



**CITY OF NORTH MIAMI
COMMUNITY DEVELOPMENT BASED ORGANIZATION GRANT
FISCAL YEAR 2015-2016
APPLICATION FACT SHEET**

General Information

The Community Development Based Organization Grant Program is a community outreach program designed to assist community-based, nonprofit organizations with providing services to North Miami residents. The program provides funding assistance primarily for services to, or directly benefiting, residents living in the City of North Miami.

Successful grant recipients must plan to expend the funds within one year of the receipt of funds.

Eligibility

All community-based, nonprofit organizations providing services to North Miami residents are eligible to apply for funds. Organizations applying for funds must have 501(c) (3) category.

Projects eligible for funding include:

- The activity must benefit low-and-moderate income persons
- The activity must address slum and blight
- The activity must meet a particularly urgent community development need

Selection Criteria

The Grant Committee will review completed grant applications, with all necessary attachments, and evaluate them based upon:

- Proposed Project/Goal and Objectives
- Community Need and Benefit
- Future Funding to Sustain Program/Matches
- Organization's Background
- Evaluation Method
- Project Timeline Identifying Key Activities
- Line Item Budget
- Whether or not the organization has been awarded funds in the past three years may be considered.



Contractual and Reporting Requirements for Grant Recipients

- Upon final approval by Planning Commission and City Council, staff will send two copies of the grant contract agreement to organizations that are successful in securing grant funds.
- Once both copies of the agreement are fully signed by both the organization and the City, and all required insurance documentation is received, grant funds will be released.
- Specific insurance requirements will be outlined in the agreement. All insurance documentation should be provided with the signed agreement. Please note that all insurance must be endorsed as primary and name the City as additional insured.
- Organizations are required to submit a quarterly report of grant expenditures within one year of receiving funds.
- Organizations are required to maintain accounting records in a manner consistent with general accounting principles.
- Organizations are requested to provide at least two photographs and any appropriate material associated with the completed project and its related activities.

Additional Information

The City:

- May request the return of awarded grant funds not expended within one year of receipt of funds.
- May request additional information on the proposed project and the organization.
- May recommend funding levels below amounts requested by the organization.
- Will conduct a program/fiscal site visit, review all organization records related to the grant, and interview program staff, volunteers, and clients served by the organization.
- Reserves the right to amend or withdraw this program should such action be in the interest of the City.

Application Deadline

Completed applications with required attachments must be **received** by the City of North Miami **on or before October 28, 2015**. Applications received after that date and time will not be considered for funding. ***This deadline will be strictly enforced. Absolutely no late applications will be accepted for any reason.***

One (1) original, Seven (7) copies double-sided and One (1) electronic version (USB Flash Drive or CD) of the application must be submitted on a City form and must include enclosed Project Proposal Narrative. Promotional attachments are limited to one per applicant. Do not duplicate attachments. No video or audio tapes please.

**Deliver to: City of North Miami
 Community Planning and Development Department
 12400 NE 8th Avenue, North Miami, FL 33161**



Application Checklist:

A completed application packet must include all of the following items:

1. A completed Application Cover Sheet (Attachment 1)
2. A copy of agency's most recent financial statement
 - (a) A copy of agency's most recent financial audit **AND**
 - (b) A copy of your most recent 990 Form
3. Project Proposal Narrative (Attachment 2)
4. Financial Statements: Previous fiscal year; Organizational budget v. actual, including revenue and expenses; and revenue sources in the following categories:
 - (a) Grants/Contracts:
 - (b) Local/State/Federal Governments (please list source(s))
 - (c) Private
 - (i) Foundations
 - (ii) Corporations
 - (iii) United Way/Combined Federal Campaign and other federated campaigns
 - (iv) Individual Donors
 - (v) Other (specify)
 - (d) Earned Revenue:
 - (i) Events
 - (ii) Fees Other
5. A roster of your agency's current Board of Directors
6. Board of Directors meetings minutes for last two recent meetings
7. A certificate of non-profit status for your agency
8. By Laws & Charter
9. Article of Incorporation
10. A current certificate of public liability insurance
11. Award Letters

List of Attachments

Attachment 1: Application Cover Sheet

Attachment 2: Project Proposal Narrative



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GRANT APPLICATION COVERSHEET Attachment 1

Part I Title and Certification

Name of Applicant Organization _____

Is your organization a 501(c) (3)

Address _____

Contact Person _____

Telephone _____ Fax _____

E-mail Address _____

Organization's Tax ID # _____ DUNS# _____

Project Title _____

Total Project Cost _____ Grant Amount Requested _____

Part II Service Area Information

Address of organization providing the services: _____

In what Community Area and Census Tract is the organization providing the services located?

Community Area: _____ Census Tract: _____

Indicate Service Area:

- This project will provide services citywide to all eligible individuals
- This Project will primarily serve the following Community area(s) and Census Tract(s)



Community areas: _____

Census Tract(s): _____

Does your organization carry General Liability and Worker's Compensation Insurance?

- Yes Expiration Date _____
- No

Has your organization received funding in the past?

- Yes Year _____
- No

The rating committee may take this information into consideration.

Date: October 28, 2015 Time: 4:00 P.M. DEADLINE WILL BE STRICTLY ENFORCED.

To the best of my knowledge, the date and information in this application is true and correct, and I am authorized to file this application on behalf of the organization.

Name of Grant Applicant's Representative/ CEO _____

Signature _____ Date _____

Title _____



**CITY OF NORTH MIAMI
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PROJECT PROPOSAL NARRATIVE**

A Project Proposal Narrative shall be submitted as part of the application package. The information provided in the Project Proposal Narrative will be used to evaluate competing grant proposals.

The Project Proposal Narrative shall be limited to a **six (6) page** response to Categories A through F. One additional page shall be provided for Category G, the line item budget. Project Proposal Narratives shall be double-spaced, in at least an 11-point font, with 1” margins. One (1) original, **seven (7) copies double-sided** and one (1) USB Jump drive or CD of the completed City application and Project Proposal Narrative, including the line item budget (Category G), must be submitted for consideration. Please three-hole punch, but do not bind or staple submitted documents.

The Project Proposal Narrative includes the following categories:

(A) Proposed Project/Goals and Objectives (25-point maximum)

- Provide a detailed description of the proposed project.
- Outline the goals and objectives to be achieved through this grant request and how the agency will accomplish those goals and objectives.
- Provide information describing what is unique and innovative about the proposed project.

(B) Community Need and Benefit (20-point maximum)

- § 570.484 Overall benefit to **low and moderate income persons**.
- Describe the community need for the proposed project, and include any data that identifies and supports the need for the project.
- Identify what the benefit of the proposed project will be to the community, and how the community will be made aware of the project.
- Identify the target population who will receive the proposed program’s services, and how this population will be selected.

(C) Future Funding to Sustain Program/Matches (15-point maximum)

- Outline how the organization plans to sustain this program beyond the first year of grant funding.
- List any dollar or in-kind match that will be made to the proposed project.



(D) Organization's Background (20-point maximum)

- Describe past experience and success, as they pertain to administering similar projects.
- Year established.
- The applicant will be evaluated in terms of its past performance in relation to any local, state or federal funding program. The past performance will refer to attainment of objectives (70% threshold for individual or aggregated agreement[s]) in timely manner and expenditure of funds at a reasonable rate in compliance with the agreement. Compliance with the agreement will include but not be limited to submission of reports and adherence to the scope of services.

(E) Evaluation Method (10-point maximum)

- Clearly identify how and what method the organization will use to measure the success of the program as it relates to its quality and overall impact on the community.
- For Public Services projects, the most critical component of performance measurement is program impact, which reflects the extent to which those activities yield the desired outcomes in the community or in the lives of persons assisted.

(F) Project Timeline Identifying Key Activities (5-point maximum)

- Outline the proposed timeframe in which the project will be performed. Include specific program benchmarks to be achieved.
- The timeframe should list chronologically all activities necessary to complete the project, and include the starting and ending dates for each activity.

(G) Line Item Budget (5-point maximum)

- Attach a line item budget for the proposed project/program that details how the grant funds will be spent on your program/project. (Sample budget is enclosed for your assistance.) If the project budget is larger than the City grant amount requested, please provide a separate line item budget showing the overall project/program budget and how the City grant will be used.



Attachment 2

Project Proposal Narrative













Documentation

Initial the line corresponding to each item and sign below.

I certify that I have enclosed the following **required** documents:

____ One (1) original, seven (7) copies double-sided and USB Jump Drive or CD of the completed City Application and Project Proposal Narrative (*including the line item budget*).

- **Do not bind application.**
- *Clip (do not staple) in top left corner and three-hole punch all submitted documents.*

____ Verification of 501(c) (3) status. One copy only please.

____ Affiliate name(s), if applicable.

____ **One** promotional attachment (i.e., brochure, letter of support, etc.). *Please do not include Videos or audio recordings.*

Proof of insurance is not needed at this time. Failure to follow the directions as outlined above may result in application being rejected.

Name of Grant Applicant's Representative/CEO _____

Signature _____ Title _____



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INSURANCE REQUIREMENTS

Without limiting City's right to indemnification, it is agreed that Grantee shall secure prior to commencing any activities under this Agreement, and maintain during the term of this agreement.

Note: All Grantees will be required to submit General Liability Insurance with an "Additional Insured Endorsement" of the insurance certificate naming the insured as Primary and the City as Additional Insured. Automobile and Worker's Compensation Insurance will be required, unless the organization qualifies for exemption by the Risk Manager. Further insurance specifications will be outlined in the grant agreement with the City.



**COMMUNITY DEVELOPMENT BASED ORGANIZATION GRANT
TIMELINE
FY 2015-2016**

Wednesday, October 14, 2015

11:00am – 1:00pm

Grant Workshop – See website for update.

North Miami Police Department Conference Room – 1st Floor

Wednesday, October 28, 2015

4:00pm

Grant Applications Deadline

Please Note: NO LATE APPLICATIONS WILL BE ACCEPTED. NO EXCEPTIONS.

Tuesday, November 10, 2015

Grant Committee Meeting/Recommendations

Planning Meeting

To be determined – Please be prepared to present a 3-minute presentation to Planning Committee.

City Council Meeting

To be Determined – Please be prepared to present a 3-minute presentation to City Council