# Washington Climate Corps Network

# 2025-2027 Application Preview

BEFORE SUBMITTING AN APPLICATION:

* Please submit a letter of intent [via Smartsheet form](https://app.smartsheet.com/b/form/0570fbd49ae14ad98665fe6045faa3d9).
	+ Serve WA will review all letters of intent submitted.
	+ You will receive a response to the letter of intent with the next steps.
* Applications may only be submitted **AFTER** you have received an invitation to apply from Serve WA.
	+ Only those who submitted a letter of intent **and** were invited to apply are eligible for an award.

This application contains up to **17 prompts** to learn more about your project and alignment with the goals of the Washington Climate Corps Network (WCCN). You will have opportunities to provide narrative answers, select the communities to be served, upload a budget, and share a recording about you and your project.

**Tier 1:** 14 prompts (10 scored), 19 points available
**Tier 2:** 17 prompts (13 scored), 28 points available

Applicant Information

**NOT SCORED**

In this section, you will provide some basic details to identify your application and contact you for further details and communicating awarding decisions.

1. **Please select the appropriate tier for this application. \*** (single-select)
	1. Tier 1 ($35,000 or less)
	2. Tier 2 ($35,001 or more)
2. **Contact Name \***
3. **Contact E-Mail Address \***
4. **Organization Name \***
5. **Organization Type \*** (multi-select)
	1. Academic Institution
	2. Fiscally-Sponsored Organization
	3. Local Government (City or Town)
	4. Nonprofit Organization
	5. Registered Business
	6. Special Taxing District
	7. Tribal Organization
	8. Veteran Service Organization
	9. N/A or Other

### Project Overview

In this section, please describe your project's purpose, alignment with our goals, and communities benefiting from your project. The WCCN is committed to supporting service projects, providing environmental benefits to overburdened communities conducted by vulnerable populations.

**Tier 1:** 4 prompts, 4 points available
**Tier 2:** 5 prompts, 7 points available

1. **\*Project Name:** *Please provide a concise project name. (3-7 words maximum)*
	1. **Not Scored.**
2. **\*Climate Resilience Focus Area:** *From the list below, select at least one area of* [*Washington's Climate Resilience Strategy*](https://ecology.wa.gov/Air-Climate/Responding-to-climate-change/Washingtons-climate-strategy) *that best aligns with your project. (Multi-Select)* **SCORED: 0 - 1**
	1. **Water Resources Resilience**: Ensuring reliable water availability through conservation, management, and infrastructure improvements.
	2. **Marine and Coastal Resilience**: Addressing changes in marine ecosystems and protecting coastal areas from rising sea levels and erosion.
	3. **Flood and Storm Resilience**: Preparing for and mitigating the impacts of flooding and extreme weather events.
	4. **Heat and Wildfire Resilience**: Reducing risks from extreme heat, wildfires, and smoke, especially in vulnerable communities.
	5. **Ecosystem and Habitat Resilience**: Supporting natural systems, biodiversity, and habitats to adapt to changing conditions.
	6. **Community and Infrastructure Resilience**: Strengthening community networks, promoting equity, and investing in climate-resilient infrastructure.
	7. **None or Not Applicable**
3. **\*Project Summary:** *Please provide a brief project summary. (Short Narrative)* **SCORED: 0 - 3**
	1. Please include the following in your response:
		1. What is the project’s goals?
		2. How will the project advance climate resilience?
		3. Who will benefit from the project?
	2. **(TIER 2 ONLY) \*Project Details**: *Please provide further project details. (Longer narrative)* **SCORED: 0 – 3**
4. Including, but not limited to:
5. How does your project align with the selected Climate Resilience focus area(s)?
6. How will this project further the 2025-2027 WCCN focus area, advancing clean energy?
7. How many Architects will be required for the project?
8. What will the Architects be doing?
9. **Your Story**: *Tell us about your story, your organization, and the benefits of your project!* (Link) **NOT SCORED**
	1. Please record a short video or audio message (< 5 minutes) to share WHY this project is beneficial to the communities served and Architects serving.
	2. Please include any details not captured in this application and any imagery or concepts important to you and the community.
	3. If you experience any technical issues, recordings may be sent to: WCCN@OFM.WA.GOV

### Project Location

In this section, you will describe where the service project(s) will be taking place in Washington. Your response should be relevant to the areas being served by the project to be funded by this grant and not inclusive of any home offices or other work by your organization.

**All Tiers:** 3 prompts | 3 points available

1. **\*Counties**: *Which counties will contain service project(s)?* (Multi-select dropdown menu) **SCORED: 0 - 1**
	1. This is the location of the work being conducted by Architects, not the location where they reside or use as a base/home office.
2. **\*Overburdened Communities**: *Is the project serving a community identified as an ‘overburdened community’?* (Single-select button) **SCORED: 0 – 1**
	1. Please review the [Overburdened Communities of Washington map](https://geo.wa.gov/datasets/wa-ofm%3A%3Aoverburdened-communities-of-washington-state/explore?location=47.103289%2C-120.897341%2C6.68) to verify your proposed project is located in an overburdened community.
	2. IF you selected ‘**YES**’ or ‘**PARTIALLY**’ to #6,
	**Overburdened Tracts*:*** *Where will your project be located?* (Multi-select dropdown menu) **SCORED: 0 – 1**
3. *Please use the Overburdened Communities map to select the appropriate tract(s) and county for your project location(s).*
4. **TIP**: Type the census tract number instead of scrolling through the list.
	1. IF you selected ‘**NO’** to #6,
	**Location Rationale**: If you believe your project is located in an area that should be considered ‘overburdened’, p*lease provide a rationale.*
	**SCORED: 0 – 2**
5. *The WCCN considers a community to be overburdened when vulnerable populations face combined, multiple environmental harms and health impact.*

### Community Benefit & Timeline

In this section, you will provide insights into when and how your project will benefit the community while aligning with the goals of the WCCN and the communities to be served.

**Tier 1**: 2 prompts, 3 points available
**Tier 2**: 3 prompts, 6 points available

*The WCCN is committed to supporting projects that operate “by and for” models partnering with overburdened communities and directly benefiting vulnerable populations.*

1. **\*Community Benefit**: How will the project provide direct and meaningful benefits to the community? (Longer Narrative) **SCORED: 0 – 3**
2. Please describe how you will measure the project’s impact and include any climate resilience indicators for the community.
	1. **(TIER 2 ONLY) \*Community Involvement**: *Please describe how overburdened communities and/or vulnerable populations are involved in your project. (Long Narrative)* **SCORED: 0 – 3**
	2. In your response, describe the community’s involvement in the following phases:
		1. Planning and development of the project
		2. Recruitment of an Architect
		3. Implementation and sustainability of the project
3. **Timeline***: What is the timeline for the project(s)? (Short Narrative)* **NOT SCORED**
	1. Please include specific milestones or deliverables for both the project and the Architect.
		1. When does the service project begin/end?
		2. When will the recruitment, onboarding, and service occur?
		3. When will community outreach or education occur?

### Architect Benefit & Resilience

In this section, you will provide insights into how your project will benefit the Architect and determine alignment with the service-learning goals of the WCCN.

**Tier 1**: 2 prompts, 6 points available
**Tier 2**: 3 prompts, 9 points available

The WCCN invests in members with training and learning opportunities to:

1. develop their leadership skills,
2. foster stewardship and civic engagement, and
3. expose members to an array of pioneering climate-related professional and educational opportunities.
4. **\*Training, Networking, and Educational Opportunities*:*** *Describe any training, networking, and learning opportunities your project will provide for the Architect.* **SCORED: 0 – 3**
	1. In your response, please consider:
		1. Include details about any mentors, partnerships, networks, associations, or other resources you plan to leverage to achieve these goals.
		2. Highlight any unique features of these opportunities or collaborations.

#### **(TIER 2 ONLY) \*Recruitment Strategy**: Describe your strategy for recruiting an Architect to participate in the service project. **SCORED: 0 – 3**

#### In your response, address the following:

#### Where will you recruit participants (e.g., specific locations, organizations, or networks)?

#### How will you approach recruitment to ensure alignment with the goals and eligibility requirements of the WCCN?

1. **\*Architect Career Climate Resilience:** Explain how the training, networking, and learning opportunities offered through your project align with the WCCN’s Goals and enhance the Architect's career climate resilience. **SCORED: 0 – 3**
	1. In your response, address the following:
		1. Explain how the opportunities offered through your project will foster leadership, environmental stewardship, and civic engagement for the Architect.
		2. Describe how these opportunities contribute to the Architect’s career growth and overall climate resilience.

### Budget & Supplemental Information

**All Tiers:** 3 prompts, 3 points available

In this section, you will provide the budget requested, categories of your project budget using WCCN funds, and the rationale for these budget allocations within the scope of your project. The final budget will be developed in partnership with WCCN staff and will consider the total funds requested, participants involved in the project, and communities served.

1. *\*****Budget Worksheet*** *& Additional Documents* (File Upload) **SCORED: 0 – 1**
	1. *Please download, fill out completely, and upload your project budget using the* [budget worksheet](https://servewashington.wa.gov/sites/default/files/public/WCCN/WCCN-2024-Applicant-Budget.xlsx)*.* (File Upload)
		1. Please review all instructions before completing the budget worksheet.
	2. ***Additional Documents***(File Upload)
		1. Please combine any additional documents for the grant review process into a single PDF file.
2. **\*Budget Rationale***: Please include a rationale for your project budget.* (Narrative) **SCORED: 0 – 2**
	1. The budget rationale section allows for additional details that may not be evident in the project budget and specific line-item expenses.
	2. Please address the following details in your response:
		1. Why are these expenses vital to achieving the project goals?
		2. What items are paramount in the event of a reduced award?
3. ***Additional Comments***(Longer Narrative) **NOT SCORED**
	1. Please share any additional comments about your project, your organization, or anything else that you would like us to know as we review your application.

#### Budget Worksheet Instructions:

The budget worksheet is essential to demonstrating how this project will allocate resources to achieve your proposed goals. Please complete this worksheet with estimated totals by expense category.

* Provide an Expense Category, such as "Stipends”, “Materials" or “Transportation”.
	+ At least one category is required, you do not have to request funds in categories unrelated to your anticipated project expenses.
* Provide an Expense Description, such as "(3) Service Stipends" or “Protective Equipment”.
	+ At least one category is required.
* **Up to 10% of awarded funds** may be used for indirect costs that cannot be easily and explicitly identified directly with the project. Indirect costs are not required.

**Personnel Costs:**

Please include each of the following in the “Brief Description” section of the budget worksheet:

* Provide the title of each position to be supported with WCCN funds.
* The percent of time the position contributes to this award.
* Note if any positions are vacant and the anticipated hire date.

Please include the following in the Budget Narrative section of the application:

* + Include a rationale and description of each position (including vacant positions).
	+ Describe each position to your application’s project objectives.

**Indirect Costs**

The salaries of administrative and clerical staff should normally be treated as indirect costs.

* Direct charging of these costs may be appropriate only if the following conditions are met:
	1. administrative or clerical services are integral to the project or grant management;
	2. such costs are explicitly included in the approved budget; and
	3. the costs are not also recovered as indirect costs.

**NOTE**: All budget details and expense category amounts are subject to contract negotiations between the applicant and ServeWA.

### Submit Your Application

* “ \* ” Indicates a question that is **required**.
	+ Applicants **must** complete these questions before submittal.
* Once you have responded to all required questions you are ready to submit your application!
* Navigate to the bottom of the page and select the “Submit” button.
* You may request a copy of your responses be sent to your e-mail address for your records.
* After the first funding round, applications will be reviewed in the order received on a rolling basis, fund availability permitting.
	+ You will receive confirmation from Smartsheet that your form was submitted.
* For all questions, feedback, and updates on the Washington Climate Corps Network, please visit: [Washington Climate Corps Network | Serve Washington](https://servewashington.wa.gov/programs/washington-climate-corps-network)
	+ Contact: WCCN@OFM.WA.GOV.