

Washington Climate Corps Network

Application Preview

BEFORE SUBMITTING AN APPLICATION:

- Applications may only be submitted AFTER you have received an invitation to apply from Serve WA.
- Please submit a letter of interest [via Smartsheet form](#).
- Serve WA will review all letters of interest submitted, you will receive a response notifying you if your project was selected for application.
- **NOTE:** Only those applicants who submitted a letter of interest and who were invited to submit an application.

This application contains 13 questions to learn more about your project and alignment with the goals of the Washington Climate Corps Network. You will have opportunities to provide narrative answers, upload your budget and supporting documentation, and share more information about your intended communities to be served.

*Indicates a question that is **required**. Applicants must complete these questions before submitting.

Project Overview

In this Project Overview section, please describe your project's purpose, alignment with our climate goals, and communities benefiting from your project.

1. ***Please provide a concise project name. (3-7 words maximum)**
2. ***Please provide a brief project summary. (Short narrative)**
 - o Please include the following in your response:
 - What is the project?
 - Who will the project benefit?
 - What are the goals of the project?
3. **Please provide further project details. (Longer narrative)**
 - o Including, but not limited to:
 - Project scope of work
 - Activities funded by this grant.
 - Communities served.
 - Locations of activities
4. **Describe how your project achieves the WCCN Service-Learning Program goals. (Longer Narrative)**
 - o The WCCN Service-Learning Program has three goals:
 - develop leadership skills.
 - foster environmental stewardship and civic engagement.

- expose members to an array of climate-related professional and educational opportunities.

Overburdened Communities Partnership & Project Locations

In this section, you will be asked to share how your organization and project will partner with overburdened communities, to successfully implement the project. Applicants must prioritize service by and for overburdened communities, though applications may request support for projects or sites of varied overburdened community ranking.

5. Tell us about your story, your organization, and the communities of your project!

Please record a short video or audio message (< 5 minutes) to share WHY this project is important.

- *Please include any details not captured in this application, community perspectives, and any imagery or concepts important to you and the community.*
- *Videos may also be e-mailed to: WCCN@OFM.WA.GOV*

6. *Is the project serving an overburdened community?

Successful projects must prioritize service by and for overburdened communities, though applications may request support for projects or sites of varied overburdened community ranking.

You may use either of the following maps to determine whether your project is serving an overburdened community:

- [The Climate and Economic Justice Screening Tool](#) (CEJST)
 - For the CEJST data, a tract is considered overburdened if it meets more than 1 burden threshold and the associated economic threshold.
- [The Washington Environmental Health Disparities](#) (EHD) map
 - For the WA EHD Map, communities ranked as 9 or 10 are identified as overburdened.

Answers:

- *YES, my project is in an overburdened community.*
- *My project is serving a PARTIALLY overburdened community.*
- *NO, my project is not in an overburdened community.*
- *Unsure.*

7. *Where will your project be located?

Please use the CEJST and EHD maps to select the appropriate tract(s) and county for your project location(s).

TIP: Type the census tract number instead of scrolling through the list.

Answers:

- Multi-select dropdown list of all census tracts and associated counties in Washington state.

8. Describe your approach to partnership with overburdened communities to plan and implement this project.

- The WCCN is committed to supporting projects that operate “by and for” models partnering with overburdened communities identified in the application.

Evaluation & Success

In this section, you will provide insights into how you measure your project's efficacy and determine whether the project successfully meets the goals of the WCCN and the community.

9. *What does success look like for the project and community? (Short Narrative)*
 - Please describe how you will measure the project's efficacy and include any indicators of success for the community.
 - Please include key **milestones** and/or **deliverables** for this project.
10. *What data will you collect to demonstrate your project's impact? (Short Narrative)*
 - WCCN is seeking to record data to demonstrate a greater collective impact for service-related climate efforts in the state.

Budget & Supplemental Information

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.

11. Project Budget Worksheet & Additional Documents (File Upload)
 - **Budget Worksheet**
 - Please download, fill out completely, and upload your project budget using the [budget worksheet](#). (File Upload)
 - Please review all instructions before completing the budget worksheet.
 - **Additional Documents** (File Upload)
 - Please combine any additional documents for the grant review process into a single PDF file.
12. *Please include a narrative about your budget worksheet.*
 - The budget narrative section allows for additional details that may not be evident in the project budget and specific line-item expenses.
 - Please address the following details in the budget narrative:
 - Describe why these expenses are vital to achieving the project goals.
 - Describe potential impacts of reduced funding.

13. *Additional Comments (Longer Narrative)*

- 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" or "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 direct project costs may be used for indirect costs that cannot be easily and explicitly identified directly with the project. Indirect costs are not required.

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

Submit Your Application

- Once you have responded to all questions with full, accurate responses 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.
- Applications are 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](#)
 - or contact WCCN@OFM.WA.GOV.