

Questions and Answers from Funders Workshops

Questions submitted via 3/3/20 Workshop

Q: We have a few programs and one is interested in potentially partnering with another agency that also receives funding. What is the best way to reflect that if we are both seeking funding - would it be a sub-award process in the budget, or would each agency ask for what part they need? We are curious how to proceed if we have other agencies approach us about potentially starting new programs and how to handle that in the application itself if we are looking to start something new.

A: Technically this should probably be something you would talk to city staff about directly, but initially perhaps one application and explain that you are also collaborating with the other agency if they are going to be a subcontractor to you. The answer may depend on if you are both going to want your own funding so it would be best to discuss in detail offline. If you are going to be the point person for reimbursement and the lead for the partnership however, then you would be the “program” and then in the budget there is a line item for a subcontract. That is one way to structure that and that would probably be the easiest.

Q: Is there a PDF for the COVID-19 documents on the website?

A: Yes there is a link, but those came from Public Health and you can get them from there. They are posted on the website though under HELP resources.

Q: If your organization has a program that previously received funding but the program has morphed a bit what is the threshold for either renaming and restarting as a new program or shifting what it currently is?

A: In that situation it would probably be best to reach out to city staff depending on how different the program is. We are looking at your” existing awarded” so if it has changed enough we probably would be looking at it as a new program depending on that. It would be ideal to reach out to city staff and then we can walk through that. (There should be a significant morphing however, because that past funding detail is really useful information so be very careful about starting a new program without talking to city staff.) In general, we would like to highlight that if you are a new organization or a new project or program we strongly encourage you to contact city staff prior to submitting the application and for some cities it is mandatory, not only strongly encouraged.

Questions submitted via 3/9/20 Workshop

Q: If we are currently funded do we need to create a new agency profile?

A: No, you do not need to create a new profile. You need to update your existing profile with the current information.

Q: We are a non-profit that provides environmental education to schools in all the listed cities. Is this application for us?

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A: Contact each city to confirm funding guidelines if you are not sure if this falls under “human services”.

Q: Does a 990 satisfy recent audit/financial review?

A: Under certain circumstances but please refer to the RCW link on the minimum requirements chart. If you are between a 1 million and 3 million dollar budget average over the course of 3 years you can just file a 990. If over a 3 million dollar budget you need to have an independent 3rd party financial audit. NOTE: Please see Bellevue supplemental for more information due to different requirements.

Q: What do you mean by "terms" regarding boards? The minimal length of terms or the number of terms individuals have served?

A: Tukwila requests name, address, position person is filling, start date, and end date. Please contact other cities for additional information.

Q: If the program in the city is part of a larger budget but not broken out by that city, is that a challenge?

A: No. Program budget is not broken up by cities it is the total amount for the entire program.

Q: If you are a local chapter of a national organization, can you submit the national overall audit? We will plan to submit our local budget, but our audit gets done inclusively with chapters and national organization.

A: Yes, if it includes your local chapter.

Q: Will there be a system for submitting questions about this as we go through the application process? Will there be separate contacts for each city?

A: Any question should be directed to specific city contacts.

Q: What is the limit in amount requested?

A: No upper limit but you can look at each city budget for an idea of what is available. Please check city supplementals for minimum limit.

Q: If we are leveraging non-city funding should we include this anywhere? And if we are leveraging, why should the 2021 requested revenue and 2021 projected expenses match (since the “I” column asks you to list the Cities' share of 2020 projected expenses)?

A: Yes. Examples of non-city funding include other government funds, corporate donations, fundraising, in-kind, and private donations. If you have more than one state funding source, combine in one line and list what they are at the bottom.

Ideally a budget would balance but if the numbers don't match use the space at the bottom to explain your rationale for that.

Q: Is the budget template only for the program for which we are seeking funding for?

A: Yes. If you have multiple programs you will need to submit a different application and budget for each.

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Q: How do you define "program"? Is it the part of our organization that aims to serve a specific population (in our case, youth)? Is it the particular activity we are proposing be funded by the Collaborative? Or something else?

A: Program is what YOU define it to be. Typically, it is a particular activity but if your program encompasses multiple activities that can be lumped together, you can do that as well.

Q: Different cities have different funding priorities, and the services for which we will seek funding are very different across two cities. Thus, the narrative, impact, program descriptions, outcomes, service units and other characteristics will differ substantially in different cities. Much of the content for one city may not be of relevance to the other. Is it possible to submit two separate applications if the services offered in two cities are very different?

A: Yes. This scenario sounds like two separate programs which require two separate applications but if you are not sure please talk to the city staff.

Q: If we are not planning to reapply for one of our current programs, do we need to do anything to that "card"?

A: No.

Q: Any good links for King county Data

A: Communities Count <https://www.communitiescount.org/>
Healthy Youth Surveys <https://www.askhys.net/>

Q: In previous cycles, each city would usually do a short discussion of how much funding is available and whether they are welcoming applications for new (first time) funding. Is it possible to learn this for each city?

A: Yes, it is. You need to click on each city supplemental for more details.

Q: If the agency requires to hire a full-time person, can the budget for case management be shared by all cities?

A: Yes.

Q: Our budget is for the entire program that is in 2 different cities. Can we just submit this entire program budget, or do we need to break it up by city to be eligible?

A: Budget is just for the entire program, but you need to break up what you are asking for from each city.

Q: Can funding be used for training for staff that provide services related to city funding priorities?

A: This will vary by city. Please contact city representative for details.

Q: This is our first time applying. Is there somewhere we can view each city's giving history? For example, average gift for a nonprofit with a budget less than 200k?

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A: If you contact cities directly they can supply this information.

Q: We are creating a new program, so we have no budget. What do we do?

A: If you have no 2019 budget that is fine, but you need to create a 2021 budget for services you will be providing. Contact Communities Rise for Eastside city applications and specific city staff for South city applications for technical assistance.

Q: Where would we find each cities budget?

A: You can check supplementals for approximate budget or contact city staff directly.

Q: Our fiscal year is different from a calendar year. Should we note this?

A: Yes.

Q: Would you go over the audit requirements?

A: Check minimum requirements chart on website for more detail where specific information is listed by city. In general, we use Revised Code of Washington budget requirements. Under 1 million does not need to submit a 990. If you are between 1 and 3 million you at least need to have a 990. If over 3 million budget averaged over 3 years you need to have an independent 3rd party audit every year. Please check Bellevue for additional requirements and contact city staff.

Q: Would it be possible to receive payment notifications from Cities? Some payments are joint payments, some individual, via check or electronic transfer and sometimes there is not sufficient information or not information at all as to who is paying for what?

A: Talk to city staff directly to work that out.

Q: Would it be possible to revisit outcomes measure? If the data is accurate and up-to-date, but the cities outcome measures is not based on the service provided, yet it wouldn't be possible to provide services if they are not part of the measure. Would it be possible to count quantity too?

A: The outcomes are not quantity. If you have questions about appropriate outcomes and/or measures please contact specific city staff.

Q: Who is eligible for grant writing technical assistance?

A: Preference is given to organizations that...

- Have a budget of \$500,000.00 or less;
- Who service communities impacted by systemic oppression which include communities of color, immigrant and refugee, LGBTQ+, and persons with disabilities;
- Organizations that provide services to residents of Bellevue, Kirkland, Redmond, Sammamish, and/or Issaquah.

Preference will go to organizations whose leadership (staff and board of directors) reflect the communities that they serve.

More information at <https://communities-rise.org/nonprofit-cbo-services/eastside-rfp/>

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Questions submitted via 3/10/20 Workshop

Q: Are these requirements difference from years past?

A: Check with the city staff about minimum requirements.

Q: If another staff member created the account has left, how can I get the account info?

A: Email the help desk at share1appquestions@gmail.com and they can help you figure that out.

Q: Is there a separate application for each city, or do we differentiate in the application narrative which programs (and their impact, accessibility, etc.) are different for each city we're applying to?

A: If you have two different programs you will complete two different applications. For example if you are a multi service agency and you are applying for food bank programs for cities A, B, C and D, and also applying separately for an after school program for cities C, D, E, and F you would complete two separate program applications for each different program and check the different cities for each program. Please email the help desk at share1appquestions@gmail.com if you need clarification.

Q: Is there a preferred volunteer "value" reference guide that cities would like us to use?

A: You can check on-line to research value, but as long as you can justify the numbers you come up and are not simply making them up it will likely be acceptable.

Q: If we provide multiple programs or services do we submit a grant for each program?

A: Yes. If you have a food bank, after-school program, and family development program – those are considered three separate programs. In this instance it is advisable to download the word document with the questions listed and provide that to your program managers so they can work on it separately, and then copy and paste it into the online application and upload it when you are ready to.

Q: We had one set of programs that were funded in the last cycle and we want to request funding for a different set of programs for this cycle. I am assuming this is ok to do?

A: Yes it is. Once you update agency profile – you will see little cards pre-populated with same program names. If you will not be applying for them again just ignore those cards. If it is a completely new program click the add a new program option. Also be sure to check with city staff to ensure it is a new program versus modification of an existing program.