Planting Seeds of Change: <u>The Grantor's Guide</u> to Receiving, Reviewing, and Awarding Grants

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Table of Contents

The purpose of this document is to provide a thorough, comprehensive knowledge of the grantor's jobs and duties in regards to the grant application progress. The following document contains an active list of requirements and guidelines designed to offer a grantor.

The following document divides our application process into **THREE** core phases: Pre-Award, Award, and Post-Award.

Pre-Award

The pre-award phase includes defining and advertising funding opportunities as well as the actual application review. This phase is divided into **four** core components: planning an opportunity, announcing an opportunity, retrieving the application, and finishing the review process.

Planning an Opportunity: In the early stages of our grant process, we will plan and develop funding initiatives based on the mission, goals, and desired outcomes of the Office of Youth and Young Adults. Such initiatives will be targeted towards four target areas: awareness, intervention, prevention, and/or re-entry. Funding opportunities will also be decided based on the pre-determined, council-approved budget.

- Awareness Grants receive maximum of $2,000 per grant cycle and account for 10% of funding
- Intervention Grants receive maximum of $10,000 per grant cycle and account for 30% of funding
- Prevention Grants receive maximum of $10,000 per grant cycle and account for 30% of funding
- Re-entry Grants receive maximum of $10,000 per grant cycle and account for 40% of funding

Announcing an Opportunity: After funding opportunities have been planned, the Office of Youth and Young Adults will formally announce the funding opportunity to local (Hampton-based) nonsectarian nonprofit, neighborhood serving organization, or a community-based organization, thereby inviting proposals tailored to address the mission of our Office. Details of the funding opportunities will be placed on our website, www.hampton.gov/youth during all active application cycles (April through May and September through October)

Application Retrieval: After a submitted application, the application is retrieved by our Office and screened for initial compliance. Applications meeting the initial compliance screening will be marked for additional review. Those applications will then be forwarded for a more thorough screening by the review board.

Application Review: The application review will be handled by the grant review board, consisting of a myriad of individuals with different focuses. Our review board will consist of, but is not limited to members from:
- City of Hampton Internal Audit
- City of Hampton Budget

- City of Hampton Schools
- Community Leader/Organizer
- Healthy Families Representative
- Criminal Justice Servicing Agent
- Youth and Young Adult, Projects and Grant Coordinator - **Overseer**
- City Manager Office – **Official Reviewer**

This process takes time and as decisions are made, grant applicants will be made aware of their status of their application.

Award

The award phase consists of one main step: notification of the award recipient. The main purpose of this phase is to determine who will receive funding and how to best move forward in terms of reporting and disbursing funds.

Notification of Award: Upon completion of the review process, applicants will be notified, regardless of whether they have been chosen to receive a grant or not. Any applicant not chosen to receive a grant will receive, in writing, justification(s) as to why they were not awarded the grant and encouraged to reapply for the following grant cycle. At this time, our Office begins working with the award recipient to finalize the legal framework for the funding agreement, disbursing and notarizing the grant contract, disbursing funds, and solidifying the reporting dates and requirements extending the life of the project.

Post-Award

The post-award consists of two main components: support and oversight, and the award closeout. This is the longest portion of the grant life-cycle as it requires constant maintenance throughout the life of the project.

Support and Oversight: After funding has been disbursed, members of the Office, primarily the Projects and Grants Coordinator, will oversee the grantees reporting compliance. This extends throughout the life of the grant award and involves reviewing reports submitted by the grantees. Representatives may additionally perform site visits with the leaders/directors of the project and any necessary staff needed for successful implementation of the project.
- Progress Reports will be required regularly throughout the life of the grant.
- Site Visits will be made on a random basis to ensure grant compliance.
- Audits, if necessary, will be performed to ensure compliance with the necessary government regulations and guidelines.

Award Closeout: Throughout the grant life cycle, reports and financial data are completed and submitted at regular intervals by the grantees, and stored in a secure location at the Office. At the end of the project, such reports and financial data will be thoroughly reviewed to ensure compliance with rules, guidelines, and regulations. Upon completion of the final report (financial and programmatic) from the grantee, the grant life cycle comes to an end and the grant is marked as complete and fulfilled.

If there are funds left at the end of the final review that remain unallocated, notice will be given via phone call and in writing, stating the grantee has a certain amount of time to return the funds to the Office, via check, in order to avoid further collection efforts.

Grant Reviewer Description

Purpose: The chief roles of the Grant Reviewer are to read, score, comment on and rank grant applications in a fair and independent review process. Based on the instructions and criteria provided by the Office of Youth and Young Adult Opportunities staff/ and or the City Manager's Office, reviewers will work together to develop a list of grantees to be considered for funding and final approval by members of the City Manager's Office.

Reviewer Meeting Terms: The review committee will meet twice a year in the months of June and November to assess and score grant applications, along with participating in any special review sessions and an annual planning retreat.

Responsibilities:

- Maintain the integrity of the grantmaking process
- Maintain confidentiality and report conflicts of interest
- Attend review panel planning retreat, in person or remotely
- Understand and agree the Grantor's Guide to Receiving, Reviewing, and Awarding Grants prior to reviewing applications
- Read, score and constructively comment on approximately four grant areas
- Attend the review panel meeting, in person or remotely, to discuss and provide the final scores to determine the rank order of applications

Estimated Time Commitment:

Approximately 5 hours per review session and planning retreat:

- Review emailed application packet prior to meeting
- Review, score and comment on approximately four application areas in person or remotely
- Send final recommendations to the City Manager's Office for review and final approval

Qualification:

- Be familiar with the areas of grant focus
- Serves as community member, funding or budgetary agent, criminal justice servicing agent, youth or young adult, school leader, auditor, and/or a healthy family's representative
- **Must not be named as the Director or key personnel on an application being reviewed, or have any other conflict of interest in terms of an applicant's consideration**

Grant Review and Selection

General Grant Cycle (1st Cycle)

April: Grant cycle opens
May: Grant cycle closes

June: Review Committee convenes & applicants notified of decision
July: 1st Check disbursement and site visit

General Grant Cycle (2nd Cycle)

September: Grant cycle opens
October: Grant cycle closes

November: Review Committee convenes & applicants notified of decision
December: 1st Check disbursements and site visit

The Office of Youth and Young Adult Opportunities welcomes applications from nonprofit organizations actively seeking to promote positive change within their community. By focusing on awareness, intervention, prevention, or re-entry initiatives, our target nonprofit grantee will seek to motivate elevated-risk youth and young adults aged 14-24 to become self-sufficient and develop the necessary skills to affect the best life choices. While it is not imperative to hit every marker on the following selection criteria, an ideal candidate will have the necessary resources in place to create the most positive outcome for their participants, their nonprofit organization, and the greater community. Our grant review and selection process focus on four core areas:

- Program Description
- Understanding of outcome/goals
- Quality and intensity of organization
- Long-term community impact

Moreover, as a note for all potential grantee applicants, please be mindful the Office of Youth and Young Adult Opportunities often receive funding requests beyond our established budgets. Unfortunately, we must often decline support for otherwise commendable proposals. Such responses do not reflect our views of the value of the nonprofit organization, its services, or its ability to positively impact the greater community.

Program Description:
At the most basic, potential nonprofit grantees will be a resident of the City of Hampton. Extending beyond that, when reviewing potential grantee applications, The City of Hampton's Office of Youth and Young Employment's applicant qualifications include five essential components:

1. Adequate preparation and resources for the work proposed
2. Specific plan of action to include activities, locations or events (and adequate lead time), and identified demographics

3. Clearly defined goals and strategies to maximize opportunity for program's success
4. Motivation: A sincere desire or interest in the proposed area of funding
5. Ability to meet grant guidelines and deadlines

Understanding of Outcome/Goals:
To really affect change within the greater community, a potential nonprofit grantee must have clearly defined, and tangible, goals and outcomes. Therefore, when reviewing potential grantee applications, our Office will be focusing on the following primary components:

1. Clarity and depth of nonprofit organization's budget development
2. Clarity and depth of nonprofit organization's mission and its goals
3. Quality of written proposal
4. Ability to place and define goals in a broader context (how will your program relate to the community at large?)
5. Nonprofit organization's outcomes addresses identified community needs

Quality and Intensity of Organization:
Understanding how a nonprofit is actively invested in achieving a positive outcome for their organization is imperative to understanding the likelihood of success an organization will achieve. Therefore, when looking at the quality and intensity of a potential grantee's nonprofit organization, we are looking at the following core components:

1. Ability of potential grantee to collect required "data"
2. Level of participation
3. Quality of underlying support system (Who, outside of the core leaders of the organization, will help propel the nonprofit's goals?)
4. Demonstrations of creative thinking (thinking outside of the box)
5. Marketing and recruitment

Long-Term Community Impact:
For a potential nonprofit grantee, knowing how his or her organization has tools and resources in place to affect long-term change within the community is essential. Therefore, our Office has developed two main components for which we look to evaluate a potential grantee's long-term community impact:

1. Achieved or potential learning benefits of nonprofit organization
2. How well the project supports goals and mission of the Office of Youth and Young Adult Opportunities
3. Project or program sustainability
4. Meets matching requirements as stated in the grant guidelines and policies
5. Value and accessibility to community (what sets your project apart from other existing community programs and/or services?)

YOUTH VIOLENCE PREVENTION MINI GRANT PROGRAM
GRANT CONSIDERATION RUBRIC

Name of Organization: Applicant:

Reviewer: Due Date:

The following grant consideration rubric utilizes a numbered system for rating. The following components are ranked on a scale of one through five, with one being ranked the lowest (nonexistent component or subpar component), three being average, and five being commendable.

NUMERICAL RANKING	MEANING
1	Nonexistent
2	Subpar
3	Average
4	Above Average
5	Commendable

We ask that any potential grantee ranked three or below in a category be given suggestions for improvement going forward. We are aware this added duty may seem tedious but the overall goal is to equip these potential grantees with the best chance of success going forward, even if that funding is not through the Office of Youth and Young Adult Opportunities. Suggestions do not have to be extensive, but any note for improvement increases the odds of success going forward.

These nonprofits are doing good work in the community and for the community; therefore, we would like to encourage them as much as possible to keep fighting the good fight. Thank you.

Regarding the funding recommendation to be seen at the end of the rubric, the reviewer will be asked to recommend full funding, partial funding, or no funding. Typically, the breakdown will be as follows:

RUBRIC SCORE	JUSTIFICATION
0-40	No Funding
41-59	Partial Funding (lower threshold)
60-74	Partial Funding (higher threshold)
75-100	Full Funding
	*Full Funding eligible w/exception

PROGRAM DESCRIPTION | OUTCOMES/GOALS

Component	Ranking	Component	Ranking	Component	Ranking	Component	Ranking
Adequate preparation and resources for proposed work		Sincere desire or interest in project area		Clarity & Depth of budget development		Ability to place/define goals in broader context (overall impact)	
Specific plan of action including activities, locations/events (and lead time), and identified demographics		Ability to meet grant guidelines and deadlines		Clarity & depth of organization's mission and goals		Quality of written proposal	
Clearly defined goals and strategies		*Sub-Total*	/25	Outcomes address identified community needs		*Sub-Total*	/25

QUALITY/INTENSITY OF PROGRAM | LONG-TERM COMMUNITY IMPACT

Component	Ranking	Component	Ranking	Component	Ranking	Component	Ranking
Ability to collect "data" required/effective evaluation methods		Level of participation		Meets matching requirements		Project or program sustainability	
Marketing and Recruitment		Quality of underlying support system		Aligns with Office's mission and goals		Achieved/potential learning benefits of project	
Demonstrates creative thinking		*Sub-Total*	/25	Value and accessibility to community		*Sub-Total*	/25
						Grand Total	/100

Funding recommendation (based on aforementioned criteria)

☐ Full Funding

☐ Full Funding eligible with exception (*list reason)

☐ Partial Funding (select one)

_____25% _____50% _____75% _____ Other (list amount): _____

☐ No Funding

Suggestions:_____

_____

Grant Consideration Rubric Revised Jan 2022