

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

Purpose of the Funds

Youth 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:

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

Projects must also address the following:

- Employment Readiness
- Trauma
- Conflict Resolution
- Improving Outcomes for Black Males
- Re-Entry

Other Eligibility Requirements:

- 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.
- Evidence based strategies and/or best practice information should be used to develop the project.
- Applicants are encouraged to work with other grantees and/or partner with other community organizations.
- 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.

Use of Grant Funds

Allowable Uses:

- Funds may be used to support new prevention or early intervention programs.
- Funds may be used for limited focus/time-limited projects.

Unallowable Uses:

- Funds may not be used to supplant existing funds. Supplanting means to replace existing funds used for a specific purpose with these grant funds.

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100 Old Hampton Lane | Hampton, Virginia 23669

www.hampton.gov | P: (757) 727-1300

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- Food expenses in excess of \$7 per person.
- To purchase alcoholic beverages or cash give aways.
- 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.
- Projects that have already been completed.

Community/Neighborhood Center Usage

If your organization's intention is to utilize a City of Hampton Community or Neighborhood Center for your program, activity and or event. Please attach a signed intent to request use of Parks, Recreation & Leisure Services Facilities form.

Grant Review Criteria

Based on grant review criteria and feedback from the Youth and Young Adult Advisory Group, 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;
 - Youth partnership in planning and implementation

Maximum Funds: A maximum of \$20,000 in Grant funds may be awarded to any one 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 \$70,000.

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 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. With the remaining amount disbursed half way through the funded project once reports are 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/or volunteer labor for the day(s) of the event.

Youth Advisory 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;
2. Request any additional information from the applicant (missing documents must be provided in 2 business days from the date of the request);
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. Provide approved packets to the Youth and Young Adult Advisory Group for review; and
7. Forward the recommendations and grant application to the Assistant City Manager and City Attorney's Office for review and approval.

Note: Applicants may be requested to attend a meeting to present their program to the Youth and Young Adult Advisory Review Committee.

Collaboration Requirement: Grantees are required to collaborate with other grantees and/or community organizations at the request of OYYAO, if requested, as a condition of the continued use of awarded grant funds. Grantee is required to respond to OYYAO's request for collaboration within five business days of the receipt of a collaboration request from OYYAO. Should the grantee refuse to comply with any collaboration request of OYYAO, OYYAO reserves the right to demand the return of any grant funds not expended by the grantee at the time of the collaboration response deadline.

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. Funding period and associated facility usage is limited to the terms of the contract.

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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Submission Requirements: Application documents should be submitted in 12pt font, Times New Roman, 1.5 space in PDF format. Each section should be labeled with the corresponding section title from the application.

Timeline:

Grant Funding Period	July 1, 2019 - June 30, 2020
Grant Announcement	December 21, 2018
Application Available	January 2, 2019
Information Session	5:30-6:30pm, January 16, 2019 100 Old Hampton Lane 2 nd Floor Conference Room
Application Deadline	February 12, 2019, 11:59pm via email Or hand delivered on a USB/Flash Drive
Review Period	February 13-March 15, 2019
Mandatory Awardee Meeting	April 2019

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Summer Cycle Start Date	July 1, 2019
Winter Cycle Start Date	January 1, 2020