3. **Project budget, including other sources of cash and/or in-kind funding, as well as requested grant funding (fill in below or use other sheets if necessary):**

Revenue:

Expenses:

4. **Describe what would constitute a successful project:**

5. **Contact name(s) and information:**

Signature of applicant Date

Include letter(s) of support if applicable.

Anything else you would like to share regarding this application:

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