

**2020 ST. PETERSBURG POLICE DEPARTMENT
FORFEITURE GRANT PROGRAM
PROPOSAL GUIDELINES**

1. All Applicants who wish to submit a Proposal for Funding from the 2020 St. Petersburg Police Department's Forfeiture Grant Program shall complete a Pre-Registration Form and submit the Pre-Registration Form to Elizabeth.Ledbetter@stpete.org on or before Friday, August 21, 2020.
2. All Proposals shall consist of six sections:
 - a. Title Page - Project Title and the name of the group, agency, or corporation that is conducting the program. The Project Title and the name of the group, agency, or corporation that is conducting the program or project shall match the pre-registration form previously submitted by the Applicant.
 - b. Program Description – Describe your program or project in detail in order to provide a clear picture of what need your program or project will address in the community as well as the expected outcome of your program or project.
 - c. Program Budget – Provide a detailed budget for the items you plan to purchase with grant funds. Include estimates, photos, website printouts, etc. that accurately depict the products that you plan to purchase. It is important that you research your proposed purchases carefully. If you are awarded funds for the purchase of items in your proposed budget, then you must purchase the item indicated. While vendors may be changed to take advantage of more advantageous pricing, the funds may not be diverted to purchase a different item.
 - d. Program History – If your program or project has been held in the past or is ongoing, provide a history of the success of your program or project. Provide measurable results to demonstrate the effectiveness of your program (i.e. how many people participated, how many people graduated, the low rate of recidivism, etc.)
 - e. Community Support – Provide letters of support from neighborhood associations, churches, business owners, community supporters, or program participants to demonstrate the community's engagement in your program or project.
 - f. W9 for Charitable organizations – All organizations must provide a completed *IRS Form W9, Request for Taxpayer Identification Number and Certification*. **A check cannot and will not be issued to any organization that has not provided a completed, signed, and current W9.** The form may be located by visiting this website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
3. All original proposals must be turned in with four additional copies for a ***total of five (5) proposals submitted***. Please single staple your proposal in the top left corner. Do not enclose in binders, report covers, or three-hole punched folders.
4. ***In addition to the five (5) copies which must be turned in to the Police Department, a copy of the proposal narrative only (no pictures) must be submitted in Microsoft Word format via e-mail to Elizabeth.Ledbetter@stpete.org prior to the deadline.*** This will assist in the preparation of the Agreements which must be signed by all successful grant applicants.

5. The **deadline** to submit your proposal is **5:00 PM, Friday, August 28, 2020**. Proposals received after that date/time will not receive funding. Please plan your preparation accordingly.
6. Please note that all City of St. Petersburg public libraries have computers which are available for use by the public at no cost. Computer access will be available by appointment at the James Weldon Johnson, North, and South Community Libraries.
 - a. James W. Johnson Community Library
1059 18th Avenue South
(727) 893-7113
Hours of Operation: Monday-Saturday: 10:00 a.m.-1:00 p.m. and 2:00 p.m.-5:00 p.m.
Sunday: closed
 - b. South Branch Community Library
2300 Roy Hanna Drive South
(727) 893-7244
Hours of Operation: Monday-Saturday: 10:00 a.m.-1:00 p.m. and 2:00 p.m.-5:00 p.m.
Sunday: closed