



Funding Guidelines for Applicants

(November 1, 2022)

Grant Application Overview

The Verdant Health Commission is a public resource 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.

To learn more about Verdant Health Commission's history, mission, vision, and priorities, please refer to the [About Verdant](#) page.

The information provided below is to help you determine your organization's eligibility for funding and whether your program of interest aligns with one of Verdant's funding priorities. Verdant's three **key strategic priorities for 2023-2024** are:

- Mental Health
- Healthcare Access and Quality
- Food Security

To learn more about these priorities, including examples of programs and services Verdant supports, please read [Verdant's Strategic Plan](#) 2023-2024 in deciding whether to submit a proposal.

Additional changes to note also include:

- Grant awards are for one year only and there is no guarantee of continued funding
- There are two funding cycles per year Spring and Fall. The dates for 2023 applications are:
 - **Spring 2023:** Due December 2, 2022 at 5:00 p.m. for grant term April 1, 2023 – March 31, 2024 (applicants notified end of January 2023)
 - **Fall 2023:** Due May 30, 2023 at 5:00 pm for grant term October 1, 2023- September 30, 2024 (applicants notified end of July 2023)

GRANT OPPORTUNITY AT-A-GLANCE

Purpose: To support projects in South Snohomish County that advance Verdant's mission to address the three priority areas as set by our board of commissioners. Those priority areas are: 1) Mental Health; 2) Healthcare Access; and 3) Food Security.

Eligibility:

- 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
- Organizations serving South Snohomish County

Total Funds Available for Spring 2023 Cycle: Up to \$5.9 million

Average grant amount in 2022: \$100,000

Submission Deadlines and Grant Terms:

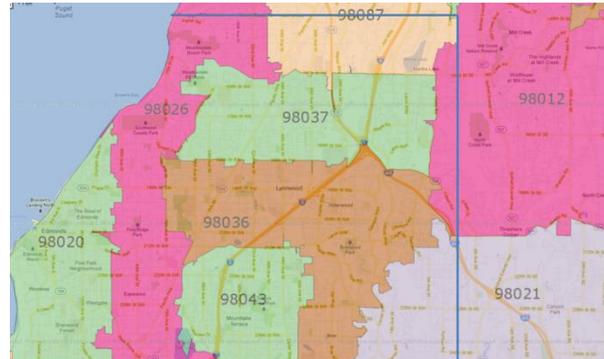
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Questions? Grants@verdanthealth.org

Verdant Service Area

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

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



The Verdant Service Area includes the areas that within the blue lines on the map

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 grants team if you are unsure if your organization is eligible for funding from Verdant.
- **Commitment to the Verdant Service Area.** Program seeking funds is serving the residents of South Snohomish County. Programs and services are offered to residents for free or on a reduced cost sliding scale based on income eligibility
- **Strategic Alignment.** Funding requests must be aligned with the Verdant Strategic Priorities. Grant applications can request funding for multiple priority areas however they will be asked to select a primary strategic priority and secondary (preference is not given for those opting to select more than one).
- **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.

Award Term

Verdant grant awards are for a one-year term. Grant partners must reapply on an annual basis for subsequent funding. There is no guarantee of funding in subsequent years, and all grant applications are reviewed and approved anew on an annual basis. Funds awarded in the Spring funding cycle are from April 1st to March 31st of the following year. Funds awarded in the Fall funding cycle are from October 1st to September 30th of the following year.

Request Amounts

Dollar amounts vary by organization and project. There is no minimum/maximum request. The average grant award in 2022 was \$100,000. Given the increasing competitive nature of funding requests, not all requests will be approved, and some requests may be approved for partial funding. Grantseekers can request funding for multiple programs, but combined proposals are preferred. The application will ask how you are seeking or have received other sources of funding (e.g., foundations, corporations, individuals, community groups, or others).

Application Questions

Below are proposal narrative questions applicants will be asked to address in the online application:

1. Describe the community need for this project?
 - a. Be as specific as possible using local statistics and agency information to show the need.
 - b. To the extent other organizations are providing similar services, include how your funding request is providing services distinct from others and/or your efforts to coordinate with other community partners.
 - c. If this is an active program, what previous success has your organization had with delivering the services in the program?
2. How does this program directly impact the selected Verdant priority area(s)?
3. Explain how this program serves residents of South Snohomish County, describing who will be served by this program and what your current strategies are/ will be to recruit participants?
4. Please estimate the percentage of people served in this program who identify as BIPOC, refugee, or immigrant.
5. Please estimate the percentage of staff (paid employees) working with the program requesting funds and the organization board who identify as BIPOC, refugee or immigrant.
6. Briefly describe how this program is demonstrating equity, diversity, and inclusion? *How will the population(s) you intend to serve be involved in program development, delivery, and evaluation?*
7. What are the anticipated measurable outcomes for the program, and what is your strategy for successful achievement and measurement of these outcome(s)?
8. Do any of the included partners provide facilities and/or roles that are critical to meeting your outcomes?
9. How will this program be staffed and what is the organizational capacity to support this program?
10. What additional funding sources (cash and in-kind) will be dedicated to support this program?
11. Please provide a list of other grants or funding sources supporting this program. List the name of the organization and dollar amount of funding received.
12. What is your plan for financial sustainability after the Verdant grant funding ends? Please include any planned grant applications to other funding sources?
13. For organizations that show more than \$2 million in annual revenue, please provide written explanation of need for funding.

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 costs that are 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.

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 caps indirect costs to 10% or less of the total grant amount.***

Minor Capital Costs

- Minor capital costs are allowed up to \$5,000 in aggregate with useful life of more than one year.

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 donors, including:

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

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.

Verdant Review Process

There are two stages to the review process:

- **Staff Review and Scoring:** All applicants will have their proposal reviewed by a team of Verdant staff members to ensure financial and programmatic viability, and compliance to the funding guidelines. Staff are not decision-makers on funding but will review and score applications based on the published criteria, described below. The staff review team then provides summaries and recommendations to the board, who are the ultimate decision-makers on all funding.

- Financial due diligence by the Verdant Finance team includes a review of the financial information provided by applicants. For example, evaluating sources of revenue, the ratio and components of program and indirect costs, balance sheet composition and when available footnotes and management discussion regarding the entities operations, controls and accounting policies. 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.
- Review of the programmatic information, combined with the financial review, follows a weighted scoring rubric that considers:

Community Need 25%	Community Impact 40%	Desired Outcomes 15%	Implementation 15%
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- **Commissioner Review and Scoring:** Verdant’s board of commissioners meet in committees to review and score applications, taking staff recommendations in consideration. Approval of awards occurs at regularly scheduled public board meetings.

If you are a first-time applicant, you will be invited to meet with commissioners. This is an opportunity to share about your organization and for the commissioners to learn more about your application.

Final Decision

While the value of every application is evident, Verdant can only award within available resources, which means that not every application received is awarded and some may be approved for partial funding. Verdant anticipates 2023 to be a highly competitive year. If the application is recommended by committees to the board for approval, the board will vote on all applications recommended for funding at a public board meeting. Those board meetings are published on our website and will be shared with applicants prior to the scheduled time.

For approved applicants, the grants team will reach out to prospective partners to finalize contracts and give an overview of reporting and payment processes. If an application does not advance to the board for approval, it will not be carried over for future considerations. However, applicants can submit a new application in subsequent funding cycles. The grants team will be available to meet with declined partners to discuss future opportunities.

Application Instructions

If you have any questions about the application process, your proposed project, or using Fluxx, please reach out to the Grants team to set up a meeting. You can contact them at grants@verdanthealth.org.

Below are instructions to help you get started:

Step One: Review Application Guidelines

Please carefully review [Verdant's Strategic Priorities](#) to ensure alignment.

Step Two: Register in Verdant Grants Portal

If you have not already registered in Verdant's grant management portal, then you can access Fluxx with [this link](#). After creating a profile, please allow up to 3 business days for your account to be approved. More information can be found by reviewing the document "[Creating an Account Guide](#)."

Step Three: Complete Online Application

After your registration is approved, you will be able to complete your application materials in Fluxx. Please refer to Verdant's library of training and guidance materials specific to the application process in Fluxx. All required questions must be completed to submit. Applications must be submitted before the deadline to be considered. More information on completing the application can be found by reviewing the document "[Annual Health Program Funding Application Guide](#)."

The grant application will first prompt you to confirm your understanding of funding guidelines and limitations. After completing the confirmation, the application has three primary components:

1. **Organization Information:** Basic information about your organization and key contacts.
2. **Program Details:** This section includes narrative questions including a program summary, funds requested, community need, alignment with Verdant's priority areas, commitments to diversity, equity and inclusion and engagement of community in program design, coordination with other key partners, staffing structure, additional funding sources, and anticipated outcomes.
3. **Budget:** All partners must submit a complete budget. Information can be found using the link to "[How to Fill Out your Budget](#)."
4. **Outcomes:** You are required to complete up to three measurable outcomes. More information can be found by reviewing the document "[Outcomes](#)."

In addition to the narrative and budget, you will be asked to provide the following documents:

- List of organization's Board of Directors, with their affiliations
- Current financial statements
- Letters of support if indicated
- Other attachments accepted but not required (ex. Annual report).