

CITY OF ELLENSBURG
AGENDA
Council Chambers & Zoom
Tuesday, May 9, 2023
3:00 PM - Diversity Equity & Inclusion Commission

1. ROLL CALL

Nancy Goodloe
Tylen Carnell
Kandee Cleary
Mayra Colazo
Teresa Divine
Alex Mandujano

Approval of the Agenda Approve the agenda

Approval of the Minutes Approve the minutes from the April 11, 2023 meeting.

[April 11, 2023 DEI Commission Minutes.](#)
[4.11.23 DEI Commission Minutes.pdf](#)

Previous Meeting Motions and To-Do List Review Previous Meeting Motions:

- Commissioner Cleary moved to approve the amended agenda. Commissioner Colazo seconded the motion. Motion approved 5-0.
- Commissioner Cleary moved to approve the March 7, 2023 meeting minutes. Commissioner Divine seconded the motion. Motion approved 5-0.

To-Do List Review

- Finalize first collaboration with CWU and City library about the Japanese American WWII Heroes event
- Nicole needs to set up time for two commissioners to go to another commission meeting -
- Tylen will finalize sponsorship of Pride 2023
- Nancy will review subcommittees and individual responsibilities to commission
- Teresa will meet with CWU Day of Action/Block Party Committee
- Mayra and Alex will talk to contacts about plans for Cinco de Mayo event
- Nancy will provide support to the Human Library event
- DEI Commission will start conversation about what is a safe community on agendas

Subcommittee Reports

Commission Member Reports

New Business

[Park Restroom Accessibility Continued](#)
[Park Restroom Access.pdf](#)

[Review and Approve Listening Tour Documents](#)

[Listening Tour Documents.pdf](#)

[Review Liaison Role Description
DEI Commission Liaison Role -draft2.docx](#)

[Review and Approve Grant Process
Grant Program updated.docx](#)

Staff Report

- Council will review the second reading of the ordinance expanding the DEI Commission at the May 15 meeting. If approved, we'll move forward with adding the two extra seats.
- Interviews are in progress, still have one more to go before we make a recommendation.

Public Comment



AGENDA REPORT

Meeting Date: May 9, 2023

Agenda Subject: April 11, 2023 DEI Commission Minutes.

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Review and Approve April 11, 2023 DEI Commission Minutes.

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[4.11.23 DEI Commission Minutes.pdf](#)

CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Diversity, Equity & Inclusion

Commission Meeting

April 11, 2023

3:00 PM

Council Conference Room

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

The Chair called the meeting to order at 3:02 p.m.

Roll Call Present: Kandee Cleary, Tylene Carnell, Alex Mandujano, Teresa Divine, Mayra Colazo and Nancy Goodloe (Chair)

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Heidi Behrends Cerniwey, City Manager; Brad Case, Parks and Recreation Director; Ramona Bryant (League of Women Voters); Elliott Watkins; Pat Kelleher; and Amber Hoefer.

2. Approval of Agenda

Commissioner Cleary moved to approve the amended agenda. Commissioner Colazo seconded the motion. **Motion approved 5-0.**

3. Approval of Minutes from March 7, 2023 Meeting

Commissioner Cleary moved to approve the March 7, 2023 meeting minutes. Commissioner Divine seconded the motion. **Motion approved 5-0.**

4. Previous Meeting Motions And To-Do List Review

- Finalize first collaboration with CWU and City library about the Japanese American WWII Heroes event. **Nancy provided an updated release about the event.**
- Nicole needs to set up time for two commissioners to go to another commission meeting. **This month commission members Colazo and Mandujano will visit PTAC on 4/25.**
- Tylene will finalize sponsorship of Pride 2023. **No update.**
- Nancy will review subcommittees and individual responsibilities to commission. **On agenda.**
- Teresa will meet with CWU Day of Action/Block Party Committee. **Teresa got event funded.**
- Mayra and Alex will talk to contacts about plans for Cinco de Mayo event. **No updates.**
- Nancy will provide support to the Human Library event. **Event is 4/22.**

- Mayra and Tylenne will work on written request to ask Council to expand commission membership. **Commission member work is complete.**
- Nancy and Alex will meet with ESD & CWU to plan spring World Café event. **Event is complete.**
- DEI Commission will start conversation about what is a safe community on agendas. **Started at March meeting.**
- Nicole will work with DEI Commission members and IT to ensure access to City email. **In progress.**

6. Subcommittee Reports

Chair Goodloe is in contact with CWU about possibly holding a small Juneteenth event this year. Working with Hope Amason at CWU Museum. Commissioner Cleary volunteered to help.

7. Commission Member Reports

Commissioner Colazo said CWDR is bringing Outdoors For All accessible bikes to the Bike Month event at Unity Park.

8. New Business

A. Park Restroom Winter Accessibility Information

Parks and Recreation Director Brad Case provided a report about winterization of park restrooms, which close around October, and then reopen the Monday of Spring Break. All restrooms are currently open now. Case shared information about what other communities do regarding restrooms and winterization. The City looks at industry standards. City is researching automatic door locks and times to make it easier to open and close park restrooms and the possibility of heating restrooms year-round so pipes don't freeze.

Pat Kelleher provided public comment, asking the commission to issue a statement on minimum level of service to City Council and mentioned support for vault toilets.

Case said there are development standards the City must follow for vault toilets that determine if they are allowed in a location.

The new plan for Reed Park will have 1 gender neutral restroom and will have some ADA seating areas at the park. The Unity Park restroom will be open year-round; it will have 2 gender neutral restrooms that are open year-round like the ones at 3rd and Main. They will be large enough to accommodate a parent with young kids in a stroller.

Commission members asked if there are plans for making all parks have ADA restrooms year-round and what they can do to support park restrooms. Case will return to the May meeting with additional information.

B. Listening Tour Document

The Commission reviewed the draft listening tour document and recommended making City Hall a fallback location for the tours, rather than primary. The Commission recommended creating a script to read at the start of each listening tour so there is a consistent message being shared.

Klauss will ask the City Attorney to review the document section regarding the confidentiality and anonymity of the participants and will also ask about any special requirements involving minors such as a signed permission slip or parents present.

Chair Goodloe indicated the information included in the addendum to the document is not considered part of the listening tour policy but could be discussed by the Listening Tour subcommittee at their discretion.

Commissioner Cleary suggested having resources available at listening tours in case the questions bring up trauma for someone. KCHN put together a great resource packet so that can be printed and provide to listening tour members.

C. Review and Approve Grant Process

Carnell presented the draft of the grant application. The subcommittee is trying to make it as low barrier as possible. There was a suggestion to amend the “How does your project increase accessibility to...” to “How does your project minimize barriers to...”

The Commission asked if there is a limit on how much requests can be for and if the deadline is rolling or a set timeline; both need to be determined.

Klauss will forward the grant rubric that got left off the agenda packet. Feedback should be emailed to Klauss.

D. Review Commission Member Responsibilities

Chair Goodloe reviewed the document that outlines commission member responsibilities. The document will be used when onboarding new commission members.

9. Staff Report

Klauss reported on Belonging in The Burg.

Klauss said the commission has received 1 new application for the DEI Commission and has one on file from fall. Both will be invited to attend an upcoming DEI Commission meeting. Subcommittee needs to set up time to meet. Also need to interview current commission member interested in reappointment. Commissioner Divine will join interview subcommittee.

Klauss will be preparing a draft ordinance for City Council to consider adding two positions to the DEI Commission.

10. Public Comment

Chair Goodloe called for public comment; there was none.

11. Preview Next Meeting May 9, 2023

- Park Restroom Discussion Continued
- Review and Approve Listening Tour Document
- Finalize Grant Process
- Review and Approve Dates of Recognition For Social Media

Meeting adjourned.

Nicole Klauss

Drafted: 4/13/23

Approved:



AGENDA REPORT

Meeting Date:	May 9, 2023
Agenda Subject:	Park Restroom Accessibility Continued
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Brad Case will provide additional information on park restroom accessibility.
Background/Summary:	Parks & Recreation Director Brad Case spoke at the April meeting about park restrooms and winter accessibility. He has attached a memo with more information for the DEI Commission.
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	None.
Attachments:	
	Park Restroom Access.pdf



City of Ellensburg Parks & Recreation Department

501 N Anderson, Ellensburg, WA 98926
509-925-8639, caseb@cityofellensburg.org

MEMORANDUM

Date: May 5, 2023
To: Diversity, Equity, & Inclusion Commission
From: Brad Case, Parks & Recreation Director 
Subject: City Park Restroom Access

Here is some additional information related to park restrooms that I wanted to share with the Commission. Regarding the issue of vault toilets, which for are permanent restrooms that don't have running water. The City has vault restrooms at place in Paul Rogers Park and Irene Rinehart Riverfront Park (IRRP). We are not allowed to place vault toilets in our other city park facilities because our Public Works Development Standards do not allow for the installation of vault toilets if a water/sewer service is available within 200 feet of a property. Paul Rogers Park and IRRP do not have City water/sewer service within 200 feet of those properties which is why vault toilets are allowed at these locations.

The decision where to place portable restroom facilities during the winter months was done so with several criteria in mind. First and foremost, we looked at where people traditionally recreate over the winter months and we placed temporary restrooms in these locations. We also considered existing efficiencies, such as the fact that those using Veterans Memorial Park would have access to bathroom located inside the Kittitas Valley Memorial Pool & Fitness Center (KVMP), or the public restroom available at the Ellensburg Police Department located directly across the street from the skate park. As was stated at the April 11, 2023 DEI Commission meeting, the following parks have some form of bathroom available 12 months a year; IRRP, Rotary, Mt. View Park, North Alder Street Park, McElroy Park, Paul Rogers Park, Veterans Memorial Park (KVMP bathroom), and the skatepark. Related to the issue of ADA access, the parks receiving a portable restroom over the winter months will be getting one that is ADA compliant.

To create a policy that every park will have a portable restroom in the winter is unnecessary. As a staff we do a good job of accessing needs in our parks and making decisions based on these observations. Our current practice of placing portable restrooms in specific parks is something that we have done for at least the past five years and other than the complaints we've received this winter from one individual, we have never received a complaint about winter time restroom access. Additionally, when you compare what we do to other cities in our region, we provide a high level of service and access for our community.



AGENDA REPORT

Meeting Date: May 9, 2023

Agenda Subject: Review and Approve Listening Tour Documents

Submitted by: Nicole Klauss City Manager Department

Recommended Action or Motion: Review and approve the Listening Tour policy documents, introduction script, and reporting form.

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[Listening Tour Documents.pdf](#)

DEI Subcommittee Guidelines and Policy Recommendations for Conducting Listening Tours

Introduction

With the formation of the Diversity, Equity and Inclusion Commission (2021), the Ellensburg City Council validated the need for and the use of the Listening Tour format to continuously hear the priorities, concerns, needs, etc. of marginalized populations in Ellensburg. Persons from these groups bring invaluable talents, skills and perspectives to the workforce, the culture, and the economy of the city on a daily basis, but have historically been absent from city discussions and decisions where the future of this community is concerned. It is the desire of the City Council that these groups be heard, be involved, and be recognized as part of the city. Toward this end, the DEI Commission will continue to use listening tours and various other methods so that the city government as well as the people of Ellensburg become more aware of the place and value of the diversity of populations that contribute to this rapidly growing and changing community.

This document outlines the policies, procedures and guidelines to be used by the DEI Commission Listening Tour subcommittee to continue to hear these voices, to ensure an ongoing connection between the city and marginalized communities, and to provide written reports and recommendations from these listening sessions to guide the DEI work going forward. If done well, these sessions will help gauge the changes that are happening in the community as a result of our work as well as help us better understand how the needs of these populations are changing.

The DEI Listening Tour subcommittee will be responsible for conducting this work. The subcommittee will consist of a minimum of three DEI Commission members, one of which will serve as chair and will be appointed by the members of the subcommittee. Other members of the DEI Commission may also participate in the listening sessions to support the work of the subcommittee. (See Implementing the Listening Tour sessions).

Responsibilities of the Chair

- *Call meetings of the subcommittee and keep the listening tour work moving forward.
- *Keep the DEI Commission updated and informed on the work of the subcommittee.
- *Coordinate with subcommittee members to create an annual plan that will identify the number of Listening Sessions to be conducted each year, the schedule for the sessions, and the identification of marginalized groups who will be invited to participate and present this plan to the DEI Commission for approval.
- *Coordinate with city staff in the development of this plan.
- *Assign tasks to subcommittee members to help organize listening tour sessions identified on the plan.
- *Coordinate with city staff and subcommittee members on a strategy to contact and invite participants for each listening session.
- *Ensure that written reports after each session are submitted to the chair within two weeks of each session for chair review.
- *Format and develop the final listening session report from the subcommittee reports and submit the final report to city staff for placement on the next DEI Commission agenda for discussion.
- *Coordinate with city staff to develop a method/process for tracking input from each listening tour group, that can be included in a DEI Commission final report to City Council each year. Utilize past reports to compare and contrast results.
- *Coordinate with staff when new members of the DEI Commission would like to observe a listening session and be trained to participate in this work. Report to staff when this training is complete.

Responsibilities of the Subcommittee members

- *Assist the chair in developing the annual work plan for the Subcommittee.
- *Attend listening sessions and take notes to capture the important ideas, needs, recommendations and suggestions that you hear during the listening session.

- *Develop a report on what you heard at the listening session and present it to the chair within the two weeks following each session.
- *Assist the Chair in developing the final report that will go to the DEI Commission.

Implementing the Listening Tour sessions

- *A minimum of two Commission members must be present at each listening session (three is preferred). The Chair of the Listening Tour subcommittee will coordinate with staff to identify who will conduct the session, where the session will be held, and the timeframe for the session. (Subcommittee chair will not always be able to attend a listening session and will assign a chair for the session).
- *Members of the DEI Commission are trained by members of the Subcommittee who have experience in doing listening sessions. Before a Commission member may actively participate in a listening session, they shall have observed Subcommittee members conducting at least one listening session.
- *The recommended length for a Listening Tour Session is 60 minutes; depending on number of participants, this time could go longer. It is highly recommended that sessions not exceed 1.5 hours in length.
- *At least four members of the public are required as participants in each listening tour session, with 10 members being the recommended maximum number.

Protecting the Confidentiality and Anonymity of the Participants

- *Only participant first names will be used in the session though not recorded in any notes or reports.
 - *Subcommittee members will not record participant names and will not share participants names with anyone outside of the listening tour sessions
- At each listening tour session, before the tour questions are asked, the subcommittee commissioners will orally explain participant confidentiality, focused on protecting the personal information of participants. Along these lines, Listening Tour Sessions in recent years have **NOT** been recorded with recording devices. Participants have **NOT** been identified, and written notes that would tend to identify an individual have **NOT** been written down, shared or publicly presented.

Conducting the Sessions:

- *One subcommittee member will be in charge of asking the questions in the session. This subcommittee person will also share an introductory script read to the participants once all are in place. The script should:
 - Introduce the members of the subcommittee,
 - Explain the purpose of the listening session,
 - How the questions will be asked, that each subcommittee member will take notes during the session, and that this is a listening session, not a discussion session.
 - Participants should feel free to share their observations, concerns, issues, feelings, and recommendations honestly and sincerely.
 - Inform participants of their rights not to answer or participate and the confidentiality with which their comments will be kept.
- *Members listen but do not actively direct the conversation of the cohort participants. On rare occasions, a clarifying question may be asked by a commissioner. Participants generally have been willing to collectively discuss their lived challenges, opinions and insights being part of the Ellensburg community.
- *Commissioners continuously take notes on what is discussed. These sessions may involve 60 to 90 minutes of active conversation.
- *After each Listening Tour session, the notes taken by each subcommittee member are compiled into a report for that member. Members will then meet to determine the shared observations and differences in the notes. A report combining the member's observations and comments will be drafted and submitted to the Chair.
- *These report discussions should be held within a week of the listening session and rough drafts to the Chair developed and submitted during this time.
- *The Chair is responsible for finalizing the report and forwarding to staff.

*A final report to staff should be completed by the Chair and submitted to staff within two weeks of the listening session.

Staff will include the report on a forthcoming DEI Commission meeting.

(Note: process may vary depending on whether or not the Chair participates in the listening session).

The Questions, in order of ask:

ORIGINAL QUESTIONS:

1. What are some examples of how you feel welcome or unwelcome in Ellensburg? Are there people or places or events that stand out to you?
2. What situations or conditions influence when you do or do not feel safe in Ellensburg?
3. The number of people in our community is growing and becoming more diverse. What would you like to see the city do to be better prepared today for the changing demographics happening now and in the future?
4. How can we as a city, as a community, do better at being a place where everyone has the chance to flourish?
5. What is the best way for us to get information to you? And for you to share information with us? US mail? Email? Social media? Meetings?

Newly suggested addition to questions:

1. Is there anything you would like to add to what you have already shared today?

Draft form: <https://fs19.formsite.com/ellensburg/listeningtour/index>

Approved by the City of Ellensburg DEI Commission

Date:

Addendum

Thank you for sharing your time with us.

Introductions

Name, pronouns, community affiliations.

With the formation of the Diversity, Equity, and Inclusion Commission in 2021, the Ellensburg City Council validated the need for and the use of this Listening Tour format to continuously hear the priorities, concerns, needs, etc. of those who often feel part of a marginalized group in Ellensburg. Persons from these groups bring invaluable talents, skills and perspectives to the workforce, the culture, and the economy of our city daily but have historically been or felt absent from city discussions and decisions where the future of our community is concerned. It is the desire of the City Council that these groups be heard, be involved, and be recognized as part of our city.

Toward this end, the DEI Commission will continue to use listening tours, and various other methods, so that our city government as well as the people of Ellensburg become more aware of the place and value of the diversity of populations that contribute to this rapidly growing and changing community.

The recommended length of each Listening Tour session is 60 minutes though depending on the number of participants in each session this time could go longer. It is also recommended that sessions not exceed 90 minutes.

Each listening session is just that, a listening session, where subcommittee members will actively listen and take notes during the session. Please understand this is not a discussion session meaning committee members listen but do not actively direct the conversation.

On rare occasions, a clarifying question may be asked by a commissioner.

For confidentiality purposes, only participant's first names will be used during the session.

Subcommittee members will not record participant names and will not share participants' names with anyone outside of the listening tour sessions.

Participants should feel free to share any observations, concerns, issues, feelings, and recommendations honestly and sincerely.

Participants also have the right not to answer any particular question.

The six questions you will be asked are:

1. What are some examples of how you feel welcome or unwelcome in Ellensburg. Are there people or places or events that stand out to you?
2. What situations or conditions influence when you do or do not feel safe in Ellensburg?
3. The number of people in our community is growing and becoming more diverse. What would you like to see our city do to be better prepared today for the changing demographics happening now and in the future?
4. How can we as a city, as a community, do better at being a place where everyone has the chance to flourish?
5. Is there anything you would like to add to what you have already shared today?
6. What is the best way for us to get information to you, and for you to be able to share information with us? U.S. Mail? Social media? Email? Meetings?

Any questions before we begin?



Diversity, Equity & Inclusion Commission Listening Tour Notes

Date of listening tour *

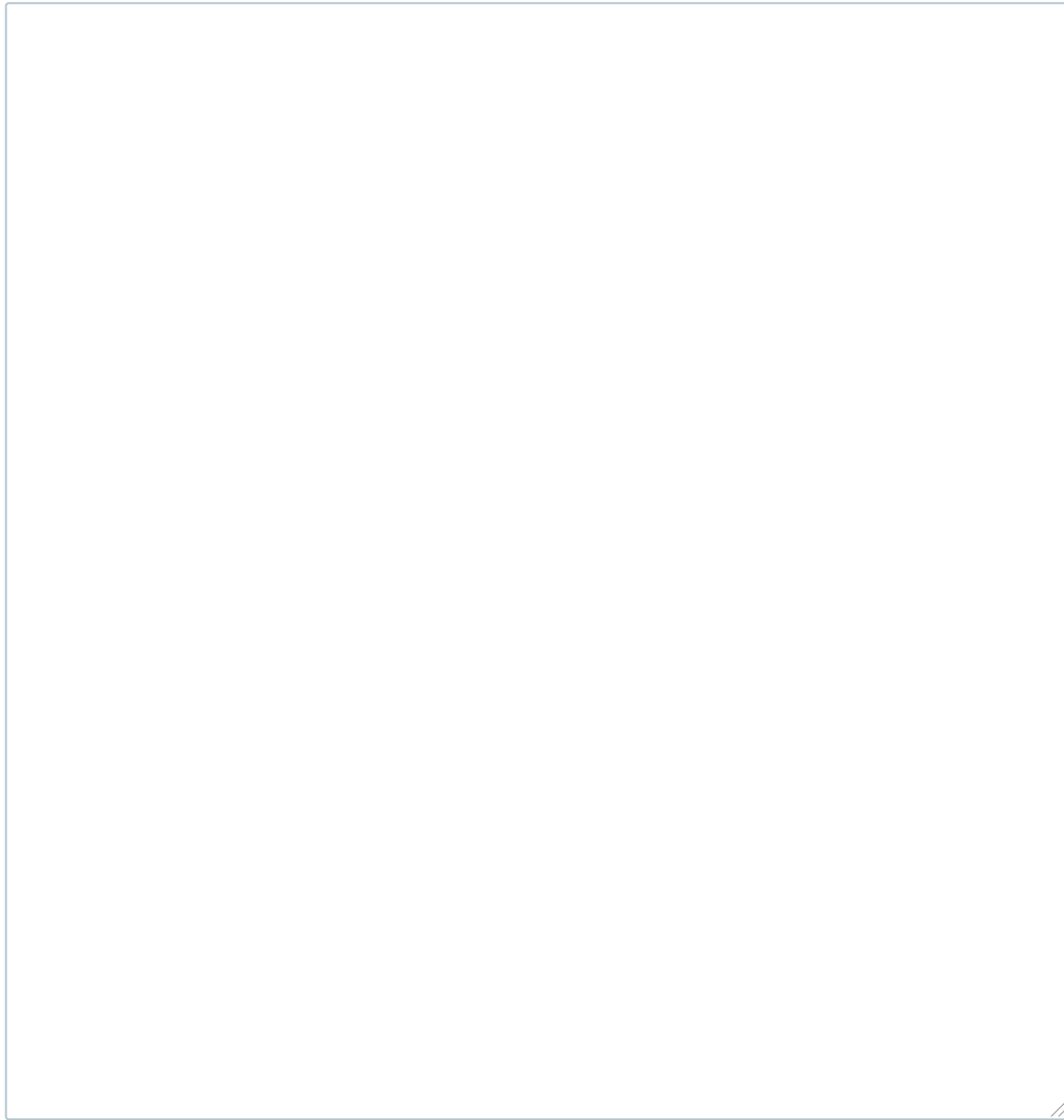
Which group or population participated in the listening tour? *

of participants *

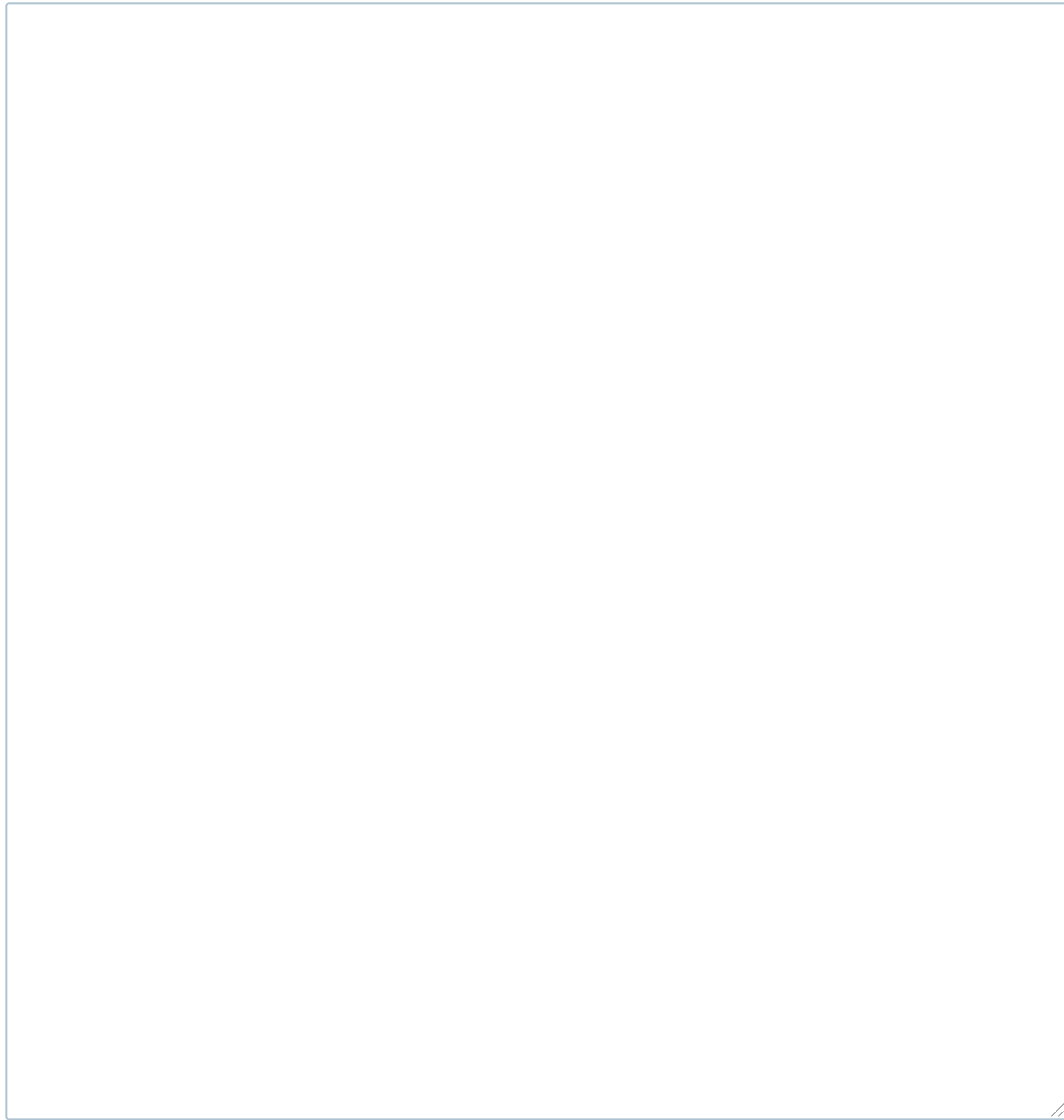
1. What are some examples of how you feel welcome or unwelcome in Ellensburg? Are there people or places or events that stand out to you? *



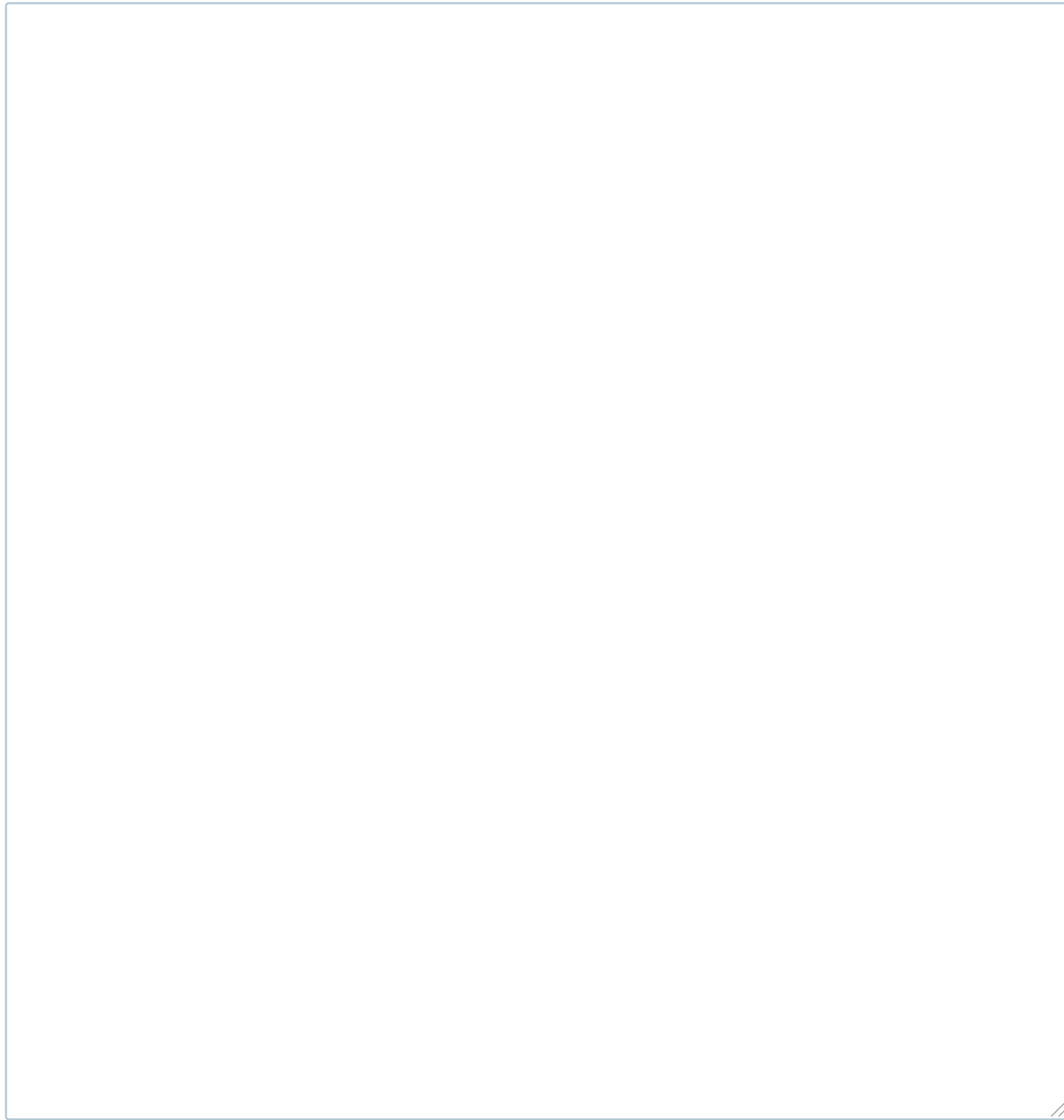
2. What situations or conditions influence when you do or do not feel safe in Ellensburg? *



3. The number of people in our community is growing and becoming more diverse. What would you like to see the city do to be better prepared today for the changing demographics happening now and in the future? *



4. How can we as a city, as a community, do better at being a place where everyone has the chance to flourish? *



5. What is the best way for us to get information to you? And for you to share information with us? US mail? Email? Social media? Meetings? *



6. Is there anything you would like to add to what you have already shared today? *

Submitted by: *

DEI Commission Member Name

Submit



AGENDA REPORT

Meeting Date:	May 9, 2023
Agenda Subject:	Review Liaison Role Description
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Review and approve liaison role description. Discuss request to add a liaison from Ellensburg Downtown Association.
Background/Summary:	The Commission previously voted to create a liaison position for one representative from CWU and one from the Ellensburg School District.
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A
Attachments:	DEI Commission Liaison Role -draft2.docx

Partner Agency Liaisons (Liaisons) to the City of Ellensburg Diversity, Equity & Inclusion (DEI) Commission

About DEI Commission Liaisons

The goal of the Liaison position is to foster collaborative working relationships between the City of Ellensburg Diversity, Equity & Inclusion (DEI) Commission and partner agencies for greater impact on shared goals in areas of diversity, equity, inclusion, and belonging.

Liaisons are member representatives, appointed by the Agency (or institution) to communicate, collaborate, and/or coordinate common or intersected actions with the DEI Commission.

Liaison members have a reciprocal communication and collaboration role—to keep the DEI Commission informed of partner agency activities, report DEI Commission activities, and coordinate any shared projects, events, programs, communications, activities, and/or interests.

Liaisons members do not vote on DEI Commission actions. Liaison members will be invited to provide Agency updates during regular meetings, may offer public comment on actions, and may be recognized by the Chair during meetings.

Responsibilities

- Attend regularly scheduled Diversity, Equity & Inclusion (DEI) Commission meetings, the second Wednesday of the month at 3 p.m. in the Council Chambers or via Zoom.
- Participate on at least one DEI Commission subcommittee.
- Liaison member will be invited to participate in DEI Commission retreat(s).
- Facilitate communication between the Agency and Commission:
 - Inform the Diversity, Equity & Inclusion Commission of the Liaison agency's programs, activities, and policies involving diversity, equity, inclusion, and belonging.
 - Keep their agency up to date with Diversity, Equity & Inclusion Commission activities and updates.
- Agency Liaisons should provide a monthly update on diversity, equity, and inclusion efforts from their agency during the designated Liaison Report item on the Diversity, Equity & Inclusion Commission agenda.
- Meeting notices will be sent to Liaison email on file with DEI Commission staff. Liaison members will be provided with meeting materials.

Liaison members will abide by the City of Ellensburg Board and Commission Code of Conduct.

Approved Positions

New partner agency Liaison positions must be approved in by the Diversity, Equity & Inclusion Commission.

Current Liaison:

- Central Washington University (approved March 7, 2023)
- Ellensburg School District (approved March 7, 2023)

Agencies will designate their Liaison member and notify the Commission in writing of that individual's name and contact information (email and phone). An approved agency can change their appointed Liaison at any time.

DRAFT



AGENDA REPORT

Meeting Date:	May 9, 2023
Agenda Subject:	Review and Approve Grant Process
Submitted by:	Nicole Klauss City Manager Department
Recommended Action or Motion:	Review the documents, suggest changes if necessary. We have up to \$4,000 allocated for grants in 2023. Determine schedule for grants.
Background/Summary:	The Commission discussed the initial draft at the April 11 meeting.
Previous Council Action:	N/A
Analysis:	DEI Commission should discuss whether to follow city grant cycle in future years: June applications open, close in August. Then funding is awarded for projects for the following year.
Financial Impact:	N/A
Attachments:	Grant Program updated.docx

DEI Grant Policy and Application

The City of Ellensburg is committed to creating a community with a lived and built environment that improves lives, supports all people, and provides residents with opportunities to flourish. It is important for the Ellensburg community to be inclusive, to celebrate diversity, and to provide equitable opportunities to all. Doing so can help create a thriving local economy, and environment in which individuals achieve their full potential.

The City's Diversity, Equity, and Inclusion (DEI) Commission is offering small grants to assist community groups to implement projects that advance Commission goals and increase belonging within the community.

Eligible Groups include: established organizations or individuals in partnership with an organization.

Is this a reimbursement grant or can it be paid up front (under what terms)?

The DEI Commission has \$4,000 available to support projects held during 2023. Applications will be accepted first come, first served until funds are exhausted for the year.

Future funding is dependent on budget. If budget is available in future years, applications will follow the City's established grant cycle with applications for funding awarded for projects in the following year.

Grant guidelines:

What does this all mean? Supporting diversity, equity, and inclusion related educational opportunities, social gathering opportunities, and supporting access to community resources, can create a sense of belonging within the community. The application is intended to be low-barrier and must include the following:

1. Overview of project proposal (maximum of 200 words):
 - a. Describe the project proposal and its objectives.
 - b. Who are the beneficiaries of this project and how will the initiative promote diversity, equity and/or inclusion ?
 - c. What are the expected outcomes of the project?
2. Describe project :
 - a. What is the duration of the project?
 - b. Provide key milestones and timelines for each stage of the project.
 - c. Are there additional requests of the City for your project's success (special event permit, etc.)?
 - d. What is the expected completion date for the project?

3. Budget and Funding:
 - a. Provide a detailed budget breakdown with specific costs for the project.
 - b. How much funding are you requesting from the city for the project in total?
 - c. Are there any other sources of funding for your project you have received or are applying for? If yes, please specify.
4. Can you please describe your organization's leadership structure, including board, staff, volunteers, etc. How closely does your organizational leadership and structure represent the diversity of the Ellensburg community?
5. Evaluation and Measurement:
 - a. How will the success of the project be measured and evaluated?
 - b. What indicators will you use to determine the effectiveness of the project in promoting diversity, equity, inclusion, and belonging?
6. Additional information: (Optional)
 - a. Are there any other factors you would like to highlight as part of your application?
 - b. How will the project serve the wider community?

Grant Rating Assessment

Category 1: Clarity and Quality of Project Proposal (25 points)

- Clear and concise project description (10 points)
- Detailed outline of goals and objectives (5 points)
- Alignment of objectives with organization's values and mission (5 points)
- Demonstrated understanding of diversity and equity issues (5 points)

Category 2: Feasibility of Project (25 points)

- Realistic timeline (10 points)
- Thorough budget breakdown and justification (5 points)
- Realistic assessment of project risks and challenges (5 points)
- Demonstration of adequate resources and partnerships (5 points)

Category 3: Impact of Project (25 points)

- Significance and potential impact on diversity and equity (10 points)
- Clearly defined target audience (5 points)
- Measurable and achievable project outcomes (5 points)
- Demonstration of potential for sustainability and long-term impact (5 points)

Category 4: Inclusivity and Collaboration (25 points)

- Leadership reflects diversity of Ellensburg (10 points)
- Evidence of consultation and collaboration with relevant stakeholders (5 points)

- Commitment to involving and empowering historically marginalized groups (5 points)
- Demonstrated awareness of and steps taken to address potential barriers to participation (5 points)

Total Points: 100

Rating Scale: 90-100: Excellent 70-89: Good 50-69: Average Below 50: Poor