



Contract Terms for Funded Partners

(November 1, 2022)

Award Overview

Congratulations! We are delighted to support your organization's efforts to enhance the health and wellbeing of residents of South Snohomish County. Please take a few minutes to read through the requirements for managing your award.

Award Terms and Use of Funds

Award Terms

Verdant funds are awarded for one-year. Fund 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 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.

Non-Discrimination Policies

Fund Partner agrees that it does not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of 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.

Use of Funds

Verdant Health Commissions 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 some unique limitations that organizations may not be familiar with compared to other types of donors.

Please keep in mind the following limitations:

- Funds must be used to serve South Snohomish County residents

VERDANT AWARD AT-A-GLANCE

Purpose: To provide guidance to funded partners leading programs in the Verdant Service Area (South Snohomish County) that align with one or more of Verdant's priority areas: 1) Mental Health; 2) Healthcare Access; and 3) Food Security.

Award Term:

- April 1, 2023 – March 31, 2024
- October 1, 2023- September 30, 2024

Reporting expectations: A semi-annual report and final report (see grant contract for key dates)

Fund Partners Cohort Learning Opportunities: Verdant hosts several Partner Roundtable meetings throughout the year. Dates TBD.

Contact: Grants@verdanthealth.org

- Funding supports at least one of the Verdant Strategic Priorities.
- Verdant prioritizes funding direct program expenses. Indirect costs may **NOT** exceed 10% of the total budget.
- Any anticipated budget line item variance in excess of 10% will require approval by Verdant grants team.

As a reminder, Verdant does **NOT** fund the following:

- Funds for the benefit of an individual person, for political/lobbying or religious uses, to retire debt, or strictly for fundraising purposes.
- Subcontracting is not allowed without the written consent of Verdant not less than 15 days prior to the date of any proposed assignment.

Contract Modifications

Contract modifications are necessary when an organization anticipates the following:

1. **Change in program outcome or delivery** (see programmatic change request below)
2. **Change in contract end date** (see programmatic change request below)
3. **Change in contract budget** (see budget change request below)

Programmatic Change Request

- Contract modifications to request a change in outcomes or in the contract end date (at no added cost) can be requested through an amendment to the current contract. However, contract modifications should be requested at least 30 days prior to the end of the contract. Modification requests submitted after the contract end-date will not be considered. Contract Modifications can be requested within Fluxx by submitting a Contract Amendment Request.

Budget Change Request

- The partner must receive prior approval from Verdant for an amendment to the approved project budget when the cumulative amount of transfers across all budget line items is expected to exceed 10% of the total contract amount by submitting a contract modification request. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment. Contract Modifications can be requested within Fluxx by submitting a Contract Amendment Request.

Return of Unspent Funds

- As a public agency, any unspent funds at the end of the contract term must be returned to Verdant. Each contract between Verdant and a partner is individually written and agreed upon to its specific terms. Unspent funds should be returned to Verdant by mail. Prior to contract end-date, partners are encouraged to contact Verdant to discuss possible budget amendments. These requests should be made at least 30 days prior to end of contract to allow time for review and potential budget amendments. Verdant is not obligated to amend contracts and can do so solely at their discretion.

Reporting Requirements

Verdant requires the following reports:

- One **Mid-Year Progress Report** submitted at 6 months, tracking progress towards defined outcomes and a financial report documenting actual expenditures compared to budget.
- A **final Annual Narrative, Outcomes and Financial Report**, submitted following the contract end date that reports on the overall learning and successes throughout the funding period, the financial status documenting actual expenditures compared to budget and a story of impact from the project.

Funding Acknowledgment

Recipients of Verdant funds should include recognition of Verdant funding and use of Verdant logo on any printed materials or signage.

- Contract language: “Contractor shall acknowledge in all promotional, informational, and educational materials developed under this contract that funding was received from Verdant. Additionally, Contractor will acknowledge in any publicity given to this contract that funding was received from Verdant. Contractor shall enclose copies of any publicity or reports with its reports to Verdant.”
- Please contact grants@verdanthealth.org for questions specific to marketing, logo use, and content relevant to publicizing about the Verdant contract.
