

FY22 Youth Violence Prevention Mini Grant Policies

Purpose of the Funds:

Youth Violence Prevention Mini Grants are intended to support programs that address youth violence and the prevention of youth violence in the City of Hampton. The goal of the grant program is to fund programs that support the work of groups to implement collaborative efforts to provide positive activities, services and programs for youth and young adults in the City of Hampton.

Eligible Applicants:

The Grant process is open to non-profit organizations with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, registered neighborhood serving or community based organizations. Projects and organizations must be nonsectarian in nature.

Eligible Projects:

Grants will be offered to eligible community-based organizations or agencies addressing one of four areas of youth violence: awareness, prevention, intervention or re-entry. The amount of funding available and the expectations for programming and reporting will be dependent on the area of youth violence being addressed. Details for each of the four areas are found below.

- **Awareness**

These programs are geared towards creating awareness of youth violence, its risks and effects, as a whole or with a particular aspect of youth violence, such as the effects of trauma or adverse childhood experiences. Awareness programs are typically events, such as a youth violence summit or symposium. They can also be seminars or short courses designed to convey information.

- **Prevention**

These programs are designed to prevent youth violence. Typical prevention programs involve young people in positive structured activities outside of school hours. Activities could be instructional, experiential, social, or other. The purpose of these programs is to provide positive and enjoyable experiences while building supportive relationships and social skills. Successful prevention programs will have sustained interaction with participants who will often live in high risk areas or have risk factors for youth violence, but are not engaged in youth violence. Interaction should be of sufficient intensity and duration to bring about measurable changes in skills, attitudes or behaviors.

FY22 Youth Violence Prevention Mini Grant Policies

- **Intervention**

These programs are designed to intervene in youth violence. Typical intervention programs involve participants in activities which help them both realize the risks involved in their current behavior, and develop strategies to make different choices. Often, programs target specific social emotional skills such as self-awareness, empathy or conflict resolution or more finite skills to build self-efficacy and esteem. Formats and activities are varied, ranging from artistic expression to leadership development to a therapeutic approach. Successful intervention programs will have sustained interaction with participants who will often live in high risk areas, have risk factors for youth violence, and be engaged in youth violence or high risk behaviors identified as pathways to youth violence. Interaction should be of sufficient intensity and duration to bring about measurable changes in skills, attitudes or behaviors.

- **Re-entry**

These programs should address one or more of the known challenges to successful reentry including housing, transportation, employment, family reunification and other relevant issues such as mental health support, literacy, substance abuse and trauma. Successful reentry programs often involve intensive support in small groups or via individual case management. Interaction should be of sufficient intensity and duration to bring about measurable changes in skills, attitudes or behaviors. Successful programs often engage participants for multiple hours per week over a period of months to help them build skills and strategies and overcome the barriers to success stemming from their histories and/or personal challenges.

Unallowable Expenses:

- Funds may not be used to supplant existing funds. Supplanting means to replace existing funds used for a specific purpose with these grant funds.
- Food expenses should not exceed \$5 per person based on meeting frequency. This is a guideline, but we encourage applicants to utilize partnerships to support food needs to allow funding to support direct services.
- Operating costs associated with typical operation are not allowed (auditing expenses, lease expenses, utilities, telephone etc.), insurance expenses directly related to the proposed program are acceptable.
- Activities directly related to fundraising or political contributions are not allowed.
- Projects that have already been completed cannot be paid for using grant funds.
- Policy prohibits the use of grant funds for alcoholic beverages or cash giveaways

Community/Neighborhood Center Usage:

If your organization's intention is to utilize a City of Hampton Community / Neighborhood Center for your program, activity and or event. Please attach a completed signed intent to request use of Parks, Recreation & Leisure Services Facilities form. Please follow the instructions on the form, to ensure the program is properly completed and signed by the appropriate staff person.

FY22 Youth Violence Prevention Mini Grant Policies

Grant Review Criteria:

Grants will be read and rated on the completion, quality and clarity of the information in the following sections. Each is assigned a point value with the total points possible = 100.

- **Organizational Capacity and Commitment** (20 points) explaining the previous successful work of the organization related to the proposed program and the capacity of the organization to deliver the program successfully in collaboration with community partners.
- **Program Description** (30 points) explaining the proposed program in detail including the number and type of participants, the recruitment strategies to be used, the activities for participants, the weekly hours for participants, and the duration of the program in weeks as well as logistics such as locations and transportation.
- **Program Goals** (20 points) explaining the measurable outcomes expected for program participants, how program activities are designed to produce those outcomes and the measures which will be used to capture and report the outcomes. This section also requires applicants to set targets for each outcome.
- **Budget Narrative** (20 points) explaining how grant funds will be used to deliver the proposed program (in each funding category) and how additional funds will be used and the source(s) of additional funding. All grants require a 25% match. The required match can be in kind services, volunteer labor, or funding, but must be clearly articulated and given a dollar value in the budget worksheet.
- **Project Timeline** (10 points) outlining the major action steps that the organization will take to prepare for the program, recruit participants, conduct program activities, measure outcomes, and prepare reports. Each action should include a projected start and completion date and the person responsible to assure its completion.

Maximum Funds:

A maximum of \$10,000 in Grant funds may be awarded to an organization per grant cycle for Prevention, Intervention and Re-Entry Grants. The maximum amount awarded for Awareness Grants is \$2,000 per cycle.

Open Grant Limit:

Organizations may have only one active YVP Grant project underway at any time.

Annual Project Limit:

YVP Grants awards are limited to one award per cycle.

Budget Limits:

The city reserves the right to limit the amount of the grant funds where necessary for budgeted items of food, beverages, and any other individual activities.

Annual Funding Limits:

Funding decisions are based on available funding in the current fiscal year (between July 1 and June 30).

FY22 Youth Violence Prevention Mini Grant Policies

Fiscal Responsibility:

It is the applicant's responsibility to ensure that funds are used solely for the awarded project and that detailed records for all financial expenditures are maintained.

Award of Funds:

The Office of Youth and Young Adult Opportunities will recommend a funding amount it believes is appropriate for each qualified program, which may result in a recommendation to allocate less than the total amount budgeted for the program year. Monthly reporting requirements will be provided to awarded organizations. Final reports are due no later than 30 days after grant project completion. All funding allocations are subject to the availability of funds.

Fifty percent (50%) of the total awarded funding will be provided thirty days after contract execution for Prevention, Intervention and Re-entry grants, with the remaining amounts disbursed in equal payments after each monthly report is submitted and approved by the Office of Youth and Young Adult Opportunities. One hundred percent (100%) of Awareness grant funds will be distributed 30 days after contract execution.

Matching Requirements:

Organizations receiving YVP Grant funds must demonstrate matching resources for at least 25% of the value of the total awarded grant funds. For example, if the city provides a \$10,000 grant, the applicant must demonstrate match resources of at least \$2,500 in equally valued resources. The match provided must have a direct relationship with the project being undertaken and may be demonstrated in sponsorships, donations, in-kind services and volunteer labor for the day(s) of the event. Please use the rate of \$28.46 when calculating volunteer time. Please use the actual amount related to in kind usage of a facility or professional service.

Committee & Staff Review:

After a complete grant application is submitted, Office of Youth and Young Adult Opportunity Office staff will:

1. Review the packet for completeness; and
2. Request any additional information from the applicant. Missing documents must be provided in 2 business days.
3. Review the application to ensure it abides by program policies;
4. Contact the organization with any questions or requests for additional information;
5. Share applications with the community review team comprised of youth, young adults and community champions.
6. Complete a staff review form that includes a recommendation and justification.
7. Forward the recommendations to the Assistant City Manager for approval.

Additional/Contingency Funding:

No additional funding will be provided by the city above the awarded amount. Organizations are encouraged to budget carefully and account for any potential contingency needs that may arise.

FY22 Youth Violence Prevention Mini Grant Policies

Media and Credit Requirements:

The grantee must include the following credit line in all promotional and marketing materials related to this grant including websites, news and press releases, public service announcements, broadcast media, event programs, and publications: **“With the support of the City of Hampton Youth Violence Prevention Mini Grant Program.”**

Important Dates:

Grant Funding Period	July 1, 2021 - June 30, 2022 Cycle 1 July 1, 2021-December 31, 2021 Cycle 2 January 1, 2022-June 30, 2022
RFP Released	December 1, 2020
Grant Training Series	August 23-27, 2021
Application Period	September 1- October 15, 2021
Online FY22 Mini Grant Information Session	January 7, 2021
Application Deadline	11:59pm electronic submission. Attachments are also due via email to latoya.delk@hampton.gov October 15, 2021
Review Period	October 18- November 12, 2021
Mandatory Awardee Meeting	TBD