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# Social Action Grant Funding

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FY17 Application  
Instructions

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FINAL

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## Technical Assistance Contact

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*Revised 3/25/16*

## Introduction/Purpose

Pinellas County Human Services is accepting applications from qualified non-profit social service organizations desiring to provide services to low income residents of Pinellas County to address their health, economic and social well being. The Application Instructions outline the application requirements and the process for selection of organizations to receive Social Action Grant funding allocated by the Pinellas County Board of County Commissioners (Board) in FY 2017.

## Funding Priorities

The County funding priorities for Social Action Grants are:

- Food/nutritional services
- Homeless prevention
- Support services for the homeless
- Healthcare and human services for disadvantaged residents
- Supportive services for an aging population

## Opportunity Overview

### Amount Available:

It is anticipated that approximately \$550,000.00 in funding will be available in Fiscal Year 2017, subject to the adoption of the fiscal year budget by the Board of County Commissioners and any subsequent amendments. The total budgeted funding for Social Action Grants for Fiscal Year 2016 is \$550,000.00.

### Minimum/Maximum:

The average grant award is anticipated to be below \$40,000.00 per year. However, larger awards are possible if recommended by the Social Action Grant Selection Committee and approved by the Board.

### Project Period Timeframe:

The initial grant award will be for a three-year (3) project period. Two additional one-year renewals may be available contingent upon satisfactory performance, funding availability and Board approval.

### Key Dates/Deadlines

Application Release Date	April 6, 2016
Application Questions Submitted By Email**	April 13, 2016
Application Submission Deadline	May 9, 2016 at 4:00 PM EST
Review Committee Meetings	May/June 2016
Award Recommendations to Board*	July 2016
Award Date	July 2016
Social Action Grant Term (36 - 60 months)	October 1, 2016 - September 30, 2019

*\*Recommendations are subject to County budget review process and public hearings.*

*\*\*All submitted questions will be posted with answers for access to all potential applicants.*

# Application Instructions

## Eligibility

- The applicant organization must be a non-profit 501 (c) (3) organization, incorporated in the State of Florida for at least one (1) year, and located in Pinellas County.
- Agencies that engage in fundraising activities must have a current State of Florida Division of Consumer Services State Solicitation of Contributions License.
- The mission of the applicant organization must be consistent with the goals of the Social Action Grant Program to address the health, economic, and social well-being of low income Pinellas County residents in the priority areas of food/nutritional services, homeless prevention, support services for the homeless, healthcare and human services for disadvantaged residents, and supportive services for an aging population.
- Programs proposed by faith organizations must have a secular purpose, must neither advance nor inhibit religion, and must not require worship or religious instruction activities as a condition of participation per Federal guidelines.

## Submission Guidelines

- Only one application **per priority area** per organization will be accepted.
- An organization may submit an application for **up to two** priority areas. The organization must submit a complete application form and required components for **each** proposal submitted.
- Applicant organizations are required to submit one (1) signed paper original and seven (7) complete paper copies **including all required components**, along with an electronic copy of the entire application and required components in PDF format on a USB or CD. All materials and required components included with the application are subject to Florida's public records law and requirements.
- **Applications MUST be received by Pinellas County Human Services (440 Court Street, second floor, Clearwater, FL 33756) no later than May 9, 2016 at 4:00 PM and must be clearly marked SOCIAL ACTION GRANT APPLICATION. Applications received after this time will not be considered regardless of delivery method or postmark.**

## Application Form

Applicants must use the application form provided, using Adobe Acrobat Reader (free download - <https://acrobat.adobe.com/us/en/products/pdf-reader.html>) to complete the application form. All fields must be completed. Some questions in the application are limited to a character count. Accurate contact information for your organization must be provided. If funded, contractual agreements will be executed using this information.

All applications will be subject to a Completeness Review to ensure applicants meet all required submission guidelines. Complete applications will move to the Evaluation Review conducted by the Grant Selection Committee.

## Scoring

- An average score will be calculated for each complete application received. **Low performing applications may not move forward to funding award deliberations.** A copy of the rating form is attached as Appendix A.
- Scores and reviewer feedback will be available to applicant organizations to aid them in understanding both the strengths and weaknesses of their application(s).
- A high Evaluation Review score **does not** guarantee that an application will be fully funded. Other criteria (e.g. priority areas, geographical needs, or other unmet needs of the community) may be utilized to determine the final award amount. If full funding is not awarded, organizations may be required to modify their approach in order to align service levels and outcome expectations with the amount awarded.

## Award Information

- Social Action Grant Selection Committee recommendations will be presented to the County Administrator for review and approval.
- Final approval of the recommended Social Action Grantees will be made by the Board. All Board funding decisions are based on availability of funds.
- Organizations will receive advance notification of their award upon Board approval, expected in July 2016, for funding beginning October 1, 2016.

## Funding Agreement Information

Organizations approved for funding will enter into a Social Action Grant Funding Agreement specifying the dollar amount awarded, the Agreement duration, the scope of services to be provided, and the outcomes to be measured. Funding Agreements will require a Budget Narrative and Logic Model (developed in collaboration with the organization) that will further quantify the County's expectations of the proposed program.

The term for Social Action Grants Funding Agreements will be October 1, 2016 through September 30, 2019, with two non-competitive one-year renewal options through September 30, 2021. All Funding Agreements are contingent upon satisfactory performance, funding availability and Board approval. Any misrepresentation and/or failure to carry out the program as set forth in the Funding Agreement may result in termination of the Agreement.

## Disclaimer

Pinellas County reserves the right to: 1) cancel the application process; 2) accept or reject any or all applications received; 3) request any necessary clarifications of an applicant's data without changing the terms of the proposed program; 4) negotiate with any qualified applicant; 5) award an Agreement in the best interest of the County; 6) cancel the request, in part or its entirety, if it is deemed to be in the best interest of the County; 7) reject the program of any applicant that has previously failed to perform properly; 8) reject the program of any applicant who has failed to complete an Agreement or contract within the specified timeframe.

## Appendix A: Evaluation Review Rating Form

Evaluation Review Form <i>(Completed by Social Action Grant Selection Committee members)</i>	
Maximum 100 points – rate each item between 1 – 5 (1=poor, 2=fair, 3=average, 4=very good, 5 =excellent)	
<b>Organization Name:</b>	
<b>Priority Area:</b>	<b>Program Name:</b>
<b>PROJECT NARRATIVE (Maximum 90 points )</b>	
<b>Organizational Profile (15 points possible)</b> 1) Organization demonstrates capacity to effectively operate proposed program 2) Proposed program supports the organization’s mission 3) Proposed staff leader is qualified and has experience with the population to be served	_____ _____ _____
<b>Organizational Profile Subtotal</b>	
<b>Community Need (20 points possible)</b> 1) Problem and needs are described and well assessed 2) Evidence is presented that demonstrates understanding of the problem and community efforts to address it 3) Target population and geographic area to be served are described 4) Application demonstrates that the program addresses an underserved need in the community	_____ _____ _____ _____
<b>Community Need Subtotal</b>	
<b>Program Summary (35 points possible)</b> 1) Proposed program is fully described and understandable 2) Proposed program is based upon effective, proven models 3) Program addresses gaps in the community 4) Program demonstrates an innovative approach to addressing the community need 5) Applicant proposes to leverage other funders or demonstrates additional valuable opportunities for clients 6) Organization proposes collaborations with others to meet identified need 7) Program makes services accessible to meet target population needs	_____ _____ _____ _____ _____ _____ _____
<b>Program Summary Subtotal</b>	
<b>Program Outcomes (20 points possible)</b> 1) Goals and activities are detailed 2) Outcomes are measurable (short-term, intermediate, long-term results) 3) Data collection and measurement tools are described 4) Program success is defined and achievable	_____ _____ _____ _____
<b>Program Outcomes Subtotal</b>	
<b>BUDGET (Maximum 10 points )</b>	
1) Funding request is reasonable for type and level of services provided and prioritizes funding for services 2) Application demonstrates the ability to successfully execute program through defined budget	_____ _____
<b>Budget Subtotal</b>	
<b>TOTAL SCORE (maximum of 100 points)</b>	
<b>Reviewer Name:</b>	<b>Date:</b>