



**Human Services Division**

**450 - 110<sup>th</sup> Avenue NE**

**P.O. Box 90012**

**Bellevue, WA 98009-9012**

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### **APPROXIMATE FUNDING AVAILABLE**

An estimated \$5.5 million in human services general fund dollars will be available through an open competitive grants application process to fund the operating costs of human services programs in 2023-2024. Funding for year two is contingent upon availability of funds and satisfactory contract performance in year one. *Funding requests less than \$5,000 will not be considered.*

### **APPLICATION ASSISTANCE**

The City of Bellevue is excited to welcome new and returning applicants to the process. City staff are available to provide technical assistance to any applicants; if this is your first time applying, we strongly recommend reaching out to City of Bellevue staff to discuss your proposal in advance of application submittal. Though funding is limited, we do encourage all applicants to submit funding requests that will fully support the services proposed. If your program is currently funded and seeking a substantial increase, be sure to explain the justification for the requested increase.

Bellevue accepts applications in languages other than English.

Please direct requests for technical assistance or questions about application submissions to Human Services Manager Leslie Miller at [LRMiller@bellevuewa.gov](mailto:LRMiller@bellevuewa.gov) or 425.452.2824.

### **APPLICATION REVIEW PROCESS**

Applications will be reviewed by the Bellevue Human Services Commission, a seven-member group of volunteer Bellevue residents appointed by the City Council to guide human services policy and make funding recommendations for the City. The Commission is expected to finalize their funding recommendations in September, followed by City Council consideration in November. Final allocation amounts will be approved and adopted as part of the City's overall 2023-2024 budget.

### **CITY-SPECIFIC REQUIREMENTS AND PRIORITIES**

To be considered for Bellevue funding, agencies must comply with the City of Bellevue's Agency Requirements (*see below*).

The City of Bellevue recently completed its *2021-2022 Human Services Needs Update*. It can be [downloaded](#) from the City's website. Consulting this resource is strongly advised when applying for funding from Bellevue. The Human Services Commission is committed to the City of Bellevue's policy of supporting the continuum of human service needs. This ensures that critical human services are available to all Bellevue residents. The continuum of human services is reflected in the following goal areas:

1. Food to eat and a roof overhead.
2. Supportive relationships within families, neighborhoods and communities.
3. A safe haven from all forms of violence and abuse.

4. Health care to be as physically and mentally fit a possible.
5. Education and job skills to lead an independent life.

## **FURTHER CONSIDERATIONS**

These factors will also be considered when reviewing applications:

- Contract performance for currently funded programs, including meeting contract goals and demonstrating the effectiveness of services through measurable outcome results.
- Programs are encouraged to seek funding from multiple sources and not rely on City of Bellevue funding alone.
- The City Council's Vision Statement says, "Bellevue welcomes the world. Diversity is our strength." Bellevue values all forms of diversity, including race, language, ethnicity, gender, sexual orientation, ability, and age. Applicants are encouraged to highlight their cultural competence in these areas.
- Agencies are encouraged to provide culturally and linguistically responsive services. In addition to providing translated information and interpretation, agencies should prioritize hiring staff that are not only bilingual but also bicultural.
- Agencies are encouraged to develop partnerships with programs outside of their agency (e.g. with public or private organizations, faith communities, etc.).

## City of Bellevue Agency Requirements

### Agencies that are not required to register at the state as a charitable organization or as a federal 501(c)3:

- Organization raised less than \$50,000 from the public, in the most recent accounting year and all the activities, including fundraising, were carried out by persons who were unpaid for their services
- Entitled to receive tax exempt status from the IRS such as a church
  - These agencies must provide completed financial statements for the last completed fiscal year, including a final Profit and Loss Statement and a Balance Sheet

### If your organization does not have a 501(c)3, here are the financial documentation requirements:

Budget:

#### ***One million dollars or less in annual gross revenue averaged over the three preceding, completed accounting years:***

- Must meet financial reporting requirements specified in RCW 19.09.075
- Provide proof of current registration as a Washington State Charitable Organization

#### ***More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:***

- Provide proof of current registration as a Washington State Charitable Organization
- Provide ***one*** of the following:
  - a 990 completed by a certified public accountant or other professional who normally prepares such forms in the course of their business
  - an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

#### ***More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years***

- Provide proof of current registration as a Washington State Charitable Organization
- Provide an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

### If your organization has a 501c3, here are the financial documentation requirements:

Budget:

#### ***\$50k or less in annual gross revenue averaged over the three preceding, completed accounting years:***

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide 990-N completed for preceding accounting year

#### ***\$50,001-\$1m in annual gross revenue averaged over the three preceding, completed accounting years***

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide the federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business

#### ***More than one million dollars and up to three million dollars in annual gross revenue averaged over the***

***three preceding, completed accounting years:***

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide ***one*** of the following:
  - The federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business;
  - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

***More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years***

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide ***both*** of the following:
  - The federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business;
  - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

**Requirements may be waived in certain circumstances. See [WAC 434-120-107\(2\)](#). Contact City staff for further questions.**

**For Profit Guidelines and Requirements:**

The Human Services Commission may recommend the allocation of Human Service Funds to a For Profit entity to provide human services in the following circumstances:

- A gap in a specific human service has been identified in the community
- There is not a sufficient level of service in the non-profit sector to meet the demand
- For profits will be considered for funding as a last resort

**For Profit Entity Financial Documentation Requirements**

***\$1-\$1m in annual gross revenue averaged over the three preceding, completed accounting years***

- City Business License
- W-9
- Copy of current tax documents filed

***More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:***

- City Business License
- W-9
- Provide ***one*** of the following:
  - Copy of current tax documents filed
  - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

***More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years***

- City Business License
- W-9
- Provide ***both*** of the following:
  - Copy of current tax documents filed
  - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

**References:**

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.09.541>

<https://www.irs.gov/charities-non-profits/annual-exempt-organization-return-who-must-file>