**2020 Hub in a Box Application   
Receive up to $1,800 to start a Community Emergency Hub**

## The Seattle Department of Neighborhoods, in partnership with the Seattle Office of Emergency Management, is offering up to $27,000 for 15 new Community Emergency Hub-in-a-Box.

# **Key Dates**

* **Application Deadline:** 5 PM Monday, October 12th
* **Notification to Applicants:** By Monday, October 26th
* **Purchase, Delivery, and Installation:** Starting Monday, November 6th

# **What is a Community Emergency Hub?**

* Hubs are pre-determined locations that serve as central gathering places where neighbors come together to help one another after a disaster.
* They are organized and managed by local neighbors and serve to connect and help people when City and other resources are overwhelmed.
* Hubs are a way to collect, coordinate and provide information on local situations, needs, and resources.
* Emergency Hubs also are a great way to encourage emergency preparedness in your neighborhood, or to connect with others and receive training on emergency preparedness.

# **What is a Hub-in-a-Box?**

* A Hub-in-a-Box contains the essential materials and supplies your community would need in case of a disaster where help from the City or others is delayed or disrupted.
* Hubs must be contained within a durable and secured storage box that is in a publicly accessible location.

# **Application Requirements**

Proposed Hub-in-a-Box projects must:

* Maintain a primary contact (and backup, if possible) with Seattle Office of Emergency Management.
* Agree to appear on the [Emergency NeighborLink Map](http://seattleemergencyhubs.org/seattle-emergency-neighborlink-map/) so other community members are aware.
* Have at least 3 to 5 people as a core workgroup who agree to exchange information and meet at a designated location related to the Hub.
* Designate a meeting location that must be outside of a City-owned building.
* Attend a Hub Orientation offered by the Seattle Office of Emergency Management or the Hub Captains Network.
* Display a public placard, signage, or other designation of your Community Emergency Hub.

# **Funding Priorities**

Preference will be given to projects that:

* Support development of Hubs in historically underrepresented communities.
* Prioritize P-Patches where there is emerging interest or need.
* Recruit neighbors as volunteers (e.g. community members who live or work close to the project site) and encourage community engagement.
* Improve the safety and/or appearance of a public space or structure.

# **Instructions**

Please fill in your answers to **all** sections (1 through 3) in the spaces provided. In Section 4, include photos or links to photos of the proposed project area. **Incomplete applications will not be considered for funding**.

**Note**: Please attach additional pages if necessary.

Completed applications must be submitted **no later than 5:00 p.m. PST on** **Monday, October 12th, 2020**.

Applications must be submitted via email to: [DON\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov).

**Please note, applications cannot be sent via postal mail to the Office of Emergency Management or the Department of Neighborhoods.**

Visit [www.seattle.gov/emergency](http://www.seattle.gov/emergency-management/prepare/prepare-your-neighborhood/community-emergency-hubs) to learn more about Community Emergency Hubs and what local Hub Captains are doing in their own neighborhoods.

# **Section 1:** Applicant Information

|  |  |
| --- | --- |
| 1. **Applicant Group Name:** |  |
| 1. **Primary Project Contact:** |  |
| 1. **Phone Number:** |  |
| 1. **Email Address:** |  |
| **Project Address:**  **\*PLEASE NOTE, WE WILL DELIVER ALL MATERIALS AND SUPPLIES TO THIS ADDRESS.** |  |

# **Section 2: Project Information**

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| --- |
| **Please provide a general overview of your Hub and your neighborhood. Who will the Hub serve?** |
|  |
| **Describe your plan for ensuring proper care and secure access to the Hub Box (examples: schedule a routine Hub check, distribute keys or codes, etc.).** |
|  |
| **Describe where your Hub is located. Please include intersections or landmarks (if applicable).** |
|  |
| **Name who you are coordinating with to place the Hub-in-a-Box in the location. Include any partner organization(s) and their role. (Property owner permission is required before any purchases will be made. If your proposed Hub is located on Parks or City property, you must have the approval of the relevant department before submitting an application. If you have a Memorandum of Understanding (MOU) or other agreement with the property owner, please include with your application.)** |
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# **Section 3: Volunteer Information & Sustainability**

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| --- |
| **How many volunteers will be engaged with your project?** |
| ☐ 5 -10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 40+ ☐ Other: \_\_\_\_\_\_\_\_\_\_ |
| **Describe the specific ways you will recruit and engage community members. Describe who you intend to reach and how you will reach out to them.** |
|  |
| **How do you hope to maintain your Hub after it is established? Please check all that apply:** |
| I plan to:  ☐ Establish a core group who will maintain primary responsibity for setting up the Hub  ☐ Encourage other resident groups and neighbors to get involved in emergency preparedness  ☐ Work with other Hub groups to share contact information and training ideas  ☐ Organize this as a one-time volunteer effort, but I recognize the need for ongoing community support  ☐ Other (please describe): |

# **Section 4: Photographs of Proposed Project Area**

Please attach photos or links to photos (via email attachment) of the proposed project area to show its current state. You can also email JPEG format photos or photo-related questions to [DON\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov).

# **Section 5: Budget (up to $1,800 total available per hub)**

Complete a budget by listing each item you intend to purchase, how it will be used for the project, and the cost of each item including taxes. Costs should consist of one-time expenses such as supplies and/or services including tool rental. The grant cannot compensate individuals for labor (that is where community volunteers come in).

**Awardees will receive a material request list with instructions on how to proceed. Once completed, Seattle Department of Neighborhoods will order all items, within budget, based on the materials list that was provided. The items will then be shipped directly to the project address. Every project budget must include a box.**

If you have any questions or need assistance, please contact Juan Martinez at [Juan.Martinez@seattle.gov](mailto:Juan.Martinez@seattle.gov).