



Funding Guidelines

Annual Funding Cycle

(Updated: June 2024)

Funding Application Overview

The Verdant Health Commission is dedicated to improving the health and wellbeing of the residents of South Snohomish County. We work collaboratively and creatively with community-based nonprofits to meet the needs of our whole community. As a program of Public Hospital District No. 2, Snohomish County, we are governed by a board of voter-elected commissioners. To learn more about our board, please refer to the [Staff and Board](#) page.

Information about Verdant Health Commission’s history, mission, vision, and priorities can be found on the [About Verdant](#) page.

In 2025, Verdant Health Commission will invest in three priority areas.

- Mental Health
- Healthcare Access
- Food Security

Link to the [2025 Verdant Priority Areas](#) document for more information.

Timeline and Contract Terms

In 2025 The Verdant Health Commission will host an annual funding cycle and award twelve months of funding to selected recipients. The contract term is January 1, 2025 – December 31, 2025

FUNDING OPPORTUNITY AT-A-GLANCE

Purpose: To provide financial investments in organizations in South Snohomish County that advance Verdant’s mission to address three priority areas as set by our board of commissioners: 1) Mental Health; 2) Healthcare Access; and 3) Food Security.

Eligible Applicants:

- Must be recognized as a tax-exempt 501c3 or 170(b)(1), other government entity and/or federally recognized tribe, or be fiscally sponsored by another tax-exempt organization
- Organization serves residents of South Snohomish County (page 2)
- Our priority is to fund direct costs for program delivery

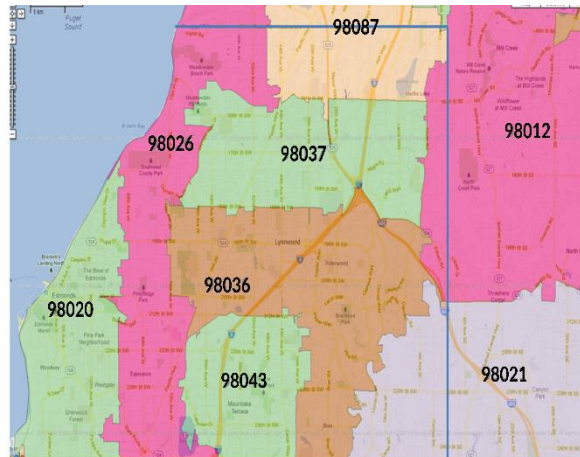
Questions? Grants@verdanthealth.org

Key Dates	
Thursday, July 18, 2024	Online Application Opens
Friday, August 23, 2024 5:00pm	Application Deadline
Wednesday, November 20, 2024	Funding Decisions Made

Verdant Service Area

Verdant’s Service Area is the service area for Public Hospital District #2 Snohomish County and includes the cities of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway, parts of Bothell, and unincorporated Snohomish County. Verdant’s service area boundaries are similar to the Edmonds School District, and includes the following zip codes:

Edmonds/ Woodway Lynnwood	98020, 98026
	98087, 98037
Brier	98036
Bothell	98012, 98021
Mountlake Terrace	98043



Funding Guidelines

Eligibility

To be eligible to apply, applicants must be able to demonstrate each of the following:

- **Charitable Status.** Applicant must be an organization with tax-exempt status of 501c3 or 170(b)(1), other government entity and/or federally recognized tribe, or be fiscally sponsored by another tax-exempt organization. Consult with the Community Impact team if unsure about your organization’s eligibility for funding.
- **Commitment to Serving Residents of South Snohomish County.** The proposed project serves the residents of South Snohomish County, and programs and services offered to residents are for free or on a reduced cost sliding scale based on income eligibility.
- **Strategic Alignment.** Funding requests must be aligned with at least one of Verdant’s priority areas. Applicants can request funding for multiple priority areas however they will be asked to select a primary priority and secondary priority area (preference is not given for those opting to select more than one priority area).
- **Non-Discrimination Policy.** The organization does not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, based on race, color, religion, gender, gender identity/expression, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.
- **Application is Complete.** Applicants are required to submit through the online portal and provide all required documents.

Funding Limitations

Verdant supports a wide variety of organizations and projects in our Service Area. However, there are limitations on what we can and will fund. As a public entity, we have several unique limitations that organizations may not be familiar with when seeking funds from other types of funders, including:

- Funds must be used to serve South Snohomish County residents (see district map)
- Verdant prioritizes funding direct costs for program delivery.

Verdant does **NOT** fund the following:

- Requests for individuals, pledges, sectarian or religious purposes, political lobbying/campaigns, major capital expenditures, and scholarship funds.
- Subcontracting is not allowed without the written consent of Verdant not less than 15 days prior to the date of any proposed assignment.

Funding Criteria

We prioritize investing in programs that meet the following criteria:

- Aligns with Verdant Health Commission's priority areas.
- Provides direct services to individuals and families in our community.
- Delivers high quality programs and achieves goals.
- Coordinates/collaborates with other organizations to reduce or eliminate duplication of services.
- Maintains operations and services over the long term, showing clear plans for sustainability.
- Demonstrates a commitment to fiscal responsibility through established financial practices. For programs still developing their financial infrastructure, we expect a clear outline of how they intend to manage funds and monitor their budgets effectively.

Award Term

Verdant awards funding for a one-year term. Funded partners must reapply on an annual basis for subsequent funding. There is no guarantee of funding in subsequent years, and all applications are reviewed and approved on an annual basis

Request Amounts

There is no minimum or maximum request amount and award amounts vary by organization and project. The average award in 2024 was \$100,000. Given the increasing competitive nature of funding, not all requests will be approved, and some requests may be approved for partial funding. Applicants may request funding for multiple programs, and combined proposals are preferred.

Application Questions

Below are the narrative questions in the online application:

Opportunity / Community Need (20%)

1. What specific needs or gaps in the community does this program address?
 - a. Use local statistics and agency information to demonstrate the need for this program.

- b. If this is an existing program, describe positive outcomes or the success your organization is seeing with the services provided.

2. How does this program directly impact the selected Verdant priority area(s)?

Community Impact (40%)

3. Select the zip codes served by this proposed program or service: 98020, 98026, 98087, 98037, 98036, 98012, 98021, 98043
4. Explain how this program serves residents of South Snohomish County. Specifically, which persons or groups will this program serve and what are strategies for recruiting participants?
5. Estimate the percentage of people served in this program who identify as BIPOC (Black, Indigenous, People of Color), refugee, or immigrant (if unknown, a comment space is provided).
6. Does your staff reflect the communities you serve?
7. Will the proposed program serve individuals who are uninsured or underinsured? Yes or No
8. How does this program integrate principles of equity, diversity, and inclusion into its design and implementation? How will you engage the intended population(s) and stakeholders in the planning, delivery, and evaluation of this program?

Desired Outcomes (15%)

9. What are the anticipated measurable outcomes (up to three) for the program, and what is your strategy for successful achievement and measurement of these outcome(s)? (A table is provided to ask applicant to “provide up to three outcomes that support your primary priority area selected, a required outcome is the number of individuals served.”)

Collaboration and Implementation (25%)

10. Describe how your request is providing services distinct from others and/or your efforts to coordinate with other community partners providing similar services.
11. Are there key partners supporting this program and what are their roles?
12. Do any of the included partners provide facilities and/or roles critical to meeting your outcomes? If so, a letter of support will be required from each key partner that is necessary to implement the proposed program or services.
13. How will you ensure the sustainability of the program after the funding period ends?
14. How will this program be staffed and what is the organizational capacity to support this program?

Budget

Budget table provided for following line items: Personnel, Direct Program Costs and Indirect (8%)

15. Provide a list of other grants or funding sources supporting this program. List the name of the organization and dollar amount of funding received as well as potential sources of funding.

Required Documents*

- A. List of organization's Board of Directors with their affiliations, and
- B. Form 990 or Form 990 EZ that you most recently filed (if applicable), and

- C. Financial Statements for applicants with revenue \$3 million and above:
- ✓ Audited Financial Statements for most recent fiscal yearend. This includes the required financial statements and footnotes.
- or
- D. For applicants with revenue under \$3 million:
- ✓ Financial Statements listed below for most recent **two calendar or fiscal years** either prepared by an outside accounting or bookkeeping firm or the entities own internally generated management reports are acceptable:
 - Statement of Net Position (Balance Sheet)
 - Statement of Revenue, Expenses and Changes in Net Position (Profit and Loss)

* Exception to financial statement requirements: Municipal or government agencies are not required to submit financial statements if they are a recognized state, local or county entity.

Budget Terms

Personnel Costs

- Personnel costs include the salary and benefits of organization staff supporting the program. Utilize the notes section of the application to indicate full-time equivalents, roles, or other information to explain the budget request.

Direct Costs

- Direct costs are those allocated to a specific program, such as salaries for program staff and materials required for the project. These costs would not be incurred if not for the existence of the program being funded.
- Minor capital costs are allowed up to \$5,000 in aggregate with useful life of more than one year.

Indirect Costs

- Verdant recognizes that the administrative functions such as facilities, IT, HR, and others are critical to the success of any organization. For the purposes of our contract budgets, indirect costs refer to those costs 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's allowable indirect cost rate is 8% of the total amount requested.***

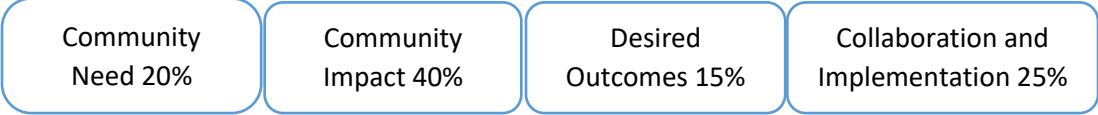
Review Process

There are three stages to the review process:

- **Staff Compliance Review:** Staff will review all proposals to ensure:
 - Applicant eligibility
 - Application completeness
 - Priority alignment
- **Financial and Program Due Diligence Review:**
 - Financial due diligence by the Verdant Finance team includes a review of the financial information. Verdant recognizes that small and new organizations may have fewer

resources and less mature reporting systems, however it is important for all applicants to demonstrate a commitment to financial recordkeeping.

- **Commissioner Review and Scoring:**
 - Verdant’s board of commissioners review and score applications based on criteria. Review of programmatic information follows a weighted scoring rubric that considers:



Decision Making Process

While the value of every application is evident, Verdant can only award within available resources. This means that not every application received is awarded and some may be approved for partial funding. Verdant anticipates 2025 to be a highly competitive year.

The board reviews all applications and makes all decisions on funding. Approval of funding occurs at regularly scheduled public board meetings (dates published on Verdant website).

For approved applicants, the Community Impact team will reach out to partners to finalize contracts and give an overview of reporting and payment processes. If an application is not approved for funding, applicants can submit a new application in the next funding cycle. The Community Impact team will be available to meet with declined partners to discuss future opportunities.