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Grants Administration

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STMARKS

**2020-2021
Public Service Grant Opportunity
Application**



Application Open Date – January 11, 2021

Application Due – 3:00pm, February 5, 2021

Grant Amount Requested: \$ 5,000



Date and Time Stamp
Received
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(Do Not Write in This Box)
Grants Administration

2020-2021 PUBLIC SERVICE GRANT APPLICATION

Organization Legal Name: St Mark Educational Center
Mailing Address: 921 Orange Avenue, Ft. Pierce, FL
Physical Address: 921 Orange Avenue, Ft. Pierce, FL
Contact Person: Cynthia Matthews Title: Program Director
BEST CONTACT Phone Number: 772-708-5547 Email Address: Cynthia.matthews@stlucie
Website Address: stmarkcommunity.com schools.org

LEGAL STATUS OF ORGANIZATION:

() Incorporated, Not-for-Profit - Month and Year of incorporation/creation: SEP 30 2011
 INCLUDE COPY OF CURRENT 501(c)(3) DOCUMENTATION FROM INTERNAL REVENUE SERVICE.

Person Authorized to Sign on Behalf of this Organization. Signature Must Be Notarized.

Cynthia Matthews Today's Date: 1/31/2021
Signature
Print Name: Cynthia Matthews Title: Program Director
Telephone Number: 772-708-5547 Email Address: Cynthia.matthews@stlucie
schools.org

NOTARY STATE OF FLORIDA, COUNTY OF ST. LUCIE

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared Cynthia Matthews, who is personally known to me or produced _____, as identification, and acknowledged he/she executed the forgoing Agreement for the use and purposes mentioned in it and that the instrument is his/her act and deed.

IN WITNESS OF THE FORGOING, I have set my hand and official seal in the State and County aforesaid in this 31st day of January, 2021.

NOTARY PUBLIC Nancy G. Love
My Commission Expires _____

PLEASE SUBMIT ONE COMPLETE SCANNED APPLICATION via email to: grantsadministration@cityoffortpierce.com

1. Describe your organization and list your Mission Statement.

The St. Mark Educational Center was formed in 1991 out of the concerns of the members of the St, Mark Baptist Church. Its leaders felt that education was the key to unlock any door, therefore, felt it necessary to offer educational programs that would benefit the citizens of our community. In our neighborhoods, minorities students lacked the academic abilities to perform well in school. It was determined that Black and Hispanic students were on the lowest levels in math and Reading. The center wanted to help, therefore, formed its first after school program in 1992. The program consisted of certified teachers who worked with students two days a week. Students grades, attendance and behaviors improved to such a degree that program activities spilled over to summer camps. The first summer camp consisted to over 100 students and the following summer over 200 students.

The mission of the center has always been to ensure that our resource center would provide services where basic, personal, physical, and emotional needs were addressed, thereby equipping our neighborhoods to lead a productive life.

2. Describe your organization's history and prior experience, including a description of programs/projects similar to the one you are applying for in this application.

The Center operated its first After – School Program in 1992. The program consisted of twenty-five students from the neighborhood. Students received instruction in math and Reading from certified instructors from school system. Students' success led to a summer camp which also centered around math and Reading. Other activities included art, from the Highway Men, PE from coaches that had won state titles, and music from well know music stars known throughout the state of Florida. The best was sought, and it paid off. Children Service Council recognized out works and continued to fund the organization through the years.

The Center operated a day care center, focused on those who were living below the poverty line. The day care center was in operation for over seven years but had to close its doors due to economic disparities.

The Center opened its doors to operate the first Charter School on the treasure coast. It too was centered around students who qualified for free or reduced lunch in school, families who were receiving assistance from the state, lived in a low economic neighborhood and had children who were not performing at proficient level in school. Lack of funding, after three years of operations, also caused its doors to close.

For a number off years the center operated a food pantry, community garden and Thrift Store. These entities were all run by volunteers from the community. However, after the last hurricane, the building was destroyed, all operations came to a halt. We are slowing bringing back programs that we know will benefit those most in need.

The center has hosted a Budget seminar for those who wanted to get out of debt but did not know how; Health workshops and health fairs, is currently partnered with Sarah's kitchen and is providing cooked

meals to residents in need. We are also distributing food boxes to participants twice a month and have recently re-opened our Thrift Store. All proceeds from the Thrift Store benefit the Food pantry.

We are asking for funding to pay tuition cost for 10 participants ages 19-99 to be able to earn their high school diploma. The adult high school diploma program is an on-line, accredited program that allows students to complete required classes in order to earn their diploma. Students can transfer credits earned when they were in high school and complete the remainder credits through this program. Students who have GED credits an also have credits transferred.

- 3. List all previous grants awarded by the City of Fort Pierce to YOU or any organizational(s) you were previously or are currently associated with:**

2018-19

- 4. If you have funding from the City of Fort Pierce for Public Service projects in the past, please explain HOW the program/project described in this grant application is NEW OR EXPANDED:**

In 2018-19 The center asked for money to be able to purchase food for its clients. This is a new program with a different focus. Our goal is to have as many people in our area equipped with a high school diploma, so they will be able to obtain better paying jobs, have better opportunities for advancement, earn a college degree or join the armed services. 14% of the citizens in the Lincoln Park area is without a high school diploma. Many are unemployed, or working minimum paying jobs with no hopes of a better life. Earning their diploma will not only increase their self- esteem but put them in a better category for advancement.

- 5. What is your organization's annual budget? Describe how your organization is currently funded.**

Our annual budget has been \$20,000, however, since all fund- raising efforts has been suspended due to COVID we are operating from a budget of \$4,000. We are currently operating from grant funding and donations.

- 6. Do the City of Fort Pierce and/other local organizations in Fort Pierce provide services similar to your agency? If you answered Yes, how do your services compliment their offerings? If yes. Explain. How are your services different?**

We are unaware of any other agency in Fort Pierce that offers an Adult Diploma Program for clients to earn their high school diploma. The St. Mark Educational Center has partnered with Princeton High School International, an accredited private school, well known in the private school sector, to provide services to our students.

- 7. Project Name**

A Hand Up

8. US Dept. of Housing & Urban Development (HUD) National Objective Activities (check one)

(See Attached)

9. Which National Objectives shown below does your project/program(s) meet?

(See Attached)

10. Beneficiaries from National Activities (#8 Above)

The Center's program will benefit everyone in St. Lucie County, particularly those living in the Lincoln Park area. Applications for the program is published on our website. To be eligible participants must live in St. Lucie County, preference will be given to those in the Lincoln Park Area, participants must be between the ages of 19-99, have some high school credits (high school transcript required), qualifies for public assistance (proof is required), is/was unemployed within the last year, (proof is required), making minimum wage (proof is required).

Board members and volunteers will distribute flyers in neighborhoods, restaurants, businesses, and churches. Applications will be processed on a first come, first serve basis, all other applicants will be placed on a wait list. Applicants will be chosen based on the eligibility listed above.

The grant recipients will be those who reside in St. Lucie County who lives from Orange to Juanita Avenue.

11. Describe the existing problems or needs to be addressed by this program/project.

Over 14% of the residents in the Lincoln Park area is without a high school diploma. Many disparities exist due to low income and job opportunities. In order to break the jobless cycle and low-income households, this program will not only allow participants the opportunity to earn their high school diploma but an opportunity to enter the job market for jobs that lead to lasting careers.

12. Describe your personal project's activities and how they will address the problems/needs you listed in #11 above.

Applications will be accepted and reviewed based on the criteria outlined. Participants will present their high school transcripts, which will be reviewed by a certified high school counselor. It will be determined the number of credits that are needed for the participant to complete his/her diploma. All information is forward to Princeton High School International. Students information is placed in their system. The number and the subject's students need to complete is determined by both parties. Students will be taken through a number of refresher activities in order to re-introduce them to the subject area they need to complete. There will volunteer educators there to assist. Students and the center will be sent students log in information. Students can work from home, but those who need assistance is asked to visit the center to gain support from retired educators. The program director for the center will monitor the progress of each student and offer support and encouragement all along the way.

The Economic Development board has made known the number of jobs that is and will be in the coming months to St. Lucie County. There is a need for workers who want a career, not just a job. The basic qualification for these jobs is a high school diploma, no former training or experience needed, just



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Department of Housing and Urban Development (HUD) 2020 Income Limits								
Number of People Living in Household	1	2	3	4	5	6	7	8
Extremely Low Income	14,600	17,240	21,720	26,200	30,680	35,160	39,640	44,120
Very Low Income	24,350	27,800	31,300	34,750	37,550	40,350	43,100	45,900
Low Income	38,900	44,450	50,000	55,550	60,000	64,450	68,900	73,350

8. U.S. Dept. of Housing & Urban Development (HUD) National Objective Activities: (check one)
- Area benefit** activity (the activity benefits/is open to everyone in a particular low-income neighborhood or geography)
 - Limited Clientele** activity (particular individuals or households receive a benefit, and the majority of them qualify as low income)
 - Presumed Benefit** activity (the activity benefits a group of individuals presumed by HUD to qualify for a benefit: battered spouses, homeless, elderly, severely disabled adults, abused children, illiterate adults, persons with HIV/AIDS, or migrant farm workers)
9. Which National Objective(s) shown below does your project/program(s) meet?
- Benefit low to moderate-income persons.
 - Help in the prevention of slums or blight; and/or
 - Meet other community needs having a particular urgency because other financial resources are not available to meet such needs.
10. Beneficiaries from National Objective Activities (#8 Above)
- A. Who are the intended beneficiaries of this program/project? Describe how the project will ensure that the intended beneficiaries are being served and the target population will be reached, including how beneficiaries are identified, and any outreach performed:
 - B. If the project will provide an "Area Benefit", please clearly define the geographic area to be served by the proposed activity. Include a map, if necessary.
 - C. If the project will benefit "Limited Clientele", list the approximate number and percentage of total persons assisted through this project/program who will be Low to Moderate Income (LMI) and how their income level will be determined.

willing workers. We want to be able to supply the demand, as well, as help our residents live a better life.

13. List the physical addresses where your proposed project activities (listed in #12 above) will take place. Use street addresses within the City limits of Fort Pierce.

The St. Mark Center is located at 921 Orange Avenue, Fort Pierce FL. Our facility house over 70 classrooms, a commercial kitchen, and over five office spaces.

14. List this project's measurable goals and objective?

The center will enroll 10 participants who meet our criteria for enrollment by March 1.

100% of program students' verification of transcripts will be completed by March 15

100% of applicants will be ready to begin their program no later than March 30.

Depending on the number of credits needed for graduation, it is expected that 50% of the students will be complete with their program by July 15.

15. How will you track the results of these goals and objectives?

Students progress will be monitored on a by monthly basis by the program coordinator. Students who is not keeping up the pace will be invited into the center for one on one support from certified teachers. Progress reports will be used to monitor grades and percentage of completion.

16. Briefly describe measurements of outcomes for each of the activities listed in #12.

Program outcomes will be measured by the number of participants enrolled, served and those who receive their diploma.

17. See Attached

18. Describe your contingency plan in the event this grant request is not fully funded, or not funded at all by the City of Fort Pierce:

If this program is not funded or partially funded, the Center and its board will continue seeking funding from other sources. Donations or fund-raising efforts are hoped to increase as we ease out of the devastation of the pandemic. The center has fundraising events planned for the months in which we are able to operate.

19. If this is a multi-year project, how will you continue to implement this project if City grant funds are not available in future years?

If the city grant is not available in future years, the center will continue to look for other funding sources, continue with fund raising efforts and seek donations. There is also hope that participants will in the future be able to pay their own tuition cost, but we know it will be some time before this is possible.

20. Select every qualifier below that best describes your project.

See Attached



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17. Amount of Grant Funds requested in this application: 15,000
Amount of other funds secured for this program/project: -
Amount of other funds earmarked for the program/project: -
Total amount needed to complete this program/project: 15,000
18. Describe your contingency plan in the event this grant request is not fully funded, or not funded at all by the City of Fort Pierce:
19. If this is a multi-year project, how will you continue to implement this project if City grant funds are not available in future years?
20. Select every qualifier below that best describes your project.
- Improve or enhance education opportunities
 - Improve or enhance job training opportunities
 - Improve or enhance employment opportunities
 - Promote cultural diversity
 - Promote outdoor activities and a healthy lifestyle
 - Spur interest and participation in neighborhood improvement activities
 - Encourage citizen involvement and leverage resources to revitalize low and moderate-income neighborhoods
 - Encourage partnerships between City Hall, residents and other community organizations that will result in projects and activities that benefit a community
 - Instill and foster community pride
 - Promote neighborhood beautification and revitalization
 - Promote activities that protect the environment
 - Discourage adverse activity such as crime, drug use, and vandalism
 - Inspire and support the healthy development of youth

21. Write an explanation below of how your project will perform each qualifier you selected above:

Improve or enhance education opportunities; Improve or enhance job training opportunities; Improve or enhance employment opportunities; Instill and foster community pride

The Center plan to improve education opportunities by making the participants eligible to apply for better paying jobs in our community. Many cannot apply because they are ineligible because of the lack of a high school diploma. There are some who wants to go to college and complete one of the college certificates programs that pays well above minimum wages but cannot because they don't have a diploma. There are some who tried on their own to complete the GED but found the challenge was more than they could bear, which added depression and the feeling of defeat. Upon completing the adult high school diploma, career training will be conducted by Career Source of St. Lucie County. Training will consist of the do and don't on the job, dressing for success, as well as resume writing and completing job applications. Students will be mentored by those who have made a difference in our community and who is willing to help students make that transition from poverty to a state of self-sufficiency.

22. Date project to begin and to be completed:

March 1, 2021 – August 2021

23. Describe any participant fees that will be required as part of this project/program.

All participants' income fall below the poverty line and is unable to financially pay registration or tuition cost. Therefore, funds are being sought to enable them to participate in this program. The Center will donate the equipment as in-kind in order for students to complete their studies.

24. Applicants must demonstrate that the selection of participants is an objective process and Grant Recipient may not limit participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. How will your project comply with this expectation?

All applications will be stamped when received. The first 10 that are received that meets the center's criteria for eligibility will be selected for participation. All other applications will be placed on a waiting list.

25.

NA

26. List the location throughout the community, as well as outline, where your program is advertised:

Flyers has been/will be distributed throughout the community in local businesses, neighborhood restaurants, drycleaners, churches, bars, corner stores, low-income apartment buildings, community centers, daycares, and grocery stores. The center has also used its website to announce the program.

See attached for budget



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26. Provide a COMPLETE, detailed budget for **THIS** project in the budget chart below. List proposed City grant funds and other committed funds and 'in-kind contributions', donated professional services, fees and other resources that will be used to complete the project. List a detailed breakdown of individual items. Use specific descriptions, not broad categories. Remember, committed funds and/or in-kind services must equal at least 25% of your grant request.

Be sure to include verification documentation of all funds listed below as 'Committed' or 'In-Kind'. Commitments listed in the budget below that lack documentation will not be counted as commitments.

NOTE: Volunteer Hours may be calculated at \$12/hour.

- o Please provide at least one (1) quote for each item listed that you will purchase with this grant award in the above Budget under 'Expense/Description'. Each quote should list vendor/company with contact information.

Program/Project Expense/Description	City Grant	Other Committed Funds and/or \$ Amount or In-Kind	Source of Other Committed Funds or In-Kind Services (Please provide written verification of <u>Every</u> in-kind service listed here from the "Source")
Diploma Suition	\$5,000	\$3,500	st. Mark Baptist Church
Suition cost		In-kind	
Per student is \$500			
		-13,250	Princeton Inter-
		In-kind	national
TOTALS	\$5,000	\$ 6,750	
(use more lines/pages as necessary)			