



**Parks and Community Services  
Human Services Division  
123 Fifth Avenue  
Kirkland WA 98033**

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### **YEARS COVERED BY THIS APPLICATION PROCESS**

Calendar years 2023 and 2024.

### **APPROXIMATE FUNDING AVAILABLE**

In 2021 and 2022, the City of Kirkland allocated approximately \$1,600,000 each year to human services contracts; funding came from numerous sources. The City of Kirkland has ongoing funding of approximately \$1,300,000 per year to award for the next biennium; additional funding from one-time sources may also be available.

### **APPLICATION ASSISTANCE**

City of Kirkland staff is available to help with any questions related to the City's process and/or answer questions you may have about the content of the application. Please note: Agencies not currently receiving funding from the City of Kirkland are strongly encouraged to reach out to a staff member before submitting any applications. Please direct questions to Antoinette Smith at [amsmith@kirklandwa.gov](mailto:amsmith@kirklandwa.gov) or (425) 587 – 3322.

### **APPLICATION REVIEW PROCESS**

Applications will be reviewed by the City's Human Services Commission, an eight-member volunteer commission appointed by the City Council. Commission recommendations are expected to be formulated by September with consideration by City Council planned for October or November. Final allocation amounts will be approved and adopted as part of the overall City 2023-2024 budget. City of Kirkland staff will notify agencies of final allocations following City Council approval, which is expected mid-December.

### **FUNDING CRITERIA**

In order to be considered for funding, agencies must:

1. Meet minimum insurance requirements. Contact City staff for details.
2. Be willing and able to accept reimbursement for funds.
3. Regularly track and submit required reports regarding services and demographics.
4. Serve City of Kirkland residents.
5. Have nonprofit status.
6. Demonstrate nondiscriminatory policies.

7. The City will not fund agencies/services that are the legal responsibility of another public agency or funding source (however, the City may choose to augment the source).

In general, the City of Kirkland recognizes the need to support agencies that meet the continuum of human service needs and welcomes applications from agencies that provide such services to City of Kirkland residents. In particular, the City recognizes the need to support behavioral health, emergency homelessness, and homelessness prevention services. Those programs best able to demonstrate solid outcomes for participants will be viewed most favorably. The Commission will use elements of the City of Kirkland Comprehensive Plan to guide its funding decisions.

Please note: Funding requests should be reasonable, but applicants are encouraged to request what they realistically need, not just an amount tied to what they have previously received or **what they believe is attainable**. The City is well aware that there is a staffing crisis for many nonprofit agencies and that agencies will need to be asking for more money to support living wages.

#### **APPLICATION SUBMITTAL INFORMATION**

##### **Deadline**

All applications are due on Thursday, 4/28/22 by 4:30 PM, Pacific Time and must be submitted online through [www.share1app.org](http://www.share1app.org). **Late applications will not be accepted.**