



Juvenile Welfare Board

Investing in children. Strengthening our community.

FAITH-BASED MINI-GRANTS RFA FUNDING WORKSHOP

Objective

To make one-time-only investments in capacity building projects that increase the ability of qualified small faith-based organizations to provide community and/or programmatic services for Pinellas County children under 18 years of age and/or their families to address issues that impact children and families and strengthen communities.

Background

JWB recognizes its leadership role in identifying community issues and solutions with a primary focus on prevention. Our belief is that children and families will benefit from collective faith-based initiatives driven by empowered community leaders.

In the 2017-2020 Strategic Plan, JWB adopted a new and fourth strategic focus: Strengthening Community.

Faith-Based Mini-Grants falls under our new Strengthening Community focus area and specifically addresses Strategy 4.2 of our 2017-2020 Strategic Plan: Maximizing the impact of existing community resources.

Funding Amounts

- Only one application for one project may be submitted by each organization
- Minimum total request amount is \$1,500
- Maximum total request amount is \$5,000
- Available Funding: \$50,000

Who is Eligible?

- **Applicant must be a church, synagogue, or mosque that qualifies as tax-exempt (whether or not it has 501(c)(3) recognition from the IRS), a church included in a group ruling with their parent organization, or a faith-based organization with an IRS 501(c)(3) designation at the time of submission and sufficient documentation upon request by JWB that it is religiously based institution**
- **The Applicant must serve children below the age of 18 and/or their families residing in Pinellas County**
- **The Applicant's current organizational annual operating budget must be \$500,000 or less**

Scope of Services

- Funds can be requested to support a new project or strengthen/expand an ongoing program.
- Funding must be used exclusively for children and families residing in Pinellas County.
- Requests for JWB's funds must be for items or services that are one-time only investments

Scope of Services

- Strongly encourages Applicant's to build and extend relationships with other non-profit organizations who provide similar or complementary services and explore how these partnerships can be leveraged to help achieve the mutual goals for the families served and how you will avoid duplication.
- No joint applications should be submitted.

Scope of Services

Examples of requests may include, but are not limited to:

Tutoring program

An organization has secured funding from another source to pay operating expenses (i.e. salaries, office supplies, etc.) for a tutoring program. The request to JWB is for one-time start-up funds to pay for desks, chairs, and computers.

Community initiatives involving children and families (ex., a community garden)

An organization has a community garden that they would like to expand. They have a sufficient number of volunteers willing to maintain the community garden but are in need of start-up funding for the expansion. The request to JWB is for one-time start-up funds to purchase tools, materials, labor to install the materials, and background checks for the volunteers who may have access to youth participants.

Scope of Services

Childhood Hunger Initiative

An organization would like to become a Summer BreakSpot meal site. They have volunteers available to supervise meal service and keep the site clean and sanitary. The request to JWB is to purchase a refrigerator, tables, and chairs to be able to store and serve food appropriately.

Health initiatives (ex., a Youth Health Fair)

A church has a Faith Community Nurse working in their congregation and they would like to put on a Youth Health Fair. The request to JWB is to fund a DJ, flyers to promote the program, speaker honorarium, janitorial services, and food to serve during the fair.

Pre-K education initiative

An organization has an existing pre-k program that they would like to enhance to improve school readiness. The request to JWB is to fund materials for a library and to purchase a curriculum and training for the teachers.

Background Checks

- Applicant staff and volunteers who have access to youth participants are required to undergo and pass a national Level 2 background check that complies with the standards set forth in Florida Statute 435.
- Volunteers and subcontractors who assist on an intermittent basis for less than 10 hours per month does not have to be screened if a person who meets the screening requirement of this section is always present and has the volunteer and subcontractor within his or her line of sight.

Reporting Requirements

- Applicants must complete a brief year-end final report on the status and accomplishments of their projects. The report must include number of children and families served.
- Invoices must be accompanied by the appropriate documentation as prescribed by JWB. Receipts must be retained by the Applicant and submitted with the original invoice, proper approval, and backup documentation.

What is not Eligible?

- Federal Excise Tax and State of Florida sales taxes.
- JWB's funds must benefit a public purpose. Per JWB's Board Policy, JWB will not consider funding for the following:
 - a) Recreation programs that do not have a clear youth development component
 - b) Direct medical services, unless a catalyst for matching funds as a demonstrated project, or as an integrated element of a program that encourages positive development of children, youth and families
 - c) Services or programs requiring worship or religious instructional activities as a condition of participation
 - d) Retirement of debt
 - e) Expenses incurred in a closed JWB fiscal year
 - f) Contributions to or on behalf of any political party or candidate
 - g) Charitable contributions

What is not Eligible?

- h) Costs associated with a funded agency's legal settlement
- i) Personal expenses of Board members, staff, or volunteers unless directly related to legitimate business purposes
- j) Administrative costs in excess of 17% of the JWB allocation
- k) Expenses associated with fundraising activities
- l) Costs not actually incurred or that are insufficiently documented
- m) Acquisition of real property
- n) Expenses not approved through the budget or budget process.
- Funds must not be used to support “inherently religious” activities, i.e. Religious worship, instruction, or proselytization.
- Funds must not be used to purchase religious materials such as the Bible, Torah, Koran, Talmud, or other religious or scriptural materials.

Purchasing Guidelines

- Use of EBT cards for purchases is prohibited
- All goods and/or services must be purchased, paid, and received/delivered prior to invoicing JWB and prior to the expiration of the Agreement on 9/30/19.

RFA Timeline

- 08/22/18: RFA Released
- 09/24/18: Optional Funding Workshop
- 09/26/18: Optional Funding Workshop
- 09/26/18: Deadline for Receipt of Questions by Noon
- 10/02/18: Written Responses to Questions Released
- 10/05/18: Optional Technical Assistance Review by Appointment
- 10/10/18: Application Submission Due Date by Noon
- 10/24/18: Evaluation Committee Meeting
- 10/29/18: Present Recommendations to the JWB Executive Team
- 11/01/18: Announce Intent to Award
- 11/15/18: Execute Agreements

Application Format

The following documents must be emailed or turned in to JWB in the format shown below:

Format

Signed Addenda, if issued

Form 1 – Application Signature Form

- Attach proof of authorization to sign, if necessary, per instructions in 1.8.

Form 2 – Mini-Grant Application

- Attach current fiscal year organizational operating budget

Form 3 – Budget

Form 4 – IRS W-9

Proof of Tax Exemption

Round 1 Minimum Criteria

1. The Application is received by the due date and time;
2. The Application Signature Form signed by an authorized applicant officer;
3. The Applicant is a church, synagogue, or mosque that qualifies as tax-exempt (whether or not it has 501(c)(3) recognition from the IRS), a church included in a group ruling with their parent organization, or a faith-based organization with an IRS 501(c)(3) designation at the time of submission and sufficient documentation upon request by JWB that it is religiously based institution;
4. The Applicant serves children below the age of 18 and/or their families residing in Pinellas County;

Round 1 Minimum Criteria

5. The Applicant's current organizational annual operating budget must be \$500,000 or less;
6. Application request is a minimum of \$1,500 and does not exceed \$5,000.

Round 2 Evaluation

For those Applicants who applications pass the minimum criteria, the following criteria, with the points shown for each, will be used to further evaluate and score the applications:

<u>Evaluation Criteria</u>	<u>Weight</u>
Project Description	40%
Return on Investment	20%
Organizational Capacity	15%
Statement of Need	15%
<u>Collaboration</u>	<u>10%</u>
TOTAL	100%

Round 2 Evaluation

- A high evaluation score does not guarantee that an Application will be funded. The geographic distribution of funding across north-, mid-, and south-county will be considered during the ranking. Applicants must self-identify whether their program serves north, mid, south county or is countywide.
- A site visit may also be conducted by JWB staff, if necessary, to assess the Applicant's capacity to perform the work proposed in the Application.

Round 3 Evaluation

- The Evaluation Committee presents the scores for each Application and the Committee's funding recommendations to the JWB Executive Team for approval and award.

Award and Contract

- The Notice of Award will be posted on JWB's website on 11/01/18 and emailed to all Applicants.
- It is anticipated that multiple awards will be made.
- Award amounts may differ from what was requested based upon the funding available and what is being requested.
- The agreement will be on a cost reimbursement basis and will specify the maximum funds available and the goods to be purchased. Request for advance funds can be made for up to 25% of the award amount. Any advances must be reconciled at the end of the agreement.
- The agreement will terminate on September 30, 2019.

Important Points

- All communication must be through Lorraine Hayes.
- Ensure that you read and respond to all questions and requirements of the RFA.
- Funding will not be considered for more than one project per agency.
- Do not exceed the page limit for Form 2-Mini-Grant Application.

Information can be found on
our website

www.jwbpinellas.org

Any changes in meeting
date/time and written
responses to questions will be
posted on the website

Please direct all communication
concerning this solicitation to:

Lorrayne Hayes

lhayes@jwbpinellas.org

727-453-5654