

# City of Enumclaw Human Services Funding Request

## I. PROGRAM SPECIFICATIONS

### I.1. Overview

The City of Enumclaw and the Enumclaw City Council requests the Human Services Advisory Board (HSAB) to solicit and consider requests for the funding of human services for in-City clients. The City of Enumclaw funds organizations that address an immediate basic human need (i.e., elements required for survival and normal/healthy mental and physical health, such as food, water, shelter, protection from environmental threats, and supportive services to assist with activities of daily living). The HSAB will provide to City Administration with formal recommendations, having conducted a formal evaluation of the funding requests from not for profit human services providers who address the needs of the community of Enumclaw.

### I.2. Funding

*Upon City Council approval, proposals accepted in 2019 will be funded in 2020.*

City Council will approve funding for the following year: January 1 through December 31, 2020. The funding amount for that year will be safeguarded at the amount approved. The City will pay the organization upon the submission of a service agreement and invoices, and paid to the organization quarterly for services provided. The funding calendar is January 1 through December 31.

### I.3. How to Apply for Funds

All applicants must complete the Human Services Agency Funding Request.

Proposals must be received by **5:00 PM on August 14, 2018.**

### I.4. Presentation

You will have an opportunity to make a short presentation at a City Council meeting. At this meeting, you will introduce your organization and briefly share more on the following topics:

Share how your organization addresses an immediate, basic human services need and to which community group/demographic in our community.

Describe how you differ from other programs in the community.

Provide amount for requested funding.

Explain how you coordinate with other community programs.

Describe how you market/promote your program.

Share what steps you follow to ensure success for your program participants so that they are not “repeat customers.”

Describe the measures used for quantitative outcomes.

### I.5. Priority Service Areas

**Proposals submitted and to be considered by the HSAB should focus on priority service areas for the following community groups in Enumclaw:**

- Family and Children Support Services
- Senior Services
- Youth Services
- Substance abuse prevention

Support low-income families in achieving self-sufficiency. Assist Enumclaw residents, workers and their families in maintaining their independence to function as healthy, contributing members of the community.

Assist the Enumclaw senior community in maintaining their independence. Enable and assist this community group to function as healthy, contributing members of the community.

Provide assistance and support for the healthy development of youth and their families to enable and assist this community group function as healthy, contributing members of the community.

## **2. APPLICATION CONTENT**

Applications must contain the following elements;

### **2.1. HSAB Funding Request Application**

The following information must appear on your application:

- Organization name and address
- Website (if available)
- Contact name
- Phone number
- Email address
- Amount requested
- Application date

### **2.2. Work Plan**

Complete Human Services Organization Funding Request Application.

### **2.3. Board of Directors**

Attach a list of your board members. Include their professions, organizational affiliations and areas of expertise.

## **3. PROPOSAL/FUNDING REVIEW PROCESS**

### **3.1. Review Committee**

Proposals will be evaluated by the Human Services Advisory Board which is composed of seven members. The Advisory Board has been designated by the Mayor to review all proposals for human services submitted by various organizations and compare them on stated goals and achievability for in-city clients. The Advisory Board will discuss the proposals and make recommendations to the Mayor. Final funding determinations will be based upon evaluation of the information furnished.

### **3.2. City Council**

The Enumclaw City Council will consider the funding recommendations from the budget submitted and will make a final determination during the Budget Process. Afterwards each organization will be notified on their application status.