

The City of Hampton Office of Youth and Young Adult Opportunities Mini Grant Policies

Purpose of the Funds

Violence Prevention (“PROGRAM”) 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

Projects eligible for funding must address one or more of the priorities listed below as they relate to Violence Prevention or early intervention:

- o Individual Risk Factors
- o Family Risk Factors
- o Peer and Social Risk Factors
- o Community Risk Factors

And address the following:

- Employment Readiness
- Trauma
- Conflict Resolution
- Improving outcomes for Black males
- Re-Entry

-Organizations should use research, evidence based strategies and/or best practice information to develop the proposal.

-Programs must take place in or work with youth and young adults who live in a location that is identified as a Safe and Clean targeted area.

-Applicants are encouraged to work with other grantees and/or partner with other community organizations.

-Funds may be used to support new prevention or early intervention programs.

-Funds may be used for limited focus/time- limited projects.

-Proposals should have a clear sustainability plan.

-Applicants seeking to expand or replicate an existing project must be able to demonstrate progress and success in what has been done through the life of the project.

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 \$7 per person.
- 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.

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- Projects that have already been completed.

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 complete signed intent to request use of Parks, Recreation & Leisure Services Facilities form.

Grant Review Criteria

The Violence Prevention Staff will make funding recommendations to the Assistant City Manager as to whether an application should be approved.

Completed Grant Applications will be assessed for the following elements:

- Overall impact;
- Collaboration;
- Sustainability;
- Budget Development
- Marketing and Recruitment Strategy (include timeline)
- Programs that do not conflict with, or duplicate, existing city services or programs, including dates and timing of same or similar offerings; and
- Sound event plan, as defined by:
 - adequate lead time for event;
 - adequate manning and financial resources to execute plan;
 - availability of requested dates at city venues or host site location;

Maximum Funds: A maximum of \$20,000 in Grant funds may be awarded to an organization.

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). Annual funding for the YVP Grant is \$60,000.

Funding Restrictions: Grant funds cannot be used to purchase:

- alcoholic beverages
- cash give-a-ways / gift cards / prizes

Fiscal Responsibility: It is the applicant's responsibility to ensure that funds are used solely for the awarded project.

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Award of Funds

The Violence Prevention Office 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. 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.

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, and volunteer labor for the day(s) of the event.

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. Complete a staff review form that includes a recommendation and justification.
6. Forward the recommendation and grant application 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.

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 Violence Prevention Mini Grant Program.”**

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L. Timeline

Grant Funding Period	July 1, 2020 - June 30, 2021
Grants 101 Training	5:30 pm – 6:30 pm January 21, 2020 Ruppert Sargent Building, 1 Franklin Drive, 1 st Floor Conference Room
Application Available	January 22, 2020
Branding/ Partnerships and Collaboration Mini Grants Training	9:00 am – 2:00 pm January 25, 2020 Y.H. Thomas Community Center, 1300 Thomas Street, Hampton, VA 23669
Information Session	5:30-6:30pm, January 28, 2020 1 Franklin 1st Floor Conference Room
Application Deadline	11:59pm via email 4pm Hand Delivery on a USB/Flash Drive March 2, 2020
Review Period	March 10-April 17, 2020

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Mandatory Awardee Meeting	May 19, 2020
Start Date Initial Payment Disbursed	July 1, 2020