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**CITY OF DUVALL  
HUMAN SERVICES  
GRANT FUNDING OPPORTUNITY  
FOR 2024**

The City of Duvall is accepting grant funding applications for Human Services that will benefit Duvall residents during 2024.

The mission of the City of Duvall's Human Services Program is to distribute funds to non-profit organizations which provide necessary and cost-effective services and programs to city residents who are children, seniors, individuals or families in need. If your agency would like to be considered for 2024 funding, review the "Human Services Funding Application and Policy" and submit a grant application by February 15, 2024.

A copy of the "Human Services Funding Application and Policy" may be obtained at the City's web site [www.duvallwa.gov](http://www.duvallwa.gov), or by emailing [cheri.james@duvallwa.gov](mailto:cheri.james@duvallwa.gov). You may also call 425-788-1185 to request an application packet.

To be considered for 2024 funding the grant request application must be received via email to [cheri.james@duvallwa.gov](mailto:cheri.james@duvallwa.gov), or in the drop box at City Hall by February 15, 2024.

## EXHIBIT A



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### **Comprehensive Financial Management Policies Human Services Grant Management Policy**

#### **Goals and Objectives**

The mission of the City of Duvall's Human Services Program is to distribute funds to non-profit organizations which provide necessary and cost-effective services and programs to city residents who are children, seniors, individuals or families in need. These needs may include:

- a) Physical survival (food, shelter, protection from abuse/neglect)
- b) Gainful employment
- c) Social support and interaction, mental health
- d) Access to available, appropriate services (transportation, information, and referral services)

#### **City Funding of Program**

Funding shall be provided through an allocation of General Fund resources available after meeting debt service, operating, and reserve requirements. Funding for Human Services shall be allocated as part of the biennial budget process. The funds shall be distributed from the Community 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. The programs supported must provide services to the infirm and indigent, and to where the greatest need can be met.

#### **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 the residents of Duvall who are children, seniors, individuals or families who are infirm and/or indigent.
- b) Administrative and support costs to benefits delivered ratio must be significantly below 30%.
- c) Provide the services within the boundaries of first, the City of Duvall and, secondly, directly to City of Duvall residents within the boundary of the Riverview School District.
- d) Recognized as an IRS 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. Staff will independently verify each organization's non-profit status.

In order to be considered for follow-up funding, the applicant will need to provide the City Council a written report on the use of prior awarded City funds. The report shall contain information on the funds were spent, and the number of City of Duvall residents served.

## **Application, Scoring, and Timeline**

**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:

- a) Name and address of the organization.
- b) Contact information.
- c) Amount of funding requested.
- d) The purpose of the funding.
- e) A brief description of the organization, its governing structure and philosophy.
- f) Other supporting information that will aid in the determination of eligibility, partnerships and support.
- g) Proof of non-profit status, either IRS letter of determination or State of Washington registration.
- h) A copy of the most recent financial statements, most particularly operating or "profit and loss" statements.
- i) A list of the governing body members.

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

- a) Purpose for which funding is requested.
  - i) Must meet City's human services goals with emphasis on benefiting the most vulnerable and the broadest needs.
  - ii) Must provide a core governmental function that the City would offer if it had the resources.
- b) Service area / organizational structure of applicant.
  - i) Emphasis on volunteer organization over structured, professional organization.
  - ii) Emphasis on providing services for City of Duvall residents.
  - iii) Emphasis on low operating cost to benefit ratio.
  - iv) Complied with City reporting requirements, if repeat applicant.
- c) Available resources and partnerships.
  - i) 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.
  - ii) Agencies must demonstrate that sufficient funding is available for the projects to be completed or accomplished as proposed.
  - iii) Special consideration will be given to agencies which will use city funds as a match for obtaining additional resources.

*Council reserves the right to make exceptions to the scoring results for meritorious applications as recommended by the Human Services Grant Funding Ad-Hoc Committee.*

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

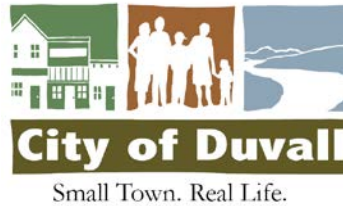
- a) **Applications will be posted** on the City's website, on social media, and emailed to past recipients **by January 15<sup>th</sup>**.
- b) **Applications are due by February 15<sup>th</sup>**.
- c) Applications will be reviewed for completeness and presented to the **Ad-Hoc Committee no later than March 15<sup>th</sup>**. The Ad-hoc Committee will rank the applications and determine funding recommendations to Council.
- d) Council shall review recommendations and approve grants no later than the last Council meeting of **April**.

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 wherever possible.

### **Administration**

- a) Administration of the Human Services program shall be at the discretion of the Mayor.
- b) Council oversight is delegated to the Human Services Grant Funding Ad-Hoc 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**.
- d) A written agreement for the use of City funds shall be executed with each agency approved prior to the distribution of funds.

## EXHIBIT B



### City of Duvall Human Services Grants 2024 Application

The mission of the City of Duvall's Human Services Program is to distribute funds to non-profit organizations which provide necessary and cost-effective services and programs to City residents who are children, seniors, individuals or families in need. These needs may include:

- Physical survival (food, shelter, protection from abuse/neglect)
- Gainful employment
- Social support and interaction, mental health
- Access to available, appropriate services (transportation, information, and referral services)

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)(3) of the IRS Code may also apply for funding from the City of Duvall.

A total of \$40,000 is budgeted by the City for 2024 Human Services grants. Additional funding may become available through other sources. The City of Duvall reserves the right to grant any amount up to the maximum requested by the applicant.

#### **Application Process**

Please submit the following:

- Human Services Funding Application and attachments.
- Proof of your organization's non-profit status by providing:
  - A copy of the IRS determination letter or
  - State of Washington registration.
- A copy of your most recent financial statement or current budget.
- A list of your board of directors.

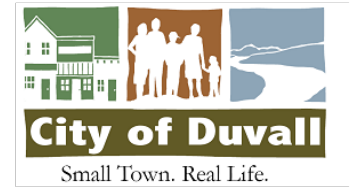
The application is due no later than February 15, 2024 for the City's 2024 calendar year funding.

Please send the completed 2024 Human Services Funding Application and supporting documents to:

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

Or via email to Cheri James - [cheri.james@duvallwa.gov](mailto:cheri.james@duvallwa.gov)

# City of Duvall 2024 Human Service Funding Application



## Applicant Information

**Organization Name**

**Organization Website**

**Mailing Address**

**City, State, Zip**

**Physical Address (if different than mailing)**

**City, State, Zip**

**Organization Representative / Contact Name**

**Title**

**Contact Phone #**

**Contact Email**

**Secondary Contact Name (optional)**

**Secondary Contact Title (if applicable)**

**Secondary Contact Phone # (if applicable)**

**Secondary Contact Email (if applicable)**

## Funding amount requested

## Funding Purpose

Describe the proposed benefits and outcome that will be provided with the funding.

Provide the demographics of the public to be served.

Provide information regarding the number of individuals served, particularly the number of children, seniors, individuals and/or families served by your organization.

Describe the geographic area that will be served with the funding.

Provide the timeline to which the funding will be used.

Provide information on the sustainability of the purpose, the need and the benefits of the program to be funded.

## Organization Operations

What are your organization's goals and objectives? (100 words or less)

What is your organization's governance structure? (i.e. Board of Directors, Advisory Board, CEO Management, Patron, Cooperative, etc.)

Is your organization administered professionally or voluntarily?

## Financial Support

What other types of support/funding is available to support the proposed program?

Describe what other partnerships your organization has forged or is establishing to make the program successful.

## Acknowledgement

The information provided is accurate and true to the best of my knowledge.

Signature

Date



**EXHIBIT C  
CITY OF DUVALL  
INVOICE – Human Services Support  
FOR YEAR OF 2024**

**Name of Agency:** \_\_\_\_\_

**Address: (Mailing Address if Different):** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

	<b>Disbursement Information</b>	<b>AMOUNT</b>
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
<b>Total Reimbursement Requested</b>		\$

*Please attach supporting documentation (required)*

*Human Services Support Agreement*