



2018 YOUTH DEVELOPMENT GRANT APPLICATION PACKAGE



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My Brother's and Sister's Keeper

stpete.org/MBSK

**MANDATORY PRE-APPLICATION
INSTRUCTIONAL MEETING NOTICE**

ALL APPLICANTS MUST ATTEND THIS MEETING PRIOR TO COMPLETING THE APPLICATION FORM.

DATE: Thursday, February 15, 2018

TIME: 6:00 pm -7:30 pm

LOCATION: St. Petersburg Main Library
3745 9th Ave., North
St. Petersburg, Florida 33713

PURPOSE: To provide applicants with information about the grant program and the application form and procedure followed by a question and answer period. Any questions that remain after the meeting may be directed to:

Leah McRae, Esq.
Director of Education and Community Engagement
c/o Office of the Mayor
leah.mcrae@stpete.org
(727) 893-7174

**CITY OF ST. PETERSBURG
YOUTH PROGRAM DEVELOPMENT
GRANT PROGRAM - 2017**

WHAT IS THIS PROGRAM?

The purpose of the Youth Program Development Grant is to provide support to non-profit organizations engaged in projects/programs that seek to improve the education, workforce participation, and enrichment of at-risk children and youth within the municipal boundaries of the City of St. Petersburg. The grant is designed to offer funding to non-profit organizations, in good standing, which have developed specific projects/programs to address these areas of concern.

The targeted population of the project/program must be youth who are less likely to successfully transition into adulthood and achieve economic self-sufficiency or academic success.

The funds will be available in the minimum amount of \$1,500 up to the maximum amount of \$25,000. There are no restrictions on the scope of the project/program for which support is requested as long as the project/program fits within the goals of the grant program. The amount distributed to successful applicants is within the sole discretion of the Mayor of the City of St. Petersburg based on the budget submitted for the project/program.

Only one application per organization will be accepted. Organizations which offer multiple projects/programs may submit one application with multiple individual descriptions and budgets for each project or program. Proposals may range from requests for funding of entire projects or components of a larger project. Proposals may be for any ongoing program, regularly held event, or one time event, so long as the project, program, or event meets the eligibility criteria set forth below.

WHO MAY APPLY?

This program will provide funds to non-profit organizations providing services to **youth within the municipal boundaries of the City of St. Petersburg**. Services must be within the eligibility criteria set forth below.

WHAT ARE THE APPLICATION ELIGIBILITY CRITERIA?

To be considered for funding a project and/or a program:

1. Be a pre-existing program or project that targets at-risk children and youth, or be part of a program that will be expanded to serve at-risk children and youth.
2. Have a written mission statement that sets forth goals that are measurable, aligned with the mission statement, and directed to achieve sustainability.
3. Have an evaluation system that collects feedback from family, staff, and volunteers to measure success against written goals at the beginning and at the end of the project or program.
4. Include an itemized budget for funds requested that reflects sound fiscal and business practices that ensures continued and sustained program operations.
5. Offer developmentally appropriate activities that reflect the mission and goals of the program.
6. Provide a variety of indoor and outdoor activities for children and youth to choose from, which provide social, recreational, and educational opportunities.
7. Have written policies and procedures to ensure the safety of children and youth, including additional staff if necessary, and complies with all legal requirements where necessary.

WHAT FEATURES ARE FATAL TO AN APPLICATION'S ELIGIBILITY?

1. Organization is not in compliance with 501(c)(3) requirements.
2. Programs do not have a history of operation for a period of at least one year.
3. Programs that have a greater than 10% administrative fees for operation.
4. Any organization which owes monies to the city of St. Petersburg.
5. Any organization that previously contracted with the City and failed to successfully complete the projects and/or programs required by the contract will not be eligible to receive funding.
6. Any organizations which is not in compliance with a current City contract is not eligible for funding.
7. If the application is not complete on the date the application is due.
(Review social services application)

All applicants approved for funding will be required to enter into a contract with the City setting forth the terms and conditions under which funds may be expended and outlining all accounting requirements. Organizations that receive funding must also agree to participate in a once a year convening on children and youth in the community. Applicants that are not approved may be eligible to receive additional resources through the City's Greenhouse to prepare for the next round of funding.

HOW MAY MY AGENCY OR ORGANIZATION APPLY?

Agencies or organizations wishing to receive these funds shall apply to the City of St. Petersburg Office of the Mayor, Department of Education and Community Engagement.

Applications may be mailed to:

City of St. Petersburg
Office of the Mayor
Department of Education and Community Engagement
P.O. Box 2842
St. Petersburg, FL 33731-2842

or, hand-delivered to the Front Desk in the lobby of City Hall, 175 5th Street North, St. Petersburg, which is open from 8 a.m. to 5 p.m. Monday to Friday. Postmarks will not be considered when determining the timeliness of an application.

All applications must be **RECEIVED** by the Office of the Mayor **NO LATER than 5 p.m., Friday, Feb. 23, 2018.** Applications received after 5 P.M. will not be considered for funding. Applications must be completed in full and properly executed. The original application must be received with eight (8) additional copies for a total of nine (9) applications to be considered for funding. Only the application portion of the package should be copied and returned. Do not make copies of the instructional portion of this package. **Applications with missing materials may not be considered for review.**

HOW WILL THE OFFICE OF THE MAYOR DECIDE WHICH PROJECTS OR PROGRAMS ARE FUNDED?

All applications that meet the minimum eligibility criteria will be reviewed by the Youth Development Approval Committee which is comprised of eight community members. Those members will review completed applications and make recommendations to the Mayor. Upon reviewing the recommendations, the Mayor will make the final determination of awards. **The decision of the Mayor will be final.**

EVALUATION CRITERIA

The following criteria will be used to evaluate requests for funding which meet the eligibility criteria. Projects/Programs will be rated using the criteria listed below.

1. **TIMELINESS.** The application must be received prior to the deadline date and time. Applications received after the deadline date and time will not be considered.
2. **PREPARATION.** The applicant has produced an Application that contains all necessary documentation, including; a complete budget with supporting estimates, proper signatures, adequate number of copies, and has complied with all other requests outlined in the application package.
3. **COMMUNITY IMPACT.** The project/program will affect change to as great a number of youth as possible. Projects/programs of all sizes are welcome to apply for funding, however, the committee would like the grants to make as much impact as possible in youths' lives and in turn the community as a whole.
4. **YOUTH FOCUS.** The project/program addresses a concern of and identifies specific benefits of significance to the well-being of the youth in the city of St. Petersburg. The project/program goal is to enhance outcomes related to the education, workforce participation and enrichment of youth.
5. **PROJECT QUALITY.** The applicant has developed a project/program that is well planned, adequately budgeted and is ready for implementation or is a part of a broader ongoing effort, and includes a well-defined method for demonstrating that the funds are expended appropriately.
8. **ORIGINALITY.** The applicant has proposed a project/program that innovatively addresses a problem that significantly under-resourced within the community that serves the youth population. Creative thinking is welcome and encouraged.
9. **QUALIFICATIONS.** The applicant must demonstrate, via clearly stated qualifications, an ability to implement the proposed project and/or provide the necessary services.

WHEN WILL MY AGENCY OR ORGANIZATION RECEIVE FUNDING IF OUR APPLICATION IS APPROVED?

TIME LINE

Youth Development Grant
Information Session
Thursday, January 25, 2018
6:00 – 7:30 pm
Enoch D. Davis Recreation Center
1111 18th Ave., South,
St. Petersburg, Florida 33705

Youth Development Grant
Information Session
Tuesday, January 30, 2018
6:00 – 7:30 pm
St. Petersburg Greenhouse
440 Second Ave., North
St. Petersburg, Florida 33701

Mandatory
Pre-Application Session
Thursday, February 15, 2018
6:00 – 7:30 pm
St. Petersburg Main Library
3745 9th Ave., North
St. Petersburg, Florida 33713

Application due: **Friday February 23, 2018 at 5:00 pm**

WHO CAN I CONTACT IF I HAVE ANY QUESTIONS?

Leah McRae, Esq.
Director of Education and Community Engagement
Office of the Mayor
leah.mcrae@stpete.org

City of St. Petersburg Youth Program Development Grant



Application Checklist and Cover Page

	Yes	No	Comments
Cover page (Completed)			
Copy of Organization Non-Profit Status Letter from IRS?			
Non-Profit Status Active with IRS?			
List of Board Members, Director/Agency Head, Title?			
Evidence of Incorporation for the State of Florida is ACTIVE (www.sunbiz.org)?			
Evidence of Financial Soundness (990 Form) AND documentation from a Financial Institution showing last three (3) months of operating expenses?			
Letters of Support for the project and/or program? (Limit to three (3))			
Memorandum of Understanding (MOU) if partnering with any organization(s)?			
Key staff resumes?			
Certificate of Insurance?			
Grant request does not exceed \$25,000?			
Original Grant application with signatures?			
Eight copies of Grant application?			

Return one original and eight copies of the remaining portion of the application package only.

**APPLICATION FOR
YOUTH PROGRAM DEVELOPMENT GRANT
SECTION I**

PROJECT/PROGRAM NAME: _____

NAME: _____
(Applicant - Agency, Organization)

CORPORATION? YES ___ NO ___ (If yes, attach a copy of the Corporation's latest Annual Report - Must be an active Florida corporation.)

FEDERAL TAX IDENTIFICATION NUMBER (if incorporated): _____

OR

Does Organization have a 501(c)(3) Tax Exempt Status? YES ___ NO ___ (If yes, attach a copy of the Organization's non-profit status letter from the IRS.)

AUTHORIZED APPLICANT REPRESENTATIVE:

Print Name _____

Street Address _____

City, State, Zip Code _____

Business phone: _____ Cell phone: _____

E-Mail Address (required): _____

All notifications will be made via e-mail communication.

The undersigned agrees that funds awarded will be used only for the purpose authorized by the selection committee and acknowledges that if applicant is selected for funding, applicant will be required to enter into an agreement with the City setting forth the terms and conditions under which funds may be expended and accounting requirements. The undersigned further acknowledges that failure to comply with the terms of the agreement will result in a demand for return of the funds and may preclude the applicant from future consideration. A sample agreement will be made available on request.

Signature _____

(Name of organization or individual to whom check is to be made payable)

Describe your relationship, if any, between the applicant and the City of St. Petersburg:

Please provide the names and position of all persons who are officers or directors with your agency, organization or corporation. (Use additional page if necessary)

Name:

Position/Title:

SECTION II

1. Give a brief description of your project/program: (May attach additional information. Please limit to one (1) page.)

2. Is this project/program new or ongoing? NEW _____ ONGOING _____

3. Describe exactly how your project/program will impact at-risk youth living in the city of St. Petersburg and meet the goals of the grant program?

4. Describe what public benefit your project/program will provide.

5. Does your program include youth other than St. Petersburg residents?

YES _____
NO _____

6. If answer to #5 is YES, what percentage of your participants are non-St. Petersburg residents? _____

7. Does your program/project involve collaboration with other organizations? (If so, attach a letter of support.)

YES _____
NO _____

8. If answer to #8 is YES, explain the type of collaboration with the other organization in your project/program?

9. What specific group(s) or population(s) will benefit from and participate in the project/program? (Check all that apply.)

Youth (less than 5 years) _____
(5 - 12 years) _____
(13 - 18 years) _____
Young Adult (19 - 24 years) _____
Other (specify) _____

10. How will the proposed participants/population be notified and participation encouraged? (Check all that apply and identify the publication and/or location of the advertisement.)

Flyers	_____
Newspapers	_____
Association Newsletters	_____
Faith institution bulletins	_____
Schools	_____
Recreation Centers	_____
Websites (please identify)	_____
Other (please specify)	_____

11. Project/Program goals:

<u>Task/Objective(s)</u>	<u>Time Line</u>
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12. How will you account for expenditures, including the use of award dollars for only St. Petersburg residents?

13. Are there other sources of funding for your program/project?

YES _____

NO _____

14. If the answer to #13 is YES, what are the other sources of funding? (Check all that apply.)

- Current operating _____
- City grants _____
- County grants _____
- Federal grants _____
- Private Foundations _____
- Registration fees _____
- Donations _____
- Other (specify) _____

15. Will you be able to conduct your program/project without *full* funding of this request?

YES _____

NO _____

16. If the answer to #15 is NO, then will you be able to conduct a portion of the program/project with partial funding?

YES _____

NO _____

17. If the answer to #16 is YES, please explain which part of the program/project will be affected by limited funding.

SECTION III
PROPOSED PROJECT/PROGRAM BUDGET*

MATERIALS**

VENDOR

DOLLAR AMOUNT

SERVICES (salaries are not allowed)

OTHER

TOTAL PROJECT/PROGRAM COST \$ _____

AMOUNT REQUESTED \$ _____

*You may attach a more detailed form of your budget.

**Include specific name/item/service/quantity, etc. Attach estimates or written documentation for the costs of materials.