

# **COMMUNITY ENHANCEMENT FUND FY11**



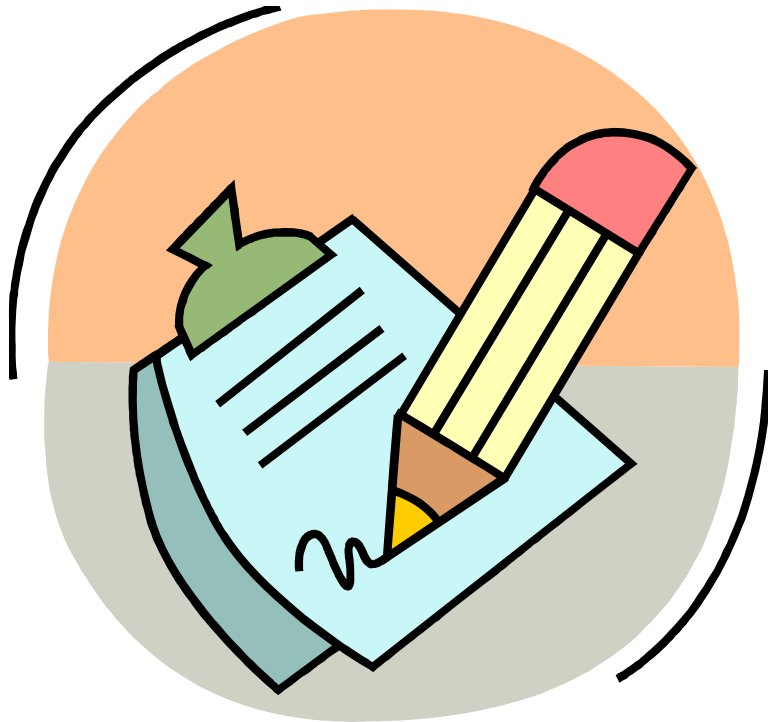
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**April 20 & 21, 2010**



# Do Not Forget to Sign In!

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- Only agencies represented at the training are eligible to apply.



# Goals of Community Enhancement Fund Workshop

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- **Purpose and Definitions – Legal Basis**
- **Who Can Apply?**
- **Grant Conditions**
- **How to Apply**
- **Application Packet**
- **Questions & Answers**
- **GivingMatters & The Community Foundation**



# Community Enhancement Fund – Purpose

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**Meet community needs by funding:**

- **Services not currently provided by Metro Nashville Government.**
- **Services which enhance those already provided by Metro Nashville Government.**



# CEF and the Times We Live In - Redux

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- **Economic Crisis**
- **Public School Crisis**
- **More important than ever that limited funds have the most impact**
- **Service descriptions target areas of greatest need**
- **Service descriptions can change from year to year**



# Community Enhancement Fund – Service Category Definitions

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## **Domestic Violence:**

- **Defined as violence against women and children in the home by a spouse or partner**
- **Priority is personal safety and family protection**
- **Priorities are (in order): Shelter, Advocacy, Counseling**
- **Services specific to domestic violence issues**



# Community Enhancement Fund – Service Category Definitions

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## **Community Service:**

- **Services provided for individuals and families experiencing economic crisis**
- **Housing**
- **Food**
- **Case Management Services that support Housing and/or Food for those experiencing economic crisis**



# Community Enhancement Fund – Service Category Definitions

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## Community Services (continued)

- **Housing=Shelter-related needs such as rental assistance, utilities, mortgage assistance.**
- **Domestic violence-related housing services should apply under Domestic Violence category.**
- **No funding available for services for those already homeless**



# **Community Enhancement Fund – Service Category Definitions**

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## **Afterschool Programs that Promote Student Success**

- **Structured out-of-school programs for children & youth, pre-K through high school diploma, that promote student success**
- **Provide academic enhancement, life skills, community service, recreation, and/or preparation for post-secondary activities**
- **At least 3 days per week over an extended period of time – 180 hours total**



## **“Extended Period of Time”?**

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**Minimum of 180 hours totally. Examples:**

- **2 hours/day for 3 days/week for 32 (of the 36) weeks during the school year = 192 hours**
- **8 hours/day for 5 days/week for 5 weeks of summer camp = 200 hours**
- **8 hours/day for 4 days/week for 6 weeks of summer camp = 192 hours**



# Afterschool Programs Program Design Factors

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## **Health, Safety & Environment**

- **Atmosphere of comfort, welcome, respect.**
- **Supports & respects physical, mental, social & emotional health of youth.**
- **Food is well-balanced & nutritious.**



# Afterschool Programs Program Design Factors (continued)

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## Relationships

- Adults use positive behaviors & language, are actively involved.
- Adults use positive discipline effectively.
- Adults encourage choices, responsibility, sense of purpose.
- Youth interact with each other positively.



# Afterschool Programs Program Design Factors (continued)

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## Programming & Activities

- Activities relevant, varied, responsive to needs & learning styles.
- Activities are well-planned, youth-centered, culturally sensitive.
- Adults thoughtful about influencing learning & increasing knowledge of youth.



# Afterschool Programs Program Design Factors (continued)

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## **Staffing & Professional Development**

- **Staff, volunteers well-prepared via training & professional development.**
- **Program managers assess performance & satisfaction of staff & volunteers & facilitate improvement.**



# Afterschool Programs Program Design Factors (continued)

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## Administration

- Policies & procedures responsive to needs of youth & families.
- Program has partnerships with community.
- Administration provides sound leadership & management, including quality improvement.



# Funding Amounts

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- **Last year (FY10), Service Categories were funded as follows:**
  - Domestic Violence \$675,000
  - Community Services \$450,000
  - Afterschool Programs \$675,000

**Note: Requested amounts for this year (FY11) will not be known until the Mayor presents his budget to Council on April 29. Once approved by Council, funding amounts will be posted on DGC website.**



# Legal Basis for Grants

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- **The Legal basis for Metro's appropriations to non-profit organizations is found in TCA §7-3-314 and TCA §6-54-111.**
- **These statutes require that organizations desiring financial assistance from a metropolitan government be non-profit, charitable or civic organizations.**



# Who Can Apply?

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- **There are NO exceptions to the eligibility requirements!**



# Who Can Apply?

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- **Organizations with a Non-Profit Status**
  - **501 (c) (3) designation of exemption from federal taxation from the Internal Revenue Service (IRS) as provided by 26 U.S.C.A. ;**
  - **Non-profit status will be verified on [GivingMatters.com](http://GivingMatters.com)**



## Who Can Apply? (continued)

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- **“GivingMatters.com”**
  - **Database of Nonprofits maintained by The Community Foundation of Middle Tennessee**
  - **Applicants must have a completed, updated Profile**



## Who Can Apply? (continued)

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- **Must be registered with the Secretary of State Business Office to do business in Tennessee**
- **Also, Tennessee Secretary of State Office of Charitable Solicitation**
  - **Registration with Office**
  - **File necessary report if organization meets threshold requirement**



## Who Can Apply? (continued)

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- **Organization in existence for at least 3 years**
- **Delivering services to the citizens of Davidson County**



## Who Can Apply? (continued)

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- **Have an audit conducted by a CPA completed within last 12 months**
- **Prior recipients of Metro Direct Appropriations or CEF grants with unresolved findings from monitoring by the Metro Office of Financial Accountability are not eligible to apply.**
- **Prior recipients of CEF grants who have not submitted Interim Reports are also ineligible.**



## Who Can Apply? (Continued)

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- Total funds requested must not exceed **20% of the Agency Total Revenues for the Fiscal Year Covered by the Audit.**

**Example:**

Total Revenues = \$100,000

Maximum Request = \$20,000

- Must attend this training (be sure to Sign In!)



# Grant Conditions

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- **BUDGET LIMITATION**

Total grant funds requested cannot exceed 20% of the applicant Organization's total revenues for the fiscal year represented in its most recent audit.

- **ONE APPLICATION ONLY:**

Only one application for one of the three funding categories per agency is allowed.



## Grant Conditions (continued)

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- **FUNDING LIMITATIONS:**

CEF Grant Funding can only be used for program-specific operating expenses, not for general agency administrative expenditures.

- **UNALLOWABLE EXPENSES:**

Can be viewed in the METRO GRANTS MANUAL on CEF Website or at

[http://www.nashville.gov/finance/docs/grants\\_coordination/CEF/2010/FY10-Grants-Manual-Final.pdf](http://www.nashville.gov/finance/docs/grants_coordination/CEF/2010/FY10-Grants-Manual-Final.pdf)

(Note: Depreciation is not an allowable expense.)



## Grant Conditions (continued)

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- No grants for “general operating expenses”:
  - Executive Director’s Salary
  - Main office rental and utilities
  - Main office printing & postage
  - Main office administrative expenses



## Grant Conditions (continued)

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- **Organizations may apply only for “program specific” funding:**
  - **Materials/services to be used by beneficiaries**
  - **Equipment to be used to deliver services to beneficiaries**
  - **Staff or supervision of staff providing services to beneficiaries**

**Questions?**



## Grant Conditions (continued)

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- **No grants for capital funding:**
  - **Construction**
  - **Renovations**



## **Grant Conditions (continued)**

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- **Grant Contract – See contract template included in CEF Handbook.**
  - **Recordkeeping**
  - **Financial and Progress Reports**
  - **Legal Compliance**
  - **Public Acknowledgement**
  - **Indemnification**
  - **Lobbying prohibitions**



## Grant Conditions (continued)

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- **GRANT PAYMENTS:**

Payments for awards of less than \$100,000 will be made **quarterly** on a *cost reimbursement* basis.

Payments for awards of \$100,000 or more will be made **monthly** on a *cost reimbursement* basis.



## Grant Conditions (continued)

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- **REPORTING REQUIREMENTS:**

**Two programmatic reports will be made to explain how the grant has been used on behalf of the citizens of Davidson County. An interim report is due by February 15, 2011; and a final report is due 45 days after the end of the contract term.**

**One fiscal report will be made 45 days after the end of the contract term.**



## Grant Conditions (continued)

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- **CEF POLICIES AND PROCEDURES**

CEF grant recipients must comply with current Metro Grants Manual (a copy of the Grants Manual is available at [http://www.nashville.gov/finance/docs/grants\\_coordination/CEF/2010/FY10-Grants-Manual-Final.pdf](http://www.nashville.gov/finance/docs/grants_coordination/CEF/2010/FY10-Grants-Manual-Final.pdf))



## Grant Conditions (continued)

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- **MONITORING:**

**All CEF grant recipients will be monitored at a minimum of once a year. The purpose of this monitoring is to ensure that projects are implemented in a timely manner in compliance with all applicable requirements.**



# How to Apply

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- Choose *one* of the 3 Funds:
  - Domestic Violence
  - Afterschool Programs
  - Community Service
- Applications must be received by 4:30 p.m. on May 7



## How to Apply (continued)

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- **Send/deliver applications to:**

**Metro Nashville Community Enhancement Fund  
C/O Tiffy Barnett, Division of Grants Coordination  
222 Third Avenue, North, Suite 501  
Nashville, Tn. 37201**

- **E-mail pdf of most recent audit to:**

**[fred.adom@nahsville.gov](mailto:fred.adom@nahsville.gov)**



# **APPLICATION PACKET: Required Documents**

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- **Application Cover Sheet (Excel)**
- **Program Narrative (Word Template)**
- **Spending Plan (Excel)**
- **Spending Plan Narrative (Word)**



# Application Cover Sheet

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## **Name of Agency**

- **Use the full, legal name of agency**
- **Name on IRS letter, GivingMatters**
- **Enter the name exactly as it is in those documents.**



# Examples

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- **The First Chances Agency, Inc.**
- **The First Chances Foundation**
- **1<sup>st</sup> Chances Fdn.**
- **“Chances”**
- **FCA**
- **1<sup>st</sup> Chances Agency of Nashville, Inc.**



# **Name of Agency: Important**

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- **Only organizations represented at these trainings will be eligible to apply!**
- **When you signed in today, how did you represent the name of your agency? Please double-check before you leave that it is perfectly clear which organization you represent!**



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# **APPLICATION PACKET: Program Narrative**

**Use the Program Narrative  
Template on the website**



# Program Narrative Formatting

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- **Type directly on the template from the website, which includes required formatting that limits the number of keystrokes for each section.**
- **The Program Narrative consists of seven sections. Respond to the sections in the order in which they appear.**



# Program Narratives **MUST** be Typed on the Template!

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**It must be on the  
Template in order  
to be considered  
eligible!**





# Program Narrative: Executive Summary

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## 800 Keystrokes or Less

- What target population will you serve?
- What outcomes do you expect as a result of your services?
- What services are you going to deliver?



# Program Narrative: Agency Capacity & Experience (10 points)

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- **Mission and history of providing quality services in Nashville**
- **Backgrounds, roles and responsibility of key management and program staff**



# Program Narrative: Problem & Target Population (15 points)

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- **Characteristics of target population (& how it fits the definition of the Service Category)**
- **How you will document that beneficiaries are residents of Davidson County (See Contract Template, Sections A.3 and A. 4).**
- **Evidence supporting a clearly defined need aligned with the Service Category description.**
- **Community Service: How you will document that beneficiaries are economically needy.**



# Program Narrative: Population Description – Be Specific!

**NO!**



- “Girls at a crucial age.....”
- “Victims of domestic violence.....”

**YES!**



- “Middle-school girls in the Maplewood School Zone.....”
- “Abused women in North Nashville with pre-school age children.....”



## **Program Narrative: Service Gaps (15 points)**

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- **What services is Metro providing, if any, to the target population?**
- **How do you currently coordinate with Metro service provider(s)?**
- **How will the proposed service fill a gap in the service provided by Metro and/or by the overall service system?**



# Program Narrative: Program Design (25 points)

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- **Process for collecting data and indicators to be tracked to demonstrate outcomes have been achieved.**
- **Services and/or activities to be provided to the program's target population to achieve those outcomes.**
- **How program will respond to priorities described in the Service Category definition.**
- **Measurable Outcomes.**



## Avoid “Outcomes” Pitfalls....

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- Listing outcomes/objectives for the whole agency, not just for the CEF-funded program.
- Listing only outcomes/objectives for last year, not projected outcomes for *next* year.
- Stating outcomes/objectives without being sure how to capture the data (or even if you can).



# Program Narrative: Program Design (continued)

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- For “Afterschool Programs”: Describe how the program will align with Program Design Factors:
  - Health, Safety & Environment
  - Relationships
  - Programming & Activities
  - Staffing & Professional Development
  - Administration



# Program Narrative: Leveraging & Collaboration (10 points)

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**Existing collaborative relationships your organization has or will have with other community organizations that will enable you to be successful with CEF grant funds.**



# **Program Narrative: Sustainability (10 points)**

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- **Efforts to increase and/or diversify program resources**
- **Strategies for capacity building**
- **How will you continue these services/activities should the level of funding change?**



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# **APPLICATION PACKET: Spending Plan**



# Application: Spending Plan

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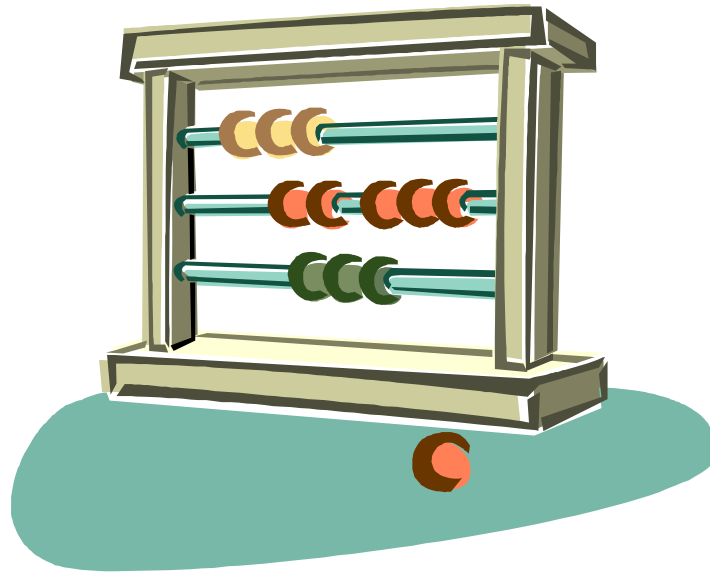
- Realistic estimate of how much money needed from Metro Government for this program
- Include funds which are absolutely essential for the program
- In the “Non-Metro Funds” column, include **ONLY** funds to be used for the **specific program you are applying for.**
- Spending Plan will be reviewed for cost effectiveness and direct relationship between planned expenditures and client outcomes.
- Round all amounts to ***nearest \$100*** dollars.



# Spending Plan (continued)

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**Check  
your  
Math!!**





# APPLICATION PACKET: Spending Plan Narrative

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- **Supports items and clarifies budget item whose relationship to the proposal narrative is not obvious**
- **Justifies or explains each spending plan item, relates it to project activities, and demonstrates that all costs are reasonable**
- **Explains how you arrived at costs**



# How Will Applications be Reviewed?

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- **Check out the CEF Reviewer Score Sheet on the website**
- **Reviewer Score Sheet includes more detail on how reviewers will assess applications**

**COMMUNITY ENHANCEMENT FUND FY11 SCORING MATRIX**

**APPLICANT:**  
**REVIEWER CODE:**

QUESTIONS: Call Tiffy Barnett at contact number provided in your packet.  
**Comments are required if you award less than half points possible, in a given section.**

Item	Total Points Possible	Applicant Points Earned	Comments
<p><b>1. Executive Summary – Not Scored – 0 pts.</b></p> <p><b>2. Capacity of the applicant and relevant organizational experience (10 points)</b></p> <p><b>Assessment:</b>                      0 Points if there is no Capacity section                      0 Points if the organization does not provide services to residents of Davidson County                      How long has the organization been providing services in Davidson County?                      How long has the organization been serving the population for the proposed program?                      Is the mission clearly stated and related to the proposed program?                      Has the organization received any honors or</p>			



# Application Review

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- **Staff & CEF Steering Committee screen for requirements.**
- **Panel of reviewers selected by Mayor, Vice Mayor & another Council member read & rate applications.**
- **Panel develops list of funding recommendations.**
- **Funding recommendations take into account ratings, and extent to which beneficiaries may be underserved.**



# Community Enhancement Funds Process – Key Dates

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- **April 20-21 – Applicant Training**
- **May 7 – Non-profits submit proposals**
- **May 10-13 – Applications screened by staff for minimal grant requirements**
- **May 14 – CEF Steering Committee meets to decide on screen-outs.**



# Community Enhancement Funds Process – Key Dates (continued)

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- **May 17 – Notification to Applicants screened out as ineligible (Note: there is no appeal process for applications screened out as ineligible.)**
- **May 19 - Eligible applications submitted to CEF Review Panel**
- **May 19-June 4 - Reviewers read applications.**



# Community Enhancement Funds Process - Key Dates (continued)

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- **June 21-22 – Reviewers meet for final ratings and funding decisions. (Funding decisions are based on application quality and also extent to which beneficiaries may be underserved.)**
- **June 30 – Reviewers' funding recommendations sent to the Mayor**



# Community Enhancement Funds Process - Key Dates (continued)

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- July 20 – Council action on grant awards
- July 23 – Official notification of recipients
- July 2010 - Legal Dept. compiles a list of all nonprofits that will receive appropriations for publication in a newspaper of general circulation
- July 23-31 – Collection of *additional documents* from recipients



## **“Additional Documents”?**

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- **Recipient Annual Report**
- **Assurances of Certifications**
- **Metro Short Vendor Application (if needed)**
- **ACH Wire Form (if needed)**



## Community Enhancement Funds Process - Key Dates (continued)

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- **August-September 2010 – DGC develops and executes grant agreements with recipients**
- **August 2010 – Training for recipients on grant management and accountability.**



# Contracting Process

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- **DGC works with recipients to draft the grant contract, and forwards it to the grantee for signature.**
- **The contract Scope will include specific outcomes based on outcomes included in the grant application.**



# Contracting Process: Scope Changes

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- An applicant may be awarded an amount different from the amount applied for.
- In such a case, DGC will work with the recipient to make changes in the proposed scope of work and spending plan.



## **Contracting Process (continued)**

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- **Upon receipt of the signed contract from the grantee, DGC prepares the contract for Metro approvals, attaching a copy of the Completed Spending Plan and Grant Application.**
- **DGC forwards the contract and the attachments to the Director of Finance for approval**
- **The Director of Finance signs the contract and forwards to Metro Legal**



## **Contracting Process (continued)**

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- **Metro Legal signs the contract and forwards it to the Metro Clerk for filing**
- **The Metro Clerk signs and files the contract, and provides the DGC with copies**
- **The DGC sends a copy of the fully executed contract to the grantee**
- **The grantee submits invoice for payment in accordance with the payment terms of the contract**



# Website Address:

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- [http://www.nashville.gov/finance/grants\\_coordination/CEF/index\\_fy11.asp](http://www.nashville.gov/finance/grants_coordination/CEF/index_fy11.asp)

# Question and Answer

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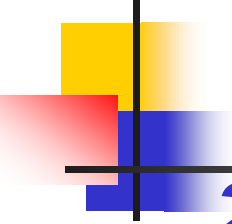


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**1. Is it possible to provide the pre-application training via webinar either live or taped?**

**Good idea. We will follow up on this request and if we are able to do so, we will post the Orientation Session on the CEF website for viewing by interested parties.**

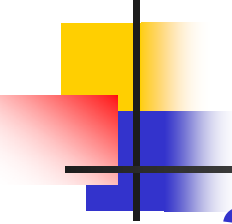
**However, non-profits that wish to apply must be represented in person (sign in) at one of the Orientation Sessions. An on-line recording of the session would be provided as a courtesy for those who wish to share with other agency staff that could not be present.**



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**2. Will you accept a financial review in lieu of an audit? In these challenging economic times, nonprofits need to save money wherever possible. A review costs approximately 50-60% of that of an audit.**

**No, we will not accept a financial review, or any other kind of financial report, in lieu of an audit conducted within 12 months by a Certified Public Accountant.**



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**3. May we review proposals that were successfully funded last year?**

**Yes. Please make an appointment with Dennise Meyers at 880-2640 to arrange to review successful proposals.**



## COMMUNITY ENHANCEMENT FUND (CEF) GRANTS FOR FY11

For FY11, Metro is continuing the Community Enhancement (CEF) Grant program for Nashville non-profit organizations. The CEF is designed to meet community needs by funding:

- Services not currently provided by Metro Nashville Government.
- Services which enhance those already provided by Metro Nashville Government.

**The program will award grants in the three categories below. The totals allocated for each service category will not be determined until the Mayor presents his proposed Budget to Metro Council on April 29.**

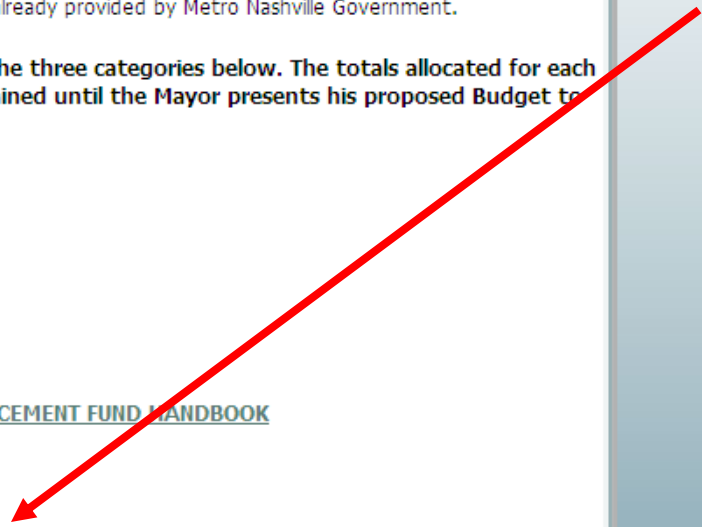
- Domestic Violence
- Afterschool Programs
- Community Service

### RESOURCES

- [FY11 COMMUNITY ENHANCEMENT FUND HANDBOOK](#)
- [CEF FY11 TIMELINE](#)
- [APPLICATION PROCESS](#)
- [FREQUENTLY ASKED QUESTIONS](#)
- [CEF REVIEWER SCORE SHEET](#)
- [RECIPIENT TOOLBOX \(Forms, Instructions, etc.\)](#)
- [NASHVILLE AFTER ZONE ALLIANCE STANDARDS OF PROGRAM QUALITY](#)

- #### Grants Coordination
- » [General Fund \(Direct\) Appropriation Resources](#)
  - » [Community Enhancement Fund \(CEF\) Grants Resources FY11](#)
  - » [Community Enhancement Fund \(CEF\) Grants Resources FY10](#)
  - » [Metro Grants to Other Entities](#)
  - » [Grants Tracking Form \(Excel spreadsheet\)](#)
  - » [Register for Grants Training Classes](#)
  - » [Helpful Grants Links](#)
  - » [Who's Who in Grants Coordination](#)

- #### Department of Finance
- » [Enterprise Business Solutions](#)
  - » [Finance Director](#)
  - » [Financial Accountability](#)
  - » [Financial Operations](#)
  - » [Management & Budget](#)
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Metropolitan Government of Nashville &amp; Davidson County, Tennessee

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**Finance****Grants Coordination**

- » **General Fund (Direct) Appropriation Resources**
- » **Community Enhancement Fund (CEF) Grants Resources FY11**
- » **Community Enhancement Fund (CEF) Grants Resources FY10**
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**Department of Finance**

- » **Enterprise Business Solutions**
- » **Finance Director**

**COMMUNITY ENHANCEMENT FUND (CEF) GRANTS FOR FY11 - Frequently Asked Questions**

Non-profits with questions about the Community Enhancement Fund grants are directed to the Community Enhancement Fund FY11 Handbook. For questions not answered by the handbook, email the question to [dgc@nashville.gov](mailto:dgc@nashville.gov). Questions sent to that address will be posted and answered on this page within 24 hours of receipt.

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# **GivingMatters & The Community Foundation**

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**Welcome Amy McDaniel**