



# Funders Workshop

# Agenda

- ▶ Welcome and Introductions
- ▶ Minimum Requirements
- ▶ Technical Overview
- ▶ Application Overview
- ▶ City Specific Comments
- ▶ Questions

# Human Services Funders Collaborative

- ▶ Auburn
- ▶ Bellevue
- ▶ Burien
- ▶ Covington
- ▶ Des Moines
- ▶ Federal Way
- ▶ Issaquah
- ▶ Kenmore
- ▶ Kent
- ▶ Kirkland
- ▶ Redmond
- ▶ Renton
- ▶ Sammamish
- ▶ SeaTac
- ▶ Shoreline
- ▶ Tukwila

NAC and Wayfind have joined forces to provide integrated services for the community under one roof! Learn [about the merger](#).



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[Services](#) ▾

[News & Events](#) ▾

[About](#) ▾

[Donate](#)



# Eastside Cities Human Services RFP – Grant Writing Technical Assistance Program

**What:** Grant Writing Clinic

**When:** March 31, 2020, 3- 7 pm, by appointment only – space is limited.

**Where:** Bellevue City Hall, 450 110<sup>th</sup> Avenue, NE, Bellevue, WA 98004

This grant writing technical assistance program is designed to support community-based nonprofit organizations that serve communities impacted by systemic oppression and do not have the internal capacity to hire a grant writer or have staff dedicated to grant writing.

We will be providing 45-60 minutes of free consultation with a grant writer consultant to give you feedback and editing advice on your draft proposal.

<https://communities-rise.org/>

# Share1app Website and Application Portal

- ▶ Website: [www.share1app.org](http://www.share1app.org)
  - ▶ Training materials
  - ▶ Templates for download
  - ▶ City-specific requirements
  - ▶ And more!
- ▶ Share1app portal: [www.webportalapp.com/sp/home/hsfc](http://www.webportalapp.com/sp/home/hsfc)
  - ▶ Complete Agency Profile
  - ▶ Complete 2021-2022 Program Application(s)
  - ▶ 2019-2020 application and reports (if applicable)

# Minimum Requirements

- ▶ Have 501(c)(3) status and/or fiscal sponsor. (Exception – City of Renton)
- ▶ Meet each City’s minimum insurance coverage requirements (e.g. \$1M/occurrence)
- ▶ Have a business license within the city that you conduct business
- ▶ Meet state audit requirements
- ▶ Be willing and able to accept reimbursement for funds
- ▶ Regularly track and submit required reports regarding services and demographics
- ▶ Have a nondiscrimination policy in place

# Preferred Browsers for Portal



# Agency Account Setup (NEW)

- ▶ New agency applicants will need to create an account
- ▶ If you are uncertain about whether you have an account, contact help desk

**Share One**  
app

An online collaborative to coordinate human services funding among East, North and South King County municipalities.

**Sign In**

Email

Password

By entering your username and password to access this system, you agree to the [Privacy Policy](#).

[Log In](#) [Forgot your password?](#)

**Need an Account?**

[Sign Up](#)

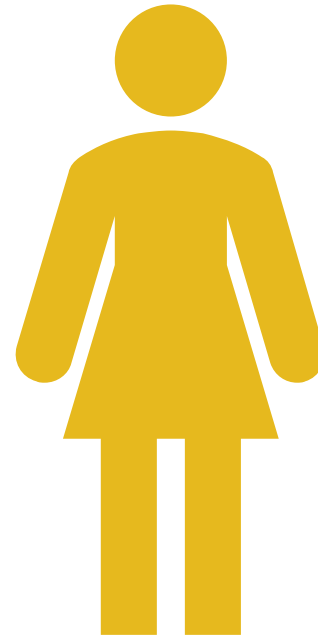
wizehive

**If in doubt, do not create a new account!**



# Existing Agency Accounts

- ▶ Only one user per account
- ▶ Email help desk if not sure who is primary account user or to update the account
- ▶ Consider creating a generic email account to be shared by multiple users



[genericaccount@abc.org](mailto:genericaccount@abc.org)

# Agency Profile Information



EIN  
(UNIQUE ID)



BASIC INFO



BUDGET



REQUIRED  
UPLOADS

# Agency Profile Requirements

- ▶ 2019 Actual Agency Budget (\$)
- ▶ 2021 Estimated Agency Budget (\$)
- ▶ Upload required documents:
  - ▶ Most recent agency budget to actuals or financial statement
  - ▶ Most recent audit or financial review
  - ▶ Management letter accompanying most recent audit or financial review (and response letter if findings)
  - ▶ Current board of directors list including terms and cities of residence
  - ▶ Proof of organization's non-profit status from the IRS (new applicants only)
  - ▶ Non-discrimination policy (for cities that require it)

# Program Application(s)

## Homepage

Your agency profile includes basic information about your agency, some required information for the application process, and a place to upload your current certificate of insurance (consolidate into one document if you have contracts with more than one city). Please keep this information up-to-date and use the "Pen & Paper" icon to edit your Profile.

If you have any technical questions or issues, contact Help Desk at [share1appquestions@gmail.com](mailto:share1appquestions@gmail.com).

To access the 2019-2020 reporting cycle: [click here](#).

Profile

✔ Complete View Edit

## Program Account(s)

Click on the program account card(s) to access and complete necessary steps for your application and quarterly reports. The bottom, color-coded bar indicates the status of the process (e.g. Complete Application, Submitted Application, Reporting Cycle) for that program.


+  
Add Another

- ABC Agency Food Bank  
Created on 02/25/2020  
Complete Application

21-22 - ABC Agency After School Program  
Created on 02/25/2020  
Complete Application

- ▶ Complete profile to access program application
- ▶ Existing/Add Another for new
- ▶ Status Bar

# Upload File Tips

- ▶ Use standard file naming conventions:  
*AgencyNameProgramNameFileDescription*
- ▶ Use *View mode* to see uploaded documents 
- ▶ Template for Program and Budget Detail attachment is on website

## Additional Required Documents

To access training materials and required template for upload, please go to [www.share1app.org](http://www.share1app.org).

### Program and Budget Detail Attachment \*




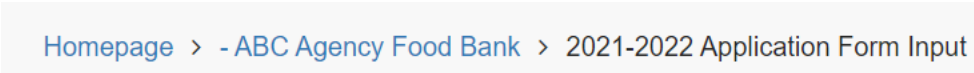

Please visit [www.share1app.org](http://www.share1app.org) to download and complete the required template. Be sure to save file with naming convention AgencyNameProgramNameDetails. To view and verify uploaded documents, click the "View" application.

+ Select a file

UnitedComFoodBankProgramDetail.xlsx



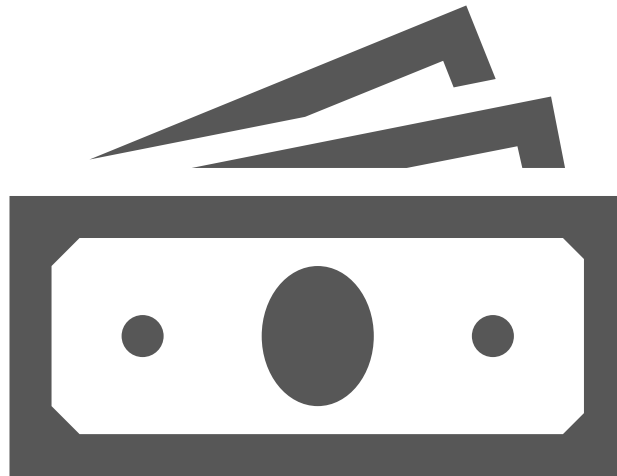
# Other Technical Tips

- ▶ Use *Edit mode* for completing information 
- ▶ FREQUENTLY “Save Draft” until ready to submit  
- ▶ \* indicates required fields
- ▶ Some fields auto-calculate
- ▶ Review Help Text associated with each question
- ▶ Be mindful of character limits - more is not always better!
- ▶ Follow the breadcrumbs 
- ▶ To print at any time, go to *View mode* 
- ▶ Once submitted, it is locked for editing



Let's start  
your  
application!

City Asks





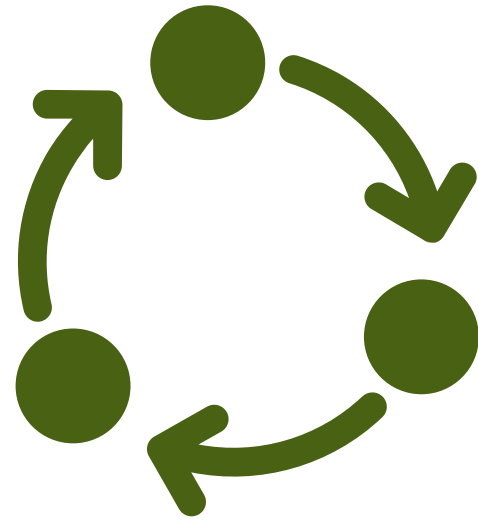
# Application Narrative

- ▶ Program Description
- ▶ Program Impact
- ▶ Program Accessibility
- ▶ Additional Information

# Program Description

- ▶ What specific, emerging, and/or unique issue is the community you serve facing?
- ▶ Describe the specific services to be provided with the funding requested.
- ▶ Who will be served by this program?
- ▶ How do clients hear about the services or the work that you provide?

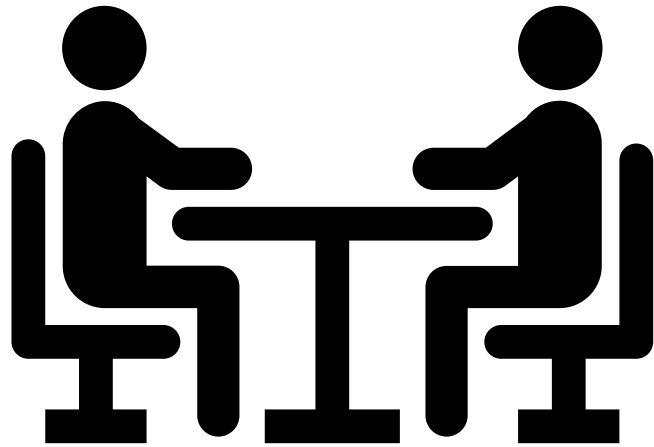
# Program Impact





# Culturally Responsive Services

How do you ensure program services are culturally relevant and accessible to all eligible clients?



## EXAMPLES

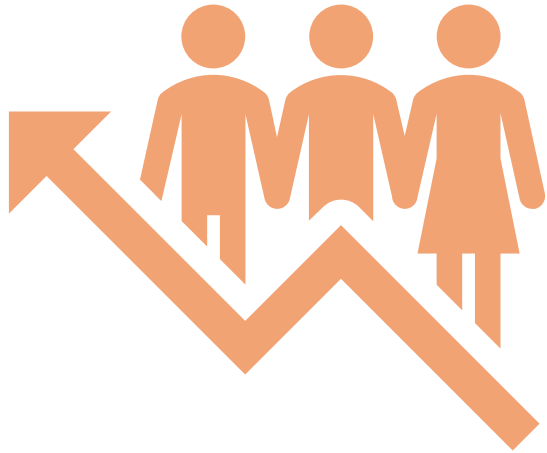
- ▶ The curriculum in our youth program was designed with input from youth and families
- ▶ The organization provides trainings and resources on race and culture to all board and staff members
- ▶ Staff have flexible funding to address barriers clients face to actively participate in services

# Outcomes

Outcome measures should reflect how the unique services you provide improve the lives of your clients

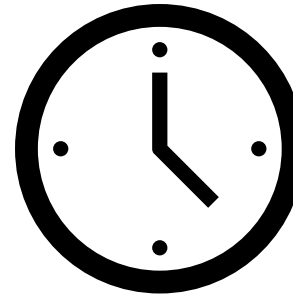
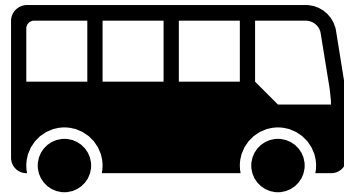
- ▶ Best outcomes measure the percentage of people you serve who experience a desired improvement
- ▶ Outcomes are based on data, not anecdotal evidence or guesses
- ▶ Outcomes measure the **quality** of your programs and services, not the quantity of services delivered
- ▶ You can explain how your unique services provide the desired improvements in clients' lives

# EXAMPLES



- ▶ 65% of new employment clients will be placed in a job
- ▶ 70% of workshop/class participants will demonstrate knowledge gain
- ▶ 90% of immigration applications will be successfully submitted

# Program Accessibility





# Additional Information

Any other information that you would like to share that would help in making a funding decision?

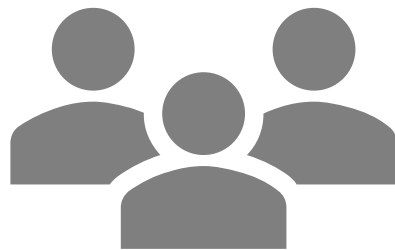
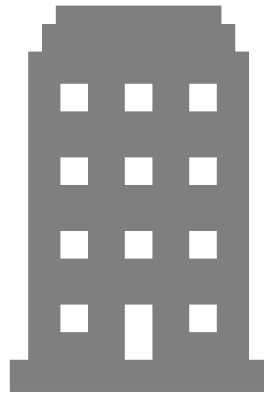
# Budget

- City Revenue
- Other Revenue
- Program Expenses

	A	B	C	D	E	F	G	H	I
	<b>REVENUES</b>	2019	2021	Difference		<b>EXPENSES</b>	2019	2021	Cities'
1		Awarded	Requested	%			Actual	Projected	Share
2	Auburn					Salaries/Wages			
3	Bellevue					Benefits			
4	Bothell		\$0	N/A		Admin/Indirect			
5	Burien					Depreciation			
6	Covington					Direct Aid to Clients			
7	Des Moines					Equipment/Supplies/Office			
8	Federal Way					Insurance			
9	Issaquah					Postage/Shipping			
10	Kenmore					Printing/Advertising			
11	Kent					Professional Services/Dues/Fees			
12	Kirkland					Rent and Utilities			
13	Redmond					Repair/Maintenance			
14	Renton					Telecommunications			
15	Sammamish					Travel and Training			
16	SeaTac					In-Kind*			
17	Shoreline					Other			
18	Tukwila					<b>Total</b>	\$0	\$0	\$0
19	<b>Subtotal</b>	\$0	\$0						
20						Total # of paid FTEs:			
21	County government					Total # of unpaid FTEs (if volunteer-run):			
22	State/federal								
23	Foundations					Surplus/deficit 2021			
24	Corporations								
25	Private funds								
26	Fundraising								
27	In-Kind*								
28	Other								
29	<b>Subtotal</b>	\$0	\$0						
30	<b>TOTAL</b>	\$0	\$0			2021 budget change narrative (if >10% change from 2019 budget)			
31	*In-kind explanation (if applicable)								
32									

# In-kind Contributions

In-kind gifts are contributions of goods or services, other than cash



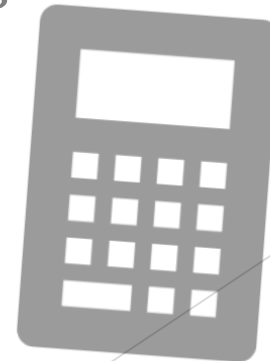
# Service Units and Measurements

- ▶ Up to 3 service units/measurements
  - ▶ e.g. Child Care/Voucher
- ▶ Provide 2019 actuals and 2021 projected numbers for all services regardless of funding
- ▶ City funded estimates should be calculated based on service unit cost

# Calculating City-Funded Service Units

Be aware of how you calculate service unit costs when you request funding from each city.

- ▶ Service unit costs can be calculated using a formula
  - ▶  $\text{Program budget} / \text{total service units} = \text{cost/unit}$
  - ▶  $\text{City ask} / (\text{cost/unit}) = \text{city funded service units}$



# Calculating City-Funded Service Units

- ▶ City funded service should be proportional based on ask to cities
  - ▶ \$20 vouchers
  - ▶ Asking \$5,000 from Bellevue → 250 vouchers for Bellevue
  - ▶ Asking \$10,000 from Kent → 500 vouchers for Kent
- ▶ Explain any discrepancies if not proportional
- ▶ City funded must be less than or equal to the 2021 projected

## APPLICATION PROCESS


In the spring of every even year (2020, 2022, etc.), the HSFSG cities accept requests for human services funding using one common application. The application process for 2020-2021 will open on March 4, 2020 and close at 4:30 pm on April 7, 2020. New and returning applicants are strongly encouraged to attend one of the three application workshops:

Wednesday, March 4, 2020, 10 am - 12 noon  
Kirkland City Hall, 123 5th Ave, Kirkland

**REVISED DATE:**

Monday, March 9, 2020, 1 - 3 pm  
SeaTac City Hall, 4800 S 188th St, SeaTac

Tuesday, March 10, 2020, 11:30 am - 1:30 pm  
Redmond City Hall, 15670 NE 85th St, Redmond

 For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 253-856-5061 (voice) or email [lguilfoyle@kentwa.gov](mailto:lguilfoyle@kentwa.gov). All meetings are wheelchair accessible.

### New Applicants

Never applied before and wondering if you have the infrastructure in place to accept city grants?

Please be sure to [talk to staff](#) at the cities you are considering before starting an application. Here are some initial questions that address city requirements. Please note that not all cities' requirements are the same, but these questions and the link below will be helpful.

- Does your organization have 501(c)(3) status or a fiscal sponsor?
- Does your organization have adequate insurance, including general liability and automobile insurance, or are you able to purchase it?
- Does your organization have an annual financial review or ability to get one?
- Does your organization have a written [non-discrimination policy](#)?
- Will your organization be able to track services provided and demographic information in order to get reimbursement from cities?

### City Specific Information

Click on the city(ies) you are applying to for supplemental application information:

<a href="#">Auburn*</a>	<a href="#">Des Moines</a>	<a href="#">Kenil</a>	<a href="#">Sammamish</a>
<a href="#">Bellevue</a>	<a href="#">Federal Way*</a>	<a href="#">Kirkland</a>	<a href="#">SeaTac</a>
<a href="#">Burien*</a>	<a href="#">Issaquah</a>	<a href="#">Redmond</a>	<a href="#">Shoreline</a>
<a href="#">Covington</a>	<a href="#">Kenmore</a>	<a href="#">Renton*</a>	<a href="#">Tukwila</a>

\*Additional information required for Auburn, Burien, Federal Way and Renton.

# City Highlights and Supplementals

# Resources

- ▶ List of city contacts
- ▶ Agency emergency plan template
- ▶ Communities Count
- ▶ 501 Commons
- ▶ Communities Rise
- ▶ Covid-19 Fact Sheet



**APPLICATION DUE**

**April 7, 2020**

**4:30 PM**

# Help

- ▶ [www.share1app.org](http://www.share1app.org)
- ▶ Technical issues
  - ▶ Email [share1appquestions@gmail.com](mailto:share1appquestions@gmail.com)
  - ▶ 24 hour response time
  - ▶ Managed by city staff
- ▶ Application Content and/or City Requirements
  - ▶ Contact city staff directly

# More Help

- ▶ Other Technical Assistance Support
  - ▶ Communities Rise (East King County cities)
  - ▶ Drop-in times: Auburn, Burien, Federal Way, Kent
- ▶ Reasonable Accommodations: Alternate formats, interpreters, or reasonable accommodation requests please phone or email at least 48 hours in advance 253-856-5061 or [lguilfoyle@kentwa.gov](mailto:lguilfoyle@kentwa.gov)

QUESTIONS?