CITY OF DUVALL
HUMAN SERVICES
GRANT FUNDING OPPORTUNITY
FOR 2012

The City of Duvall is seeking accepting grant funding applications for Human Services that will benefit Duvall residents during 2012.

The mission of the City of Duvall in the allocation of Human Services funds is to distribute to non-profit organizations serving the City of Duvall residents and providing services that benefit children, seniors, individuals and families in need. If your agency would like to be considered for 2012 funding, review the "Human Services Funding Application and Policy" and submit a grant application by January 16, 2012.

A copy of the "Human Services Funding Application and Policy" may be obtained at the City's web site, or by calling City Hall at 425-788-1185 and requesting a copy. To be considered for 2012 funding the grant request must be received at City Hall by January 16, 2012.

City of Duvall
Human Services
Funding Application

The mission of the City of Duvall in the allocation of Human Services funds is to distribute to non-profit organizations serving the citizens of the City of Duvall and being domiciled within the Riverview School District, providing services to benefit children, seniors, individuals and families who are infirm or indigent. The programs supported need to provide support to the infirm and indigent and where the greatest need can be provided.

Funds are granted through unbiased evaluation of the completed funding request applications. To be considered for funding, organizations must be private, non-profit organizations either recognized by the IRS as Code 501 c 3 entities or registered with the State of Washington as a non-profit entity. Public entities that qualify under Section 170 c of the IRS Code may also apply for funding from the City of Duvall. The City of Duvall reserves the right to grant any amount up to the maximum requested by the applicant. Funding requests of $500 to $5,000 will be given priority over larger amounts in order to assure greater participation.

Application process:

- Completed Human Services Funding Application and attachments.
- Submit proof of your organization's non-profit status:
    - A copy of the IRS determination letter or
    - State of Washington registration.
        - If this information has been previously filed with the City, there is no need to resubmit, unless it has been more than three years since the last proof of non-profit status has been filed.
- A copy of your most recent financial statement or current budget.
- A list of your board of directors.

The application is due no later than January 16, 2012 for the City's current calendar year funding.

Please send the completed Funding Application and supporting documents to:

City of Duvall
Attn: Human Services Funding
PO Box 1300
Duvall, WA 98019

City of Duvall
Human Service Funding Application

1. Applicant Information:

Organization Name:

Address:

City, State, Zip:

Organization Representative / Contact:

Name:

Title:

Phone number:

Email:

2. Funding amount requested:

3. Purpose of requested funding:
Describe the purpose for the funding request, including the demographics of the public to be served, the geographic area that is served, and the proposed benefits and outcome that the funding will provide. Provide information on the sustainability of the purpose, the need and the benefits.

4. Describe your organization:
Provide information on the operations of the organization, its governance structure, whether professionally or voluntarily administered, its successes and failures, its goals and objectives, and its future as an entity. Provide information regarding the number of individuals served, particularly the number of children, seniors, individuals and/or families.

5. Other support:
Describe the type of other support that is available to aid in making the proposed funding meet the greatest need. Particularly describe what other partnerships your organization has forged or is establishing to make the program successful. Include other fund raising efforts and support from other organizations.

COMPREHESIVE FINANCIAL MANAGEMENT POLICIES
SECTION _____ HUMAN SERVICES

1) **Goals and Objectives.** The mission of the City of Duvall in the allocation of Human Services funds is to distribute funds to non-profit organizations which provide services within the City of Duvall or that service the citizens of the City of Duvall even though not located within the City of Duvall but limited to within the boundaries of the Riverview School District, that are deemed to provide necessary and cost effective services and programs to city residents who are children, seniors, individuals or families in need. The programs supported must provide services to the infirm and indigent, and to where the greatest need can be met.

2) **City Funding of Program.** Funding shall be provided through an allocation of General Fund resources available after meeting debt service, operating, and reserve requirements. The funding allocation for Community Events and Human Services shall not exceed 1% of total current year General Fund budgeted resources, excluding beginning fund balances. The funds shall be distributed from the Community Events and Services department of the General Fund. Disbursement of funds shall be on a reimbursement basis unless approved otherwise by the Council's Finance/Administration Committee, in accordance with RCW42.24.080 and SHB2639 as related to advance payments and contractual obligations.

3) **Organizations Eligible for Human Services Funding.** Eligible organizations shall meet all the following to be considered for human services funding by the City of Duvall:

   a) Must provide direct services that support or benefit children, seniors, individuals or families who are infirm and/or indigent.
   b) Must place a particular emphasis on serving "at-risk" individuals and/or families.
   c) All funds provided must be expended only for support to the citizens of the City of Duvall who are infirm and/or indigent.
   d) Administrative and support costs to benefits delivered ratio must be significantly below 30%.
   e) Provide the services within the boundaries of first, the City of Duvall and, secondly, directly to City of Duvall citizens within the boundary of the Riverview School District.
   f) Recognized as an IRC 501c3 non-profit entity by the Internal Revenue Services or are registered with the State of Washington as a non-profit organization for Washington business license purposes, regardless of religious or fraternal affiliation.
   g) In order to be considered for follow-up funding the applicant will have to have provided to the City Council a written report on the use of prior awarded City funds. The report shall contain information on the manner the funds were spent, and the number of City of Duvall residents served by category mentioned in a), b), and c).

4) **Application, Scoring, and Timeline.**

a) **Application Process:** Each organization shall submit an annual application for review and consideration. Each applicant shall provide the following information in the application or as an attachment:

i) Name and address of the organization.
ii) Contact information.
iii) Amount of funding requested.
iv) The purpose of the funding.
v) A description of the organization, its governing structure and philosophy.
vi) Other supporting information that will aid in the determination of eligibility, partnerships and support.
vii) Proof of non-profit status, either IRS letter of determination or State of Washington registration.
(a) This requirement is only applicable the first time that an applicant submits an application and every three years thereafter.
viii) A copy of the most recent financial statements, most particularly operating or "profit and loss" statements.
ix) A list of the governing body members.

b) **Scoring Process:** Each application shall be evaluated based on three major criteria:

i) Purpose for which funding is requested.
(1) Must meet City's human services goals with emphasis on benefiting the most vulnerable and the broadest needs.
ii) Service area / organizational structure of applicant.
(1) Emphasis on volunteer organization over structured, professional organization
(2) Emphasis on City of Duvall residents but not necessary to be located in Duvall
(3) Emphasis on low operating cost to benefit ratio operation.
(4) Complied with reporting requirements.
iii) Available resources and partnerships.
(1) The funding provided by the City of Duvall shall not be the sole source of funding for the agency. The agency must demonstrate that at least 50% of its total funding, including in-kind services, is based upon other sources.
(2) Agencies must demonstrate that sufficient funding is available for the projects to be completed or accomplished as proposed.
(3) Special consideration will be given to agencies which will use city funds as a match for obtaining additional resources.
iv) Items i and ii, should be given greater scoring emphasis than item iii.
v) Council reserves the right to make exceptions to the scoring results for meritorious applications as recommended by the Finance/Administration Committee.

5) **Timeline:** The following timeline shall be applicable beginning the first full fiscal year following adoption of this policy:

a) Applications are provided to all potential applicants by mail or upon request no later than December 15th of each year.
b) Applicants are to submit applications no later than January 15th of the following calendar year (City's new fiscal year).
c) Applications will be scored and ranked no later than January 31st.
d) Applications and ranking will be submitted to the Finance/Administration Committee no later than February 5th for recommendation to the City Council.
e) Council shall approve grants no later than the last Council meeting of February.
f) For the calendar year in which this policy is adopted, the cycle shall commence on the first day of the month following adoption and shall be accelerated where ever possible.

6) **Administration.**
a) Administration of the Human Services program shall be at the discretion of the Mayor.
b) Council oversight is delegated to the Finance/Administration Committee whose responsibility it is to review the applications and recommend to the City Council the eligible applicants and the level of funding for each applicant.
c) Funding disbursements shall be made in compliance and conformance with applicable State statutes and Attorney General Opinions at the time of the annual awards, **particularly RCW 42.24.080 as modified by SHB 2639 as related to advance payments and contractual obligations.**
d) A written agreement for the use of City funds shall be executed with each agency approved for funding prior to the distribution of funds.