



PHILANTHROPY
NORTHWEST

Thriving Communities Grantmaking Program

EPA Region 10

How to Create a Budget
October 31, 2024



Housekeeping

- **Use the Q&A for Questions:** Please post any questions in the Q&A. We will do our best to address these during the Q&A section.
- **Closed Captioning:** To use the closed captioning feature, please click “Live Transcript” and then click “Show Subtitles” in the pop-up window.
- **Recording Notice:** This webinar is being recorded and will be shared with participants after the event.
- **Presentation Materials:** Presentation slides will be shared after the webinar.
- **Portal Technical Issues:** Please send an email to us at FluxxTA@philanthropynw.org.
- **Contact Information:** If you have follow-up questions after the webinar, please email us at thrivingcommunities@philanthropynw.org.



Agenda

What we'll cover today

- 01** Budget overview
- 02** Budget categories
- 03** Using Fluxx
- 04** Budget template

Objectives

Our goals for today

- Share Thriving Communities budget requirements
- Share how to enter your budget into the Fluxx system
- Review the budget template

Budget Overview



Thriving Communities Budget Overview

- Type 1 Assessment and Type 2 Planning projects **will not** require a budget with the grant application
- If awarded, please know that budgets for Type 1 and Type 2 projects **will be required** and we will support the preparation of a complete budget during the awards process
- Type 3 project applications **will** require a budget with the grant application
- Type 3 project budget is up to \$350,000 over 2 years
- Budget narrative is required
- These are federal funds – grantees will be required to follow federal funding guidelines and requirements
- Please see the Request for Applications and the FAQs on our website for more details

Thriving Communities Budget

Budget

- You can use your own cost category budget format, or the template provided
- Ensure all categories are included: personnel, fringe benefits, travel, contracts, equipment, supplies, other, and indirect
- Include indirect costs using approved Negotiated Indirect Cost Rate Agreement (NICRA) or the de minimis rate of 15%
- Include your budget totals for each category and the overall budget

Allowable costs

Costs should be reasonable, allocable, and necessary

For the Thriving Communities grant, allowable costs include:

- Personnel: salaries and wages; fringe benefits
- Travel: airfare, lodging, per diem, mileage
- Contracts: services provided by contractors or consultants directly related to the project (see guidance about consultant cap not to exceed \$91.95 hourly.)
- Equipment: purchase of larger equipment (meeting specific criteria)
- Supplies: consumable materials/supplies for the project
- Indirect Costs with an approved indirect cost rate or 15% de minimis rate
- Participant costs (exempt from indirect cost recovery)
- Costs for project-related training and educational activities

Unallowable costs

Examples of unallowable costs includes:

- Alcoholic beverages
- Fines or penalties
- Expenses related to lobbying or political activities
- Food, beverages, snacks, entertainments, or catering – food and beverages for staff traveling are allowed
- Gifts
- First class/business class travel

Budget Categories



Personnel

Type of expenses:

- Salary for people working directly on the proposed project
- Percentage of time - 100%, 80%, etc.
- Full time (75-100%) and part time(1-74%) positions are included
- Compensation – annual salary
- Include salary for Years 1 and 2, adding in a cost-of-living increase if your organization has one

Things to consider:

- Is this position necessary for the project?
- Is the salary reasonable for the position?
- Is the percentage of time for the project reasonable?

Personnel

Step 1a: Full Time and Part Time Wages									
PERSONNEL Salaries & Wages	Year 1		Year 2		Total Project Budget	Salary breakdown per year			Additional Comments
	% FTE Allocated to Project	Annual Salary	% FTE Allocated to	Annual Salary		Year 1	Year 2		
Full Time									
EXAMPLE: Executive Director	25%	\$ 52,000.00	33%	\$ 52,000.00	30,160	\$ 13,000.00	\$ 17,160.00		
EXAMPLE: Program Officer	50%	\$ 50,000.00	50%	\$ 50,000.00	50,000	\$ 25,000.00	\$ 25,000.00		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]	50%				-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
Total Full Time Salaries/Wages		\$ 102,000		\$ 102,000	80,160	38,000	42,160		
Part Time, Seasonal, Etc.									
EXAMPLE: Assistant wildlife counter	100%	\$ 10,000.00	100%	\$ 20,000.00	30,000	\$ 10,000.00	\$ 20,000.00		
EXAMPLE: Analyst	100%	\$ 15,000.00	100%	\$ 10,000.00	25,000	\$ 15,000.00	\$ 10,000.00		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
[insert position title]					-	\$ -	\$ -		
Total Part Time Salaries/Wages		\$ 25,000		\$ 30,000	55,000	25,000	30,000		

Fringe

Type of expenses:

- Fringe benefits can include, but are not limited to:
- cost of leave
- employee insurance
- pensions and unemployment
- car and phone allowances
- holiday bonuses
- similar benefits
- You can enter your fringe rate where the blue arrow is
- Or enter your direct costs in the cells above

Things to consider:

- Have you included applicable taxes?
- Have you included health benefits? Dental? Life?

5	Total Part Time Salaries/Wages	\$	25,000	\$
6				
8	Effective Taxes & Fringe Rate		15.85%	8.01%
9			Year1	Year2
0	TOTAL SALARIES/WAGES	\$	63,000.00	\$
1	TOTAL FRINGE	\$	8,023.64	\$
2	TOTAL EFFECTIVE COSTS	\$	71,023.64	\$

Travel

Type of expenses:

- Local mileage reimbursed at \$.67/mile (federal approved rate)
- Commercial airfare (must be coach or equivalent)
- Lodging
- Meals while traveling
- Per diem
- Ground transportation
- Vehicle rental
- Parking

Things to consider:

- Have you included local mileage?
- Is the travel necessary?
- Use the federal GSA website to help estimate travel costs such as airfare, lodging, and meals/per diem

58	Category (Choose from Drop-down)	Description	Year 1 Cost	Year 2 Cost	Total Project Budget
59	Travel	Local mileage to project site - 300 miles each year at \$.67/mile	\$ 201.00	\$ 201.00	\$ 402.00
70	Travel	[insert type of cost: travel, hotel etc]			\$ -
71	Travel	[insert type of cost: travel, hotel etc]			\$ -
72	Travel	[insert type of cost: travel, hotel etc]			\$ -
73	Contractual	[insert type of consultant]	\$ 200.00	\$ 300.00	\$ 500.00
74	Contractual	[insert type of consultant]			\$ -
75	Contractual	[insert type of consultant]			\$ -
76	Contractual	[insert type of consultant]			\$ -
77	Equipment	[only include items with a unit cost greater than \$5,000 - insert description]	\$ 1,100.00	\$ 5,500.00	\$ 6,600.00
78	Equipment	[only include items with a unit cost greater than \$5,000 - insert description]			\$ -
79	Equipment	[only include items with a unit cost greater than \$5,000 - insert description]			\$ -
80	Equipment	[only include items with a unit cost greater than \$5,000 - insert description]			\$ -
81	Supplies	[insert description]	\$ 300.00	\$ -	\$ 300.00
82	Supplies	[insert description]			\$ -
83	Supplies	[insert description]			\$ -
84	Supplies	[insert description]			\$ -
85	Other	[insert description]	\$ 400.00	\$ 500.00	\$ 900.00
86	Other	[insert description]			\$ -
87	Other	[insert description]			\$ -
88	Other	[insert description]			\$ -
89	Other	[insert description]			\$ -
90	Other	[insert description]			\$ -
91	Honoraria	[insert description]	\$ 600.00	\$ 600.00	\$ 1,200.00

Contracts

Type of expense:

- Contracts needed to implement the project
- Consultants needed to implement the project
- Must follow the EPA consultant cap, which cannot exceed \$91.95 hourly
- Required to follow federal procurement and sole source guidelines

Things to consider:

- Is this contract necessary to complete the project?
- Is this contract amount reasonable for the work performed?
- Are we following federal and organizational policies?

8	Category (Choose from Drop-down)	Description	Year 1 Cost	Year 2 Cost	Total Project Budget
9	Travel	Local mileage to project site - 300 miles each year at \$.67/mile	\$ 201.00	\$ 201.00	\$ 402.00
0	Travel	[insert type of cost: travel, hotel etc]			\$ -
1	Travel	[insert type of cost: travel, hotel etc]			\$ -
2	Travel	[insert type of cost: travel, hotel etc]			\$ -
3	Contractual	Ground work contractor	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00
4	Contractual	[insert type of consultant]			\$ -
5	Contractual	[insert type of consultant]			\$ -
6	Contractual	[insert type of consultant]			\$ -
7	Equipment	[only include items with a unit cost greater than \$5,000 - insert description]	\$ 1,100.00	\$ 5,500.00	\$ 6,600.00
8	Equipment	[only include items with a unit cost greater than \$5,000 - insert description]			\$ -
9	Equipment	[only include items with a unit cost greater than \$5,000 - insert description]			\$ -
0	Equipment	[only include items with a unit cost greater than \$5,000 - insert description]			\$ -
1	Supplies	[insert description]	\$ 300.00	\$ -	\$ 300.00
2	Supplies	[insert description]			\$ -
3	Supplies	[insert description]			\$ -
4	Supplies	[insert description]			\$ -
5	Other	[insert description]	\$ 400.00	\$ 500.00	\$ 900.00
6	Other	[insert description]			\$ -
7	Other	[insert description]			\$ -
8	Other	[insert description]			\$ -
9	Other	[insert description]			\$ -
0	Other	[insert description]			\$ -
1	Honoraria	[insert description]	\$ 600.00	\$ 600.00	\$ 1,200.00

Equipment

Types of Expenses

- Item with a unit cost of \$10,000 or more per unit and a useful life of one year or more.
- Also includes accessories and services included with the purchase price necessary for the equipment to be operational.

Things to Consider

- Is the equipment necessary to complete the project?
- Equipment purchases require prior approval
- Disposition rules
- Equipment purchases are exempt from indirect cost recovery.
- Have you done a lease vs. purchase analysis? Short or long-term leases of equipment may be another option and can be more cost-effective than purchasing equipment.

Category (Choose from Drop-down)	Description	Year 1 Cost	Year 2 Cost	Total Project Budget
Travel	[insert type of cost: travel, hotel etc]	\$ 10,000.00	\$ 20,000.00	\$ 30,000.00
Travel	[insert type of cost: travel, hotel etc]			\$ -
Travel	[insert type of cost: travel, hotel etc]			\$ -
Travel	[insert type of cost: travel, hotel etc]			\$ -
Contractual	[insert type of consultant]	\$ 200.00	\$ 300.00	\$ 500.00
Contractual	[insert type of consultant]			\$ -
Contractual	[insert type of consultant]			\$ -
Contractual	[insert type of consultant]			\$ -
Equipment	Air quality monitor	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Supplies	[insert description]	\$ 300.00		\$ 300.00
Supplies	[insert description]			\$ -

Supplies

Types of Expenses

- Tangible personal property other than equipment valued at \$10,000 or less.
- Consumables
- Includes laptops, personal computers, and tablets

Things to Consider

- Purchases must follow federal rules for fairness, competition, and cost-effectiveness.
- Procurement decisions should be thoroughly documented and should avoid conflicts of interest.
- The procurement method for supplies depends on the dollar value of the purchase (micro-purchases, simplified acquisition, and sealed bids and or proposals).
- Internal procurement policies and EPA procurement guidance should be followed. States and Tribes can follow documented internal procedures.

Category (Choose from Drop-down)	Description	Year 1 Cost	Year 2 Cost	Total Project Budget
Travel	[insert type of cost: travel, hotel etc]	\$ 10,000.00	\$ 20,000.00	\$ 30,000.00
Travel	[insert type of cost: travel, hotel etc]			\$ -
Travel	[insert type of cost: travel, hotel etc]			\$ -
Travel	[insert type of cost: travel, hotel etc]			\$ -
Contractual	[insert type of consultant]	\$ 200.00	\$ 300.00	\$ 500.00
Contractual	[insert type of consultant]			\$ -
Contractual	[insert type of consultant]			\$ -
Contractual	[insert type of consultant]			\$ -
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Supplies	PPE	\$ 800.00	\$ 200.00	\$ 1,000.00
Supplies	testing supplies	\$ 500.00	\$ 500.00	\$ 1,000.00
Supplies	sampling kits	\$ 1,000.00		\$ 1,000.00
Supplies	[insert description]			\$ -
Other	[insert description]	\$ 400.00	\$ 500.00	\$ 900.00
Other	[insert description]			\$ -
Other	[insert description]			\$ -
Other	[insert description]			\$ -
Other	[insert description]			\$ -
Other	[insert description]			\$ -
Honoraria	[insert description]	\$ 600.00	\$ 600.00	\$ 1,200.00

Other

Types of Expenses

- Participant support costs
- Printing and Publications
- Postage
- Equipment rental
- Subscriptions and software licenses
- Registration fees/membership fees
- Outreach, educational materials, training materials
- Other Miscellaneous expense

Things to Consider

- Internal procurement policy and EPA procurement guidance should be followed.
- States and Tribes can follow documented internal procedures.

Category (Choose from Drop-down)	Description	Year 1 Cost	Year 2 Cost	Total Project Budget
Travel	[insert type of cost: travel, hotel etc]	\$ 10,000.00	\$ 20,000.00	\$ 30,000.00
Travel	[insert type of cost: travel, hotel etc]			\$ -
Travel	[insert type of cost: travel, hotel etc]			\$ -
Travel	[insert type of cost: travel, hotel etc]			\$ -
Contractual	[insert type of consultant]	\$ 200.00	\$ 300.00	\$ 500.00
Contractual	[insert type of consultant]			\$ -
Contractual	[insert type of consultant]			\$ -
Contractual	[insert type of consultant]			\$ -
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Equipment	[only include items with a unit cost greater than \$10,000 - insert description]			\$ -
Supplies	[insert description]	\$ 800.00	\$ 200.00	\$ 1,000.00
Supplies	[insert description]	\$ 500.00	\$ 500.00	\$ 1,000.00
Supplies	[insert description]	\$ 1,000.00		\$ 1,000.00
Supplies	[insert description]			\$ -
Other	[insert description]	\$ 400.00	\$ 500.00	\$ 900.00
Other	[insert description]			\$ -
Other	[insert description]			\$ -
Other	[insert description]			\$ -
Other	Printing		\$ 500.00	\$ 500.00
Other	Registration fees	\$ 100.00	\$ 200.00	\$ 300.00
Honoraria	Honoraria	\$ 600.00	\$ 600.00	\$ 1,200.00

Total Direct Costs, Modified Total Direct Costs and Indirect Costs

- Total Direct Costs (TDC) - all costs expensed to a project.
- Modified Total Direct Costs (MTDC) - all direct costs minus expenses that are exempt from indirect cost recovery.
- The indirect rate (NICRA or de minimis) is calculated from MTDC.
- Total Project Costs - Direct Costs plus Indirect Costs

MTDC includes:

- Direct salaries and wages
- Fringe benefits
- Travel
- Materials and supplies
- Services/Contractual
- Other
- Up to the first \$50,000 of each subaward.

MTDC excludes:

- Equipment
- capital expenditures
- participant support costs
- the portion of each subaward in excess of \$50,000.

Indirect

What are Indirect Costs

- Expenses that are incurred for common or joint objectives and cannot be specifically identified with a particular federal grant
- Support overall operations of an organization but are not directly attributable to any one specific project.
- General operating expenses like utilities, depreciation, IT support, accounting services, human resources

Things to Consider

- Use federally negotiated rate (NICRA)
- If you don't have a NICRA use the 15% de minimis rate
- Certain costs are exempt from indirect cost recovery
 - Equipment
 - Capital expenses
 - The portion of each subaward in excess of \$50,000.
 - Participant costs
 - Honoraria

How to Calculate Indirect Costs

Total Cost by Type		Total Year 1	Total Year 2	Total Direct Project Costs
Personnel		\$ 71,023.64	\$ 81,243.30	\$ 152,266.95
Travel		\$ 10,000.00	\$ 20,000.00	\$ 30,000.00
Contractual		\$ 200.00	\$ 300.00	\$ 500.00
Equipment		\$ 25,000.00	\$ 25,000.00	\$ 50,000.00
Supplies		\$ 2,300.00	\$ 700.00	\$ 3,000.00
Other		\$ 500.00	\$ 1,200.00	\$ 1,700.00
Honoraria		\$ 600.00	\$ 600.00	\$ 1,200.00
Subawards		\$ 42,550.00	\$ 17,250.00	\$ 59,800.00
TOTAL DIRECT COSTS (Personnel + Non-Personnel)		\$ 152,173.64	\$ 146,293.30	\$ 298,466.95

Indirect Cost Calculation		Total Year 1	Total Year 2	Total Indirect Costs
Remove Equipment		\$ (25,000.00)	\$ (25,000.00)	\$ (50,000.00)
Remove Subawards		\$ (42,550.00)	\$ (17,250.00)	\$ (59,800.00)
Include Capped Subawards		\$ 42,550.00	\$ 17,250.00	\$ 59,800.00
Remove Honoraria		\$ (600.00)	\$ (600.00)	\$ (1,200.00)
Total Modified Direct Cost for Indirect Cost Calculation		\$ 126,573.64	\$ 120,693.30	\$ 247,266.95
TOTAL INDIRECT COSTS	Rate	\$ 18,986.05	\$ 18,104.00	\$ 37,090.04

Item	Cost
Total Direct Costs	\$ 100,000
Equipment	\$ (26,000)
Participant Support Costs	\$ (12,000)
Subaward >50K	\$ (25,000)
Modified Total Direct Cost	\$ 37,000
Indirect rate @21% x MTDC	\$ 7,770
Total Project Costs	\$ 107,770

- The budget template provided will automatically calculate the Modified Total Direct Costs and Indirect Costs with the rate you use.
- Modified Total Direct Costs (MTDC) are determined by subtracting exempt costs from Total Direct Costs (TDC).
- Multiply Indirect rate by MTDC.
- Add Indirect costs to Total Direct Costs to equal Total Project Costs.

Sub-awards

What is a sub-award

- A sub-award is for the purpose of carrying out a portion of the Federal award and creates a Federal financial assistance relationship with a subrecipient.
- A contract is for the purpose of obtaining goods and services for the recipient's or subrecipient's use and creates a procurement relationship with a contractor.

Things to consider

- Only the first \$50,000 of each subaward is eligible for indirect cost recovery
- You will need to provide a detailed sub-award budget if awarded

	Year 1 Direct	Year 2 Direct	Year 1 indirect	Year 2 Indirect	Year 1 Total Cost	Year 2 Total Cost	Total Cost (Year 1 + 2)	Year 1 Total Indirect Cost (Max \$50k)
98 Subaward Name								
99 Subaward 1	\$ 17,000.00	\$ 5,000.00	\$ 2,550.00	\$ 750.00	\$ 19,550.00	\$ 5,750.00	\$ 25,300.00	\$ 19,550.00
00 Subaward 2	\$ 20,000.00	\$ 10,000.00	\$ 3,000.00	\$ 1,500.00	\$ 23,000.00	\$ 11,500.00	\$ 34,500.00	\$ 23,000.00
01 Subaward 3								
02 Total Sub-Award Indirect Cost					\$ 42,550.00	\$ 17,250.00	\$ 59,800.00	\$ 42,550.00

Budget Narrative

Things to keep in mind as you build your budget narrative

- Provide detail on each budget category
- Explain costs and why they are included as a part of the project budget
- How did you calculate the budget line item?
- Why is this cost necessary for your project?
- Explain any details that people unfamiliar with your project may question
- Remember, a peer review team will be reading your narrative and may not be familiar with your agency or your project type

Using Fluxx



Budget Template

BUDGET AND BUDGET NARRATIVE QUESTIONS ARE ONLY REQUIRED FOR TYPE 3 GRANTS

Please attach your project budget in your preferred format by clicking the + button next to "Application Budget".

Break down costs into these categories: Personnel, Contracts, Travel, Equipment, Supplies, and Indirect Costs.

Budgets over the maximum project limit will not be considered.

IMPORTANT: Review the Request for Applications for a full list of allowable and unallowable costs.

[Optional Template](#)



Budget Narrative

Please include your budget narrative for each cost category in your project budget. Provide enough detail for reviewers to assess the reasonableness and appropriateness for each item.

Fluxx

- The Thriving Communities grant application and budget are submitted online through the Fluxx portal
- Go to the Philanthropy Northwest website to see the recording of our webinar on navigating the Fluxx system
- You can upload your budget as a separate document
- You can upload your budget narrative as a separate document, or you can enter a budget narrative directly into the prompts

8. Dates and Financials

⚠ Required Fields in the Dates and Financials section have not been filled out.

Please refer to the Request for Applications to find the correct Start and End dates.

Proposed Start Date*

Proposed End Date*

Amount Requested*

Budget Narrative

Please include your budget narrative for each cost category in your project budget. Provide enough detail for reviewers to assess the reasonableness and appropriateness for each item.

Personnel*

If your budget does not include costs in this category, please write Not Applicable (NA). 1,500 characters maximum

Contracts*

If your budget does not include costs in this category, please write Not Applicable (NA). 1,500 characters maximum

Travel*

If your budget does not include costs in this category, please write Not Applicable (NA). 1,500 characters maximum

Fluxx

Please upload any additional budget narrative information as needed: (optional attachment)

Please click the (+) sign below to add additional attachments.

Uploaded documents can be viewed and edited at the bottom of the application in Section 10. Documents.

Additional Attachments



Provide your organization's LAST TWO years financials (Audited or Unaudited).*

Please click the (+) sign below to add attachment.

Uploaded documents can be viewed and edited at the bottom of the application in Section 10. Documents.

Previous TWO Years Financial Statements (Audited or Unaudited)



Does your organization/entity have existing internal controls to support required financial reporting? *

A dropdown menu with a downward-pointing arrow on the right side, used for selecting a response to the question above.

Additional Resources



Contact Us!

Program Officer Contacts

To schedule an appointment, [click here](#).



**Jacquie Braden, Program Officer
(Alaska and Oregon), Thriving
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Location: Anchorage, Alaska

Time Zone: Alaska

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**Melissa Koepp, Program Officer
(Tribes), Thriving Communities
Program**

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**Jason Pretty Boy, Program Officer
(Idaho and Washington), Thriving
Communities Program**

Location: Boise, Idaho

Time Zone: Mountain

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EPA Thriving Communities Technical Assistance Centers

Types of Technical Assistance

- Grant Proposal Writing and Preparation Assistance
- Managing Federal Grants (e.g. accounting policies, controls)
- Identify Funding Sources to Apply for (federal, state local, private)
- Navigate SAM.gov and Grants.gov and other portals related to grants
- Developing partnerships and coalitions to conduct outreach



**Northwest
Environmental
Justice Center**



Application Announcements and Support



Philanthropy Northwest's Thriving Communities Website:

<https://philanthropynw.org/epa-environmental-justice-thriving-communities-grantmaking-program>

- Sign up for updates/newsletter
- Frequently asked questions
- Recorded webinars and slides
- Available Office Hours and 1:1 with Program Officers
- Send any questions to thrivingcommunities@philanthropynw.org or contact a Program Officer



philanthropynw.org

Thank you!

