



Orange County Neighborhood Services Division Nonprofit Safety Grant Application

The Nonprofit Safety Grant (Grant) aims to help local nonprofit organizations (NPOs) deliver projects and services that reduce crime and enhance safety in target areas or among target populations (e.g., youth, seniors, and people with disabilities) in Orange County, Florida. This is a cost-reimbursement Grant; Grant recipients will not receive funding until after rendering services. Grant awards will range from \$1,000 to \$10,000 on a first-come, first-served basis.

APPLICATIONS are accepted year-round, and grants are generally awarded as funds are available on a first-come, first-served basis. However, existing neighborhood watch groups and organizations with a demonstrated history of successfully helping in community efforts to enhance public safety may receive special consideration.

Project Requirements

- Services or projects must benefit residents or communities of Orange County, Florida.
- Proposals must show support from Orange County neighborhoods in proposed project/service area.
- Proposed projects must be planned, managed, and implemented by the awarded NPO.
- Project must be completed in six (6) months or less.
- This is a cost-reimbursement grant. Funding to grant recipients is provided after project expenses have been incurred.

Eligible Applicants

- Charitable and religious NPOs operating in Orange County, Florida for at least one year prior to application submission and are tax exempt under 26 U.S.C. § 501(c)(3).

Application Requirements

- ☐ Read the Grant Guidelines carefully and completely answer **all** project information questions
- ☐ Include a photo or map showing where the project or services will be implemented
- ☐ Provide proof of applicant's legal status as a tax-exempt 501(c)(3)
- ☐ Provide copy of articles of incorporations and/or bylaws
- ☐ Provide statement of application approval from applicant's Board of Directors (or other voting membership)
- ☐ Provide list of current organization officers
- ☐ Complete attached budget sheet and submit a copy of any cost estimate(s)
- ☐ Current financial audit or bank statement
- ☐ Provide written letter of support from the Orange County Sheriff's Office (optional)
- ☐ Provide written letter of support from neighborhood organizations in targeted areas (if applicable)
- ☐ Provide written letter of support from municipal police department (optional, if applicable)

Application Submission

- Applicants must complete the Grant Orientation Workshop. The County's Neighborhood Services Division will provide applicants with additional information on the Workshop.
- A courtesy review of the application with County staff is recommended but not required before submission.
- All pages of the proposal must be numbered.
- **Deadline is 5:00 p.m. on the 2nd Thursday in September, December, and March.**
- Submissions must be mailed, emailed or hand delivered. Faxed applications will **not** be accepted.

**Neighborhood Services Division
ATTN: Nonprofit Safety Grant
2450 33rd Street, 2nd Floor
Orlando, FL 32839**

Office hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Email: OCNeighborhoods@ocfl.net

Orange County Neighborhood Services Division Nonprofit Safety Grant Application

PLEASE PRINT OR TYPE

Applicant Contact Information

Applicant Organization Name: _____

Applicant Tax Identification Number (TIN): _____

Mailing Address: _____

Street

City

Zip Code

Project Contact Person: _____

Phone: _____ Email: _____

Alternate Contact Person: _____

Phone: _____ Email: _____

County Commission District: _____

(Please click [HERE](#) to search residential address for district number)

Project Street Address, Subdivision Name, and/or Nearest Intersection:

Grant Information

Grant Amount Requested:

Orange County Neighborhood Services Division

Nonprofit Safety Grant Application

Please answer the following questions. No more than ten (10), 8 1/2 x 11 pages will be accepted for answers to the questions listed below. Requested attachments will not count toward the page limit. All submittals must be single-spaced and no less than 12-point font.

A. Project Description

- 1. Project Focus** – *Provide details pertaining to the project your organization is proposing. Describe the problem to be addressed and indicate the number of people you plan to assist. Identify the target population or community.*
- 2. Public Benefit** – *Explain how the project will benefit the target area or target population. Are there other services addressing the same need in the proposed project area?*
- 3. Goals and Objectives** – *What are the main goals and objectives of this project?*
- 4. Project Location** – *Explain where you will offer the project. Provide a photo or map showing the street names and buildings where the project will be located.*

B. Project Approach

- 1. Implementation Plan** – *Explain the organization's plan to implement the project. Include how the project will be organized, implemented, monitored, operated, and administered. Provide a timeline showing the key steps from initiation to completion.*
- 2. Selection Process** – *Describe the process that will be used to select project participants.*
- 3. Marketing** – *Describe outreach and marketing strategies to ensure that potential clients are aware of the services.*
- 4. Project Partners** – *Identify any other agencies that will serve as partners on the project and describe their role in the project.*
- 5. Volunteers** – *If applicable, provide a list of volunteers or estimate the number of volunteers that will be assisting with this project. Will volunteers working with youth undergo background investigations? If so, explain your process.*

C. Outcomes

- 1. Measurables** – *Identify one or more measurable outcomes that are consistent with the identified need, goals, and objectives outlined in Section A. Measurable data must be reasonable for the scope of the project and attainable within the contract period.*
- 2. Impact** – *Indicate how the outcomes will have a significant impact on the target population or target community.*
- 3. Increase in service** – *Discuss how the grant funding will allow you to offer a new service or reach new clientele who previously have not been served.*

D. Organizational Capacity

Please answer the following questions and supply additional documentation as indicated:

- 1. What is your organization's mission statement?*
- 2. Please describe the organization's experience in the oversight and management of programs similar to this Grant. Include a list of previous projects, programs, grants, or any other similar activities.*
- 3. The applicant must demonstrate an acceptable and accountable management and financial system that minimizes any opportunity for fraud, waste or mismanagement. Include the most recent financial statement or audit to demonstrate that your organization has the funds to operate the project on a reimbursement basis.*
- 4. Please provide proof of organization's legal status as a tax-exempt 501(c)(3).*
- 5. Please provide a copy of your articles of incorporation and/or bylaws.*
- 6. Please provide a list of your current officers and an organizational chart.*
- 7. Please provide signed and notarized meeting minutes or statement of application approval from your organization's Board of Directors (or other voting membership) as documented proof of the organization's intent to participate in the activities funded by this Grant.*
- 8. Please provide a conflict-of-interest statement (see attachment).*

Project Budget Summary

The budget summary must include the costs for all materials and any other related costs needed for your project. Please be aware that Orange County will not pay any unanticipated costs after the Grant is awarded. Failure to anticipate all project costs may result in loss of funding. It is important that your budget figures clearly relate to what is proposed in the project description. **Please attach all quotes for materials/services needed to the application to support your budget figures.**

- Project materials are those items needed to conduct the project, such as educational materials, or safety items.
- Facility costs can be rental fees to implement the program, not to exceed \$500.
- Transportation costs are those associated with shuttling project participants to and from project activities.
- Professional stipends are for special instructors or presenters outside of regular staff that are necessary to implement the project (e.g., self defense instructor).
- Marketing costs are those associated with publicizing the project, such as printing and mailing. This cost may not exceed 10% of the grant.
- Other costs must be identified individually.

PROJECT COSTS:

PROJECT MATERIALS	\$	_____
FACILITIES	\$	_____
TRANSPORTATION	\$	_____
PROFESSIONAL STIPENDS	\$	_____
MARKETING	\$	_____
OTHER COSTS	\$	_____
TOTAL PROJECT COST	\$	_____

Project Execution Plan

Key Step or Activity	Start Date	End Date	Responsible Staff Member

Project Report Form

This report must be submitted on the 15th and 30th day of each month until project completion to ensure progress is made **and** at the closing of the project within the 6-month time frame.

Organization Name: _____

Project Name: _____

Dates covered by report: _____

Please answer the following questions. Use additional paper if needed:

1. Discuss the impact of your activities as it relates to your targeted audience.

2. How many clients did your organization serve during this reporting period (if applicable)?

3. Did your organization complete the contracted project during this reporting period? ☐ Yes ☐ No
(If no, please explain why.)

4. Did your organization expend the total amount awarded on the project? ☐ Yes ☐ No

5. If the total amount awarded has not been spent for this current project, what is your organization's action plan for the upcoming months?

Conflict of Interest Statement

It is prohibited for any officers or contact people to receive financial benefit from this grant. It is the responsibility of the organization to state any actual or potential conflicts of interest that may be associated with the provisions of the proposed service or resulting grant agreement and notify the Manager of the County's Neighborhood Services Division of any conflicts that may arise during the existence of the grant agreement. All grant awardees are subject to audit by the Orange County Comptroller's Office. Any evidence of violation, misrepresentation in the terms of this grant, or conflict of interest may result in the termination of the grant loss of grant and an obligation to repay grant funds to the County.

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant organization.

Please have the above statement signed and notarized.

Authorized Signature

Print Name

Date

Notary Signature

Date

Seal