

City of Orlando Mayor's Matching Grant Program



**2011-2012 Application & Guidelines for
Schools & Nonprofit Organizations**

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Mayor's Matching Grant Overview

We are pleased to offer you the application packet for the 2011-2012 Mayor's Matching Grant for schools and non-profit organizations. The application is designed to be user-friendly and easy to navigate. It is divided into three sections for easy reference:

Section I: Application Guidelines

These guidelines will help the applying school or non-profit organization determine if the project is eligible for a Mayor's Matching Grant.

Section II: Application Form

The Application Form begins on page 10.

Section III: Application Instructions

The application instructions that begin on page 20 will help the grant writer complete the Application Forms.

Application Workshops

Application workshops are offered to schools and non-profit organizations wishing to apply for a Mayor's Matching Grant. **Attendance at an application workshop is required.** At least one individual from the school or non-profit organization must attend. Workshops will review the guidelines, instructions, and application.

Please call the City of Orlando Office of Community Affairs at 407.246.2500 to reserve a seat at one of the workshops listed below.

Tuesday, August 16, 2011, 3 - 5 pm

Lake Nona YMCA Family Center

Thursday, August 18, 2011, 3 - 5 pm

Dr. J.B. Callahan Neighborhood Center

Saturday, August 20, 2011, 10 am - 12 pm

College Park Community Center

Tuesday, August 23, 2011, 3- 5 pm

Mayor William Beardall Senior Center

Thursday, August 25, 2011, 3- 5 pm

Dr. James R. Smith Neighborhood Center

Tuesday, September 6, 2011, 3 - 5 pm

Dover Shores Community Center

Courtesy Review

Courtesy application reviews are offered from the time the applications are available until 5:00 p.m. on **Friday, September 9, 2011**. Courtesy reviews allow Office of Community Affairs staff to review the completed application and make recommendations regarding missing information, attachments or other aspects of the grant application.

Please send the **completed application** to City of Orlando, Mayor's Matching Grant Program, Office of Community Affairs, P.O. Box 4990, Orlando, Florida 32802-4990 or email to mayorsmatchinggrants@cityoforlando.net. The applicant must request the Courtesy Review in a cover letter attached to the application.

Application Deadline

Submit the completed application with all attachments (see Application Checklist on page 26) by **5:00 p.m. on Friday, September 16, 2011** to the City of Orlando, Mayor's Matching Grant Program, Office of Community Affairs, P.O. Box 4990, Orlando, FL 32802-4990. Applications may be completed on-line, emailed to mayorsmatchinggrants@cityoforlando.net (with organization's name in the subject line), delivered to the Office of Community Affairs or postmarked no later than September 16, 2011.

Please note: incomplete applications will not be considered and will be returned to the applicant

Purpose

The Mayor's Matching Grant provides schools and non-profit organizations resources to implement projects they typically would not be able to fund. The focus of grant funding is for programs that offer educational enhancement, academic enrichment, or youth programming in crime prevention and anti-violence and that address the needs of the targeted population. The Mayor's Matching Grant (MMG) program was established to promote partnerships and collaborations with businesses, religious institutions, non-profit agencies and other community resources to provide youth programs that improve academic achievement, reduce youth crime and invest in the foundation of safe communities.

Grant funds are available bi-annually, with awards ranging from \$1,000 to \$10,000. The grant term commences on November 1, 2011 and ends October 31, 2012.

Eligibility

The Mayor's Matching Grant program is available to public or private schools and federally tax exempt 501(c)(3) charitable and faith-based organizations. Documentation of the non-profit status must be included with the completed application.

Special Note for Orange County Public Schools:

Any Orange County Public School (OCPS) applying for a grant must have the OCPS Board as the legal applicant; therefore the OCPS Grant Development Office must approve the application prior to submission. OCPS Grant Development Services (GDS) staff will assist in developing the proposal and help obtain School Board approval of the application. For assistance or further information, call the GDS office at 407.317.3303.

Eligible projects must meet the following criteria:

- take place within the City of Orlando limits and provide a public benefit to the residents in the City of Orlando
- offer educational enhancement, academic enrichment or provide youth programming in crime prevention and anti-violence that address the needs of the targeted population
- be planned, managed and implemented by the school or non-profit organization
- have goals which can be accomplished in 12 months or less
- involve adult supervised activities during non-school hours
- provide letter(s) of support from community based organizations, community leaders or City of Orlando neighborhood organizations representing the areas where project activities take place

Eligible Organization Guidelines

Eligible schools and non-profit organizations must meet the following criteria:

- have no active projects in any Mayor's Matching Grant program
- have a Tax Identification Number (TIN) or Employer Identification Number (EIN)
- have been a school or tax-exempt 501(c)(3) organization for at least one year before applying for grant funds

- not discriminate and have democratically elected board officers
- have a minimum of two staff persons managing and implementing the project
- ensure dollar for dollar match of the City's award with a combination of cash, volunteer labor and/or in-kind goods or services (refer to Grant Match Guidelines on page 4)
- report all sources of funds used for the grant funded project
- submit quarterly project status reports and final report in a timely manner

Non-Profit Faith-Based Organizations

Non-profit faith-based organizations are invited and encouraged to apply for grants to fund eligible grant activities. Faith-based organizations will be considered for grant awards on the same basis as other eligible applicants and, if they receive a grant award, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or person working in the organization.

Faith-based organizations receiving grant funds retain the independence and do not lose or have to modify their religious identity (i.e. remove religious symbols) to receive grant awards. City grant funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with City of Orlando grant funds. Such religious activity must be separate in time or place from the City of Orlando funded program. Participation in such activity by individuals receiving services must be voluntary.

Managing Grant Funds

Grant awards will be distributed to Mayor's Matching Grant recipients in the form of quarterly reimbursements for approved grant related expenditures. Reimbursements will be made to the school or non-profit organization by the Office of Community Affairs each quarter pending the receipt of supporting documentation and proof of expenses for approved grant related expenditures from the previous quarter. Grant recipients may request an advance of up to 50% of the grant award at the time of application.

Letters of Support

Applicants must provide Letter(s) of Support from community based organizations, community leaders or City of Orlando neighborhood organizations representing the areas where project activities will take place.

The Office of Community Affairs is available to help identify community organizations, community leaders and neighborhood organizations once the school or non-profit organization determines the area(s) where project activities will take place. The letter(s) of support must be included with the completed grant application.

Limitations on the Use of Grant Funds

Grant funds are public dollars that must be prudently expended. Although not exhaustive, the following is a list of disallowed uses of Mayors Matching Grant funding:

- supplanting a school or non-profit organization's operating budget (funds are awarded by the City only for approved and designated project purposes)
- administration costs that are more than 15% of the school or non-profit organization's grant request to the City of Orlando
- funding or supplementing other City of Orlando services or programs
- appreciation gifts, plaques, or certificates for City staff or elected officials
- equipment purchases (unless equipment is an essential component of the outreach program and approved by the Office of Community Affairs)
- projects that advocate or impose religious beliefs, provide religious instruction, or restrict participation on the basis of religion
- project activities and events that are held in places of worship (i.e. sanctuaries, synagogues, mosques, temples, etc.). Auxiliary buildings such as classrooms, fellowship halls, gymnasiums, or meeting rooms may be used.
- expenses without receipts
- food expenses of more than \$250 (unless it is an essential part of an outreach program and approved by the Office of Community Affairs prior to spending)
- theme park tickets



Grant Match

To qualify for the Mayor's Matching Grant program, the value of the school or non-profit organization's contribution must equal the total amount being requested from the City of Orlando. The grant match is generated by a combination of cash, volunteer labor and/or in-kind goods or services as noted in the table below.

Limitations on Match

In-kind or cash donations from City of Orlando services, staff, or elected officials cannot be counted as match. In addition, professional services and labor must be furnished by established service providers, skilled professionals, laborers and/or businesses in order to be counted as match.

Match Component	Definition	School or Non-Profit Organization Contribution	Community Partner Contribution
Volunteer Labor	Volunteer labor from school or non-profit organization staff or volunteers, valued at \$21.36 per hour.	A minimum of 25% and a maximum of 50% of the grant award is required.	Not required, although volunteer labor may strengthen and contribute to the success of the project.
Cash	Cash contributions or donations	Unlimited	A minimum of 25% of the grant award in cash and/or in-kind goods or services.
In-kind Goods and Services	Supplies, equipment, space or professional services valued at "fair market value" and furnished by legitimate service providers and/or businesses.	Unlimited	

Project and Program Application Guidelines

Successful grant proposals should represent innovative and promising ideas, reach a significant number of children or youth, and demonstrate broad-based community support.

Priority will be given to applications for projects that support **Orlando Cares: Mayor Dyer's Cities of Service Initiative**, which is designed to engage citizens in service and channel volunteerism toward two of the City's most pressing challenges: Youth Crime Prevention and Youth Educational Enhancement.

Youth Crime Prevention

Youth crime prevention programs and projects may receive grant funds to offer youth programming in crime prevention or anti-violence to improve public safety, reduce crime and invest in the foundation of safe communities, using one or more of the following approaches:

- **Prevention**
- **Rehabilitation**
- **Developmental Asset Building**
For more information about the 40 Developmental Assets, please visit www.search-institute.org
- **Asset-Based Community Development (ABCD)**
For more information about the Asset Based Community Development approach, please visit www.northwestern.edu/ipr/abcd

Youth Crime Prevention Project/Program Design and Implementation

Applicants must clearly describe the specific actions that they will use to create or enhance a youth crime prevention program that offers a mixture of core services and engages youth within a positive pro-social peer group. Applicants should develop a program design that will facilitate the gathering of data on the following required performance measures:

Program Performance Measures

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES PER QUARTERLY REPORTING PERIOD
Improve outcomes for at-risk youth in crime prevention programs by establishing and strengthening collaborative community approaches	Number of Program youth served	Current youth enrollment
	Number of contact hours with youth participants	Number of hours youth are engaged in project related activities
	Percent of program youth completing program requirements	Number of program youth who exited the program having completed program requirements Number of youth who exited the program during the reporting period (both successfully and unsuccessfully)
	Number of youth who showed an increase in developmental assets	Number of youth increasing assets based on pre and post test Number of youth who completed the pre-test at beginning of contact



Eligible vs. Non-Eligible Crime Prevention and Anti-Violence Projects and Expenses

The following table lists examples of both eligible and non-eligible crime prevention and anti-violence projects. This table is not exhaustive and is provided for informational purposes. Eligibility means that grant funds can be spent on these items or areas. The Office of Community Affairs reserves the right to amend project eligibility criteria at any time. Eligible projects are subject to approval by the Office of Community Affairs.

Youth Crime Prevention and Anti-Violence Projects and Expenses	
Eligible Projects/Expenses	Non-Eligible Projects/Expenses
Rehabilitative programs or projects that focus on reintegration and/or prevent recidivism in high risk youth or youth offenders	Computers
Family safety training and activities	Office equipment
Teen dating violence prevention and education programs	Travel expenses
Mentoring programs	Equipment purchases and repairs, unless approved as part of the proposed Mayor's Matching Grant project or program
Incentive based youth anti-violence and crime prevention programs	Building repair, replacement or expansion
Literacy programs in Math, Reading, English or Financial Literacy	Staff salaries or stipends to volunteers or youth participants, unless providing expertise in a professional area or field related to the project
Youth Mural projects	Conferences or conventions
Project related trainings or workshops	In-school programs (programs offered during school hours)
Athletic leagues, teams or other recreation programs	Items not included in the approved grant budget, without prior approval from the Office of Community Affairs
Dance, music, art and cultural education programs	
Character development programs	
Oral history or photojournalism projects	
Civic education (visit the Center for Civic Education at www.civiced.org for examples)	
Life management and social skills	
Domestic violence prevention and education programs	
Youth offender diversion programs	
Career Development Programs	

Academic Enrichment and Educational Enhancement

The City of Orlando believes the education of our community's youth does not, nor should it, rest with one organization or entity. The educational development of our children demands a comprehensive and complimenting set of contributors, leveraging the resources of our neighborhoods, schools, families, businesses, religious organizations, community-based organizations, City and other government agencies.

Academic Enrichment and Educational Enhancement Project/Program Design and Implementation

Applicants must clearly describe the specific actions that they will use to implement academic enrichment or educational enhancement activities. These activities must facilitate a comprehensive and engaging learning environment that connects youth with a positive pro-social peer group. Applicants should develop a program design that will facilitate the gathering of data on the following required performance measures:

Program Performance Measures

OBJECTIVE	PERFORMANCE MEASURES	DATA THE GRANTEE PROVIDES PER QUARTERLY REPORTING PERIOD
Improve academic or educational levels in City of Orlando youth by implementing a comprehensive and engaging learning environment that connects youth with a positive pro-social peer group.	Number of Program youth served	Current youth enrollment
	Number of contact hours with youth participants	Number of hours youth are engaged in project related activities
	Percent of program youth completing program requirements	Number of program youth who exited the program having completed program requirements Number of youth who exited the program during the reporting period (both successfully and unsuccessfully)
	Number of youth who showed an increase in educational or academic level(s)	Number of youth increasing educational or academic level(s) based on pre and post standardized test(s) Number of youth who completed the pre-standardized test at beginning of contact



Eligible vs. Non-Eligible Academic Enrichment and Educational Enhancement Projects and Expenses

The table on the following page lists examples of both eligible and non-eligible academic enrichment and educational enhancement activities and projects. This table is not exhaustive and is provided for informational purposes. Eligibility means that grant funds can be spent on these items or areas. The Office of Community Affairs reserves the right to amend project eligibility criteria at any time. Eligible projects are subject to approval by the Office of Community Affairs.

Academic Enrichment & Educational Enhancement Projects and Expenses	
Eligible Projects/Expenses	Non-Eligible Projects/Expenses
Youth literacy programs in math, reading, English, ESOL, (English for Speakers of Other Languages), or financial literacy	Computers
Environmental education	Office equipment
Community Gardens	Travel expenses
Biodiversity (visit http://investigate.conservation.org for examples)	Equipment purchases, unless approved as part of the proposed Mayor's Matching Grant project or program
Renewable energy and efficiency education	Building repair, replacement or expansion
Math enrichment	Staff salaries or stipends to volunteers or youth participants, unless providing expertise in a professional area or field related to the project
Science exploration or enrichment	Conferences or conventions
Career Development Programs	In-school programs (programs offered during school hours)
College preparation and/or College tours	Items not included in the approved grant budget, without prior approval from the Office of Community Affairs
College tours	Scholarships
Tutoring programs	
Projects that help schools with standardized test scores averaging below the minimum state performance standards	
Creative writing and/or poetry	
Humanities, Culture & Social Sciences	
Civic education (visit the Center for Civic Education at www.civiced.org for examples)	

Selection Criteria

Each project will be evaluated on the basis of how well it demonstrates the Mayor's Matching Grant program's main purpose of addressing crime prevention or anti-violence.

CRITERION	POINTS	EXPLANATION
Supports Mayor's Matching Grant philosophy and mission	5 points	The activities and programs described in the project proposal are designed to address educational enhancement, academic enrichment, public safety, crime prevention or anti-violence activities within the City of Orlando. The activities have youth programming with the majority of program participants residing in the City of Orlando. The activities and expenditures are within the guidelines of what is eligible for funding. Priority will be given to applications for projects that support Orlando Cares: Mayor Dyer's Cities of Service Initiative , which is designed to to engage citizens in service and channel volunteerism toward two of the City's most pressing challenges: Youth Crime Prevention and Youth Educational Enhancement.
Community Partnerships	5 points	Application includes Letters of Intent for in-kind donations such as supplies, equipment, space or professional services, which describe their donations and state the market value. Value of match meets or exceeds the minimum required. Proposed match is well documented and ready to expend.
Letter(s) of Support	5 points	Provides letter(s) of support from community based organizations, community leaders or City of Orlando neighborhood organizations representing the areas where project activities will be taking place.
Benefit to City of Orlando residents	5 points	Project provides a public benefit to City of Orlando residents. The project or activity takes place within the City.
Project Planning	5 points	Well-planned, cost-effective and ready for implementation; shows a clear and reasonable vision for sustaining the project. Proposed activities are an innovative response to a recognized problem. Grant application is thorough and completed.
Budget	5 points	Budget is reasonable projection of expenses and revenue. Budget accurately depicts revenues, expenses and matching funds; sufficiently justifies the amount of grant funds being requested. At least three written estimates from established vendors were submitted for expenses of \$250 or more. Met or exceeded match amount according to grant funds requested. Expenses are itemized, specific and necessary for project implementation.
	30	Total Possible Points

2011-2012 Mayor's Matching Grant for Schools and Non-Profit Organizations

Application

Please Note: Incomplete applications, including all required attachments and documentation, will not be considered.

Please complete the following Application Form, answering all questions completely and providing requested supporting documentation and attachments.

If accessing this application on-line (www.CityofOrlando.net/Grants) and wish to submit the application forms electronically, open and complete each form, save it to your computer, and email to MayorsMatchingGrants@CityofOrlando.net with the forms as attachments. Put the organization's name in the subject line of the email. Remember to save the forms on your computer before submitting them to the City of Orlando via email. You may also print the application and submit by mail or in person to the Office of Community Affairs.



Completed applications may be mailed to:

City of Orlando

Mayor's Matching Grant Program

Office of Community Affairs

P.O. Box 4990

Orlando, Florida 32802-4990

e-mail: MayorsMatchingGrants@CityofOrlando.net

APPLICANT INFORMATION

1.1 School or Non-profit organization's legal name _____

1.2 dba Name (if applicable) _____

1.3 Legal street address of school or non-profit organization _____

1.4 Web Address _____

1.5 Tax Identification Number (TIN) # _____

1.6 Attach a copy of the school or non-profit organization's W-9 form with the application.

1.7 What year was the school or non-profit organization established? _____

1.8 What are the school or non-profit organization's primary services and programs in the community? _____

1.9 Has the school or non-profit organization received grant funds to operate or administer family or youth programs in the past three (3) years? Yes No

If yes, please disclose the source, amount, purpose, date received, length of program and program results. If applicant wishes to list multiple grants, they may attach a spreadsheet to the completed application.

Source: _____

Amount: _____

Purpose: _____

Date Received: _____

Length of Program (grant term): _____

Program Outcomes: _____

1.10 What other funding sources are being pursued or requested for this project? _____

1.11 Is a funding advance required? Yes No

If yes, how much? _____

Justification of need: _____

1.12 Signature of the Principal, Executive Director or CEO who verifies the information contained in the application is accurate and correct and confirms the organization's application for the Mayor's Matching Grant.

Print Name _____

Signature _____

Date _____

2. Project Leader Information

2.1 Project Leader _____

Mailing Address _____

Day Phone _____ Cell _____

Fax _____ E-mail Address _____

Alternate Project Leader Information

2.2 Alt. Project Leader _____

Mailing Address _____

Day Phone _____ Cell _____

Fax _____ E-mail address _____

PROJECT DESCRIPTION

3. Name of Proposed Project: _____

3.1 Amount of funds requested: \$ _____

3.2 Match contribution amount: \$ _____

4. Describe the proposed project or program. Please be specific. _____

5. Where will project activities take place? _____

6. How will parents, guardians, or caretakers be involved in this project (if applicable):

7. How many participants do you anticipate will participate in this project?

Adults/parents _____

Children/youth _____

YOUTH AND COMMUNITY IMPACT

8. What is the intended benefit of the project? (Use additional pages if necessary.)

9. Describe how the school or non-profit organization will evaluate the program's performance and outcomes.

10. What method of evaluation will the school or non-profit organization use? Indicate frequency of evaluation.

Program Performance Measures

If you are requesting funds for a **youth crime prevention project**, provide the following program performance measures:

Youth Crime Prevention Program Performance Measures

OBJECTIVE	PERFORMANCE MEASURES	EXPECTED OUTCOME
Improve outcomes for at-risk youth in crime prevention programs by establishing and strengthening collaborative community approaches	Number of Program youth served	
	Number of contact hours with youth participants	
	Percent of program youth completing program requirements	
	Number of youth who showed an increase in developmental assets	

If you are requesting funds for an **academic enrichment and educational enhancement** program or project, provide the following program performance measures:

Academic Enrichment/Educational Enhancement Program Performance Measures

OBJECTIVE	PERFORMANCE MEASURES	EXPECTED OUTCOME
Improve academic or educational levels in City of Orlando youth by implementing a comprehensive and engaging learning environment that connects youth with a positive pro-social peer group.	Number of Program youth served	
	Number of contact hours with youth participants	
	Percent of program youth completing program requirements	
	Number of youth who showed an increase in educational or academic level(s)	

11. Complete a **Proposed Project Plan** for the duration of the project. (see page 16)
12. Complete the **Volunteer Hours Pledge Form**. (see page 17)
13. Complete **Letters of Intent** to document cash and in-kind donations. (see page 18)
14. Complete a **Proposed Budget** for the duration of the project. (see page 19)
15. Did a member from the school or non-profit organization attend an application workshop? Yes No
 If so, what date? _____
16. Indicate the name and contact information for the individual who completed this application

**CITY OF ORLANDO - MAYOR'S MATCHING GRANT
LETTER OF INTENT**



This letter is to confirm that I, _____
(Community partner or individual's name)

will participate as a partner with _____
(Name of organization)

in the implementation of its Mayor's Matching Grant project.

My/Our contribution will consist (please check all that apply):

Cash in the amount of \$ _____

In-kind donation of goods and/or services (Please provide a detailed description of the service, supplies, equipment. For example, if providing mentoring or workshop presentations, list the number of workshops, hours, the number of days per week or month, etc.)

In-kind donation of space (List the rental value if the space is rented out or the square footage market value of the space based on the number of hours, weeks or months the space will be used for grant purposes. For example, 3 hours per week x 40 weeks x square footage market value = total value of space donation)

The total value of my in-kind donation is \$ _____.

Signature _____ Date _____

PLEASE PRINT

Name _____

Company _____

Address _____ City _____ Zip _____

Phone _____ E-mail _____

14. Proposed Budget

	Hours	Match Value	% of Match	Total
14.1 Grant Request:				
14.2 <i>Minimum Allowable Volunteer Hours</i>			25%	
14.3 <i>Maximum Allowable Volunteer Hours</i>			50%	
Grant Match:				
14.4 Volunteer Labor				
14.5 Total Volunteer Labor				
14.6 Allowable Volunteer Labor				
14.7 In-Kind Donations				
14.8 Total In-Kind Donations				
14.9 Cash Donations				
14.10 Total Cash Donations				
14.11 Match Total				
14.12 Total Project Revenues				
EXPENSES:				
14.13 Allowable Volunteer Labor				
14.14 In-Kind Donations				
14.15 Total In-Kind Donations				
14.16 Cash Expenses				
14.17 Total Cash Expenses				
14.18 Total Project Expenses				
14.19 Project Overage or Shortage				

Application Instructions

These instructions are intended to help guide the grant-writer to complete the application correctly and completely. These instructions correspond to the Application Questions that start on page 10.

If you have additional questions, please contact the City of Orlando's
Office of Community Affairs at 407.246.2500.

APPLICANT INFORMATION

- 1.1 Please indicate the school or non-profit organization's legal name. You may confirm this information by checking the State of Florida, Secretary of State Division of Corporations records search at <http://www.sunbiz.org/corpweb/inquiry/cormenu.html>.
- 1.2 If applicable, please indicate the name the school or non-profit organization is doing business as (dba). If the school or non-profit organization's common name is different from its legal name, please indicate the common name.
- 1.3 Indicate the legal street address of the school or non-profit organization. The address must be the school or non-profit organization's legal street address and must also be consistent with the address on the school or non-profit organization's W-9 form.
- 1.4 Please indicate the web site address for the school or non-profit organization (if applicable).
- 1.5 Enter the school or non-profit organization's Tax Identification Number (TIN) or Employer Identification Number (EIN) Number. The school or non-profit organization must have an Employer Identification Number (EIN), also known as a Federal Tax Identification Number (TIN). Apply free of charge online or over the phone. Visit www.irs.gov and search "EIN" or call 1-800-829-4933.
- 1.6 Please submit a copy of the school or non-profit organization's W-9 form with the completed application. The W-9 form must list the correct and legal street address of the school or non-profit organization (no P.O. boxes) as well as the school or non-profit organization's TIN/EIN number. You may get a W-9 form by visiting the IRS website at www.irs.gov.
- 1.7 Indicate the year the school or non-profit organization was established.
- 1.8 Describe the school or non-profit organization's primary services and programs that are provided to residents and citizens in the community.
- 1.9 Indicate all grant funding that has been received by the school or non-profit organization to operate or administer family and youth programs in the past three years. If funding has been received, please list the funding source, the amount of funding that was received, the purpose of the funding, the date funding was received, the length of the funding or grant term, and program outcomes for each source of funding. Use additional sheets if necessary.
- 1.10 If applicable, please indicate and describe any other funds that are being pursued or requested from other funding sources for this project.
- 1.11 Schools and Non-profit organizations may request an advance of up to 50% of their grant award. If the school or non-profit organization would like to request an advance, indicate the amount requested, the items in budget to be considered for the advance, and justification of need.
- 1.12 Provide the signature and title of the school or non-profit organization's Executive Director. Indicate the date of the signature. This signature verifies the information contained in the application. By signing this application, the school or non-profit organization agrees to comply with the terms as defined by the City of Orlando for the Mayor's Matching Grant.

PROJECT LEADER INFORMATION

- 2.1 Please indicate the name, mailing address, phone numbers, fax number and email address of the Project Leader from the school or non-profit organization for the proposed project. **An e-mail address is a requirement for the purposes of this grant.**
- 2.2 Provide the name, mailing address, phone number, fax number and email address for an alternate Project Leader who will be able to take over Project Leader responsibilities, in the event the current Project Leader is not able to fulfill his/her role and responsibilities.

PROJECT DESCRIPTION

3. Indicate the Name of the Proposed Project.
 - 3.1 Indicate the amount of grant funds you requested. (up to \$10,000; must be in \$500 increments)
 - 3.2 Indicate the amount of the match contribution (Match funds).
4. Describe the project. Please be specific. The project description should briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes.
5. Where will project activities take place? Please be specific.
6. Describe how parents, guardians or caretakers will be involved in this project, including recruitment techniques and the roles parents will have as part of the project (if applicable).
7. Indicate the number of individuals you anticipate will participate in project activities as participants (not as volunteers). Adults/Parents refer to the number of adults, parents, guardians, and caretakers of youth participants in the program. Children/Youth refer to the number of children and youth participants.

YOUTH & COMMUNITY IMPACT

8. Indicate the intended benefit of the project. Describe the needs, issues or challenges the project will address. Please be specific. Use additional pages if necessary.
9. Describe how the school or non-profit organization will evaluate the program's performance and outcomes. For example, what change in knowledge, skills, behaviors, attitudes or conditions do you anticipate happening as a result of your project?
10. What method of evaluation will you use? (i.e., surveys, evaluations, pre/posts tests, school performance reports, etc.) Indicate the frequency of evaluations. (i.e. daily, weekly monthly, quarterly, etc.) Please be specific.

PROGRAM PERFORMANCE MEASURES: Indicate expected outcomes for proposed program. Depending on the type of proposed program, use the data collection descriptions for Youth Crime Prevention Projects (page 5) or Academic Enrichment/Educational Enhancement Projects (page 7) to help determine expected outcomes and totals.

11. Proposed Project Plan

The purpose of this form is to identify the tasks and resources necessary to successfully complete the Mayor's Matching Grant project. Please complete the Proposed Project Plan on page 16 according to the instructions below and submit the completed Proposed Project Plan with the application.

The **TASK** column refers to primary tasks which need to be completed. Examples could include: contacting a business that is providing in-kind services, steps needed to plan an event, scheduling an activity or community service project.

The **START DATE** column refers to the date when the task needs to begin in order to finish the project on time. Once the grant is awarded, the project may commence on November 1, 2011.

The **COMPLETION DATE** column refers to the date the task is expected to be completed.

The **PERSON RESPONSIBLE** column refers to the person or group charged with carrying out a specific task or activity.

The **RESOURCES** column refers to the cash, type of in-kind services and/or volunteers needed to accomplish the task. For example, the dollar amounts, the value of the donated space, professional services, materials, supplies, volunteer hours, etc.

Include the date you expect the project to be fully completed. All projects must be completed and funds spent by October 31, 2012. All monies solicited to support the grant project must be spent on the grant funded project. If any partner funds remain after October 31, 2012, the school or non-profit organization must include a timeline in the final report stating when and how these partner funds will be spent on grant project related activities. All remaining City grant funds will be returned to the City of Orlando.

12. Volunteer Hours Pledge Form

Since volunteer hours from the school or non-profit organization are mandatory for the matching purposes of this grant and are valued at \$21.36 per hour, the Volunteer Hours Pledge Form on page 17 is required to document volunteer time commitments and must be submitted with the application.

Please list the name, complete address and telephone number of each volunteer, along with the number of hours pledged and the task the volunteer will perform. Please include the number of estimated and/or anticipated hours, including meetings, events and any other hours that volunteers will contribute to the project. Only volunteer hours accrued after the execution of the grant award can be used as part of the match.

Individuals who provide in-kind services or goods should not be listed on this form.

13. Letter of Intent

A Letter of Intent is an acknowledgement of a donation an entity is willing to provide for the project. It is important that Letters of Intent are accurate and explicitly represent the donation.

All in-kind and cash donations must be documented on the Proposed Budget form on page 18.

Cash donations – monetary donations for the purpose of supporting the project. Please only attach the completed Letters of Intent. Do not attach the checks or cash to the application.

In-Kind Donations of goods and/or services - includes supplies, equipment, space or professional services. The value of professional services is based upon the reasonable and customary fair market value of the services rendered. It is the responsibility of the company or individual donating the in-kind goods and services to determine the fair market value of their donation.

In-Kind Donation of Space – includes donation of meeting and/or training space during the project period.

Note: All donations are tax deductible to the extent allowed by the IRS. In order to be counted as match, all contributions must be relevant and support the implementation of the project.

14. Proposed Budget

While there is no simple formula for creating the proposed budget, the following guidelines are provided to assist the grant-writer:

At least 3 written bids and/or estimates from established vendors must be submitted with the grant application for any expenses of \$250 or more as documentation for the proposed budget.

If you do not have room to itemize expenses, please include a list of expenses on a separate page and include that page with the application.

Professional services are valued at the customary value of the product or service contributed to the project. For example, if supplies and materials for your project are donated by a company, the full value of the company's time and materials is considered part of the match.

Please complete the Proposed Budget on page 19 according to the instructions below and submit the completed Proposed Budget with the application. **Applications without a completed proposed budget will not be considered.**

14.1 Grant Request: Grant amount requested from the City of Orlando.

14.2 Minimum Allowable Volunteer Labor: Calculate 25% of requested grant amount and enter it here to see the minimum amount of volunteer labor hours that need to be claimed as match. You must include at least 25% of the match as volunteer time. For example, if \$10,000 is requested, \$2,500 of the match can be met using volunteer labor hours ($\$10,000 \times .25 = \$2,500$).

14.3 Maximum Allowable Volunteer Labor: Calculate 50% of requested grant amount and enter it here. This is the maximum amount of volunteer labor hours that can be claimed as match. For example, if \$10,000 is requested, \$5,000 of the match can be met by volunteer labor hours ($\$10,000 \times .50 = \$5,000$).

14.4 Volunteer Labor: List sources of volunteer labor and estimated hours of volunteer time that will be contributed to the project by volunteers.

14.5 Total Volunteer Labor: Calculate the total monetary value of all Volunteer Labor Hours in the column titled "Match Value". Each volunteer hour is worth \$21.36.

14.6 Allowable Volunteer Labor: Although as many volunteer hours may be utilized and recorded in order to complete the project, a minimum of 25% and a maximum of 50% of the requested grant amount may be used as matching funds. This amount should not exceed more than 50% of the requested grant amount.

14.7 In-kind Donations: List donated supplies, equipment, space, or professional services valued at "fair market value" and furnished by established service providers and/or businesses. Add additional lines if necessary in order to list all in-kind donations.

14.8 Total In-Kind Donations: Calculate the value of all In-Kind Donations and enter that total here.

14.9 Cash Donations: List cash contributions or donations. Add additional lines if necessary in order to list all cash donations.

14.10 Total Cash Donations: Calculate the total of all Cash Donations listed.

14.11 Match Total: Calculate the monetary value of total Volunteer Hours, In-Kind Donations and Cash Donations and indicate the total here. It should be equal to or more than the amount requested from the City of Orlando.

14.12 Total Project Revenues: Add amount of grant request and total amount of match together.

14.13 Allowable Volunteer Labor: Indicate the monetary value of Allowable Volunteer Labor Hours listed in 14.6.

14.14 In-Kind Donations: List the type of In-Kind Donation and name of donor in parentheses, i.e., Art Supplies (Acme Art Supply). Add additional lines if necessary in order to provide a detailed list of In-Kind Donations.

14.15 Total In-Kind Donations: Add the value of all In-Kind Donations listed and enter that total here.

14.16 Cash Expenses: List all cash expenses needed in order to purchase necessary supplies and materials to complete the project. Make a list of all materials and services needed to accomplish the project. Get cost estimates for each item from more than one reliable source, i.e., company websites, sale flyers, etc.

At least three bids or cost estimates must be included for expenditures of \$250 or more from established vendors.

A Budget Narrative must accompany the proposed budget to describe each line item listed in the cash expenses and relate it to the appropriate project activity. For example: if there is a line item for project supplies, provide a detailed breakdown of what supplies will be purchased and estimated costs.

14.17 Total Cash Expenses: Calculate the total of all cash expenses listed in 14.16.

14.18 Total Project Expenses: Calculate the total monetary value of volunteer hours, In-Kind Donations utilized and Cash Expenses that will be used to complete the project.

14.19 Project Overage or Shortage: Subtract the Project Expenses from the Total Project Revenues to determine if you have a project overage or shortage. This number should equal zero. If you have an overage, you have more money than necessary. Conversely, if you have a shortage, you do not have a sufficient amount of money to cover the cost of the project.

15. Indicate if at least one individual from the school or non-profit organization attended an application workshop. Indicate the dates of attendance.
16. Provide the full name and contact information for the person who completed this application.

Application Checklist

Please use the checklist below to ensure all supporting documentation and attachments have been submitted with the application.

	YES	NO
Are all application questions answered thoroughly and completely?	<input type="checkbox"/>	<input type="checkbox"/>
Is application signed by the proper persons to approve application?	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation of the school or non-profit organization's non-profit status attached?	<input type="checkbox"/>	<input type="checkbox"/>
Is a completed W-9 form for the school or non-profit organization attached?	<input type="checkbox"/>	<input type="checkbox"/>
Is the school or non-profit organization's TIN/EIN number provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is a completed and detailed Project Plan completed and attached?	<input type="checkbox"/>	<input type="checkbox"/>
Is a Proposed Budget completed and attached, including a Budget Narrative of expenses?	<input type="checkbox"/>	<input type="checkbox"/>
Do Letter(s) of Support from community-based organizations, community leaders or City of Orlando neighborhood organizations representing the areas where project activities will take place accompany the application?	<input type="checkbox"/>	<input type="checkbox"/>
If any project costs are over \$250, are at least three estimates from established vendors included with the completed application?	<input type="checkbox"/>	<input type="checkbox"/>
Is Volunteer Hours Pledge Form completed and attached?	<input type="checkbox"/>	<input type="checkbox"/>
Are all Letters of Intent forms completed and attached?	<input type="checkbox"/>	<input type="checkbox"/>
Are Letters of Intent for cash and in-kind contributions documented on the Proposed Budget?	<input type="checkbox"/>	<input type="checkbox"/>
Did member(s) from the school or non-profit organization attend an Application Workshop?	<input type="checkbox"/>	<input type="checkbox"/>

NOTE:

Incomplete applications, including all required attachments and documentation, will not be considered.