WA State Capital Budget 101

Every legislative session, the State Legislature considers community capital requests to include in the State's Capital Budget. The WA Office of Financial Management defines a capital project as "a broad range of construction, renovation, rehabilitation and acquisition... A capital project is a project to construct either new facilities or make significant, long-term renewal improvements to existing facilities."

Food banks across the state have been successful in having their capital projects included in the Capital Budget, from a range of $100,000 to several million dollars.

This is a reimbursement-style grant for capital construction projects only. The grants are administered by the Department of Commerce. Operating costs are ineligible.

**Have Your Ducks in a Row**

- **STEP 1**
  - Know the scope of your project
  - Be able to talk about the impact that the project will have
  - Identify funding sources (secured) in addition to potential state funding
  - Line up support from your city and county officials and other stakeholders

- **STEP 2**
  - Meet Your State Elected Officials
    - Contact your elected officials (State Senators and Representatives) about your project
    - When you meet, go over the basics and the project's impact
    - If successful, you will be asked to fill out and submit a capital budget request for them to sponsor

- **STEP 3**
  - Submit Your Proposal
    - Know the deadline for applications to be submitted
    - Complete the capital budget request using the online Member Requested Local Community Project Information Form (a link will be provided to you by your legislative sponsor)
    - Make sure everything is completed correctly and submit. A copy will automatically be sent to your legislative sponsor for their approval

- **STEP 4**
  - Follow Up with Your Elected Officials
    - Track the capital budget in both the State House and Senate
    - Follow up with your elected official(s) sponsors to remind them about the impact your project will have in your community/their district
    - Sign up to testify about your project (if applicable)

- **STEP 5**
  - Finalize
    - If successfully funded, the WA Department of Commerce will:
      - Notify you in writing
      - Ask you to complete a “Contract Readiness Survey”
      - Verify organizational contact information for next steps
      - Assign a project manager to facilitate the process

For more information:
- Citizen's Guide to the Capital Budget - Go to https://leg.wa.gov/Senate/Committees/WM and click the link matching this title
- WA Legislature Page - Go to https://leg.wa.gov/ for session info, finding your elected officials, capital budget committee information, and more