

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



**Application Open Date – January 11, 2021**

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



## 2020-2021 Public Service Grant Opportunity

Funding for this grant award was made available to the City of Fort Pierce under provisions of Title I of the Housing and Community Development Act of 1974. Applicants are encouraged to thoroughly read through this entire package before beginning the application process.

*This application is available in both paper and electronic formats.*

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## 2020-2021 Public Service Grant Opportunity

### I. OVERVIEW

The City of Fort Pierce will allocate a portion of its Federal Community Development Block Grant (CDBG) funding for certified 501(c)(3) non-profit organizations for programs benefiting Fort Pierce's low to moderate income (LMI) citizens.

Public Service Grant Applications will be reviewed by the Communitywide Council (CWC), a citizen's board appointed by the Fort Pierce City Commission. Their recommendations for Public Service grants will be presented to the City Commission for a final decision on the awarding of all Public Service grants.

Organizations wishing to apply for Public Service Grants should follow these "Program Guidelines" in completing the grant application. Use additional space, as needed.

Due to COVID-19 health precautions, applications can be obtained electronically or mailed upon request. Copies of the application may be printed from the electronic version. Please download, complete, and submit the application to: [grantsadministration@cityoffortpierce.com](mailto:grantsadministration@cityoffortpierce.com)

To be considered for funding, completed grant applications MUST be submitted by **3:00pm February 5, 2021**. You will receive an email confirmation of your submitted application, as well as the date and time of receipt.

**PLEASE NOTE: THIS APPLCIATION MUST NOT BE ALTERED IN ANY MANNER.**

***Applications received after this date and time will be automatically disqualified.***

### CONTACT INFORMATION:

#### **Physical Address:**

Grants Administration Division, Fort Pierce City Hall – 2<sup>nd</sup> Floor, 100 North U.S. Hwy. 1, Fort Pierce, Florida 34950  
Telephone: 772-467-3161 // Fax: 772-466-5808 // [grantsadministration@cityoffortpierce.com](mailto:grantsadministration@cityoffortpierce.com)

#### **Mailing Address:**

Grants Administration Division, City of Fort Pierce, PO Box 1480, Fort Pierce, FL 34954

**Email:** [grantsadministration@cityoffortpierce.com](mailto:grantsadministration@cityoffortpierce.com)



## 2020-2021 Public Service Grant Opportunity

### II. NEW FOR 2020-2021 PROGRAM YEAR

**Applicants are strongly encouraged to read the entire 2020-2021 Public Service Grant Guidance and Application prior to completing the application.**

**This current Guideline and Application has been updated; do not use previous versions.**

**All Programs Must Follow CDC Guidelines to Prevent the Spread of COVID-19**

- A. Activities/Services/Programs funded in whole or in part through a 2020-2021 Public Service Grant must be provided at **NO COST** to participants.
- B. Public Service Grant funding can be used provide scholarships for summer campers, senior campers, or for other program participation fees, tuition, etc.

In order to qualify for reimbursement for scholarships, program participation fees, tuition, etc., grantee must:

- Show proof that scholarships/fees/tuition are typically charged for this program/activity.
  - Provide detailed records to include completed camp or activity/program registration forms and daily sign-in sheets to verify recipients are regularly participating in activity/program.
  - Provide a copy of the Scholarship Award (certificate), listing the name and address of each recipient.
  - Submit a copy of the program advertisement (flyer) and a list of the locations where the advertisement is displayed.
- C. 2020-2021 Public Service Grant funds CANNOT be used for salaries, stipends, gift cards, rent, office supplies, utilities, or daily program operations. Please review entire listing of ineligible expenses outlined within this document.

*The Rest of this Page is Intentionally Left Blank*



## 2020-2021 Public Service Grant Opportunity

### III. APPLICATION CHECKLIST

Use this checklist to ensure you have included key information with your application. **Be sure to enclose this checklist with your application.**

- Applicants who have received previous program/project funding must ensure that **THIS APPLICATION IS FOR A NEW OR EXPANDED PUBLIC SERVICE PROJECT.**
- 2020-2021 Grant Guidelines and Application **HAVE BEEN CAREFULLY AND THOROUGHLY READ.**
- Application is dated.
- Mandatory application format and preparation have been followed.
- Person(s) listed as the “Contact Person” is knowledgeable about the project and application and is aware that they are listed as the contact person.
- Reliable telephone numbers and email addresses are listed.
- Copy of the advertisement for the program and a list of the locations where the ad is displayed, is included
- Application contains the correct mailing address, which also matches the address listed on the Internal Revenue Service 501(c)(3) documentation.
- Funding request has been rounded to the nearest dollar.
- Program/Project description includes the following information:
  - Person(s) who will implement the program/project?
  - Description of program/project, as well as a description and the number of people it will benefit
  - Project/program start and end dates
  - Location of project/program and location where activities will take place
  - How the program/project will address a community need
- Detailed budget and all required budget information, as listed in application
- Program/project goals and objectives contain dates, time frames and measurable numbers
- Specific locations are listed for program/project activity sites
- All documentation listed on page 18 is provided with the application
- The application is signed by the person authorized to enter into binding contracts on behalf of the organization.
- Application is **Notarized.**
- Application **MUST BE** submitted via email to [grantsadministration@cityoffortpierce.com](mailto:grantsadministration@cityoffortpierce.com) **NO LATER THAN 3:00 PM ON – February 5, 2021.**



## 2020-2021 Public Service Grant Opportunity

### INFORMATION AND DEFINITIONS FOR THE GRANT APPLICANT

**Grant Description:** This competitive grant opportunity for Public Services provides funding for the implementation of projects that improve the lives of low to moderate income citizens.

**Eligible Applicants:** Neighborhood organizations, agencies, civic groups, church groups, or any organization that lists its operating address within the City limits of Fort Pierce, is eligible to apply for this PSA grant. If your organization has been previously awarded grant funding for a project/program, you must ensure that **THIS IS A NEW OR EXPANDED PUBLIC SERVICE PROJECT.**

**Eligibility Requirements:** All activities must meet guidelines and regulations established by the Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funding, and other local restrictions established by the City of Fort Pierce. While churches are eligible to apply for a Public Service grant, the programs or projects funded may not be religious in nature, directly or indirectly. Neither can programs or projects be limited to or predominantly for members of individual churches or religions.

**Funding Source:** United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) dollars.

**Available Funds:** Approximately \$50,000

#### **Amount of Grant Awards:**

- **Grants up to \$5,000 will be awarded. Requests for over \$5,000 will be automatically disqualified.**
- Applicants must include either cash or 'in-kind' match equivalent to at least 25% of the grant request. Preference will be given to programs where the highest percentage of the grant award goes directly toward **actual activities that benefit low to moderate income citizens.**
- The grant structure is discretionary, and the City Commission's decisions are final. There is no appeals process, although applicants may resubmit an application at a later cycle, should one become available. Applicants may receive a portion of their original grant request.

**Application Deadlines:** Grant application packets will be available for download from the City's website beginning Monday, January 11th, 2021. **THE DEADLINE TO SUBMIT COMPLETED APPLICATIONS IS 3:00 PM ON FEBRUARY 5<sup>th</sup>, 2021.** Applications submitted after this date and time will automatically be disqualified.

Grants will be awarded by April 20<sup>th</sup>, 2021. The Ending Date for all grant-funded projects is September 1<sup>st</sup>, 2021, unless the grant application states that the project will extend through Fall/Winter 2021. Project expenses incurred before the grant contract is signed will be **ineligible** for reimbursement.

#### **How to Obtain an Application:**

- Download from the City of Fort Pierce website at: <http://cityoffortpierce.com/503/Open-Grant-Opportunities>
- Request an electronic application via Email at: [grantsadministration@cityoffortpierce.com](mailto:grantsadministration@cityoffortpierce.com) or call 772-467-3169 to have an application emailed or mailed to you.

For application assistance, Contact: Grants Administration Division, City of Fort Pierce, Telephone: 772-467-3169; Email: [grantsadministration@cityoffortpierce.com](mailto:grantsadministration@cityoffortpierce.com).



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### **V. ELIGIBLE ACTIVITIES / PROJECTS**

**Funding priority will be given to applicants who have not been previously awarded. Likewise, if your program has received grant funds from the City of Fort Pierce, this application MUST BE FOR A NEW or EXPANDED PUBLIC SERVICE PROJECT ONLY.**

- 1) Employment services, including job training.
- 2) Crime prevention and public safety.
- 3) Substance abuse counseling/treatment.
- 4) Educational programs.
- 5) Senior Citizen services.
- 6) Homeless persons services.
- 7) Energy Conservation.
- 8) Fair Housing Counseling.
- 9) Promote cultural diversity, outdoor activities, and a healthy lifestyle.
- 10) Provide food assistance, medical assistance and like services to disabled senior citizens.
- 11) Develop interest and participation in neighborhood improvement, beautification, revitalization and instill and foster community pride; and/or
- 12) Discourage adverse activities such as gangs, crime, drug use and vandalism.

### **VI. INELIGIBLE ACTIVITIES / PROJECTS**

Funding may **NOT** be used for:

- 1) Salaries or Stipends for Staff or Volunteers.
- 2) Purchase of gift cards, money cards, etc.
- 3) Political Activities.
- 4) Computers and Software.
- 5) Construction Equipment.
- 6) Special Event Insurance.
- 7) Office Equipment and Furnishings.
- 8) Religious Activities; and
- 9) Indirect Costs

### **VII. INDIRECT COSTS**

Indirect costs will **NOT** be funded. Indirect costs are those costs related to the upkeep and maintenance of facilities, **including utilities such as electricity, water, Internet, telephone and the cost of renting or leasing space, etc.**

**Preference will be given to applications where the highest percentage of the grant award goes DIRECTLY TOWARD ACTUAL activities that benefit low to moderate income citizens.**



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### **VIII. GRANT APPLICATION APPROVAL PROCESS**

Be mindful that the maximum grant request is \$5,000. **Requests over \$5,000 will be automatically disqualified.** All requests must include at least 25% cash or 'in-kind' match that will be verified throughout the project. Applications that are submitted after the deadline will not be considered. Points may be counted off for sloppy, difficult to read or unorganized applications.

Before applications are submitted to the Communitywide Council (CWC) for review and approval, Grants Administration Division staff will make a preliminary determination that projects are eligible as per these guidelines and that applications meet the minimum requirements for completeness and timely submission. The CWC will review applications at a regularly scheduled meeting.

CWC recommendations will be presented to the City Commission at a regularly scheduled Commissioner's meeting. The grant structure is discretionary, and decisions of the City Commission are final. There is no appeals process, although applicants may resubmit an application at a later cycle, if one becomes available. Applicants may only receive a portion of their original grant request and should be prepared to explain how the project will change should the grant award be a lesser amount that requested. Awards will be announced following the City Commission's decisions.

### **IX. CONTRACTUAL AGREEMENTS / GRANT AWARD PROCESS**

Grant recipients will be required to enter into a contractual agreement with the City of Fort Pierce in order to receive a Public Service grant award. The grant award contract will contain federal requirements for receiving a federal grant. The contract will also contain the grant recipient's program description, timeframe, budget, scope of services, cash or in-kind match and reporting requirements. The signature page will contain the signatures of persons at the organization who are authorized to enter into contractual agreements.

Funds for program or project expenses will not be disbursed until both the organization and the City have signed the PSA Grant Contract. As well, reimbursement for expenses incurred prior to contract signing, will not be honored. A formal contract is mandatory, regardless of the amount of the grant award. Applicants are responsible for knowing and understanding the terms of the contract and the deadlines for submitting documentation and reports. All projects **must be completed** by **September 1, 2021**, unless the project's timeline includes Fall and Winter, 2021 activities.

**Project Description.** The project description listed in the grant award contract will be determined from the information provided in the application. It is your responsibility to ensure that your project's description is accurate and complete.

**Scope of Services to Be Performed.** The project's intent, general work plan and Scope of Services as described in the contract will be the same as that contained in the approved application. Once a grant has been awarded, the Scope of Services or the budget cannot be changed without prior approval of Grants Administration Division staff and/or the CWC. Grants Administration Division staff may approve minor revisions to the specific scope and budget listed in the grant award contract to accommodate circumstances or information that becomes available between the time of the application, contract execution, and completion of the project. Project and/or budget revisions must receive City staff and, in some instances, CWC approval. It is the Grant Recipient's responsibility to understand the Scope of Services to be performed prior to signing the grant award contract.

**Time Frame for Completing Project.** All projects must be completed no later than **September 1<sup>st</sup>, 2021**, unless the project's timeline includes Fall and Winter, 2021 activities.

**Budget.** Your project must be implemented in accordance with the approved budget. You are responsible for expenses as outlined in your budget, even if cost for these expenses fall above or beyond the amount of your grant award. Grant Recipients may not adjust or change budget line items without City staff, and in some instances, CWC approval.

**Disbursement of Funds.** Funds will be distributed **as a reimbursement** to the grant recipient for expenses incurred in accordance with the contract's Scope of Services and budget. Grants Administration Division staff will work with the grant recipient to determine the best method of awarding funds to accomplish the proposed project. **Reimbursements will be made upon the presentation of paid receipts, paid invoices, copies of checks submitted for payment (front and back) for eligible expenses, and a detailed description of expenditures. Grant Recipients will be required to provide sign-in sheets,**



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**photographs, and other proof of services to citizens.** Reimbursement will not be approved for ineligible or eligible expenditures with lost or vague receipts or simply providing proof of payments, or for activities that are not described in the approved grant application. Grants Administration Division staff will make the final decision as to whether a tendered receipt is eligible and valid.

Grant recipients will be expected to expend the grant funds in a timely manner. Recipients who are unable to expend all grant funds by the Project End Date (**September 1, 2021**) should notify the Grants Administration Division so that left-over funds may be reallocated to assist other programs. Grant funds are not transferable by the grant recipient to another party.

**Changes in Contract.** Grant Recipients may not change the terms or provisions in the grant award contract or substitute budget line item expenditures without prior written approval from the Grants Administration Division.

**Records and Reports.** Regardless of the amount of funds awarded, all grant recipients are required to maintain and report demographical and statistical information on program beneficiaries. Grant recipients must also submit timely monthly program/project reports to include a description of activities. All records and reports must be maintained in the organization's files, as well as be available for inspection by HUD or the City's Grants Administration Division, for a minimum of five (5) years. **Submission of late reports** may result in suspension from future CDBG funding.

**Audits, Inspections, and Monitoring.** Grants Administration Division staff will audit and/or monitor the progress of the Grant Recipients via monthly reports, telephone calls, and unscheduled on-site monitoring visits. The Grant Recipient must have appropriate records and copies of reports available for inspection upon request by the City staff and/or HUD.

Grant Recipient will agree to accept at least one on-site monitoring visit, conducted by Grants Administration Division staff, during the program year.

**Suspension or Termination of Contract.** Suspension or termination may occur if the grant recipient materially fails to comply with any term of the contract or other federal, state or local statutes and regulations governing the City with respect to compliance, whether herein stated or not.

**Subsequent Grants.** Continuous grants from the City of Fort Pierce for public services **are not guaranteed** and should not be relied upon as sustaining funds. Applications that show partnerships and or collaboration with other City organizations, as well as show how the program or project will continue into the future regardless of City support, will be scored higher.

**Applicants WILL NOT be awarded a grant award through this opportunity when they have an OPEN Public Service grant from the City of Fort Pierce. Likewise, funding priority will be given to applicants who have not received funding within the last three funding years.** Previously funded projects must be successfully completed and closed before another grant award for the organization will be considered.

Grant Recipients that fail to carry out their projects satisfactorily will not be eligible to apply for a Public Service grant for at least three years following the failed project. The CWC will establish additional prerequisites for nonperformance on a case-by-case basis.

**Other Requirements.** Projects funded through grants from the City of Fort Pierce must follow all applicable federal, state, and local laws. Projects involving public property must receive permission of the appropriate governmental jurisdiction to enter onto public lands. Projects involving private property must have the permission of the property owner(s) involved. It is the responsibility of the applicant to obtain appropriate permission and any permits normally required for particular activities (e.g. street use permits). Permitting fees may be incorporated into the budget at the time of application.

It is the responsibility of the applicant to obtain written waivers of liability from all volunteers before commencement of the project.

**Project Review Process.** Each organization that receives a Public Service grant award will be required to **provide a monthly accountability report in writing to the Grants Administration Division by the 5<sup>th</sup> day of each month (If the 5<sup>th</sup> falls on a weekend, reports must be submitted the Friday prior to the 5<sup>th</sup>)** to ensure compliance with the guidelines and 'Scope of Work' set forth in the grant contractual agreement based on the original grant application. Any significant changes, whether in program(s), project, or financial situations will be reviewed by Grants Administration Division staff and potentially the Communitywide Council and City Commission to determine if any action is required.

**City Disclaimer:** The City reserves the right, without prior notice, and as deemed necessary, to correct or revise any information contained within this grant guideline.



## 2020-2021 Public Service Grant Opportunity

### **X. ADMINISTRATION**

The Public Service grant program is administered by the Grants Administration Division, in consultation with the Communitywide Council (CWC). Grants Administration Division staff will provide technical assistance, as needed, to applicants and recipients of grant funds. Additionally, on-site and desk monitoring visits, as well as project evaluations during and at the end of the program year will be conducted.

### **XI. ASSISTANCE WITH YOUR GRANT APPLICATION**

Grants Administration Division staff will gladly assist applicants by answering questions pertaining to this grant application; however, it is best to make an appointment as early in the project planning process as possible. Do not wait until close to the application deadline to request assistance, as there may not be available time to fully assist you.

While Grants Administration Division staff will be accessible to provide guidance on the grant process, the applicant is ultimately responsible for completing the application and for including all necessary attachments related to the grant application. It is the applicant's responsibility to ask questions or follow-up on any issues that are not clear.

For questions on preparing your grant application, please contact:

Grants Administration Division  
City of Fort Pierce  
100 North U.S. Highway 1  
Fort Pierce, FL 34950

772-467-3169

Email: [grantsadministration@cityoffortpierces.com](mailto:grantsadministration@cityoffortpierces.com)

**THE 2020-2021 PUBLIC SERVICE GRANT APPLICATION BEGINS ON THE NEXT PAGE.**

**Please do NOT include the Grant Guidance (pages 1-10 of this document) with your application.**

Grant Amount Requested: \$ \_\_\_\_\_



Date and Time Stamp

(Do Not Write in This Box)

**2020-2021 PUBLIC SERVICE GRANT APPLICATION**

Organization Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

BEST CONTACT Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

**LEGAL STATUS OF ORGANIZATION:**

( ) Incorporated, Not-for-Profit - Month and Year of incorporation/creation: \_\_\_\_\_

**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.**

\_\_\_\_\_ Today's Date: \_\_\_\_\_

**Signature**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

=====

**NOTARY** STATE OF FLORIDA, COUNTY OF ST. LUCIE

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared \_\_\_\_\_, 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**PLEASE SUBMIT ONE COMPLETE SCANNED APPLICATION via email to: [grantsadministration@cityoffortpierces.com](mailto:grantsadministration@cityoffortpierces.com)**



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PLEASE NOTE: INFORMATION MUST BE LEGIBLE.

- 1. Describe your organization and list your Mission Statement.
  
- 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.

- 3. List all previous grants awarded by the City of Fort Pierce to **YOU or any organization(s) you were previously or are currently associated with**. If None, write N/A below:

<u>Program Year</u>	<u>Amount</u>	<u>Purpose</u>
---------------------	---------------	----------------

2019-20

2018-19

2017-18

**Please Note:** Organizations/Applicants who have received funding for three consecutive years **WILL NOT RECEIVE PRIORITY** in order to provide funding for newer activities.

- 4. If you have received 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:**

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

- 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?

- 7. Project Name (please keep it short): \_\_\_\_\_



2020-2021 PUBLIC SERVICE GRANT APPLICATION

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



2020-2021 PUBLIC SERVICE GRANT APPLICATION

D. If a project will provide a “**Presumed Benefit**”, please identify the group(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Abused Children              | <input type="checkbox"/> Illiterate Adults                |
| <input type="checkbox"/> Lower Income Senior Citizens | <input type="checkbox"/> Migrant Farm Workers             |
| <input type="checkbox"/> Elderly                      | <input type="checkbox"/> Persons with HIV/AIDS            |
| <input type="checkbox"/> Homeless                     | <input type="checkbox"/> Severely Disabled Adults         |
| <input type="checkbox"/> Lower Income Youth           | <input type="checkbox"/> Severely Disabled Children/Youth |
| <input type="checkbox"/> Other _____                  |   |

11. Describe the existing problems or needs to be addressed by this program/project.
  
12. Describe your proposed project’s activities and how they will address the problems/needs you listed in #11 above.
  
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.
  
14. List this project’s measurable goals and objectives, as well as the date(s) when each will be met.
  
15. How will you track the results of these goals and objectives? (This information will be required with your monthly status reports.)
  
16. Briefly describe measurements of outcomes for each of the activities listed in #12. (Examples - number of unduplicated low/moderate income youth served, number of unduplicated senior citizens served, number of unduplicated Veterans served, number of unduplicated adults served, etc.)



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17. Amount of Grant Funds requested in this application: \_\_\_\_\_  
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: \_\_\_\_\_
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



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21. Write an explanation below of **how** your project will perform **each** qualifier you selected above:
22. Date project to begin: \_\_\_\_\_  
Date project to be completed: \_\_\_\_\_
23. Describe any participant fees that will be required as part of this project/program. Please see “New for Program Year 2020-2021” on Page 4 of the Grant Guidance.
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?
25. If this project is sponsored by a church or religious group, participation may not be limited to members of the church. What efforts will you make to ensure that the community at-large is aware of this project and the opportunity for participation?
26. List the locations throughout the community, as well as online, where your program is advertised:



**2020-2021 PUBLIC SERVICE GRANT APPLICATION**

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.**

- **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”)
TOTALS	\$	\$	
(use more lines/pages as necessary)			



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### 27. Organization Staff and Volunteers

Please complete the information listed below for ***each person*** in your organization who will work on **THIS** project and the percentage of time they will dedicate to the project, including all volunteers.

Name #1

Telephone Number

Email Address

Organization Position

City of Residence

Qualifications

Professional Licenses

Role in Project

% of Time Dedicated to Project

Name #2

Telephone Number

Email Address

Organization Position

City of Residence

Qualifications

Professional Licenses

Role in Project

% of Time Dedicated to Project

### 28. Please attach **ALL** of the documents listed below to your application. Include a written explanation for EACH document not included:

- Articles of Incorporation and By-Laws or Sunbiz.org copy
- Federal Tax-Exempt determination letter and Employee Identification Number
- List of Board of Directors with contact information
- Organizational Chart for your Organization
- Board of Director's authorization to apply for this grant
- Last three month's bank statements
- Annual budgets for 2020-2021
- Most recent audit report (if this is not available, provide written explanation)
- Matching funds and In-Kind Services commitment documentation (Budget, #26)
- Three (3) Letters of Support for this project
- Copy of advertisement for program
- Newspaper articles, and Thank-You letters, etc., as available, for your organization's work within the City of Fort Pierce.

**END OF 2020-2021 PUBLIC SERVICE GRANT APPLICATION**