

# Budget



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HEALTH COMMISSION  
SERVING SOUTH SNOHOMISH COUNTY

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# Budget Overview:

In this document you will find detailed instructions on how to complete the budget portion of your Verdant request.

As a public agency, Verdant has the obligation to be a good steward of our resources and to invest in programs that accomplish work in alignment with our mission and in support of the residents of our service area.

# Financial Due Diligence

We request that applicants provide financial information for review in connection with their applications and update that information annually if funded. Our review of the financial information provided by applicants includes looking at the ratio of the applicant's assets and debts, the financial controls maintained by the applicant, and issues raised by the applicant's financial statements.

Verdant recognizes that small or new organizations will have fewer assets than more established agencies.



- Applicants and grantee organizations that have annual operating expenses greater than \$3,000,000 are required to provide Verdant with a copy of a financial audit performed by an independent accounting firm. Audited financial statements must be provided to Verdant annually.

- Organizations that have an annual operating expenses of less than \$3,000,000 annually are required to provide either a cost report or internally prepared financial statements to Verdant annually.

## Budget Guidelines for Verdant Funding:

As part of your application in Verdant's Grant Portal, please provide a narrative description of each budget category (such as position title and FTE ) and a breakdown of administrative expenses, direct expenses and minor capital expenses in the text boxes proceeding the numeric budget fields.

# Administrative Expenses:

Verdant recognizes that the programs we fund are housed in a variety of organization types that have varying levels of administrative infrastructure. We also understand that the administrative functions such as facilities, IT, HR, and others are critical to the success of the program funded by Verdant. Verdant's funding decisions are intended to reflect the organizational capacity and infrastructure necessary for the success of the programs funded by Verdant.

For the purposes of our contract budgets, administrative expenses refer to those expenses that are not specifically allocated to the funded scope of work or function of the funded program and/or those that are allocated to support multiple programs/locations.

**Verdant generally limits administrative expenses to 10% or less of the total grant amount.**

# Direct Expenses:

Direct expenses are those expenses that are allocated to a specific program, such as salaries for program staff and materials required for the project.

**These expenses would not be incurred if not for the existence of the program being funded.**

## Minor Capital Expenses:

Minor capital expenses are expenses incurred by a grantee as the result of the grantee's purchase of capital items that cost less than \$5,000 and/or have a useful life that is equal to or less than the term of the grant agreement.

**These expenses are generally eligible to be funded by Verdant as part of a grantee's budget request.**

# Major Capital Expenses

Major capital expenses are expenses incurred by the grantee as the result of the grantee's purchase of capital items that cost more than \$5,000 and/or have a useful life greater than the term of the grant agreement.

**Verdant generally does not fund major capital items as part of our routine funding. Verdant occasionally offers capital-specific funding opportunities.**

## Filling out a Budget

Under the "Program Details" section of your application you will be asked to provide your Total Program Budget. Your Total Program Budget includes all costs and funding sources for the program, not just the amount requested from Verdant. In this section, you will also be asked to include your Total Amount Requested from Verdant. (Reference Pages 13 through 15).



# Total Program Budget

The Total Program Budget is the total amount budgeted, including all costs and revenue, for the entire program for which you are applying for funding.

<b>Total Program Budget for Year 1 *</b>	\$ <input type="text"/>
<b>Amount Requested from Verdant for Year 1 *</b>	\$ <input type="text"/>

# Amount Requested from Verdant

The Amount Requested from Verdant is the amount you are requesting from Verdant to support this program.

<b>Total Program Budget for Year 1 *</b>	\$ <input type="text"/>
<b>Amount Requested from Verdant for Year 1 *</b>	\$ <input type="text"/>

The Amount Requested from Verdant and the Total Program Budget will be used to auto-generate the % of the program funded by Verdant. This can be viewed under the budget section of your application after you add your budget breakdown and hit "Save and Continue".

<b>Total Program Budget for Year 1 *</b>	\$617,360.00
<b>Amount Requested from Verdant for Year 1 *</b>	\$114,600.00

**When filling out the "Budget" section of your application you will only be focusing on the Total Amount Requested from Verdant.**

Verdant requires that you break down your Verdant Request into five categories:

- Personnel Expenses
- Direct Project Expenses
- Administrative Expenses
- Subcontractual Expenses
- Other Expenses.

You will enter line item numbers as well as having the opportunity to enter optional comments if additional information and/or clarification is needed.

## Example: Zoe's Pet Palace

For Zoe's Pet Palace, a hypothetical organization specializing in pet care, their budget section might look something like the image on page 18.

They have divided their Verdant Request into the five categories provided stating the exact amount dedicated to each type of expense. They have entered "0" in the "Other" category, as it is not a requirement to have an expense for each category, just to enter a number in each field.

# Example: Zoe's Pet Palace

Outcomes - A4 | Verdant Health Commission De | +

danthealth.fluxx.io

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▼ Budget

⚠ Please use the + button below to add the Year 1 Request from Verdant

Grantee Budgets

Budget Period	Budget
Subsidized Spay and Neuter Clinic: 7/1/2021 to 6/30/2022	114,600
<b>Total</b>	<b>114,600</b>

Budget Snapshot

Subsidized Spay and Neuter Clinic 7/1/2021 to 6/30/2022		Budget
Personnel Expenses		75,400
Direct Project Expenses		4,600
Administrative Expenses		9,600
Subcontractual Expenses		25,000
Other		0
<b>Total</b>		<b>114,600</b>

▼ Outcomes

⚠ Please use the + button below to add outcomes

Outcomes will be finalized annually and the outcomes indicated below should reflect Year 1 only. All grantees are required to report the number of individuals served. Additional outcomes may be added by clicking the + icon. You must hit the + for each outcome you choose to add. While there is no minimum or maximum required, we suggest including at least 2 additional outcomes.

Cancel Save and Continue Save and Close

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In the next pages you will find detailed instructions on how to complete the budget portion of your Verdant request.

# Inputting a Budget:

Click on the blue "+" icon located in the bottom right-hand corner of the "Budget" tab to add begin your budget break down.

Verdant Health Commission Dashboard

danthealth.fluxx.io

In addition to completing the budget form below, what are the proposed use of funds, including other sources of funds or resources, allocated to this program and your sustainability plan? \*

▼ Budget

Please use the + button below to add the Year 1 Request from Verdant

Grantee Budgets

No Grantee Budgets have been added

▼ Outcomes

Please use the + button below to add outcomes

Outcomes will be finalized annually and the outcomes indicated below should reflect Year 1 only. All grantees are required to report the number of individuals served. Additional outcomes may be added by clicking the + icon. You must hit the + for each outcome you choose to add. While there is no minimum or maximum required, we suggest including at least 2 additional outcomes.

Number of Individuals Served:

Annual Goal \*

Outcome

▼ Acknowledgments

Please

Cancel Save and Continue Save and Close

In the textbox under "Name" enter the name of your program.

Verdant Health Commission De x +

danthealth.fluxx.io

In addition to completing the budget form below, what are the proposed use of funds, including other sources of funds or resources, allocated to this program and your sustainability plan? \*

**Add Grantee Budgets**

**Grant Summary Information**

Organization Name: Zoe's Pet Palace

Amount:

Request ID: R-202109-00122

Start Date:

End Date:

**Name\***

Subsidized Spay and Neuter Clinic

**Year\***

**Start Date\***

**End Date\***

**Budget Details**

Item	Budgeted	Actual
------	----------	--------

**Save**

**▼ Acknowledgment**

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting

Cancel

Save and Continue

Save and Close



**Using the "year" drop down select "1".**

The image is a screenshot of a web browser displaying a form titled "Add Grantee Budgets". The form is divided into two main sections: "Grant Summary Information" and "Budget Details".  
  
In the "Grant Summary Information" section, there are several fields:  
- "Organization Name:" with the value "Zoe's Pet Palace".  
- "Amount:" (empty).  
- "Request ID:" with the value "R-202109-00122".  
- "Start Date:" (empty).  
- "End Date:" (empty).  
- "Name\*" (required) with the value "Subsidized Spay and Neuter Clinic".  
- "Year\*" (required) with a dropdown menu showing "1". A red arrow points to this dropdown.  
- "Start Date\*" (required) with a date picker icon.  
- "End Date\*" (required) with a date picker icon.  
  
The "Budget Details" section is partially visible at the bottom, showing a table with a header "Item".  
  
Below the form, there is a section titled "Acknowledgment" with a dropdown menu. The text below it says "Please select an answer for each dropdown below." and "I acknowledge that I can track and report outcomes and required reporting".  
  
At the bottom of the screen, there is a taskbar with a file explorer showing a file named "Primary Contact....pdf".

**Under "Start Date" select the small calendar icon.**

danthealth.fluxx.io

Outcomes - A4

Verdant Health Commission De

In addition to completing the budget form below, what are the proposed use of funds, including other sources of funds or resources, allocated to this program and your sustainability plan? \*

### Add Grantee Budgets

#### Grant Summary Information

Organization Name: Zoe's Pet Palace

Amount:

Request ID: R-202109-00122

Start Date:

End Date:

Name\* Subsidized Spay and Neuter Clinic

Year\* 1

Start Date\* mm/dd/yyyy

End Date\*

Budget Details

Item	Budgeted	Actual
------	----------	--------

Save

▼ Acknowledgment

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting

Cancel Save and Continue Save and Close

Using the drop downs, select the month and year of your start date. This date should take place in the next six months.

The screenshot displays the 'Add Grantee Budgets' form in a web browser. The form includes fields for Name, Year, and Start Date. The Start Date field is highlighted with a pink border, and a calendar dropdown is open, showing the month of July and the year 2021. A red arrow points to the 'Jul' dropdown, and another red arrow points to the '2021' dropdown. Below the calendar, there are input fields for Personnel Expenses, Direct Project Expenses, and Administrative Expenses. The form also includes a section for 'Number of Individuals Served' and 'Annual Goal'.

**Add Grantee Budgets**

**Name\***  
Subsidized Spay and Neuter Clinic

**Year\***  
1

**Start Date\***  
mm/dd/yyyy

Jul 2021

Su Mo Tu We Th Fr Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Personnel Expenses

Direct Project Expenses

Administrative Expenses

we suggest including at least 2 additional outcomes.

Number of Individuals Served:

Annual Goal \*

Outcome

**Add Grantee Budgets**

**Name\***  
Subsidized Spay and Neuter Clinic

**Year\***  
1

**Start Date\***  
mm/dd/yyyy

Jul 2021

Su Mo Tu We Th Fr Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Personnel Expenses

Direct Project Expenses

Administrative Expenses

Then on the calendar, select the start day. Once you click the start day, the calendar will close and your start date will be saved in the text box.

The screenshot shows a web application interface with a modal window for adding grantee budgets. The modal contains fields for Organization Name, Amount, Request ID, Start Date, and End Date. The Start Date field is highlighted with a red arrow pointing to the date 07/01/2021. A calendar widget is open, showing the month of July 2021. The date 1 is circled in red, and a red arrow points to it from the right. The calendar widget also shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates 1 through 31. Below the calendar, there are sections for Personnel Expenses, Direct Project Expenses, and Administrative Expenses. At the bottom of the modal, there is a 'Save' button. The background shows a browser window with tabs for 'Outcomes - A4' and 'Verdant Health Commission De...'. The URL 'danthealth.fluxx.io' is visible in the address bar. Below the modal, there is an 'Acknowledgment' section with a dropdown menu and a 'Save and Continue' button.

Subsidized Spay and Neuter Clinic

Year\*

1

Start Date\*

07/01/2021

End Date\*

Budget Details

Item	Budgeted	Actual

Save

▼ Acknowledgment

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting

Cancel Save and Continue Save and Close

Repeat for the "end date" section and input your end date. When you are finished, both the "start date" and "end date" should be displayed.

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Under budget details, you will begin breaking down your budget. Enter the amount of your Verdant Request allocated to Personnel Expenses in the text box under "Budgeted" that is adjacent to "Personnel Expenses".

Outcomes - A4

Verdant Health Commission D

danthealth.fluxx.io

In addition to completing the budget form below, what are the proposed use of funds, including other sources of funds or resources, allocated to this program and your sustainability plan? \*

Add Grantee Budgets

Budget Details

Item	Budgeted	Actual
Personnel Expenses	75,400	
Direct Project Expenses		
Administrative Expenses		
Subcontractual Expenses		
Other		

Optional Comments

Please include any comments below, including line item breakdowns for the budget entered.  
Personnel Expenses

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Save

Acknowledgment

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting

Cancel

Save and Continue

Save and Close

Primary Contact....pdf

26

Repeat step 8 for the other four categories (Direct Project Expenses, Administrative Expenses, Subcontractual expenses and Other).

Outcomes - A4 | Verdant Health Commission D... | +

danthealth.fluix.io

In addition to completing the budget form below, what are the proposed use of funds, including other sources of funds or resources, allocated to this program and your sustainability plan? \*

### Add Grantee Budgets

End Date\*  
06/30/2022

Budget Details

Item	Budgeted	Actual
Personnel Expenses	75,400	
Direct Project Expenses	4,600	
Administrative Expenses	9,600	
Subcontractual Expenses	25,000	
Other	0	

▼ Optional Comments  
Please include any comments below, including line item breakdowns for the budget entered.  
Personnel Expenses

Save

▼ Acknowledgment  
Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting

Cancel | Save and Continue | Save and Close

.pdf | Primary Contact....pdf



## Note:

The "Optional Comments" section is not required and should only be completed if it is necessary to understand the number entered.



# Optional Comments:

Once the table is completely filled in, scroll down to the "Optional Comments" section. If applicable, Under "Personnel Expenses", create an itemized list of each expense in the text box.

The screenshot shows a web browser window with two tabs: "Outcomes - A4" and "Verdant Health Commission De...". The URL bar shows "danthealth.fluxx.io". The main content area displays a form titled "Add Grantee Budgets".

Under the "Optional Comments" section, there is a text box with the following content:

Please include any comments below, including line item breakdowns for the budget entered.

**Personnel Expenses**

- 1.0 Veterinarian Salary - \$15,000
- 2.0 Veterinary Technician Salary - \$45,000
- 1.0 Receptionist Salary - \$9,000
- 5 Clinic Manager Salary - \$6,400

Below the personnel expenses, there is a section for "Direct Project Expenses" with a list of categories: Travel / Mileage, Equipment, Supplies, Telecommunications, and Mail / Postage.

At the bottom of the form, there is an "Acknowledgment" section with a dropdown menu and a "Save" button.

If applicable, Repeat step 10 for Direct Project Expenses, Administrative Expenses, Subcontractual Expenses, and Other. If you have allocated zero dollars to one of the five categories, you may leave that section blank or write "none" (see page 16).

verdanhealth.fluxx.io

In addition to completing the budget form below, what are the proposed use of funds, including other sources of funds or resources, allocated to this program and your sustainability plan? \*

**Add Grantee Budgets**

**Direct Project Expenses**

Please include the breakdown of budget spent on:

- Travel / Mileage
- Equipment
- Supplies
- Telecommunications
- Mail / Postage

Travel / Mileage - \$300

Equipment - \$2,000

Supplies - \$2,000

Telecommunications - \$200

Mail / Postage - \$100

**Administrative Expenses**

Save

▼ Acknowledgment

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting

Cancel Save and Continue Save and Close

## Add Grantee Budgets

Telecommunications - \$200

Mail/ Postage - \$100

### Administrative Expenses

$$T \vdash B \quad i \quad \underline{u} \quad \oplus \quad S' \quad S_i \quad := \quad \equiv$$

125 Administrative Overhead Rate - \$9,600 ←

### Subcontractual Expenses

$$T \vdash B \quad i \in \underline{u} \quad \mathcal{G} \quad S' \quad S_i \quad := \quad \equiv$$

Facilities Cost (Rent, Utilities) - \$25,000 ←

Other

$$T \vdash B \quad i \quad \underline{u} \quad \oplus \quad S' \quad S_i \quad := \quad \equiv$$

none ←

**Facilities Cost (Rent, Utilities) - \$25,000**

Other

 $T_{\updownarrow} \quad \mathbf{B} \quad i \quad \underline{u} \quad \mathfrak{S} \quad S' \quad S_1 \quad \vdash$ 

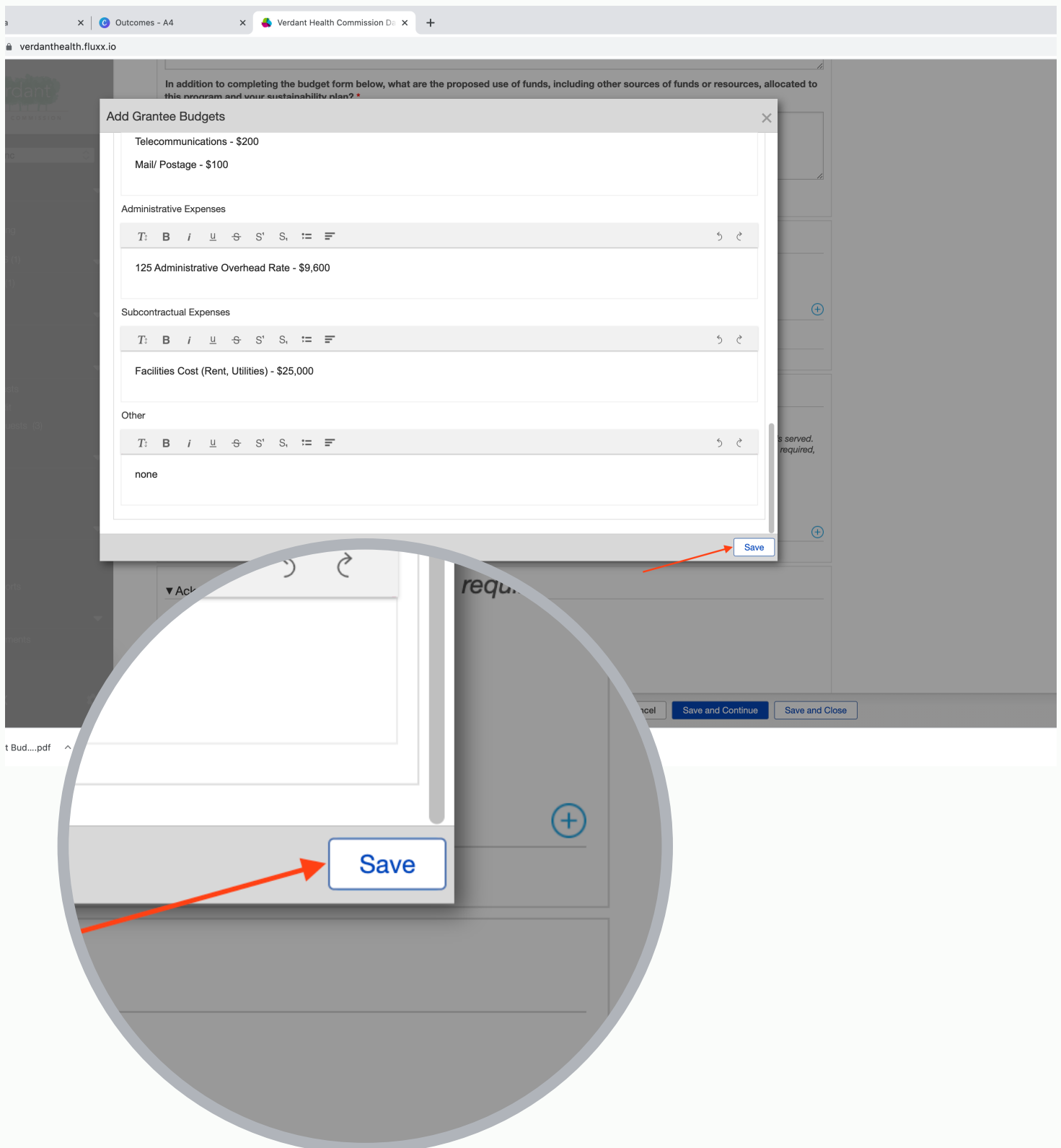
none| 

## ▼ Acknowledgment

Please select an answer for each dropdown

# Saving:

Hit the "Save" button to input your budget into Fluxx.



When you are finished, your "Budget" section should look something like this (Please note that your itemized expenses breakdown will not be visible in the table format):

Outcomes - A4

Verdant Health Commission Dashboard

verdanthealth.fluxx.io

Verdant Health Commission

Navigation menu with icons and labels: Home, Dashboard, Outcomes, Budgets, Reports, Settings, etc.

Budget

Please use the + button below to add the Year 1 Request from Verdant

Grantee Budgets

Budget Period	Budget
Subsidized Spay and Neuter Clinic: 7/1/2021 to 6/30/2022	114,600
Total	114,600

Budget Snapshot

Subsidized Spay and Neuter Clinic 7/1/2021 to 6/30/2022		Budget
Personnel Expenses		75,400
Direct Project Expenses		4,600
Administrative Expenses		9,600
Subcontractual Expenses		25,000
Other		0
Total		114,600

Outcomes

Please use the + button below to add outcomes

Outcomes will be finalized annually and the outcomes indicated below should reflect Year 1 only. All grantees are required to report the number of individuals served. Additional outcomes may be added by clicking the + icon. You must hit the + for each outcome you choose to add. While there is no minimum or maximum required, we suggest including at least 2 additional outcomes.

Cancel

Save and Continue

Save and Close

Click "Save and Continue" at the bottom of the screen to save your progress and view the "Percent Funded from Verdant".

Home - Canva

Outcomes - A4

Verdant Health Commission D...

verdanthealth.fluxx.io

verdant

HEALTH COMMISSION

CANDID Inc

INFORMATION

Grantee Portal

Apply for Funding

ORGANIZATIONS (1)

Organizations: (1)

PEOPLE (1)

People: (1)

REQUESTS (3)

Pending Requests

Requests to Edit

Submitted Requests: (3)

GRANTS

Active

Closed

REPORTS

Reports Due

▼ Budget

Please use the + button below to add the Year 1 Request

Grantee Budgets

Budget Period

Subsidized Spay and Neuter Clinic: 7/1/2021 to 6/30/2022

Total

Budget Snapshot

Personnel Expenses	75,400
Direct Project Expenses	4,600
Administrative Expenses	9,600
Subcontractual Expenses	25,000
Other	0
Total	114,600

Subcontractual Expenses

Other

Total

% of Program funded by Verdant (Year 1): 18.56%

▼ Outcomes

Cancel

Save and Continue

Save and Close

ntees are required to report the number of individuals served. Please add. While there is no minimum or maximum required,

Cancel

Save and Continue

Save and Close

## Important Reminders:

- This is for Year one only- Year two and three budgets (if applicable) will be finalized annually
- The total amount you enter in the “Verdant Request for Year One” field in Organization Summary and the sum of the budget spreadsheet in the Budget section need to be the same number
- The “Total Program Budget” includes all costs and revenues associated with the program, not just the amount requested from Verdant
- You will utilize this same budget template for your annual and bi-annual financial reporting.