

Faith-Based Mini-Grant RFA **Questions & Responses**

Question 1:

If awarded, can funds be distributed to other organizations in the community? Example: scholarship to students?

Answer: If you choose to subcontract any portion of your request, the subcontracted agency and service must be explained in the application and all subcontracts are subject to approval by JWB. Scholarships to students and any other type of financial assistance to individuals are ineligible expenses. See addendum #2.

Question 2:

Zip codes with the most need? How much weight in the approval process?

Answer:

There are no set zip codes that are considered as “most need” within the RFA. The Statement of Need section in the Mini Grant Application, where your organization describes the needs that the project will address is weighted 15%.

Question 3:

Do you fund community gardens that already exist or start-ups?

Answer:

Yes, funds can be requested to support a new project or strengthen/expand an ongoing program. However, requests for JWB’s funds must be for items or services that are one-time only investments. Requests for ongoing operating expenses will not be approved.

Question 4:

I’m not a 501(c)(3) as of yet but do have a fiscal agent, can I have them submit an application?

Answer:

The fiscal agent must meet the requirements in section 2.3 of the RFA in order to qualify as a recipient of JWB funds.

Question 5:

What if you don’t have a site at this time and do constant footwork and travel to give services?

Answer:

An Applicant must serve children and/or their families but the RFA does not specify in what setting those services must be provided. The example given during the Funding Workshop where services are administered at various schools would be allowable.

Faith-Based Mini-Grant RFA **Questions & Responses**

Question 6:

Does JWB ever have grant writing workshops?

Answer:

JWB does not offer grant writing workshops at this time. The Grants Collaborative of Tampa Bay hosts a variety of workshops on grant writing. The current cost of annual membership for that organization is \$35. The Nonprofit Leadership Center of Tampa Bay also offers a Certificate in Grant Writing.

Question 7:

Does Organization Budget need to be a complete line Item Document or is a Balance Sheet acceptable?

Answer:

JWB will want to see Revenue and Expenses on a high level. JWB does not require every detail of expenses and revenue to be itemized.

Question 8:

Is Level 2 Background check documentation submitted in the application form or do we just attach a copy of lists of verified checks made?

Answer:

Background screening verification is not required to be submitted in the application. Proof of Level 2 background clearance must be maintained at all times in the appropriate files at the organization.

Question 9:

Does Administrative cost limit of 17% of the grant request include potential use toward paid workers to coordinate children and youth activities?

Answer:

Administrative costs are an ineligible expense – see Addendum #2. Funding for salaries that are a direct program cost, however, is still an eligible expense as long as it is used for services that are one-time only investments.

Faith-Based Mini-Grant RFA
Questions & Responses

Question 10:

Can a portion of funds go to pay salaries for those providing direct services to kids?

Answer:

Yes, if the services provided are one-time only investments. For example, one-time only labor to install a community garden would be eligible but an on-going salary for someone to maintain a garden would not be eligible.

Question 11:

Can funds pay for field trips connected to a mentorship program?

Answer:

Yes, as long as there is a clear youth development component and the services are one-time only investments.

Question 12:

Is the grant provided on a reimbursement schedule? If yes, what is the time-table?

Answer:

Yes, see the attached Accounts Payable Schedule for fiscal year 2019.

Question 13:

If collaborating with the food bank for food drive or youth feeding program, can the grant pay for food products?

Answer:

It depends. Funds are intended to pay for one-time only projects or expenses, not on-going operational expenses. If the food is intended to be an ongoing operational expense, it would not be an eligible expense.

Question 14:

Will the grant cover the cost of a venue for a program? Special speaker?

Answer:

Yes to both as long as it falls within the parameters of the RFA.

Faith-Based Mini-Grant RFA
Questions & Responses

Question 15:

Will this grant allow me to pay the instructors that I plan to have come in and teach martial arts, golfing, basketball, tennis lessons?

Answer:

Requests for JWB's funds must be for items or services that are one-time only investments. Requests for ongoing operating expenses will not be approved. For example, services provided in conjunction with a one-time Youth Health Fair would be eligible but the costs associated with on-going instruction would not be eligible.

Question 16:

Year-end report: # of children and families served. Is this just the # served with JWB funds or with total funds (overall number)?

Answer:

JWB is looking for the overall number of children and families served in the project that was funded in total or in part by JWB.

Question 17:

Is it helpful to invite JWB board members or grant committee members to see the facility?

Answer:

Not at this time. However, after the RFA process is complete, it is encouraged to keep the community informed about your organization, the award outcomes, etc.

Question 18:

Will I need to apply for my funds under SPIC (the mosque) or the program that I manage?

Answer:

In order to qualify as a recipient of JWB funds, an 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 a religiously based institution. If the program that you manage is not a 501(c)(3), then the mosque would need to apply, as long as the mosque has a current annual operating budget of \$500,000 or less.

Faith-Based Mini-Grant RFA
Questions & Responses

Question 19:

“Small faith-based organizations that have annual operating budgets of \$500,000”

Does this mean an organization with an operation budget greater than \$500,000 or up to \$500,000? Without the word ‘small’ I would assume it is those with at least \$500,000.

Answer:

In order to qualify as a recipient of JWB funds, an Applicant must have a current annual operating budget of \$500,000 or less.

Question 20:

Our organization helps elementary all the way to graduate school levels. We have a 95% graduation rate with our college students. I wanted to know could we also add them or is it just elementary to high school.

Answer:

Funding is limited to children below the age of 18 and/or families with children below the age of 18.

Question 21:

Front Porch CDA, Inc. (FP) is a 501(c)(3) organization, however is not considered a "faith based", but considered to be a community development organization.

The organization partners with several faith-based organizations-specifically Churches United for Healthy Congregations (CUFHC), which Front Porch Executive Director serves on the CUFHC Steering Committee.

Front Porch's inquiry is: Even through CUFHC is a program coordinated and facilitated under the James B. Sanderlin Center, could FP, who is and has been an active partner/member of CUFHC for numerous years, write and apply for the grant to enhance the CUFHC program. In other words, could FP, although not considered to be faith-based, apply for the grant utilizing youth and families whom attend the churches that are a part of CUFHC as participants?

Answer:

No, in order to qualify as a recipient of JWB funds, an 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 a religiously based institution.

If an Applicant chooses to subcontract any portion of their request, the subcontracted agency and service must be explained in the application and all subcontracts are subject to approval by JWB.

Faith-Based Mini-Grant RFA **Questions & Responses**

Question 22:

I was looking for parameters and scope. Will that information be given at the meeting? What criteria are they looking for besides just faith-based and do we need to be current JWB recipients?

Answer:

Applicants are not required to be current recipients of JWB funding. Please see Qualification requirements in section 2.3 of the RFA. Please see section 2.4 of the RFA for Scope of Services requirements. The presentation from the Funding Workshop is available at <https://www.jwbpinellas.org/wp-content/uploads/2018/08/Faith-Based-Mini-Grant-RFA-Funding-Workshop-PowerPoint.pdf>.

Question 23:

Project timeline mandates?

Answer:

Project expenses must only be within the contracted timeframe of 11/15/18 and 9/30/19

Question 24:

Necessity for an IRS W9?

Answer:

Yes, a current W-9 form must be completed, signed, and submitted with the Application.

Question 25:

Is a National Level 2 Clearance comparable with the Pinellas County School Board with Level 2 Clearance?

Answer:

Yes.

Question 26:

Please describe organizational capacity and return on investment in the scoring.

Answer:

Organizational Capacity is weighted 15% in the scoring and Return on Investment is weighted 20% in the scoring. These criteria go with the questions that can be found in Form 2-Mini-Grant Application under each criteria heading.

Faith-Based Mini-Grant RFA
Questions & Responses

Question 27:

Can you release a copy of the optional funding workshop sign in sheet/ interested vendors organization's name so that we may be able to reach out and potentially partner for this opportunity?

Answer:

Yes, the sign in sheet is part of public record.

Question 28:

Is there a limit to how much of the grant can be subcontracted?

Answer:

No, but any subcontracts need to be explained in the application and all subcontracts are subject to approval by JWB.

Question 29:

If there is a program that multiple faith-based organizations want to implement, will they be able to apply individually for funding for that program? If the verbiage on the narrative is similar, will it be viewed negatively?

Answer:

Multiple faith-based organizations can apply individually for funding to implement the same type of program. Similar applications will not be viewed negatively. However, keep in mind if applications impact the same participants in the same geographic area, question 10 in the Form 2 mini-grant application should address how you collaborated with other non-profit organizations who provide similar or complementary services to avoid duplication.

Question 30:

Tax exempt with or without 501(c)(3)? What is an example?

Answer:

All faith-based organizations that are not a church, synagogue, or mosque will require a 501(c)(3) designation at the time of submission.

Faith-Based Mini-Grant RFA
Questions & Responses

Question 31:

ROI counts as 20% of the application. What is ROI in this context?

Answer:

The ROI for this Request for Applications is evaluating impact, as determined by the responses to questions 7 and 8 in the Form 2 Mini-Grant Application.

Question 32:

Is the 2017-2020 Strategic Plan available? If so, how do I gain access?

Answer:

The strategic plan is available on the JWB website, <https://www.jwbpinellas.org/about/strategic-plan/#lightbox>.

Question 33:

Can the entire form be filled out on-line?

Answer:

No, the forms can be completed electronically, printed, signed, and then scanned to be submitted by email to rfp@jwbpinellas.org or delivered to JWB's office located at 14155 58th St. N., Suite 100, Clearwater, FL 33760.

Question 34:

Is a schedule required to be submitted?

Answer:

Yes, see question five in the Form 2-Mini-Grant Application.

Faith-Based Mini-Grant RFA
Questions & Responses

Question 35:

The date of the pre-bid conference is on a Jewish holiday for which we are closed (Sukkot). Is the pre-bid conference required, or could accommodations be made to allow our participation?

Answer:

The Funding Workshop is optional, but please see addendum #1 for the addition of a second funding workshop on September 26.

ACCOUNTS PAYABLE SCHEDULE - FY 2019

Pay#	Submission Due Date	Reimbursement Date
1	09/28/18	10/05/18
2	10/12/18	10/19/18
3	10/26/18	11/02/18
4	11/09/18	11/16/18
5	11/23/18	11/30/18
6	12/07/18	12/14/18
7	12/21/18	12/28/18
8	01/04/19	01/11/19
9	01/18/19	01/25/19
10	02/01/19	02/08/19
11	02/15/19	02/22/19
12	03/01/19	03/08/19
13	03/15/19	03/22/19
14	03/29/19	04/05/19
15	04/12/19	04/19/19
16	04/26/19	05/03/19
17	05/10/19	05/17/19
18	05/24/19	05/31/19
19	06/07/19	06/14/19
20	06/21/19	06/28/19
21	07/05/19	07/12/19
22	07/19/19	07/26/19
23	08/02/19	08/09/19
24	08/16/19	08/23/19
25	08/30/19	09/06/19
26	09/13/19	09/20/19
27	09/27/19	10/3/2019 <i>(September business)</i>
28	10/11/19	10/17/2019 <i>(September business)</i>
29	10/25/19	10/31/2019 <i>(September business)</i>