



## Human Services Advisory Committee

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38624 SE River St. | PO Box 987  
Snoqualmie, Washington 98065

### Human Services Funding Application 2023-2024

**Due by 5 PM, Friday, September 2, 2022.**

The City of Snoqualmie uses a competitive application process to allocate Human Services funds to non-profit organizations serving the Snoqualmie Valley. The Human Services Advisory Committee, a volunteer committee consisting of three appointed residents, works together with staff to administer the process and recommend funding allocations to the City Council. It is the Human Services Advisory Committee's goal to partner with and support local organizations that provide vital services to individuals and families in need. Organizations must meet the eligibility criteria below at the time of application to be considered for Human Services funding.

#### Eligibility Criteria:

- The funding request must align with at least one of the City's Funding Priorities:
  - Food to Eat and a Roof Overhead
  - Supporting and Preparing Youth for Success
  - A Safe Haven from Violence and Abuse
  - Physical and Mental Wellness, and Healthy Aging
- The funds must be used to provide direct services to the community
- The organization must emphasize serving "at-risk" children, seniors, individuals, and/or families
- The organization must be recognized as an IRC 501(c)3 non-profit entity by the IRS or be registered with the State of Washington as a non-profit organization for Washington business license purposes, regardless of religious or fraternal affiliation; public entities qualifying under Section 170(c) of the IRS Code may also apply

#### Application Materials:

- Completed Human Services funding application
- Proposed scope of work including a budget summary to be appended to the service agreement
- Proof of non-profit status (copy of IRS determination letter or State of Washington registration)
- Proof of insurance
- A copy of the organization's most recent financial statements
- A list of the organization's board of directors

**Please submit completed applications and supporting documents to  
Carson Hornsby at [CHornsby@snoqualmiewa.gov](mailto:CHornsby@snoqualmiewa.gov) with  
"Human Services Funding Application" in the subject line.**

**1. Applicant Information**

Organization Name:	
Physical Address:	
Mailing Address:	
City, State, Zip:	
3-4 sentence summary of the organization:	

**2. Organization Representative/Contact**

Name:	
Title:	
Phone Number:	
Email Address:	

**3. Amount Requested**

2023:	\$
2024:	\$

#### 4. Purpose of Requested Funds

Please describe the purpose of the funding request and include the following:

- Demographics of the public to be served
- A list of any populations excluded from service, and the rationale for exclusion
- The geographic service area
- The proposed benefits and outcomes the funding will provide
- Information on the sustainability of the program, the need, and the benefits
- A detailed budget breakdown describing how the requested funds will be used

## 5. Description of the Organization

Please provide information regarding the operations of the organization including the following:

- The governing structure
- Whether professionally or voluntarily administered
- Whether program outcomes are valid and achievable
- Goals and objectives
- A description of the organization's history in the community and its vision of the future
- Provide information regarding the number of individuals served

## 6. Other Support

Please describe any partnerships your organization has established with other organizations, including fundraising efforts and support from other organizations.

## 7. Past Funding from the City of Snoqualmie

If the organization received Human Services funds from the City of Snoqualmie in prior years or other funding from the CARES Act or American Rescue Plan Act (ARPA), please report on the following:

- How the funds were used
- The services that were enabled by the funding
- The number of clients served

## 8. Accessibility of Services

Describe how the organization's clientele access services. Are there any barriers?

## 9. Overhead and Administrative Costs

Describe your administrative costs as a percentage of the requested funding, including the number of clients that will benefit from the requested funds.