

HAMPTON VA

Fiscal Year 2021 Violence Prevention Mini Grant Application

Program Information

Program Title:

Program Location / Address:

Program Cycle

July 1, 2020 – June 30, 2021

List of other partners or resources outside of your organization (Attach additional pages if necessary to include organization name, contact person, email and phone number.):

Amount Requested (cannot exceed \$20,000 and must be same on budget form): \$ _____

- Complete the attached budget form and budget item descriptions. If additional pages are needed, please attach to application and specify number of pages here ____.
- Attach a complete program narrative (see instructions)
- Attach any related fliers, planning minutes, designs, event permits or photographs and specify number of pages here ____.

Organization Information:

Organization/Group Name:

Organization President/Director:

Address:

Phone Number: _____ Alternate Number: _____

E-mail Address: _____

Program Manager (if different):

Address:

Phone Number: _____ Alternate Number: _____

E-mail Address: _____



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Required Signatures

If awarded, the scope of work and implementation of the program are the responsibility of the organization. Progress reports must be submitted and the City of Hampton Office of Youth and Young Adult Opportunities must be identified when promoting the funded program. By signing below, we verify that this program has been discussed by a representative body of the applying group and that all information contained herein is accurate.

Name (Printed)

Signature

Title

Date

Program Narrative Instructions

Please provide information on the following in a typed format (Times New Roman, 12 pt font) consistent with the YVP Policy. The narrative should include the sections as outlined below.

I. Description of Organization (200-300 Words)

Provide a brief overview of your organization (i.e. Membership, Governance, Mission, Date Established, etc.)

II. Description of the Program (300-500 Words)

Provide an overview of the entire program. Share any relevant information about the program (such as, time, location, scope, target audience, planned activities, resources, partnerships, etc.), including how it is connected to any previous programs done by the group. Describe any cooperative efforts or partnerships related to the program.

III. Goals of the Program (300-500 Words)

Describe your primary goals of the program and explain how they address the prevention of violence. Your goals should identify how the program will prevent or reduce violence therefore benefiting the citizens of Hampton. Collaboration is encouraged. Proposals must address the following:

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

IV. Timeline

Explain your action plan with estimated times for completion. It should include all activities, marketing, and recruitment. A timeline can be used for this section, sample below:

Time Frame	Action Item	Purpose	Responsible Party

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Partnerships should also be clearly identified. A sustainability statement should also be included in the program plan. If collaborating with another agency, please detail in what capacity.

V. Sustainability and Collaboration Plan (200 Word Maximum)

Programs most likely to receive approval are those with established partnerships and/or established relationships with other community organizations. You may wish to proactively recruit volunteer labor or contact local businesses, financial institutions, and other agencies about other possible resources in support of the program

VI. Budget and Budget Narrative

Complete the attached budget form describing each activity. The budget and budget narrative should give a total picture of your program and the resources available to it. The budget narrative should include each budget item listed in the proposed budget. All related costs must be covered in the budget. You may not be aware of all the costs associated with the budget but should estimate them to the best of your ability.

Identify the source of funding for each line item. The value and type of any in-kind contributions should be thoroughly explained. It is important that your budget figures clearly relate to what is proposed in the program description.

VII. Match Requirements

Each application must contain a 25% match to support the proposed program. Describe the matching resources identified to support the program. You must be able to provide the dollar value of matching resources for the program. Your match provided must have a direct relationship to the program. **Please include your match in the budget form.**

Eligible match may include cash contributions, donated materials or services, volunteer labor, and reductions in cost.

- Donated or volunteer labor is valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for Virginia in the last published calendar year.
- Donated or discounted professional services will be valued at the full cost of the service provided. Professional services are services a person provides for paid employment that are offered at a reduced rate; the difference between what the professional normally charges and what they charge the organization may be counted as matching funds. These services must have a direct contribution to the program in order to be counted as a match.
- For reductions in cost, donated materials, and services price quotes must be obtained from multiple vendors to substantiate the value of the match.

Programs most likely to receive approval are those which plan to utilize grant funds along with other resources from their community to develop sustainable programs. Therefore, you may wish to aggressively recruit volunteer labor or contact local businesses, financial institutions, and other agencies about other possible resources in support of the program.

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VIII. Community 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.

IX. Overview (300-500 words)

Provide an overview. The document should share pertinent details regarding your program purpose, scope, timeline, budget, timeline, and program goals. You may also include graphics, short testimonials, and/or any other pertinent information.

NOTE: Application Deadlines

Applications will be received in person, by mail, or email. All applications that are turned in or received after the deadline will not be considered.

Office of Youth and Young Adult Opportunities

100 Old Hampton Lane

Hampton, Virginia 23669

O: 757-727-1300

E: swhite@hampton.gov

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APPLICATION CHECKLIST

This checklist is to help you prepare your application and serves as a suggested guide to planning your program. Please call the Office of Youth and Young Adult Opportunities at (757) 727-1300 if you need assistance.

You should...

- Attend** the 2020 Info Session on January 28, 2020 from 5:30-6:30pm in the Healthy Families Building
- Seek** other resources besides the grant funds to support or supplement the program.
- Identify** resources to meet the 25% match requirements and indicate the planned match clearly in the budget and budget narrative.
- Complete** all sections of the application attaching program and budget narratives.
- Submit** your completed application, by the deadline via delivery (March 2, 2020 4:00 pm), or email (March 2, 2020 11:59pm) to the following:

Office of Youth and Young Adult Opportunities
100 Old Hampton Lane
Hampton, Virginia 23669
O: 757-727-2730
E: dana.watson@hampton.gov
- THANK YOU for your interest in the Violence Prevention Mini Grant Program!**