

2021 Application for Funding: Frequently Asked Questions

This document provides guidance for Q3 – 2021 funding through the Verdant Health Commission, with applications accepted August 16-27, 2021.

1. Is there an application deadline?

Yes. In 2021, applications will be accepted during 4 windows of time. Applications must be submitted by 5 PM on the last day.

- February 15-26, 2021
- May 17-28, 2021
- August 16-27, 2021
- November 2021 (exact dates TBD)

2. What are Verdant's current priority areas?

In 2021, the Verdant Board of Commissioners established the following priorities: Access to Healthcare, Access to Dental Care, Behavioral Health, Childhood Obesity, Food Insecurity, Housing, Other Education & Prevention, and Supporting Seniors

3. Is my not-for-profit/government agency/for-profit organization eligible to apply?

We will accept applications from non-profit, for-profit, and government organizations as long as the projects or programs match our guidelines and eligibility criteria.

4. I am having trouble accessing the applications in Microsoft Word or Excel, or I do not have Microsoft Office. Is there another way to access them?

If you do not have Microsoft Word or Excel, you can download a free program called Open Office (openoffice.org) to complete your applications. Microsoft also offers a free web-based version of Microsoft Office at: <https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web>

5. Are there limitations on how the funds can be used?

Funds must be used to meet the health and wellness needs of South Snohomish County residents as described by Verdant's funding priorities (see #2 above). Funds will not be awarded for the benefit of an individual person, for political or religious uses, to retire debt, or strictly for fundraising purposes.

6. How should applications be submitted?

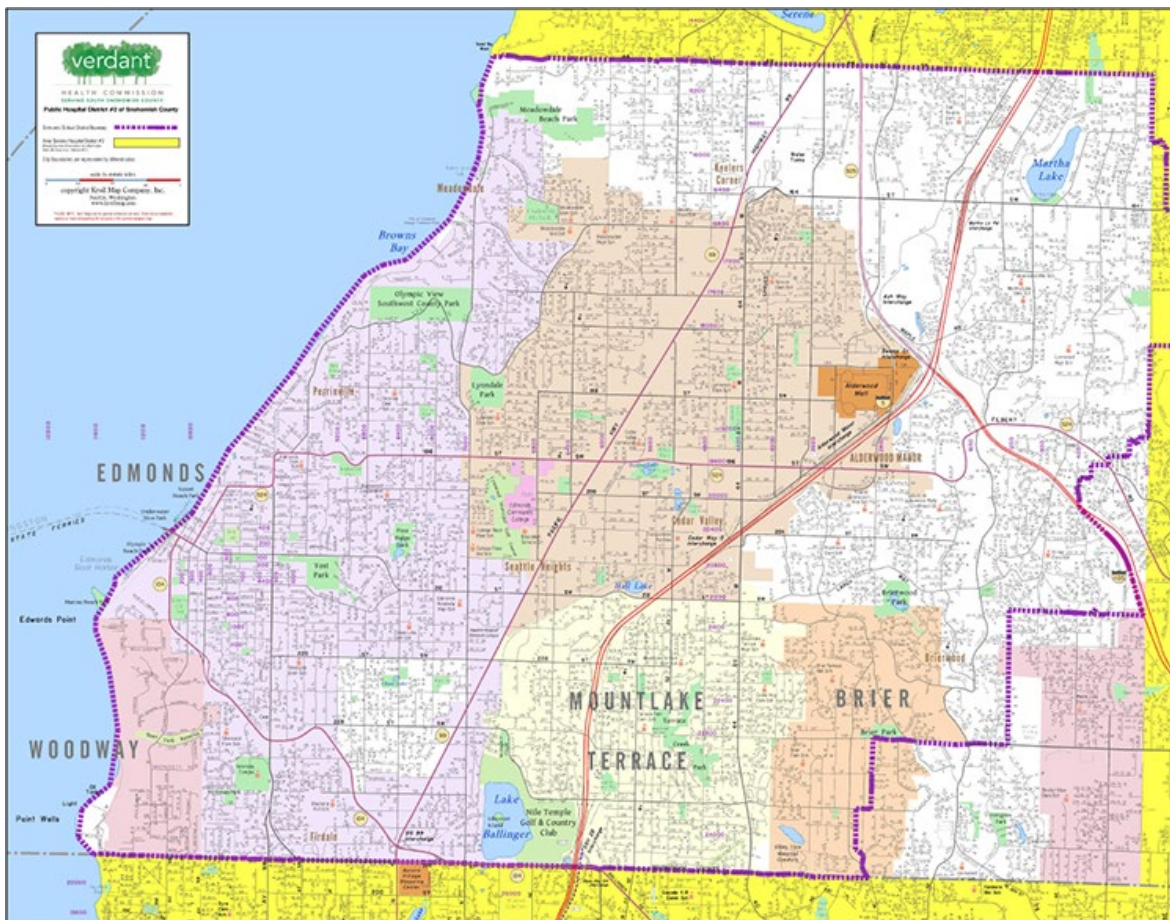
Please submit electronically, however if this is a barrier, please contact Zoe Reese at (425) 582-8572.

7. Do programs/projects need to serve a specific population?

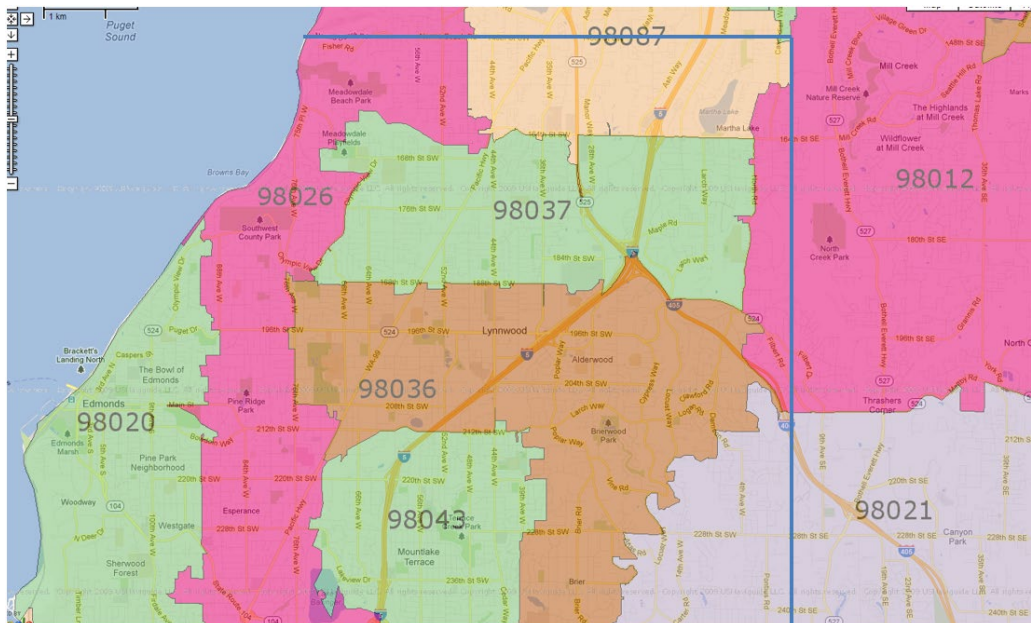
The only requirement is they must serve residents within the district boundaries. Otherwise, applications may specify a target audience residing within these boundaries. View the map of the district by city or with zip codes below. Here is a complete list of zip codes fully or partially included in our service area:

Zip Codes

- 98012 – Bothell/unincorporated Snohomish County
- 98020 – Edmonds
- 98021 – Bothell/unincorporated Snohomish County
- 98026 – Edmonds
- 98036 – Lynnwood/Brier
- 98037 – Lynnwood
- 98043 – Mountlake Terrace
- 98046 – Lynnwood (PO boxes)
- 98087 – Lynnwood/unincorporated Snohomish County



[Click for a detailed map.](#)



On zip code map above, the blue lines form the northern, eastern, and southern boundaries and the western boundary is the water.

8. If my program/project is currently supported by Verdant and set to expire, can I renew using this process?

Yes, we recommend applying for renewal in the application window prior to your current program's expiration. See list of dates under #1 above.

9. How do we include the responses to questions posed within section 2 and 3 of the narrative application document?

Responses are required for each prompt and should be included in the text box below each. There is no character limit per response, but the total page count for section 2 and 3 responses should not exceed 5 pages with text font no smaller than size 11. Maximum application length is 8 pages total including sections 1, 2, 3, 4 and 5.

10. If our program serves people in the Verdant district and out of it, how would we include that in the budget? Also, how do we reflect the time period we are requesting for (1 year vs. 3 years, for instance)?

Section 1A of the application asks for applicants to indicate if they are requesting 1, 2, or 3 years of funding. Budgets and outcomes will be finalized annually and the budget amount included in the proposal will reflect the request from Verdant for Year 1 only. If you anticipate that your program will be operating and requiring funding for the foreseeable future, most organizations in this position opt to apply for three years.

We do request that within the budget spreadsheet submitted, you narrow the budget to reflect the total program costs associated with the services in Verdant's district, if the program serves an expanded geography. For instance, if your program serves individuals across Snohomish County, in the budget spreadsheet, please use column D to reflect the costs associated with the program within Verdant's service area, and then use column E to reflect the funding request you are making to Verdant.

11. How will the reporting process look and would any changes affect grants already under contract?

The reporting for any grants that come under contract beginning in 2021 Q1 period will look slightly different than the process used for contracts that were entered into previously. If your organization already has a grant under contract with Verdant, please use the existing reporting templates. New contracts as of April 1, 2021 will have reformatting reporting templates that will include outcome reporting as well as budget and demographics. Examples of all required reporting forms are available on our website, under the "document downloads" sub heading of the grant information page.

12. Can applications reflect capital requests? If not, could any startup costs for new programs be included in the request?

This funding window is not for capital requests. Verdant is considering when we will make available a special RFP process for funding capital requests to support health outcomes for our residents. We will communicate widely when that opportunity will be available. That being said, sometimes items in a budget could be supplies or materials instead of capital, depending on the need. An example of this would be supplies needed for program operations.

13. Could applications reflect program expansions from other areas, geographically, into our district?

Yes, programs that are already offered in King County or other portions of Snohomish County that would like to expand to Verdant's district would be welcome.

14. What has changed with this application process to reflect Equity, Diversity, and Inclusion?

The narrative application requests a description of how the program or project demonstrates equity, diversity, and inclusion, and it will also be part of the scoring for applications. More specifically, we are looking for information on how the population(s) you intend to serve will be involved in program development, delivery, and evaluation; and how program and organization staff are reflective of the populations(s) you plan to serve.

15. Regarding Equity, Diversity, and Inclusion, what is the makeup of the review committee for applications?

The current Verdant staff and commissioners will be part of the scoring process for this round of grant applications. We are currently developing plans for a community advisory council with community members that could be engaged in this process in future funding opportunities. If you are interested in

learning more about the council, please contact Jennifer Piplic at Jennifer.piplic@verdanthealth.org, (425) 582-8558.

16. If an application is not approved, how long does the applicant need to wait to reapply?

There is no waiting period. You can reapply during the next funding cycle.

17. My proposal depends on the participation of another organization. Do I need to include a letter of support?

Yes, if the outcomes of your proposal require another organization to have an active role and/or provide space, referrals, etc., please provide a letter of support indicating that they are committed to doing as outlined. We also welcome, but do not require, general letters of recommendation or support not specific to the above that you feel are strategic for your application. All materials must be submitted by the listed due date.