Funding Guidelines
for Applicants
(Updated: April 2023)

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 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.

New changes for 2023:

- Grant awards are for a one-year term with no guarantee of continued funding
- There are two funding cycles per year, Spring and Fall. The dates for 2023 applications are:

Open Request for Proposals	Grant Term
May 1 – June 16, 2023	FALL: October 1, 2023 – September 30, 2024
November 1– December 2, 2022	SPRING: April 1, 2023 – March 31, 2024

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.

Eligible Applicants:

- Must be designated as 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
- Organization serves residents of South Snohomish County (page 2)

Funds Available for Fall 2023 Cycle: Up to $3.4 million

Submission Deadlines and Grant Terms:

- Fall 2023: Applications are due by June 16 for grant term October 1, 2023- September 30, 2024
(Applicants will be notified end of August 2023)

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, and includes the following zip codes:

Edmonds/ Woodway	**98020, 98026**
Lynnwood	**98087, 98037**
Brier	**98036**
Bothell	**98012, 98021**
Mountlake Terrace	**98043**
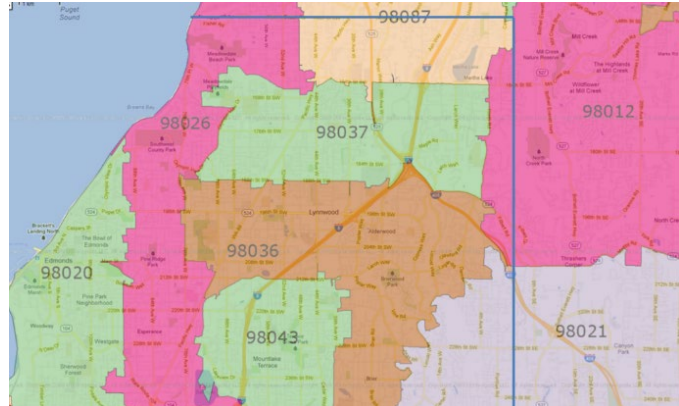
The Verdant Service Area includes the areas that within the blue lines on the map

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 unsure about your organization's eligibility for funding.

- **Commitment to Serving Residents of South Snohomish County**. 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 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.

- **Application is Complete.** Applicants are required to submit through the online portal and provide all required documents. Applicants missing one or more documents will not be scored and will not be eligible for consideration for funding.

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 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.

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. A program is funded for one of the following terms:

- April 1 to March 31
- October 1 to September 30

Request Amounts

Dollar amounts vary by organization and project. There is no minimum or 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 may request funding for multiple programs, but combined proposals are preferred. The application will ask whether 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:

Opportunity / Community Need (25%)

1. Describe the community need for this project?
    a. Use local statistics and agency information to demonstrate the need for this program.
    b. Describe how your funding request is providing services distinct from others and/or your efforts to coordinate with other community partners providing similar services.
    c. 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, refugee, or immigrant (if unknown, a comment space is provided).
6. Estimate the percentage of staff (paid employees) working with the proposed program who identify as BIPOC, refugee or immigrant (if unknown, a comment space is provided).
7. Will the proposed program serve individuals who are uninsured or underinsured?
8. How does this program demonstrate equity, diversity, and inclusion? How will the population(s) you intend to serve be involved in program development, delivery, and evaluation?

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, of which one will include the number of individuals served.")

Implementation (20%)

10. Who are key partners supporting this program and what are their roles?
11. Do any of the included partners provide facilities and/or roles that are 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.
12. 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%)
13. Provide a list of other grants or funding sources supporting this program. List the name of the organization and dollar amount of funding received and 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 for most recent calendar/fiscal year (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 fiscal years either prepared by an outside accounting or bookkeeping firm or the entities own internally generated management reports are acceptable:
        o Statement of Net Position (Balance Sheet)
        o 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 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.
- 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 project request.***

Review Process

There are three stages to the review process:

- **Staff Compliance Review:** All applicants will have their proposal reviewed by a team of Verdant staff members to ensure:
    - Applicant eligibility
    - Application completeness
    - Priority alignment
- **Financial and Program Due Diligence Review**: 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. 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 programmatic information follows a weighted scoring rubric that considers:
- **Commissioner Review and Scoring:** Verdant's board of commissioners meets in committees to

Community Need 25%	Community Impact 40%	Desired Outcomes 15%	Implementation 20%

review and score applications. Approval of awards occurs at regularly scheduled public board meetings.

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 (dates published on Verdant website).

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, 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, 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 are ready to begin your application in Fluxx. Please refer to Verdant's library of training and guidance materials specific to the application process. More information on completing the application can be found by reviewing the document "Annual Health Program Funding Application Guide." All questions must be completed before submitting application.

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. Refer 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 required to upload the following documents:

o   List of organization's Board of Directors, with their affiliations
o   Current financial statements (see page 4 of Funding Guidelines, "Required Documents")

If key partners are essential to implement the proposed program or services, then letters of support from identified key partners are required.