



**Parks & Community Services**  
301 Rainier Blvd. S | P.O. Box 1307  
Issaquah, WA 98027  
425-837-3300  
[issaquahwa.gov](http://issaquahwa.gov)

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# Human Services Grassroots Grants Application for Pilot Project

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## Application Due Date:

Friday, May 15, 2020 (4:00pm)

## Submit Applications to:

Monica Negrila, Human Services Coordinator,  
City of Issaquah  
Email: [monican@issaquahwa.gov](mailto:monican@issaquahwa.gov)

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## Application Questions:

Questions regarding this application may be submitted via email at [monican@issaquahwa.gov](mailto:monican@issaquahwa.gov). We will accept questions until Monday, May 11 at 1:00pm (Pacific). Responses will be provided on the City's website: <https://issaquahwa.gov/270/Grants>

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## Project Description

The City of Issaquah is releasing the application for pilot **Human Services Grassroots Grants**. These grants will support small community-based and culture-based organizations who may be under-represented and may not have the infrastructure in place to apply for and manage the full range of requirements set forth by the regional human services funding collaborative. The City recognizes that many culture- and community-based organizations can more effectively reach and address the needs of the diverse populations represented in our community and is committed to supporting their work.

This is a 2-year pilot project with technical assistance and training provided during the grant cycle to help create the infrastructure, capacity, and tracking mechanisms needed to succeed in the traditional granting system. To date, approximately \$20,000/year has been allocated towards this project. Funding requests should be reasonable, but applicants are encouraged to request what they realistically need to ensure successful implementation and delivery of their programs. Up to four (4) grants will be awarded during the 2021-2022 funding cycle. Individual grant amounts will vary based on organizational needs and funding availability.

Programs receiving funding in 2021 (year 1) may have the award renewed in 2022 (year 2). However, continuation of funding for 2022 (year 2) is dependent upon the availability of funds and satisfactory contract performance in 2021.

## Grants Vision

The City of Issaquah recognizes the need to support grassroots efforts that meet human service needs and welcomes creative projects that help Issaquah residents and the local community advance human service efforts and enhance community resources.

The Human Services Commission will use the Human Services Grants Vision Statement to help guide its funding decisions:

*VISION: The Issaquah Human Services Grants process values equity and inclusion, promotes economic stability, addresses underserved needs, and demonstrates impact in order to better support a sustainable and healthy community for all.*

## Eligible Organizations:

In order to be considered for funding through the Grassroots Grants, organizations must meet **ALL** the requirements below:

- Be a Culture-Based or a Community-Based organization serving under-served, under-represented and/or under-resourced populations.
- Have a budget of less than \$750,000.
- Have not received funding from the City of Issaquah through the Share1App Funding Collaborative prior to this funding cycle.
- Provide, or plan to provide, Human Services related programs to Issaquah residents.
- Be willing to meet with City staff to work on contracting, insurance and business licensing requirements, and receive Technical Assistance during the granting period.

## Application Assistance

City of Issaquah staff is available to help with any questions related to the Grassroots Grants process and/or answer questions related to the content of the application. Please direct requests to Monica Negrila at [monican@issaquahwa.gov](mailto:monican@issaquahwa.gov) or via phone at (425) 837-3416.

## Applications

This pilot project includes a separate, more flexible granting process that incorporates a modified application format meant to help grassroots organizations in maximizing efficiencies and minimizing barriers to accessing government funding.

Applications should be limited to 1-2 pages (8 ½” x 11”) and should include the following elements:

- 1. Name of the Organization and Contact Information**, including the person authorized to sign contracts on behalf of the organization, and/or the Fiscal Sponsor, if the organization is not a separate 501(c)3 entity.
- 2. Amount Requested** – requests should be reasonable; however, organizations are encouraged to request what they realistically need to ensure successful implementation and delivery of their programs. If funds from other sources have been requested or secured to supplement this project, please let us know.
- 3. Project Description** - to include **who** (groups or populations) the project intends to serve, **what** does the program want to address, **how** will services be delivered, **where** will services be provided and **why** is this project important for the community.
- 4. Results** - describe how you will know your program is making a difference in the community.

**Applications should be submitted to the City of Issaquah no later than 4:00 pm on May 15, 2020.** Submissions may be sent via email to [monican@issaquahwa.gov](mailto:monican@issaquahwa.gov) or mailed to: Issaquah Parks and Community Services, Attn. Monica Negrila, P.O. Box 1307, Issaquah, WA-98027.

## Timeline & Selection Process

Applications will be reviewed by the City of Issaquah’s Human Services Commission, a 9-member volunteer board appointed by the Mayor and approved by the City Council. Commission recommendations are expected by September with consideration by City Council planned for October 2020. Final allocation amounts will be approved and adopted as part of the overall 2021 City budget. City of Issaquah staff will notify agencies of final allocations following City Council approval, which is expected by late November 2020. Awarded funds will be available January 1, 2021, which is the start of the fiscal and program year.

March 16, 2020	Grassroots Grants Applications Released
May 15, 2020	Applications Due at 4:00 PM
June - Sept 2020	Human Services Commission Review
Oct - Nov 2020	Applicants Notified
Jan 1, 2021	Contract Start Date