

Human Services Funding Collaborative

Application Round for 2021-2022 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 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

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 additional information to your agency profile and program application(s).

- ✓ Required Agency Uploads: 2019 agency budget to actuals or financial statement, most recent audit or financial review (if applicable), Board of Directors list, and other "as applicable" attachments.
- ✓ Program Uploads:
 - Review [Program & Budget Detail Template Instructions](#) and determine [service units and measurements](#)
 - Complete and upload [Program & Budget Detail Template](#). Save file using correct naming conventions - e.g. AgencyNameProgramNameProgramDetail.xls
- ✓ [Additional upload for of Auburn, Burien, 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](#)
- ✓ [Other Resources](#)

Due Dates

The application process will open on **March 4, 2020** and will close **at 4:30 p.m.** on **April 7, 2020**.

- ✓ Late applications are not accepted.