

SAMPLE APPLICATION (Example only)
Attachment A
Project Scope

Instructions

Complete information about the proposed project wherever there are field boxes () throughout this document. Describe the project goals and activities and what will result from your project, as clearly as you can. You will be rated on your ideas and not on your spelling or grammar. Please follow stated instructions closely.

1. Applicant Information

Organization Name	Southeast Asian Refugee Alliance
Federal Tax I.D. Number (if applicable)	12345678
Project Contact	Bopha Chan
Address	5443 S 150th St Tukwila, WA 98188
Phone	206-555-1212
Email	Chan.b@gmail.com

2. Fiscal Sponsor Information – If Applicable

Fiscal Sponsor Name	Environmental Stewardship Group
Federal Tax I.D. Number	123456789
Fiscal Sponsor Contact	Amir Jordan
Address	1496 Wall. St. 98188
Phone	206-555-3434
Email	Jordan.A@ESG.org

3. Project Overview

Project Name		
Eligible Geographic Region Where do you plan to provide funded services and activities?	<u>Near-Airport Cities</u> <input type="checkbox"/> Burien <input type="checkbox"/> Des Moines <input type="checkbox"/> Federal Way <input type="checkbox"/> Normandy Park <input type="checkbox"/> SeaTac <input checked="" type="checkbox"/> Tukwila <u>Other</u> <input type="checkbox"/> Beacon Hill/ Duwamish Valley Extension Area	<u>Other South King County Cities</u> <input type="checkbox"/> Algona <input type="checkbox"/> Auburn <input type="checkbox"/> Kent <input type="checkbox"/> Pacific <input type="checkbox"/> Renton
Project Site Address and Property Owner	2343 Legion Blvd Tukwila, WA 98188	
Project Duration	<input checked="" type="checkbox"/> 1-year <input type="checkbox"/> Multi-year (up to 3 years)	

<p>Amount Requested (Up to \$20,000 for one-year projects or up to \$20,000 per year for multi-year projects up to three years; \$60,000 max.)</p>	<p>\$ 17,725</p>
<p>In a short paragraph, describe the overall goal of the project. Please note how your organization reflects the diversity of the community you serve and why there is a need for this project.</p>	
<p>The goal of this project is to improve our neighborhood park and make it more welcoming to the Southeast Asian refugee population that lives nearby. The Southeast Asian Refugee Alliance is an all-volunteer group of resettled refugees working to create vibrant and healthy communities. Many people who live in our community have fled violence and political persecution and are new to the Tukwila area. This project will improve the local neighborhood park by adding signs in multiple languages that say, "You are welcome here." Also, we will add a swing set for kids to play on. Finally, we will host a welcome celebration, weekly park cleanup events, and a fall tree planting to plant 15 native trees.</p>	
<p>In list format, describe what activities will be done or what will be produced as part of the project. Please note any activities that will be done by project partners.</p>	
<p>1. Community engagement- outreach to residents to help design park signs 2. Design and produce signs (Design Company) 3. Purchase swing set 4. Hire contractor to install swing and signs (Contractor Company) 5. Host a community welcome day 6. Host weekly volunteer cleanup events 7. Host tree planting event to plant 15 trees and shrubs</p>	

This program requires an improvement to a public space. Please describe how your project will improve a public space in one of the eligible geographic regions. How will your project benefit the environment and the community?

This project will improve Crestview Park in Tukwila by adding a swing set, welcome signs, and planting 15 trees and shrubs. Additionally, community members will improve the look and feel of the park by hosting weekly cleanup events that will remove trash from the park. This project will result in the local community feeling more welcome at their neighborhood park. The signs will clearly say in their home language that they are welcome. Additionally, the neighborhood kids who live in apartment buildings will have a place to come and play. We will help to create a sense of community stewardship by hosting small weekly clean up events from March through October which will remove garbage from the park. Finally, we will plant up to 15 trees and shrubs to increase the shade around the playground and improve the air quality in the neighborhood.

Information	Letter 1	Letter 2
Name	Kris Kelly	Amir Jordan
Title	Parks Maintenance & Operations Superintendent, City of Tukwila	Account Manager, The Environmental Stewardship Group
Relation to Project	Permitting for Park Improvement	Fiscal Sponsor

NOTE: One letter must be from the property owner of the location where the public improvement will take place.

4. Letters of Recommendation

In the submittal email, include two letters of recommendations from project stakeholders. All applicants are required to include a letter of recommendation from the property owner of the location where the public improvement will take place. It is important to the Port that your project demonstrates widespread community support and aligns with city efforts to improve the environment. You may include a letter from many types of stakeholders, such as: city staff or local elected official, a partner organization, a representative of another public agency, a local institution or school, a community leader, a business or corporate partner, a school administrator, and others.

Please note: If your project requires fiscal sponsorship, one of the letters should be a letter of support from your fiscal sponsor.

5. Schedule

Provide a high-level schedule of events or outcomes in the field provided. Work on the project may not begin until a contract with the Port has been fully executed and must be completed within the contract duration.

Example: August 2026 – Host Community Event

February 2024- Sign grant contract and host project kickoff meeting with community March 2024- Talk to community members to identify spoken languages and begin to design signs, purchase cleanup equipment, begin hosting weekly park cleanups with community members April 2024- Finalize permits with City of Tukwila to install swing set May 2024- Purchase swing set, design

company creates welcome signs June 2024- Contractor installs swing set, community reviews welcome signs before printing July 2024- Print signs, install signs August 2024- Host welcome celebration September- Plan fall planting activity October- Purchase native plants and trees, host planting event at the end of October, complete last weekly cleanup of the year Weekly trash cleanups will be held between March and October