



SMALL AND SIMPLE PROJECTS FUND 2007 Application Reminders

Before completing and submitting a Small and Simple Projects Fund application, read the Neighborhood Matching Fund Guidelines and discuss the project idea with a Neighborhood Matching Fund project manager to ensure that the project is a good fit for the Fund. You can receive a copy of the Guidelines and talk to a project manager by calling (206) 684-0464.

Also, remember the following:

1. **Deadlines are firm.** The next Small and Simple Projects Fund deadlines are **January 16, April 2, July 9 and October 1, 2007.** Call the Department of Neighborhoods at 206-684-0464 or visit our web site www.seattle.gov/neighborhoods/nmf for information.

The application and attachments must be received by 5:00 p.m. at the Department of Neighborhoods or any Neighborhood Service Center. Late applications will not be accepted. Please make sure you are using the current year's application form.
2. Submit an **original and six (6) copies** of the application and attachments. All attachments must be 8-1/2" x 11" in size and printed **on one side only.** The organization's Chairperson or President must sign the original.
3. The application must be thoroughly completed. Answer all questions or indicate that a question is "not applicable."
4. Re-check the budget calculations to ensure the figures are in the correct columns and the math is correct.
5. Document the project's match with written pledges that are included as attachments to the application.
6. Make sure you've correctly identified the project's contact person on the first page of the application, including their current address and phone numbers. This is the person who will be contacted if there are any questions about the application.
7. **Notification.** Within 30 working days (about 6 weeks) of the application deadline, applicants are notified of award decisions and specific conditions, if any, that need to be met before a contract is executed.
8. **Contracting.** Within 60 working days (about 12 weeks) of the application deadline, an Agreement for Services, a contract between the neighborhood organization and the City, is finalized and signed, authorizing the project to begin. *The City has no responsibility to reimburse the organization for any expenses incurred before the Agreement is in place.*

Note: Awards will be rescinded for projects not ready for contracting within 60 working days of the application deadline.

NEIGHBORHOOD MATCHING FUND General Information

The strength of Seattle is in its neighborhoods. The Neighborhood Matching Fund program was created in 1988 to help build even stronger neighborhoods by providing a cash award for projects and an opportunity for you and your neighbors to build community by working together. Over 3000 projects have been completed throughout Seattle since the program began.

*The Small and Simple Projects Fund is a component of the Neighborhood Matching Fund for projects requesting **\$15,000 or less** and taking 6 months or less to complete. Applications are accepted several times each year.*

For more information, call the Department of Neighborhoods at 206-684-0464 or visit the web site at www.seattle.gov/neighborhoods/nmf



City of Seattle Neighborhood Matching Fund Program

Small and Simple Projects Fund

2007 Application

For internal use only

Project #: XXXXXXXXXXXXXXXX

Date Received: XXXXXXXXXXXXXXXX

Copy #: XXXXXXXXXXXXXXXX

Submit the **original and 6 copies** of the application form and attachments to the City of Seattle, Department of Neighborhoods, 700 5th Avenue Suite 1700, PO Box 94649, Seattle, WA 98124-4649, (206) 684-0464, or to your local Neighborhood Service Center. **The application and copies must be received by 5:00 p.m. on the due date.**

Project Identification Information			
Project Name: Westwood-Denny-Sealth Community Spaces Visioning Project			
Project Address: Denny-Sealth campus and athletic field complex			
Briefly describe the project in 50 words or less:			
The Westwood Neighborhood Council—in consultation with the Seattle Public School District and Seattle Parks Department— will lead a community process to create a Community Spaces Plan for the Denny-Sealth-Southwest Community Center Campus. The Community Spaces Plan would help guide future investments by the School District to result in integrating the new joint Denny Sealth campus into the surrounding neighborhood, facilitate accessibility through the campus to key services, and create opportunities for positive interactions between students and members of the community.			
Neighborhood:	Westwood	District:	Southwest
Sector:			

Applicant Contact Information			
Applicant Organization:	Westwood Neighborhood Council		
Project Contact Person:	Steve Fischer		
Mailing Address:	8438 32 nd Avenue SW	Seattle, WA	Zip Code: 98126
Day/Work Phone:	425-556-2432	Evening/Home Phone:	206-937-6096
Home E-Mail Address:	s.fischer@mindspring.com		
Work E-Mail Address:	Sfischer@redmond.gov		

Project Funding Request Amounts	
TOTAL Small and Simple Projects Fund request from the City:	\$15,000
TOTAL value of neighborhood match (neighborhood's contribution):	\$22,860

Supplemental Information	
Is this project referenced in a neighborhood plan? (The answer to this question does not affect the award decision.)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If yes, which plan?	
Enter the proposed project type (pgs 6&7)	Neighborhood Planning & Design
Has your organization applied to the Neighborhood Matching Fund before?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Does your organization have a current Neighborhood Matching Fund award?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, what is the project?	

The signatory declares that s/he is the elected Chair or President of the applicant organization, assures that a majority of members of the organization's governing board have voted to undertake this project, and assures that any funds received as a result of the application will be used only for purposes set forth herein. **Project Sponsor attended a workshop on _____**
Or met with Patricia Lopez, a Neighborhood Matching Fund Project manager.

Name (print): Steve Fischer

 8438 32nd Avenue SW
 Address/Zip: Seattle, WA 98126

Signature: _____
 425-556-2432
 Day Phone: _____

1. Describe your proposed project.

- What do you want to do?
- Why do you want to do it?

The Westwood Neighborhood Council (WNC) proposes a community visioning process for a collection of public spaces located in the heart of the Westwood neighborhood. These spaces will undergo significant change as the Seattle School District implements the BEX III Levy within the coming four years. The geographic scope of the “planning area” includes the

- ♣ new joint Denny Middle School & Sealth High School campus,
- ♣ present location of Denny Middle School,
- ♣ SW Athletic Field Complex, owned by the Seattle School District, and
- ♣ Areas around the Southwest Community Center.

Our goal is to create a Community Spaces Plan for the area that reflects our diverse community. The plan will help guide future decisions about the present site of Denny Middle School and surrounding area. After Denny school is demolished in 2011, the 4.8 acre site will be redeveloped into a multi-use open-space that will include recreation facilities for the school and the community. The Community Spaces Plan will also inform future decisions about the entire Denny-Sealth-Athletic Fields Complex. Finally, the plan will inform and support future neighborhood-based improvement projects that could occur on portions of the site.

The Community Spaces Plan is anticipated to illustrate:

- ♣ A preferred balance of uses and features of the 4.8 acre Denny Middle School site;
- ♣ Accessibility and safety improvements for the entire campus;
- ♣ Possible pathways, wayfinding elements and other connections throughout the area that help “knit together” the schools, park uses and the surrounding neighborhood;
- ♣ Potential design of public spaces for arts or events that are reflective of our diverse community;
- ♣ Opportunities for public spaces that will serve students and the neighborhood and encourage positive interactions between members of our community on a daily basis.

The visioning process will consist of the following elements:

1. Conduct outreach to the surrounding community and users of the present facilities (more on this in the “neighborhood involvement” section of the proposal);
2. Organize three workshops to a) gather information from the community about existing conditions and community attitudes, b) identify concepts for future design and use for the area; and c) articulate and document a community “vision” for the planning area;
3. Hire a professional landscape architect/ planner who will help facilitate three community meetings and create a formal Community Spaces Plan that identifies the outcome of the meetings & outreach.

Need & Opportunity Statement

Denny-Sealth-Southwest Community Center Campus is important to many people. It is located at the heart of many diverse neighborhoods: Westwood, Delridge, White Center, Highland Park are a just a few identified neighborhoods. The Longfellow Creek Trail traverses the site. Students attend school, take part in sporting events, and travel through the area on foot. The School District and SW Community Center administer youth programs and many popular family and community activities.

However, the area lacks physical integration with the surrounding community. Tall chain link fences, gates at certain locations, and lack of formal pedestrian amenities encourage behaviors such as crawling under fences or around gates to traverse the site. Areas of activity are not integrated with each other, making it difficult to walk from one area to another in comfort and safety. Other portions of the site are run-down, isolated, lack landscaping, and are ugly. The area as a whole lacks places for people to mix and mingle. The area has never undergone a master planning process, in spite of its large size and prominent location within the community.

The neighborhood now has an opportunity to help achieve significant improvements to the Denny-Sealth-Southwest Community Center Campus. The School District will integrate the school campuses of Denny Middle School and Sealth High School by 2011 using BEX III levy funds and authority. Construction will involve improvements to Sealth High School, demolition of the existing Denny Middle School, construction of a new Denny Middle School within the existing Sealth campus, and re-design of the existing 4.8-acre Denny site into athletic fields/public open space.

The District has indicated an interest in working with the neighborhood to gather community feedback on the site and plan for the future. The neighborhood sees this as an opportunity to help create a campus that serves the needs of the schools, regional users and the neighborhood. The Westwood Neighborhood Council proposes a community-based process that will result in a strong and compelling vision for the area that can be supported by the School District, other public agencies, local businesses, and the community as a whole.

2. Neighborhood Involvement

- Demonstrate broad participation by neighborhood residents in your project by indicating how you contacted them, how many are involved, and what parts of your community they represent.
- Provide specific examples of how they participated in selecting and planning your project and how they will be involved in carrying out the project.
- If applicable, how are youth/young people involved in this project?

The Westwood Neighborhood Council (WNC) proposes to conduct extensive outreach, combined with a three-meeting planning process, to engage members of the community in creating a vision for public spaces within the Sealth-Denny campus. In the process, we will grow from a small core group to a larger and more diverse constituency of interested neighbors in the following ways:

- We will publicize our effort. Publicity will include distribution of flyers door-to-door; public speaking at meetings of other community organizations; publication of announcement in the West Seattle Blog, West Seattle Herald, community newsletters and other publications, posting of flyers on kiosks and bulletin boards, and other methods.
- We will hold regular meetings, open to the public, to plan for the workshops and gather input prior to the workshops.
- We will distribute a survey on-line, in person and in the mail, asking community members for feedback on the Denny-Sealth-Southwest Community Center Campus site and on our planning process.
- We will publicize and retain a web site where we will post meeting notes, materials developed, announce upcoming events, and report on key decisions made.
- We will work with the School District to post key information on the Sealth-Denny web site.
- We will conduct three workshops that will be well-publicized and open to the public. We will conduct outreach and invite the groups that are discussed below.
- We will confirm the Community Spaces Plan with the community at a final workshop and through feedback solicited through use of our web site and through face-to-face meetings with community members.
- We will publicize the results of the workshops, by posting notices in local papers and blogs, publishing the Community Spaces Plan and distributing copies to libraries, schools, community groups, publishing the Community Spaces Plan on our web site and on the School District web site, creating flyers with information about where to find copies of the Community Spaces Plan.

Outreach is intended to reach the following groups:

- ♣Westwood/ Highland Park/ Delridge neighbors. The neighborhood around the Denny-Sealth campus is highly diverse both culturally and economically. Using DON funding and matching contributions from the School District and community organizations, the WNC will spearhead mailings, articles in local papers and the West Seattle Blog. In-person announcement will be made at community organizations, and flyers will be distributed at community events in both English and Spanish. Flyers about the meetings or about the entire visioning process will be published and distributed
- ♣Students and faculty. Denny Middle School and Sealth High School is home to a diverse and active student body. WNC members will coordinate with staff leadership from both schools to conduct outreach to students and faculty at student events, through published notices and through other means. Students, parents and faculty have already been very involved in planning for the Denny/ Sealth facilities.
- ♣Latino Community members. Sealth High School and Denny Middle School are home to several programs that are popular with Latino community members, including a successful Mariachi band, Sealth/Denny Proyecto Saber, and the Denny Latino Family Program. Project proponents will work with leadership of these programs to involve Spanish-speaking members of the community. Interpretation services will be provided at the meetings.
- ♣Southwest Community Center. The WNC will work with staff from the SW community center to identify users who may be interested in taking part in this process. The community center coordinator has said he would be interested in helping plan the workshops. In addition, we plan to conduct outreach to the Southwest Community Center Advisory Council, the Teen Life Center located within the community center, and the Youth Advisory Council.
- ♣The Delridge area is home to significant Asian Pacific Islanders and East African populations. The WNC will work with local organizations that serve these populations. Examples include the Delridge Neighborhood Development Association and the Southwest Family Center.
- ♣Delridge District Council.
- ♣Other neighborhood organizations.

3. Community Building

- How is the idea a community building project, i.e. the project creates stronger bonds between neighbors and greater connections in your community.
- Identify 2-3 elements or strategies of this project that will build community.
- Describe how the neighborhood/community will be different as a result of this project with anticipated outcomes clearly identified.

The diverse school populations of Denny and Sealth are representative of the surrounding neighborhoods. Unfortunately, the School District properties have unintentionally served to physically divide neighborhoods—and people—from each other. Features that contribute to this problem include the challenges of topography, design decisions that have served to “keep people out”, and general perceptions about public safety. The existing design challenges of the site will be exacerbated in future years as the neighborhood becomes more densely developed, as the schools grow in popularity, and as high school students become increasingly reliant upon public transit and traverse the area on-foot on their way to- and from- school.

The Westwood Neighborhood Council proposes to help create greater connection 1) between the schools and the surrounding community, 2) between people within the community, and 3) between neighborhood areas by:

- ♣ Facilitating dialogue among diverse members of the community about how neighborhoods and the School District can work together to “knit-together” the campus with the surrounding community context;
- ♣ Encouraging meaningful involvement by students, faculty, and people from the neighborhoods in providing information to the process, participating in planning for the workshops, participating in the workshops, attending follow-up meetings;
- ♣ Conducting outreach to a diversity of community organizations;
- ♣ Strengthening the capacity of the Westwood Neighborhood Council to build long-term working relationships with other neighborhood groups, community organizations and the School District.

As a result of the visioning process, the Westwood Neighborhood Council expects the following long-term results:

- ♣ A Community Spaces Plan that provides suggestions for future developments in our neighborhood at the Denny-Sealth-Southwest Community Center Campus.
- ♣ An outdoor “place” for people to experience a range of activities, including casual spaces for people to mix and mingle;
- ♣ A Denny-Sealth campus that is perceived to be safe for students, faculty and neighborhood users;
- ♣ A physical environment that encourages positive interactions between students and members of the community;
- ♣ Greater community support and pride in “our” schools and “our” neighborhoods;
- ♣ Positive associations with the campus and with the student body of the schools;
- ♣ Greater respect for the neighborhood and a sense of trust and accountability between neighborhood and schools;
- ♣ A successful track record of “working together” for change among diverse aspects of the community.

4. Project Budget (see forms on pp 4-5)

It is helpful to group related items in your budget. For example, group tools such as hammers with material such as lumber and nails. The budget tables display four categories: Materials & Equipment, Personnel, Services, and Construction/Capital. You may have entries for all four categories or for just one or two. If you have more line items than the grid provides for, use another sheet of paper (or add rows if you are using MS Word).

**REMEMBER TO DOCUMENT ALL YOUR MATCH
BUDGET FOR SUPPLIES & MATERIALS**

Expenses such as street trees, lumber, postage, photocopies, permits, insurance.
Donated or in-kind materials and things can be included here.

A	B	C			D	E
Expenses (describe items)	NMF Request	Community/Neighborhood Match			Total Budget (B + C = D)	Other Sources not Counted as Match
		Volunteer Match	In-Kind Match (Donated supplies, services or other non-cash donations)	Cash Match		
Supplies & Materials						
Postage	750	0	500	0	1,250	
Postcard Mailer	600	0	0	0	600	
Printing Community Spaces Plan document	1,500	0	1,500	0	3,000	
Totals			2,000		4,850	

BUDGET FOR PERSONNEL

Expenses for people you hire, supervise, and pay, OR volunteers such as project coordinator, fiscal sponsor, or steering committee.

A	B	C			D	E
Expenses (describe items)	NMF Request	Community/Neighborhood Match			Total Budget (B + C = D)	Other Sources not Counted as Match
		Volunteer Match	In-Kind Match (Donated supplies, services or other non-cash donations)	Cash Match		
Personnel						
Volunteer Labor: 510 hours		\$7,650		0	8,380	
Seattle Community School District Project Manager: 39 hours			4,680		4,680	
Seattle Community School District Community Liaison: 30 hours			3,600		3,600	
(plus Rick Simpson professional services)						
		7,650	8,280		16,660	

BUDGET FOR SERVICES

Expenses for tasks you contract out to professionals such as landscape architect for a design or consultant to train board members. Professional services can also be donated in-kind match.

A	B	C			D	E
Expenses (describe items)	NMF Request	Community/Neighborhood Match			Total Budget (B + C = D)	Other Sources not Counted as Match
		Volunteer Match	In-Kind Match (Donated supplies, services or other non-cash donations)	Cash Match		
Services						
Landscape Architect / Planner hired by the WNC	12,150	0	0	0	12,150	
Seattle School District Civil Engineer - 5 hours			600		600	
Seattle School District Landscape Architect – 16 hours			1,920		2,400	
Seattle School District Architect -10 hours			1,200		1,200	
Rick Simpson, 4 hours large print format			730.00		730	
Translation and Interpretation Services, contributed by the Seattle Public School District			480			
Total Amounts	12,150		4,930		17,080	

BUDGET FOR CAPITAL

Expenses associated with construction of physical improvement such as labor and construction materials to install a traffic circle. Professionals in the construction field or donated equipment can also be in-kind match.

A	B	C			D	E
Expenses (describe items)	NMF Request	Community/Neighborhood Match			Total Budget (B + C = D)	Other Sources not Counted as Match
		Volunteer Match	In-Kind Match (Donated supplies, services or other non-cash donations)	Cash Match		
Capital						
BUDGET GRAND TOTALS						

5. Work Plan

- List in chronological order specific steps you will take to complete this project.
- Next to each step, identify who will be responsible for carrying out the step or activity.
- Estimate the date the step will be completed (month and year).

A. Step/Activity	B. Responsible Person/Group	C. Date Done
Preparation and pre-planning. Pre-planning will include consultation with consultant, development of background material, charrette preparation.	Westwood Neighborhood Council	Nov 2007
Conduct Competitive Bid for Consultant	Westwood Neighborhood Council	November, December
Outreach to the neighborhood. Please see our outreach plan in sections 2 and 3 of this document.	Westwood Neighborhood Council	Nov 2007 – February 2008
1 st Charrette/ visioning workshop. We envision a two-hour workshop where we will gather general feedback from participants regarding their perceptions and use of the campus, including pedestrian mobility throughout the campus, preferred locations of key activities, design elements that would improve public spaces throughout the site. This workshop will be facilitated by the consultant with assistance from volunteers.	Westwood Neighborhood Council and community participants	Jan 2008
Refining vision based upon 1 st workshop results	Consultant + Westwood Neighborhood Council & community participants	Mid Jan 2008
2 nd Charrette/ visioning workshop. Community participants will work together to create concept-level designs for key locations of activities within the campus. The consultant will report back to community participants with refined ideas based on feedback gathered during the 1 st and 2 nd	Consultant + Westwood Neighborhood Council & community participants	Early Feb 2008

workshop.		
3 rd Charrette/ visioning workshop. The consultant will present visual depictions to the community participants and feedback will be offered.	Consultant + Westwood Neighborhood Council & community participants	Late Feb 2008
Produce final Community Spaces Plan document	Westwood Neighborhood Council & Consultant	Mar 2008
Report back to the community: send flyer to community members to announce the Community Spaces Plan on web site, distribute documents at public libraries and other community locations, follow-up meetings with key community organizations and stakeholders.	Westwood Neighborhood Council	Mar and April 2008

6. Project Type

- **Neighborhood Planning and/or Design Project —**
Produce a plan, design, or report outlining specific actions that will serve as a guide for future action in or changes to your neighborhood.
 1. Describe how your organization will implement your plan or address your findings.
 2. If there are other neighborhood plans for your neighborhood, explain how your plan will complement other planning efforts.
 3. If your project is a physical improvement plan or design, provide proof of property owner's permission to make your proposed improvement. If a City-owned property, that approval may come via review of application by related department, IF that department is already aware of your project.
 4. Include a reproducible black-and-white copy of map of the area/neighborhood for the proposed project.

7. **Project Type:** Enter the project type and respond to the numbered points listed on pages 6 & 7.

Project Type: Neighborhood Planning and/or Design Project

1. The Westwood Neighborhood Council and the School District will work to implement the Community Spaces Plan in three ways:
 - a) The plan will help guide future decisions about the present site of Denny Middle School and surrounding area.
 - b) The vision Community Spaces Plan will also inform future decisions about the entire Denny-Sealth-Athletic Fields Complex.
 - c) Finally, the plan will inform and support future neighborhood-based improvement projects that could occur on portions of the site.
2. The Westwood-Denny-Sealth Community Spaces Visioning Project is consistent with the Westwood/Highland Park Neighborhood plan, building upon several aspects of that planning document. A key Strategy in the plan document is "Key Strategy 2: Integrate the Denny/Sealth Southwest Recreation Complex campus master plan." Priority elements of this strategy are:
 - a) Pedestrian amenities, parks, and open space
 - b) Community-based initiatives & neighborhood stewardship
 - c) A comprehensive approach to transportation circulation, including pedestrian circulation

The neighborhood plan also calls for linkages between neighborhood areas through open space planning that involves diverse aspects of the community.

3. The Westwood Neighborhood Council is working closely with the Seattle Public School District to carry out this planning effort. A letter documenting their permission is attached. Seattle Parks Department staff will be involved in the workshops. The visioning workshops will focus attention on School District-owned properties. However, the Seattle Parks Department contracts with the District for programming on-site and operates programs within the SW Community Center.
4. A map of the site is included as an attachment.

8. Attachments

Attachments should demonstrate that your match is in place, the project is well-planned and ready to go, and the community supports the project.

- Copies of documentation of all proposed match.
- If appropriate, reproducible black-and-white copies of map, site plans, and/or construction drawings.
- **All attachments must be 8-1/2" x 11" in size and printed on one side only.**

IF THE APPLICANT ORGANIZATION HAS NEVER APPLIED BEFORE for a Small and Simple Projects Fund award: Please describe your organization: number of members, geographic boundaries, mission, membership policy, and accomplishments.

9. Other: Is there anything else the reviewers should know about your proposed project?

10. Fiscal Sponsor (Optional information, not required at time of submitting application.)

Fiscal Sponsor Organization (if different than applicant organization; if known at this time)

Fiscal Sponsor Contact Person

Fiscal Sponsor Organization's Federal Tax ID Number

Mailing Address

Zip Code

Day/Work Phone

Evening/Home Phone

E-mail Address

Check list

Have you included the following?

- Signature of the elected Chair or President of organization (page 1)
- Name of Project Manager you met with to discuss project (page 1)
- Clear scope of work (page 2)
- Accurate budget figures and grand totals (pages 3-5)
- Permit fees (budget, pages 3-5)
- Attachments (page 8)
- Information about your organization if you are applying for the first time (page 9)
- Pledge Match forms with signatures of participants (page 10)
- Maintenance agreements for playgrounds and traffic circles for 3 years after conclusion of the SAS project with names, addresses, phone numbers of volunteers.