

## Human Services Funding Collaborative

Application Round for 2023-2024 Funding

### Minimum Requirements

In order to be considered for and/or receive funding from any of the participating cities, generally you must:

- Have 501(c)(3) status and/or a fiscal sponsor
  - 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, demographics, and outcomes
  - Have a nondiscrimination policy in place
- ✓ Review detailed [city-specific minimum requirements](#) before applying.

### City Supplementals

While cities share a common application and minimum requirements to be considered for funding and/or contracting, each of them has separate review process, budget, and funding priorities. Be sure that you review each supplemental document for the cities to which you will be requesting funds.

- ✓ [Supplementals](#)

### Application (Word Format)

For your convenience the online program application questions are provided in Word format. This is not a substitute option for the online application. You can work on narrative responses offline in this document and then copy and paste into the online application.

- ✓ [Link to Application Questions](#) (Word format)

### Required Uploads

In addition to the application narrative questions, you will be required to upload additional information to your agency profile and program application(s).

Agency Uploads:

- ✓ Most recent agency budget to actuals or financial statement
- ✓ Most recent audit or financial review
- ✓ Management letter accompanying most recent audit or financial review
- ✓ Agency response to management letter if there were substantive findings
- ✓ Current board of directors list including terms and cities of residence
- ✓ Non-discrimination policy, if required by any of the cities you are applying to

Program Uploads:

- ✓ Review [Program and Budget Detail Template Instructions](#) and determine service units and measurements
- ✓ Complete and upload [Program & Budget Detail Template](#). Save file using correct naming conventions: AgencyNameProgramNameProgramDetail.xlsx
- ✓ [Additional upload for of Auburn, Burien, Covington, Federal Way or Renton](#)

### **Training and Resources**

Training materials provided at the application workshop along with other resources such as city contact information are available to review online.

- ✓ Funders Workshop PowerPoint and Recording (links coming soon)
- ✓ [Other Resources](#)

### **Due Dates**

The application process will close **at 4:30 p.m.** on **April 28, 2022.**

- ✓ Late applications are not accepted.