

Emergency COVID-19 Funding Application Guide



HEALTH COMMISSION
SERVING SOUTH SNOHOMISH COUNTY

Contents:

3	Overview
4	Accessing Application
9	Saving
10	Organization Information
18	Program Details
28	Budget and Outcomes
29	Acknowledgements
33	Documents
40	Submitting

Overview

Verdant accepts applications on a rolling basis from organizations doing work in response to COVID-19 that are in support of the residents of our service area.

Verdant is interested in requests that address our priority areas and other emerging needs. Requests will be considered as submitted.

Accessing the Application:

Log in to your Fluxx account using your email and the password you set up.

user_sessions/new



Verdant Health Commission Grant Portal

Login Now:

Sign in

[Reset or create password](#)

Welcome to the Verdant Health Commission grant portal. If you are interested in applying for funding, please create an organizational profile by clicking the "Create an account now" button below. Please note that you will not be able to edit this information after submitting, so please ensure it is accurately entered. As part of the account creation process, you will also need to answer a series of five questions that determine your eligibility for Verdant funds. After you create your account, you will receive a validation email to confirm your account is set up.

Once established, you will be able to submit applications for funding and if successful, access your contract and reporting documents via your Fluxx profile.

Thank you for setting up your organizational profile. We look forward to getting to know you!

Create an account now



[Privacy Policy](#) [Accessibility](#)

Once you sign in you will be taken to your portal homescreen.

The screenshot shows a web browser window with the address bar displaying "verdanthealth.fluxx.io". The page features a left-hand navigation menu with a dark grey background and a main content area with a white background. The navigation menu includes a search bar at the top with the text "Zoe's Pet Palace". Below the search bar, the menu is organized into several categories: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (6), GRANTS, REPORTS, PAYMENTS, and GRANTEE BUDGETS. Each category has a dropdown arrow. The main content area displays a welcome message "Welcome to the Grantee Portal!" and a list of actions available from the webpage. Below this, there are sections for "HOW TO USE THE PORTAL", "REQUESTS", "GRANTS", "GRANTEE REPORTS", and "PAYMENTS", each with a list of items and brief descriptions.

Verdant Health Commission De x +

← → ↻ verdanthealth.fluxx.io

verdant
HEALTH COMMISSION

Zoe's Pet Palace

INFORMATION

Grantee Portal

Apply for Funding

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

1 People (1)

REQUESTS (6)

Pending Requests (1)

Requests to Edit

Submitted Requests (5)

GRANTS

Active

Closed

REPORTS

Reports Due

Reports to Edit

Submitted Reports

PAYMENTS

Scheduled Payments

Payments Paid

GRANTEE BUDGETS

FLUXX

Welcome to the Grantee Portal!

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you are access the following:

REQUESTS

- Pending Requests
Once you have submitted a proposal, you can find a read-only version here.
- Request to Edit
Once you have been invited to submit a proposal, the application is available via this link. If the staff have any questions about your proposal or would like a revision, you will receive an email alert to login. You can find the proposal here, available for editing.
- Submitted
Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

GRANTS

- Active
After the staff has received the countersigned agreement, you can find a read-only version here via this link.
- Closed
When the grant is complete and all payment made and report approve, you can find the closed grants here.

GRANTEE REPORTS

- Reports Due
Reports (to be submitted) for all active grants appear here until you have submitted them. You will receive reminders as the due date approaches.
- Submitted Reports
Once you have submitted a report, you can find a read-only version here.

PAYMENTS

- Scheduled
Scheduled payments for all of your active grants appear here until they are paid.
- Paid

Select "Apply for Funding" if you would like to submit a funding request.

The screenshot displays the Verdant Health Commission Grantee Portal interface. The browser address bar shows the URL `verdanthealth.fluxx.io`. The page header includes the Verdant Health Commission logo and the text "Welcome to the Grantee Portal".

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you access the following:

REQUESTS

- Pending Requests
Once you have submitted a proposal, you can find a read-only view of your pending requests.
- Request to Edit
Once you have been invited to submit a proposal, you will receive an email alert to login. You can then edit your proposal or would like a revision.
- Submitted
Once you have submitted your proposal, you can find a read-only view of your submitted requests.

GRANTS

- Active
After the staff has reviewed your proposal, you can find a read-only view of your active grants.
- Closed
When the grant period has ended, you can find a read-only view of your closed grants.

GRANTEE REPORTS

- Reports Due
When a report is due, you can find a read-only view of your reports due.
- Reports (1)
Once you have submitted a report, you can find a read-only view of your reports.
- Submitted
Once you have submitted a report, you can find a read-only view of your submitted reports.

PAYMENTS

- Scheduled
Once you have submitted a report, you can find a read-only view of your scheduled payments.
- Scheduled (1)
Once you have submitted a report, you can find a read-only view of your scheduled payments.
- Paid
Once you have submitted a report, you can find a read-only view of your paid payments.

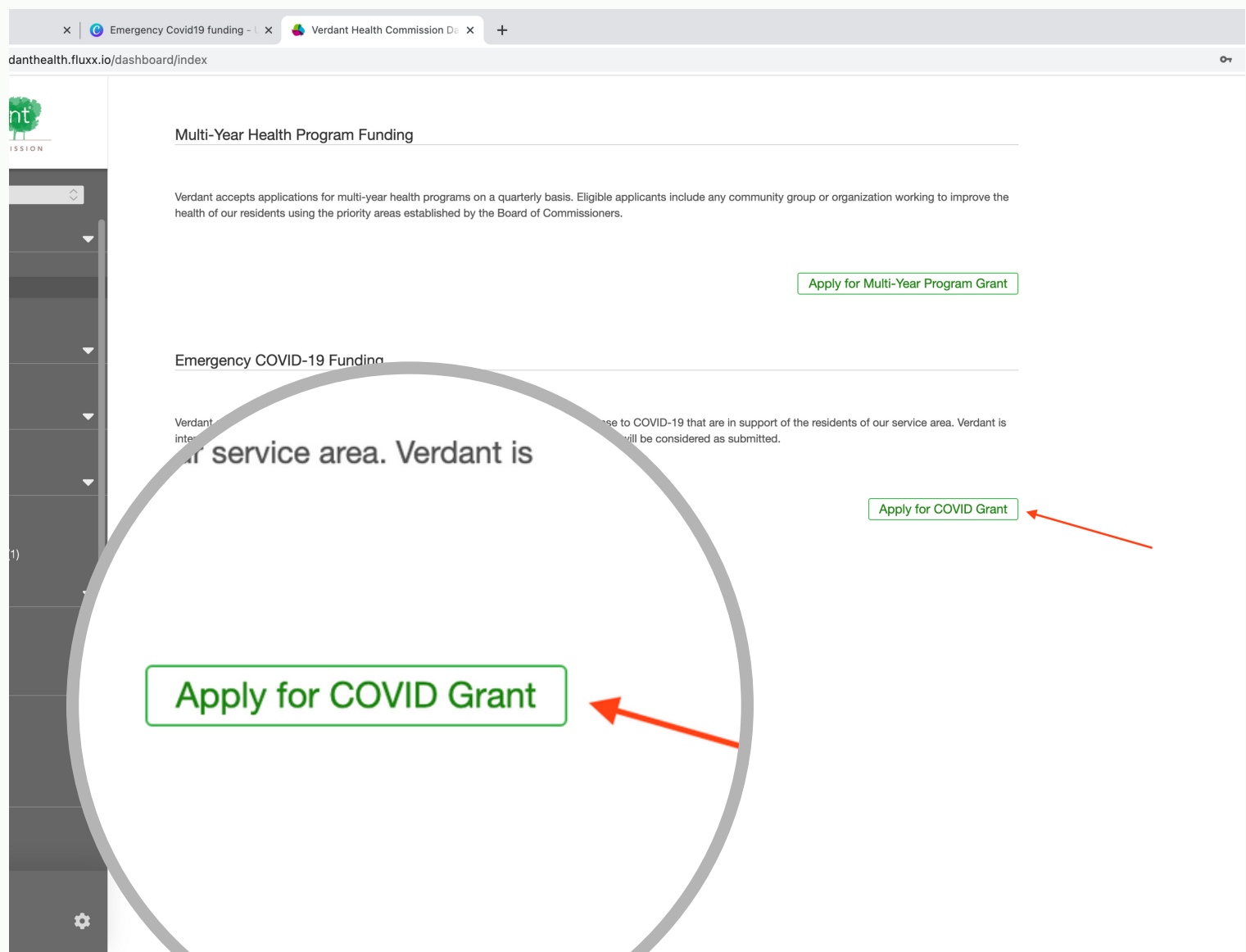
GRANTEE BUDGETS

The sidebar on the left contains the following sections:

- INFORMATION**
 - Grantee Portal
 - Apply for Funding
- ORGANIZATIONS (1)**
 - Organizations (1)
- PEOPLE (1)**
 - People (1)
- REQUESTS (6)**
 - Pending Requests (1)
 - Requests to Edit
 - Submitted Requests (5)
- GRANTS**
 - Active
 - Closed
- REPORTS**
 - Reports Due
 - Reports to Edit
 - Submitted Reports
- PAYMENTS**
 - Scheduled Payments
 - Payments Paid
- GRANTEE BUDGETS**

A circular callout highlights the "Apply for Funding" link in the sidebar, with a red arrow pointing to it. The callout also shows the "Zoe's Pet Palace" dropdown menu and the "Apply for Funding" link in the main content area.

Here you will find a short overview of Verdant's two grant options. Select "Apply for COVID Grant" to begin your application.



There are 6 sections to this application. They are listed at the top under the "Table of Contents".

Emergency Covid19 funding - 1

Verdant Health Commission D

danthealth.fluxx.io/dashboard/index

Zoe's Pet Palace

ID: R-202110-00025

Amount Requested:

Please note: The portal does not autosave. To save as you go, click (Save and Continue) to save when exiting or when ready to submit, click (Save and Close). A "Submit" button will appear in the lower right corner after closing.

▼ Table of Contents

Organization Information

Program Details

Budget

Outcomes

Acknowledgment

Documents

▼ Organization Information

▲ Primary Contact and Signatory are both required

View* buttons below to add them to your organization.

▼ Table of Contents

Organization Information

Program Details

Budget

Outcomes

Acknowledgment

Documents

▼ Organization Information

▲ Primary Contact and Signatory are both

Cancel

Save and Continue

Save and Close

Saving:

After filling out each section, we recommend you hit "Save and Continue" to save your changes. This button may be used at any point to save your changes as you fill out your application.

The screenshot displays the Verdan Health Commission dashboard for the 'Zoe's Pet Palace' application. The form is titled 'Zoe's Pet Palace' with ID: R-202110-00025. A green banner at the top of the form area contains the title and ID. Below this, a 'Please note' message states: 'The portal does not autosave. To save as you work, click the "Save and Continue" button. A "Submit" button will appear in the lower right corner when you are ready to complete the application.' The form is divided into sections: 'Table of Contents' (with links for Organization Information, Program Details, Budget, Outcomes, Acknowledgment, and Documents), 'Organization Information' (with a warning that 'Primary Contact and Signatory are both required'), and 'Mission Statement'. The 'Organization Information' section includes fields for Organization (Zoe's Pet Palace), Location (Zoe's Pet Palace - headquarters), Primary Contact, Primary Signatory, and a checkbox for 'Does this grant include a Fiscal Sponsor?'. The 'Mission Statement' section contains a text area for the mission statement. At the bottom of the form, there are three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'. A circular callout highlights the 'Save and Continue' button at the top of the form, and a red arrow points to the 'Save and Continue' button at the bottom of the page.

Home - Canva X Emergency Covid19 funding - X Verdan Health Commission Dashboard

verdanhealth.fluxx.io/dashboard/index

Update

Zoe's Pet Palace

ID: R-202110-00025

Cancel Save and Continue Save and Close

Please note: The portal does not autosave. To save as you work, click the "Save and Continue" button. A "Submit" button will appear in the lower right corner when you are ready to complete the application.

▼ Table of Contents

- Organization Information
- Program Details
- Budget
- Outcomes
- Acknowledgment
- Documents

▼ Organization Information

⚠ Primary Contact and Signatory are both required

If you do not see the Primary Contact or Signatory for this request in the dropdowns, please use the "Add New" buttons below to add them to your organization.

More information: [Primary Contact vs Signatory](#)

Organization:

Location:

Primary Contact: [Add New](#)

Primary Signatory: [Add New](#)

Does this grant include a Fiscal Sponsor? ☐

Fiscal sponsorship means a nonprofit organization (the "fiscal sponsor") agrees to provide administrative services and oversight to, and assume legal and financial responsibility for, the activities of the applying organization.

Mission Statement:

This is the mission statement for Zoe's Pet Palace

Organization Summary:

Cancel Save and Continue Save and Close

Organization Information:

The first section of the application is "Organization Information". Your Mission Statement and your Organizational Summary will be automatically pulled from the Organization tab in the portal.

danthealth.fluxx.io/dashboard/index

▼ Table of Contents

- Organization Information
- Program Details
- Budget
- Outcomes
- Acknowledgment
- Documents

▼ Organization Information

⚠ Primary Contact and Signatory are both required

If you do not see the Primary Contact or Signatory for this request in the dropdowns, please use the "Add New" buttons below to add them to your organization.

More information: [Primary Contact vs Signatory](#)

Organization:

Location:

Primary Contact: [Add New](#)

Primary Signatory: [Add New](#)

Does this grant include a Fiscal Sponsor? ☐

Fiscal sponsorship means a nonprofit organization (the "fiscal sponsor") agrees to provide administrative services and oversight to, and assume legal and financial responsibility for, the activities of the applying organization.

Mission Statement:
This is the mission statement for Zoe's Pet Palace

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Note: The Mission Statement and Organization Summary can be updated in the **Organization** profile

▼ Program Details

Program Title

Total Program Budget

Amount Requested

Cancel Save and Continue Save and Close

The "Organization" and "Location" fields will be automatically filled in. Using either the drop down or the "Add New" button you will need to assign a primary contact and a primary signatory.

The screenshot shows a web browser window with the URL `danthealth.fluxx.io/dashboard/index`. The page displays a form titled "Organization Information" under a "Table of Contents" section. The form includes the following fields and instructions:

- Organization:** A text input field containing "Zoe's Pet Palace".
- Location:** A dropdown menu showing "Zoe's Pet Palace - headquarters".
- Primary Contact:** A dropdown menu with an "Add New" button next to it. A red arrow points to this button.
- Primary Signatory:** A dropdown menu with an "Add New" button next to it. A red arrow points to this button.
- Does this grant include a Fiscal Sponsor? *** A dropdown menu.

Below the form, there is a "Mission Statement" section with the text "This is the mission statement for Zoe's Pet Palace" and an "Organization Summary" section with the text "This is a short summary of who Zoe's Pet Palace is." A note at the bottom states: "Note: The Mission Statement and Organization Summary can be updated in the Organization profile".

At the bottom of the form, there is a "Program Details" section with the following fields:

- Program Title *** A text input field.
- Total Program Budget *** A text input field.
- Amount Requested *** A text input field.

The bottom of the page features three buttons: "Cancel", "Save and Continue", and "Save and Close".

To select someone from your list in the "People" section, use the drop down and click on the name of the person selected.

Verdant Health Commission Dashboard

verdanthealth.fluxx.io

verdant HEALTH COMMISSION

Zoe's Pet Palace

INFORMATION

Grantee Portal

Apply for Funding

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

People (1)

REQUESTS (6)

Pending Requests (1)

Requests to Edit

Submitted Requests (5)

GRANTS

Active

Closed

REPORTS

Reports Due

Reports to Edit

Submitted Reports

PAYMENTS

Scheduled Payments

Payments Paid

GRANTEE BUDGETS

FLUXX

▼ Table of Contents

Organization Information

Program Details

Budget

Outcomes

Acknowledgment

Documents

▼ Organization Information

⚠ Primary Contact and Signatory are both required

If you do not see the Primary Contact or Signatory for this request in the dropdowns, please use the "Add New" buttons below to add them to your organization.

Organization

Zoe's Pet Palace

Location

Zoe's Pet Palace - headquarters

Primary Contact

▼

Add New

Primary Signatory

▼

Add New

Does this grant include a Fiscal Sponsor? *

▼

Organization Information

Primary Contact and Signatory are both required

If you do not see the Primary Contact or Signatory for this request in the dropdowns, please use the "Add New" buttons below to add them to your organization.

Zoe's Pet Palace

Zoe's Pet Palace - headquarters

▼

Test Test

Thea Test

▼

Cancel

Save and Continue

Save and Close

12

To select someone not in your list from the "People" section, click add new. A form will pop up.

The screenshot shows a web browser with two tabs: "Emergency Covid19 funding" and "Verdant Health Commission D...". The address bar shows "danthealth.fluxx.io/dashboard/index". The page is divided into two main sections: "Organization Information" and "Program Details".

Organization Information

▲ Primary Contact and Signatory are both required

If you do not see the Primary Contact or Signatory for this request in the dropdowns, please use the "Add New" buttons below to add them to your organization.

More information: [Primary Contact vs Signatory](#)

Organization:

Location:

Primary Contact: [Add New](#) (indicated by a red arrow)

Primary Signatory: [Add New](#)

Does this grant include a Fiscal Sponsor? *

Fiscal sponsorship means a nonprofit organization (the "fiscal sponsor") agrees to provide administrative services and oversight to, and assume legal and financial responsibility for, the activities of the applying organization.

Mission Statement:
This is the mission statement for Zoe's Pet Palace

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Note: The Mission Statement and Organization Summary can be updated in the **Organization** profile

Program Details

Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date *

Proposed End Date *

Buttons at the bottom: Cancel, Save and Continue, Save and Close

Fill out this form. Note: The red asterisk indicates a required field. There are only 3 required fields on the form: First Name, Last Name, and Email.

The screenshot shows a web browser window with the URL verdanthealth.fluxx.io. The page displays a 'Table of Contents' with links to Organization Information, Program Details, Budget, Outcomes, Acknowledgment, and Documents. The 'Organization Information' section is expanded, showing fields for Organization (Zoe's Pet Palace), Location (Zoe's Pet Palace - headquarters), Primary Contact, Primary Signatory, and Does this request include... Each field has an 'Add New' link. A circular callout highlights the 'Contact Information' section of the form, which includes fields for Prefix, First Name, Middle Initial, Last Name, Suffix, Title, and Email. The 'First Name' field is marked with a red asterisk, indicating it is a required field. A red arrow points to the 'First Name' field in the callout. The 'Add New' form also has a 'Save' button at the bottom right. The background of the form is green.

Contact Information

Prefix

First Name *

Middle Initial

Last Name *

Suffix

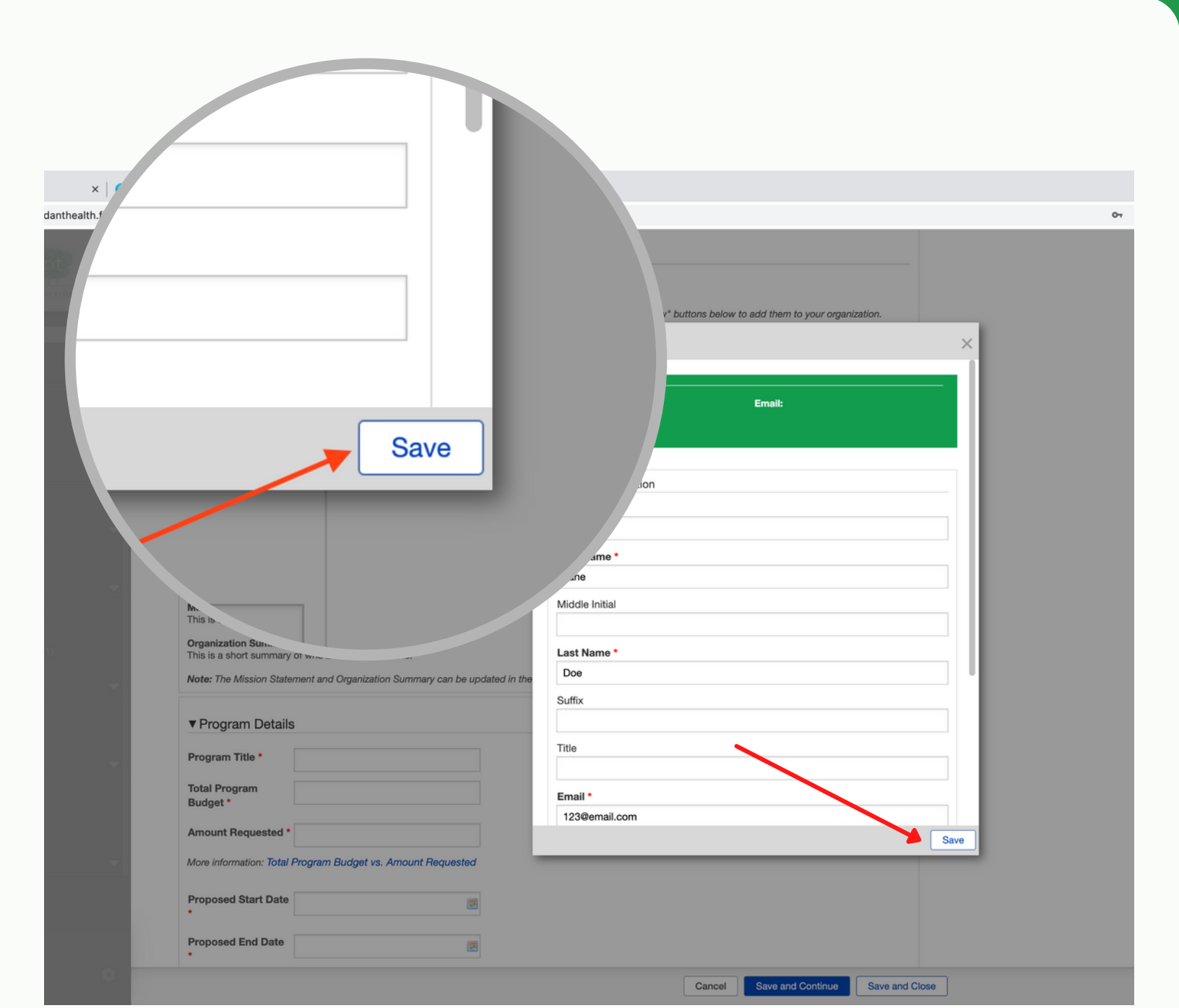
Title

Email *

Save

Cancel Save and Continue Save and Close

Click save to save your inputted information to the indicated field on the application.



Once both the Primary Contact and Primary Signatory fields are filled in, use the drop down to indicate whether this grant includes a fiscal sponsor.

Multi-Year Health Program Funding

Emergency Covid19 funding -

Verdant Health Commission Dashboard

danthealth.fluxx.io

nt

MISSION

Table of Contents

Organization Information

Program Details

Budget

Outcomes

Acknowledgment

Documents

Organization Information

Primary Contact and Signatory are both required

If you do not see the Primary Contact or Signatory for this request in the dropdowns, please use the "Add New" buttons below to add them to your organization.

More information: [Primary Contact vs Signatory](#)

Organization

Zoe's Pet Palace

Location

Zoe's Pet Palace - headquarters

Primary Contact

Test Test

Add New

Primary Signatory

Test Test

Does this grant include a Fiscal Sponsor?

Fiscal sponsorship means a nonprofit organization (the "fiscal" responsibility for, the activities of the applying organization).

Mission Statement:

This is the mission statement for Zoe's Pet Palace

Organization Summary:

This is a short summary of who Zoe's Pet Palace is.

Note: The Mission Statement and Organization Summary can

Program Details

Program Title

Total Program Budget

Amount Requested

If you do not see the Primary Contact or Signatory for this request in

Organization

Zoe's Pet Palace

Location

Zoe's Pet Palace - headquarters

Primary Contact

Test Test

Primary Signatory

Test Test

Does this grant include a Fiscal Sponsor?

Yes

No

Mission Statement:

Serving pets and their owners

Organization Summary:

We are an organization that specializes in community pet care.

Note: Please note the mission statement and organization summary

If you select "Yes" indicating that your program includes a Fiscal Sponsorship, you will need to include the Fiscal Organization in the text box that appears.

Verdan Health Commission

Organization Information

Primary Contact and Signatory are both required

If you do not see the Primary Contact or Signatory for this request in the dropdowns, please use the "Add New" buttons below to add them to your organization.

More information: [Primary Contact vs Signatory](#)

Organization: Zoe's Pet Palace

Location: Zoe's Pet Palace - headquarters

Primary Contact: Test Test [Add New](#)

Primary Signatory: Test Test [Add New](#)

Does this grant include a Fiscal Sponsor? Yes

Fiscal sponsorship means a nonprofit organization (the "fiscal sponsor") agrees to provide administrative services and oversight to, and assume legal and financial responsibility for, the activities of the applying organization.

Fiscal Organization Information *

Include:

- Fiscal Organization Name
- Fiscal Organization Address
- Fiscal Contact Name and Email
- Fiscal Signatory Name and Email
- Organization Mission

Text box for Fiscal Organization Information

Mission Statement: This is the mission statement for Zoe's Pet Palace

Organization Summary: This is a short summary of who Zoe's Pet Palace is.

Note: The Mission Statement and Organization Summary can be updated in the **Organization** profile

Program Details

Buttons: Cancel, Save and Continue, Save and Close

Program Details:

Input the title of your program in the text box to the right of "Program Title".

The screenshot shows a web browser window with two tabs: "Emergency Covid19 funding -" and "Verdant Health Commission D". The address bar shows "erdanthealth.fluxx.io/dashboard/index". The page content includes a sidebar on the left with a "Verdant Health Commission" logo and a navigation menu. The main content area displays the "Program Details" form. At the top, there are sections for "Mission Statement" and "Organization Summary". Below these is a "Program Details" section with several input fields: "Program Title", "Total Program Budget", "Amount Requested", "Proposed Start Date", and "Proposed End Date". A red arrow points to the "Program Title" input field. Below these fields is a "Verdant Priority Area" section with a list of priority areas and a "More information" link. At the bottom, there is a "Program Summary" section with a large text area and a "Why is there a need for this program and how does that need relate to the COVID19 pandemic?" section with another large text area. The footer contains "Cancel", "Save and Continue", and "Save and Close" buttons.

erdanthealth.fluxx.io/dashboard/index

Mission Statement:
This is the mission statement for Zoe's Pet Palace

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

*Note: The Mission Statement and Organization Summary can be updated in the **Organization** profile*

▼ Program Details

Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date *

Proposed End Date *

Verdant Priority Area *

Access to Healthcare
Behavioral Health
Childhood Obesity
Dental Care
Food Security

>

<

More information: [Verdant Priority Areas](#)

Program Summary *

Why is there a need for this program and how does that need relate to the COVID19 pandemic? *

Cancel Save and Continue Save and Close

Next you will input your 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.

The screenshot displays the 'Verdant Health Commission Dashboard' at the URL `erdanthealth.fluxx.io/dashboard/index`. The page includes a sidebar with navigation options and a main content area with the following sections:

- Mission Statement:** This is the mission statement for Zoe's Pet Palace.
- Organization Summary:** This is a short summary of who Zoe's Pet Palace is.
- Note:** The Mission Statement and Organization Summary can be updated in the **Organization** profile.
- ▼ Program Details**
 - Program Title *** [Text Input Field]
 - Total Program Budget *** [Text Input Field] (highlighted with a red arrow)
 - Amount Requested *** [Text Input Field]
 - More information: [Total Program Budget vs. Amount Requested](#)*
 - Proposed Start Date *** [Date Picker]
 - Proposed End Date *** [Date Picker]
 - Verdant Priority Area ***
 - Access to Healthcare
 - Behavioral Health
 - Childhood Obesity
 - Dental Care
 - Food Security*More information: [Verdant Priority Areas](#)*
 - Program Summary *** [Text Area]
 - Why is there a need for this program and how does that...** [Text Area]

A circular callout provides a magnified view of the 'Program Details' section, showing the following fields:

- ▼ Program Details**
- Program Title *** [Text Input Field]
- Total Program Budget *** [Text Input Field]
- Amount Requested *** [Text Input Field]
- More information: [Total Program Budget vs. Amount Requested](#)*
- Proposed Start Date *** [Date Picker]

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

The screenshot shows the 'Program Details' section of the Verdant Health Commission dashboard. The form includes fields for Program Title, Total Program Budget, Amount Requested, Proposed Start Date, Proposed End Date, Verdant Priority Area, and Program Summary. A red arrow points to the 'Amount Requested' field. A circular callout provides a magnified view of the form fields.

Program Details

Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date *

Proposed End Date *

Verdant Priority Area *

Access to Healthcare
Behavioral Health
Childhood Obesity
Dental Care
Food Security

More information: [Verdant Priority Areas](#)

Program Summary *

Why is there a need for this program and how does it...

Program Details

Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs](#)

Proposed Start Date *

Proposed End Date

Select the calendar icon next to "Proposed Start Date" to add your proposed program start date.

Emergency Covid19 funding - | X Verdant Health Commission D: X +

danthealth.fluixx.io/dashboard/index

Mission Statement:
This is the mission statement for Zoe's Pet Palace

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

*Note: The Mission Statement and Organization Summary can be updated in the **Organization** profile*



▼ **Program Details**


Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date *  

Proposed End Date * 



Verdant Priority Area *


Access to Healthcare
Behavioral Health
Childhood Obesity
Dental Care
Food Security

More information: [Verdant Priority Areas](#)

Program Summary *

Why is there a need for this program and how does that need relate to the community?



Using the drop downs select your program start date. This date should take place in the next six months.

The screenshot shows the 'Program Details' section of the 'danthealth.fluxx.io' dashboard. The form includes fields for 'Program Title', 'Total Program Budget', and 'Amount Requested'. Below these are two date selection fields: 'Proposed Start Date' and 'Proposed End Date'. The 'Proposed Start Date' field has a dropdown menu open, showing months from Jan to Dec, with 'Jul' highlighted. The 'Proposed End Date' field has a calendar open, showing the month of October 2021, with the 12th highlighted. A red arrow points to the 'Oct' dropdown in the 'Proposed End Date' field. The 'Verdant Priority Area' section lists several options: 'Access to Healthcare', 'Behavioral Health', 'Childhood Obesity', 'Dental Care', and 'Food Security'. The 'Program Summary' section is a large text area. At the bottom, there is a section titled 'Why is there a need for this program and how does that need relate to the COVID19 pandemic?' with a corresponding text area. The bottom of the page features three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'.

Emergency Covid19 funding - | x

Verdant Health Commission De | x

danthealth.fluxx.io/dashboard/index

Mission Statement:
This is the mission statement for Zoe's Pet Palace

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Note: The Mission Statement and Organization Summary can be updated in the Organization Summary section.

▼ Program Details

Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date *

Proposed End Date *

Verdant Priority Area

Access to Healthcare
Behavioral Health
Childhood Obesity
Dental Care
Food Security

More information: [Verdant Priority Areas](#)

Program Summary *

Why is there a need for this program and how does that need relate to the COVID19 pandemic? *

Cancel Save and Continue Save and Close

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.

Emergency Covid19 funding -

Verdant Health Commission D

danthealth.fluxx.io/dashboard/index

Mission Statement:
This is the mission statement for Zoe's Pet Palace

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

Note: The Mission Statement and Organization Summary can be updated in the Organiza

▼ Program Details

Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date *

Proposed End Date *

Verdant Priority Area *

Access to Healthcare
Behavioral Health
Childhood Obesity
Dental Care
Food Security

>
<

More information: [Verdant Priority Areas](#)

Program Summary *

Why is there a need for this program and how does that need relate to the COVID19 pandemic? *

mm/dd/yyyy

Jul2021

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

Information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date

Proposed End Date

nt Priority Area

ss to Healthcare
vioral Health
hood Obesity
al Care
Security

Information: [Verdant Priority Areas](#)

am Summary *

Cancel

Save and Continue

Save and Close

23

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.

Emergency Covid19 funding - I... X

Verdant Health Commission D... X

danthealth.fluxx.io/dashboard/index

Mission Statement:
This is the mission statement for Zoe's Pet Palace

Organization Summary:
This is a short summary of who Zoe's Pet Palace is.

*Note: The Mission Statement and Organization Summary can be updated in the **Organization** profile*

▼ **Program Details**

Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date *

Proposed End Date *

Verdant Priority Area *

Access to Healthcare
Behavioral Health
Childhood Obesity
Dental Care
Food Security

>

<

More information: [Verdant Priority Areas](#)

Program Summary *

Why is there a need for this program and how does that need relate to the COVID19 pandemic? *

Cancel Save and Continue Save and Close

Under "Verdant Priority Area" you will select which Verdant Priority Area your program directly impacts by selecting the priority area and clicking the arrow that points to the right.

erdanthealth.fluxx.io/dashboard/index

▼ Program Details

Program Title *

Total Program Budget *

Amount Requested *

More information: [Total Program Budget vs. Amount Requested](#)

Proposed Start Date

07/30/2021

Proposed End Date

11/30/2021

Verdant Priority Area *

Access to Healthcare

Behavioral Health

Childhood Obesity

Dental Care

Food Security

More information: [Verdant Priority Areas](#)

Program Summary *

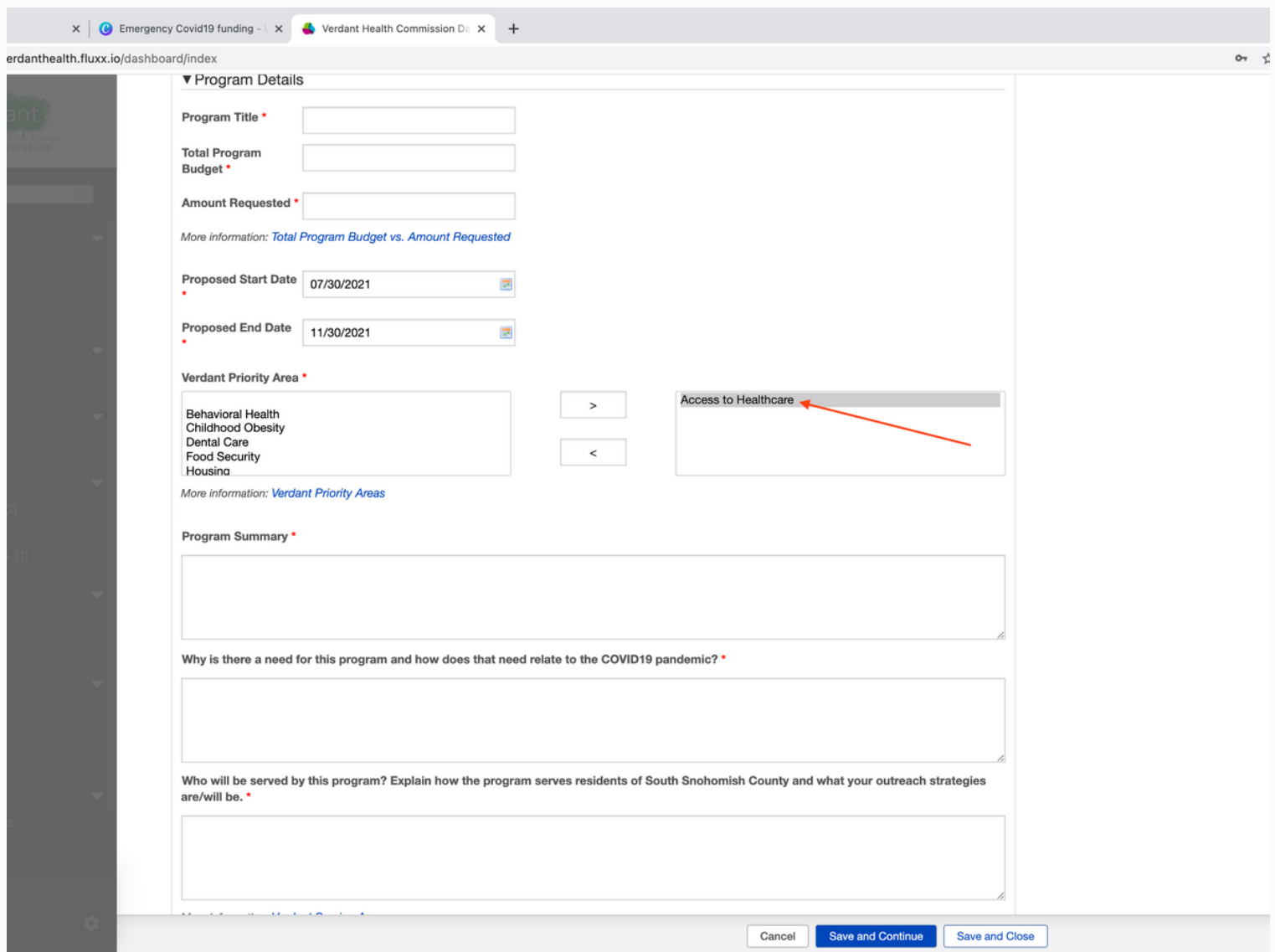
Why is there a need for this program and how does that need relate to the COVID

Who will be served by this program? Explain how the program serves residents or are/will be. *

>

<

Then, the priority area you select will appear in the box to the right of the arrows. It will look like this:



The screenshot displays a web application interface for the Verdant Health Commission. The browser's address bar shows the URL `erdanthealth.fluxx.io/dashboard/index`. The page title is "Verdant Health Commission Dashboard". The main content area is titled "Program Details" and contains several form fields:

- Program Title ***: A text input field.
- Total Program Budget ***: A text input field.
- Amount Requested ***: A text input field.
- More information:** [Total Program Budget vs. Amount Requested](#)
- Proposed Start Date ***: A date picker showing `07/30/2021`.
- Proposed End Date ***: A date picker showing `11/30/2021`.
- Verdant Priority Area ***: A section with a list of priority areas on the left and a selected area on the right.
 - Left List:** Behavioral Health, Childhood Obesity, Dental Care, Food Security, Housing.
 - Right List:** Access to Healthcare (selected, indicated by a red arrow).
- More information:** [Verdant Priority Areas](#)
- Program Summary ***: A large text area for a summary.
- Why is there a need for this program and how does that need relate to the COVID19 pandemic? ***: A text area for justification.
- Who will be served by this program? Explain how the program serves residents of South Snohomish County and what your outreach strategies are/will be. ***: A text area for outreach details.

At the bottom of the form, there are three buttons: "Cancel", "Save and Continue", and "Save and Close".

Next you will answer 4 narrative questions. Please be sure to read and answer each prompt in its entirety, as many of them include multiple parts/questions.

Program Summary *

Why is there a need for this program and how does that need relate to the COVID19 pandemic? *

Who will be served by this program? Explain how the program serves residents of South Snohomish County and what your outreach strategies are/will be. *

More information: [Verdant Service Area](#)

Key partners who will support this program and their roles. *

▼ Budget

⚠ Please use the + button below to add a budget outlining your request from Verdant.

Budget and Outcomes:

For instructions on how to fill out the Budget and Outcomes portion of your application please refer to documents linked in each section.

Acknowledgements:

In the Acknowledgments section there are four statements you will need to acknowledge.

The screenshot shows a web browser window with two tabs: "Emergency Covid19 funding -" and "Verdant Health Commission D". The address bar shows "erdanthealth.fluxx.io/dashboard/index". The main content area is divided into sections. The "Outcomes" section has a heading "▼ Outcomes", a warning icon and text "Please use the + button below to add outcomes", and a paragraph: "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." Below this is a text input field labeled "Outcome" with a blue "+" icon to its right. A checkbox below the field is labeled "I have added 'Number of Individuals Served' as an Outcome Metric". The "Acknowledgment" section has a heading "▼ Acknowledgment" and four statements, each followed by a dropdown menu. Red arrows point to each statement from the left. The statements are: 1. "I acknowledge that I can track and report outcomes and required reporting elements." 2. "I acknowledge that I can provide evidence of liability insurance meeting minimum criteria." 3. "Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget." 4. "To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application." The "Documents" section has a heading "▼ Documents" and a text input field with a blue "+" icon to its right. At the bottom of the form are three buttons: "Cancel", "Save and Continue", and "Save and Close".

erdanthealth.fluxx.io/dashboard/index

▼ Outcomes

Please use the + button below to add outcomes

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.

Outcome

☐ I have added "Number of Individuals Served" as an Outcome Metric

▼ Acknowledgment

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

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria.

Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget.

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application.

▼ Documents

Please use the + button below to upload documents

Cancel Save and Continue Save and Close

The first two you will acknowledge by selecting yes or no using the drop downs.

Emergency Covid19 funding - | X

Verdant Health Commission D - | X

+

erdanthealth.fluxx.io/dashboard/index

▼ Outcomes

⚠ Please use the + button below to add outcomes

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.

Outcome

+

☐ I have added "Number of Individuals Served" as an Outcome Metric*

▼ Acknowledgment

I acknowledge that I can track and report outcomes and required reporting elements.*

▼

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria.*

▼

Choose one: I can restrict funds received to approved budget OR I am willing to

▼

se select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting elements.*

Yes

▼

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria.*

✓

Yes

No

Choose one: I can restrict funds received to approved budget OR I am willing to

▼

Cancel

Save and Continue

Save and Close

You will acknowledge the third statement by selecting the statement from the drop down that best applies to your program/organization.

Emergency Covid19 funding - | X Verdant Health Commission De X +

erdanthealth.fluxx.io/dashboard/index

▼ Outcomes

⚠ Please use the + button below to add outcomes

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.

Outcome +

☐ I have added "Number of Individuals Served" as an Outcome Metric*

▼ Acknowledgment

I acknowledge that I can track and report outcomes and required reporting elements. *

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds received to approved budget OR I am willing to learn how to restrict funds received to approved budget. *

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

I can

▼ Documents

Please use the + button below

I can restrict funds received to approved budget

I am willing to learn how to restrict funds received to approved budget

my id

Documents:

And then like the first two, you will acknowledge the fourth and final acknowledgement by selecting yes or no from the drop down.

The screenshot displays the 'Verdant Health Commission Dashboard' in a web browser. The URL bar shows 'erdanthealth.fluxx.io/dashboard/index'. The dashboard has a dark sidebar on the left with a 'MISSION' logo. The main content area is titled 'Acknowledgment' and contains several sections:

- Outcomes:** Includes a warning icon and text: 'Please use the + button below to add outcomes. All grantees are required to report the number of individuals served. Additional information you choose to add. While there is no minimum or maximum required, we suggest you use the + button below to add outcomes.' Below this is a section for 'Outcome' with a checkbox: 'I have added "Number of Individuals Served" as an Outcome Metric'.
- Acknowledgment:** Contains three dropdown menus for acknowledgment. The first two are for 'I acknowledge that I can track and report outcomes and required reporting elements.' and 'I acknowledge that I can provide evidence of liability insurance meeting minimum criteria.' The third dropdown is for 'Choose one: I can restrict funds received to approved budget OR I am willing to learn how to restrict funds received to approved budget.' Below this is a fourth dropdown menu for 'To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application.' A red arrow points to this dropdown menu.
- Documents:** Includes a section for uploading documents with the text: 'Please use the + button below to upload documents'.

At the bottom of the dashboard, there are three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'. A modal dialog box is open on the right side of the screen, showing a dropdown menu with 'Yes' and 'No' options. The 'Yes' option is highlighted in pink.

Documents:

The last section of the application is the Documents section. There are two required documents to upload. The first is your Board of Directors.

The screenshot shows a web browser window with two tabs: "Emergency Covid19 funding - X" and "Verdant Health Commission Dashboard - X". The address bar shows "erdanthealth.fluxx.io/dashboard/index". The page has a dark sidebar on the left with a search bar and a list of items. The main content area is divided into two sections: "Acknowledgment" and "Documents".

Acknowledgment

I acknowledge that I can track and report outcomes and required reporting elements. *

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget. *

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

Documents

Please use the + button below to upload documents

More information: [Document Uploads](#)

Board of Directors

Financial Statements or Audits

Optional Documents

At the bottom of the page are three buttons: "Cancel", "Save and Continue", and "Save and Close".

To upload your board of directors press the blue "+" icon to the right of "Board of Directors".

The screenshot shows the Verdant Health Commission Dashboard at the URL `verdanthealth.fluxx.io/dashboard/index`. The page is divided into two main sections: Acknowledgment and Documents.

Acknowledgment Section:

- I acknowledge that I can track and report outcomes and required reporting elements. *
- I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *
- Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget. *
- To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

Documents Section:

Please use the + button below to upload documents

More information: [Document Uploads](#)

Board of Directors

Financial Statements or Audits

Optional Documents

At the bottom of the page are three buttons: Cancel, Save and Continue, and Save and Close.

An "Upload Files" pop up will appear. Select add files. You will then select find your Board of Directors file in your computer and double click on it to upload it to Fluxx.

can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget. *

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

Upload files

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

Add files

Start upload

▼ Documents

Please use the + button below to upload documents

More information: [Document Uploads](#)

Board of Directors

Financial Statements or Audits

Optional Documents

Hit "Start Upload" and wait for your file to be completely uploaded by watching for the "Upload Complete!" in the bottom left corner.

The image consists of two screenshots of a web application's file upload interface, overlaid on a blurred background of a form. The background form contains text such as "can provide evidence of liability insurance meeting minimum criteria.", "Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget.", and "To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application.".

The top screenshot shows the "Upload files" dialog box with the instruction "Select or drag files then start upload". It contains a table with the following data:

Filename		Size	Status
Board of directors.docx	Board of Directors	12 KB	0%

At the bottom of the dialog are two buttons: "Add files" and "Start upload". A red arrow points to the "Start upload" button.

The bottom screenshot shows the same dialog box after the upload is complete. The table now shows:

Filename		Size	Status
Board of directors.docx	Board of Directors	12 KB	100%

Below the table, the text "Upload Complete!" is displayed. A red arrow points to this text.

Hit the "X" in the top left hand corner. The pop up will close and your Board of Directors document will appear under "Required Documents".

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains a search bar and a list of items. The main content area is divided into two sections: 'Acknowledgment' and 'Documents'.

The 'Acknowledgment' section contains several text input fields and a dropdown menu. The 'Documents' section includes a link to 'Document Uploads' and a table of documents.

An 'Upload files' modal is open, showing a table with columns 'Filename', 'Size', and 'Status'. The modal has a close button (X) in the top right corner, indicated by a red arrow. The table lists a document named 'Board of directors.docx' with a size of 12 KB and a status of 100%.

The 'Documents' section also shows a table with the same document, 'Board of directors.docx', and a status of 100%.

At the bottom of the page, there are three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'.

Click the "+" icon to the right of "Financial Statements and Audits" and repeat the same process as the Board of Directors document to upload either a financial statement or an audit.

The screenshot shows the Verdant Health Commission dashboard at verdanthealth.fluxx.io/dashboard/index. The page is divided into two main sections: 'Acknowledgment' and 'Documents'.

Acknowledgment Section:

- I acknowledge that I can track and report outcomes and required reporting elements. *
- I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *
- Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget. *
- To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

Documents Section:

Please use the + button below to upload documents

More information: [Document Uploads](#)

Financial Statements or Audits

Optional Documents

Board of directors.docx
Board of Directors
Added by Thea Test at 1:49 PM on November 9, 2021

At the bottom of the page, there are three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'.

When you are done the Documents section should look something like this.

The screenshot shows a web browser window with two tabs: "Emergency Covid19 funding" and "Verdant Health Commission Documents". The address bar shows "verdanthealth.fluxx.io". The page content includes a form with three sections, each with a dropdown menu:

- elements.** I acknowledge that I can provide evidence of liability insurance meeting minimum criteria.
- Choose one:** I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget.
- To the best of my knowledge and belief,** all information in this application is true and correct. I am authorized by my organization to submit this application.

Below the form is the **Documents** section, which includes a link to "Document Uploads" and a list of uploaded documents:

- Board of Directors** (with a plus icon to upload more)
- Financial Statements or Audits** (with a plus icon to upload more)

The **Optional Documents** section (with a plus icon to upload more) contains two items:

- Financial Statement or Audit.docx**
Financial Statements or Audits
Added by Thea Test at 2:04 PM on November 9, 2021
- Board of directors.docx**
Board of Directors
Added by Thea Test at 2:04 PM on November 9, 2021

At the bottom of the page are three buttons: "Cancel", "Save and Continue", and "Save and Close".

Submitting:

If you are finished filling out your application hit "Save and Close".

The screenshot displays the 'Emergency Covid19 funding' application form on the Verdant Health Commission dashboard. The form includes sections for 'Acknowledgment' and 'Documents'. A large circular callout highlights the 'Save and Close' button, which is a blue button with white text. Below the callout, a red arrow points to the 'Save and Close' button in the bottom right corner of the form. The form also features a 'Save and Continue' button and a 'Cancel' button. The 'Documents' section includes a table for 'Optional Documents' with a '+' button to add new documents. The 'Acknowledgment' section contains several dropdown menus for selecting acknowledgment details.

Verdant Health Commission

Emergency Covid19 funding - | X | Verdant Health Commission Dashboard | +

verdanthealth.fluxx.io/dashboard/index

Outcome

☐ I have added "Number of Individuals Served" as an Outcome

▼ Acknowledgment

I acknowledge that I can track and report outcomes and required reporting elements. *

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget. *

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

▼ Documents

Please use the + button below to upload documents

Optional Documents

Cancel Save and Continue Save and Close

Review your application and if your are finished and ready to submit hit "Submit".

The image shows a web browser window with a single tab titled "Verdant Health Commission De...". The browser's address bar and various icons are visible at the top. The main content area of the browser displays a form. A large green rectangular field is labeled "Amount Requested:". Below this, there is a blue button labeled "Draft". Further down, there is a section titled "Information" which contains the text "Zoe's Pet Palace". At the bottom of the form, there is a question "Is a Fiscal Sponsor? *". A circular callout with a grey border is positioned over the right side of the form. Inside the callout, a red arrow points to a green "Submit" button. Below the callout, another red arrow points to a "Submit" button located at the bottom right of the form area. A screenshot of the callout itself is visible in the bottom right corner of the callout, showing the text "Screen Shot 2021-09...1.16 PM".