

# **City of Orlando Mayor's Matching Grant Program**



**Guidelines and Eligibility for  
Schools & Nonprofit Organizations**

# Mayor's Matching Grant Overview

## 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 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. Request may be made in increments of \$500. The grant application is available at the Office of Community Affairs website at: [www.cityoforlando.net/grants](http://www.cityoforlando.net/grants)

## Eligible Applicants

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.

- have no active projects in any Mayor's Matching Grant program
- have been a school or tax-exempt 501(c)3 organization for at least one year before applying for Mayor's Matching Grant funds
- have not received a Mayor's Matching Grant award for more than 3 consecutive years
- 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 3)
- report all sources of funds used for the grant funded project
- submit quarterly project status reports and final report in a timely manner

**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. Visit <http://www2.cityoforlando.net/orlandoinformationlocator/> to determine if project location is within Orlando city limits.
- offer educational enhancement, academic enrichment or provide youth programming in crime prevention and anti-violence that address the needs of the targeted population. Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities and expected outcomes. All expenditures must be consistent with the approved application.
- 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 partners

## 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 partners. Partners may include non-profit organizations, community leaders or City of Orlando neighborhood organizations. Letter(s) of support must be included with the completed grant application. Letters of support from City of Orlando staff or elected officials will not be accepted.

### **Grant Match**

The applicant’s contribution must equal or exceed the total amount being requested from the City of Orlando. A combination of cash, volunteer labor and/or in-kind goods or services can be used as match.

### **Limitations on Match**

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

<b>Match Component</b>	<b>Definition</b>	<b>School or Non-Profit Organization Contribution</b>	<b>Community Partner Contribution</b>
Volunteer Labor	Volunteer labor from school or non-profit organization staff or volunteers, valued at \$23.56 per hour.	A minimum of 25% and a maximum of 50% of the grant award.	Not required, although volunteer labor may strengthen and contribute to the success of the project.
Cash	Cash contributions or donations	Unlimited	A minimum of 50% 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.

### 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 [search-institute.org](http://search-institute.org)
- **Asset-Based Community Development (ABCD)**  
For more information about the Asset Based Community Development approach, please visit [northwestern.edu/ipr/abcd](http://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
	Number 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.

<b>Youth Crime Prevention and Anti-Violence Projects and Expenses</b>	
<b>Eligible Projects/Expenses</b>	<b>Non-Eligible Projects/Expenses</b>
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	Transportation costs for staff and volunteers
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	Capital improvements and permanent renovations (e.g., playgrounds, buildings, etc.)
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, conventions or tuition
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, theater, art and cultural education programs	Programs that provide sporadic or one-time contact with youth participants
Character development programs	Supplanting a school or non-profit organization's operating budget (funds are awarded by the City only for approved and designated project purposes)
Oral history or photojournalism projects	Administrative and/or indirect costs that are more than 15% of the school or non-profit organization's grant request to the City of Orlando
Civic education (visit the Center for Civic Education at <a href="http://www.civiced.org">www.civiced.org</a> for examples)	Pre-award expenses. Funds can be used only for activities conducted and costs during the grant term
Programs to support LGBT Youth	Funding or supplementing other City of Orlando services or programs
Life management and social skills	Purchase of facilities or vehicles (e.g., buses, vans, cars)

Teen domestic violence prevention and education programs	Entertainment items such as, but not limited to, game systems (Wii, Nintendo, Playstation, etc.), iPads, iPods and game cartridges.
Youth offender diversion programs	Theme park tickets
Career Development Programs	Non-preapproved out-of-state or overnight field trips. A field trip without the approved academic support will be considered entertainment.
Leadership Development Programs	Equipment purchases (unless equipment is an essential component of the outreach program and approved by the office of community affairs)
Youth-led Community Service Projects	Projects that advocate or impose religious beliefs, provide religious instruction, or restrict participation on the basis of religion and/or 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.

## **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**

<b>OBJECTIVE</b>	<b>PERFORMANCE MEASURES</b>	<b>DATA THE GRANTEE PROVIDES PER QUARTERLY REPORTING PERIOD</b>
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
	Number 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.

<b>Academic Enrichment &amp; Educational Enhancement Projects and Expenses</b>	
<b>Eligible Projects/Expenses</b>	<b>Non-Eligible Projects/Expenses</b>
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 for staff and volunteers
Biodiversity (visit <a href="http://investigate.conservation.org">http://investigate.conservation.org</a> 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	Items not included in the approved grant budget, without prior approval from the Office of Community Affairs
College tours	Scholarships
Tutoring programs	Programs that provide sporadic or one-time contact with youth participants
Projects that help schools with standardized test scores averaging below the minimum state performance standards	Supplanting a school or non-profit organization's operating budget (funds are awarded by the City only for approved and designated project purposes)
Creative writing and/or poetry	Administrative and/or indirect costs that are more than 15% of the school or non-profit organization's grant request to the City of Orlando
Humanities, Culture & Social Sciences	Pre-award expenses. Funds can be used only for activities conducted and costs incurred during the grant term
Civic education (visit the Center for Civic Education at <a href="http://www.civiced.org">www.civiced.org</a> for examples)	Funding or supplementing other City of Orlando services or programs



Art and/or music programs	Purchase of facilities or vehicles (e.g., buses, vans, cars)
STEM-related education programs, including programs that introduce students to STEM career opportunities	Entertainment items such as, but not limited to, game systems (Wii, Nintendo, Playstation, etc.), iPads, iPods and game cartridges.
Computer programming and interactive media, including webpage and app design	Theme park tickets
School Readiness Programs	Non-preapproved out-of-state or overnight field trips. A field trip without the approved academic support will be considered entertainment.
Book Clubs	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 and/or 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.





## Selection Criteria

Each project will be evaluated based on 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.
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. Letters of support from City of Orlando staff or elected officials will not be accepted.
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 Orlando city limits.
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 any expenses that exceed \$250 per unit cost. Met or exceeded match amount according to grant funds requested. Expenses are itemized, specific and necessary for project implementation.
	<b>30</b>	<b>Total Possible Points</b>