



**Parks and Community Services
Human Services Division
123 Fifth Avenue
Kirkland WA 98033**

Leslie R. Miller, Human Services Supervisor
(425) 587 – 3322 or lmiller@kirklandwa.gov

YEARS COVERED BY THIS APPLICATION PROCESS

Calendar years 2021 and 2022.

APPROXIMATE FUNDING AVAILABLE

In 2019 and 2020, the City of Kirkland allocated approximately \$1,400,000 each year to human services contracts; funding came from numerous sources. The City of Kirkland has ongoing funding of \$906,000 per year to award for the next biennium; additional funding from one-time sources and the community safety ballot measure may also be available.

APPLICATION ASSISTANCE

City of Kirkland staff is available to help with any questions related to the City's process and/or answer questions you may have about the content of the application. Please note: All agencies not currently receiving funding from the City of Kirkland must contact the Human Services Administrator before submitting any applications. Please direct questions to Leslie R. Miller at lmiller@kirklandwa.gov or (425) 587 – 3322.

APPLICATION REVIEW PROCESS

Applications will be reviewed by the City's Human Services Commission, an eight-member volunteer commission appointed by the City Council. Commission recommendations are expected to be formulated by September with consideration by City Council planned for October or November. Final allocation amounts will be approved and adopted as part of the overall City 2021-2022 budget. City of Kirkland staff will notify agencies of final allocations following City Council approval, which is expected mid-December.

FUNDING CRITERIA

In order to be considered for funding, agencies must:

1. Meet minimum insurance requirements. Contact City staff for details.
2. Be willing and able to accept reimbursement for funds.
3. Regularly track and submit required reports regarding services and demographics.
4. Serve City of Kirkland residents.
5. Have nonprofit status.
6. Demonstrate nondiscriminatory policies.

7. The City will not fund agencies/services that are the legal responsibility of another public agency or funding source (however, the City may choose to augment the source).

In general, the City of Kirkland recognizes the need to support agencies that meet the continuum of human service needs and welcomes applications from agencies that provide such services to City of Kirkland residents. Those programs best able to demonstrate solid outcomes for participants will be viewed most favorably. The Commission will use elements of the City of Kirkland Comprehensive Plan to guide its funding decisions. Finally, the Commission has determined the following priorities: emergency homelessness services, homelessness prevention, legal services, behavioral health services and information and referral.

Please note: Funding requests should be reasonable, but applicants are encouraged to request what they realistically need, not just an amount tied to what they have previously received or what they believe is attainable.

APPLICATION SUBMITTAL INFORMATION

Deadline

All applications are due on Tuesday, 4/07/20 by 4:30 PM, Pacific Time and must be submitted online through www.share1app.org. Late applications will not be accepted.