

City of Tallahassee

Griffin Heights Community Engagement Fund

Overview

The Griffin Heights Community Engagement Fund (CEF) is established to fund the implementation of the Griffin Heights Neighborhood First Plan by providing grants to organizations and individuals to implement action items from the plan and/or proposals that will achieve the outcomes cited in the plan. The Fund is capitalized by \$400,000 provided by the City of Tallahassee during the Fiscal Year 2023 funding allocation.

The Griffin Heights Community Engagement Fund, administered by the City of Tallahassee Neighborhood Affairs Division will provide mini grants to implement action items, initiatives, and projects not otherwise funded by a specific budgetary allocated from the Neighborhood First Plan approval process. At the heart of the CEF is the engagement of Griffin Heights residents and stakeholders in the implementation of their Neighborhood First Plan. Proposals approved for funding, from their inception, development and implementation must engage Griffin Heights residents and stakeholders.

What is the Community Engagement Fund?

CEF is a grant funding program specifically established and capitalized for the implementation of the Griffin Heights Neighborhood First Plan. The Fund provides grants to implement action items - initiatives/programs/projects – from the Griffin Heights Neighborhood First Plan that are not otherwise funded directly by the City Commission. Approximately, \$400,000 was provided by the City of Tallahassee to capitalize the Fund. The Fund is administered by the City of Tallahassee Parks, Recreation and Neighborhood Affairs Department.

Why is the Community Engagement Fund important?

The CEF provides funding that Griffin Heights residents, stakeholders and neighborhood-based organizations can access/leverage to aide their participation in the implementation of the Griffin Heights Neighborhood First Plan. The Griffin Heights Neighborhood First Plan was developed by a resident-led process overseen by the Griffin Heights Community Action Team with active involvement from the Griffin Heights Neighborhood Association and facilitated by the City's Neighborhood Affairs Division. It is important that residents and stakeholders be actively engaged in the implementation of the Neighborhood First Plan. The CEF provides a positive way to engage residents and stakeholders in the process by providing funding for them to undertake and implement action items from the plan. In addition, all funded projects will directly impact/provide services to Griffin Heights residents and their community.

What is eligible to be funded with CEF funds?

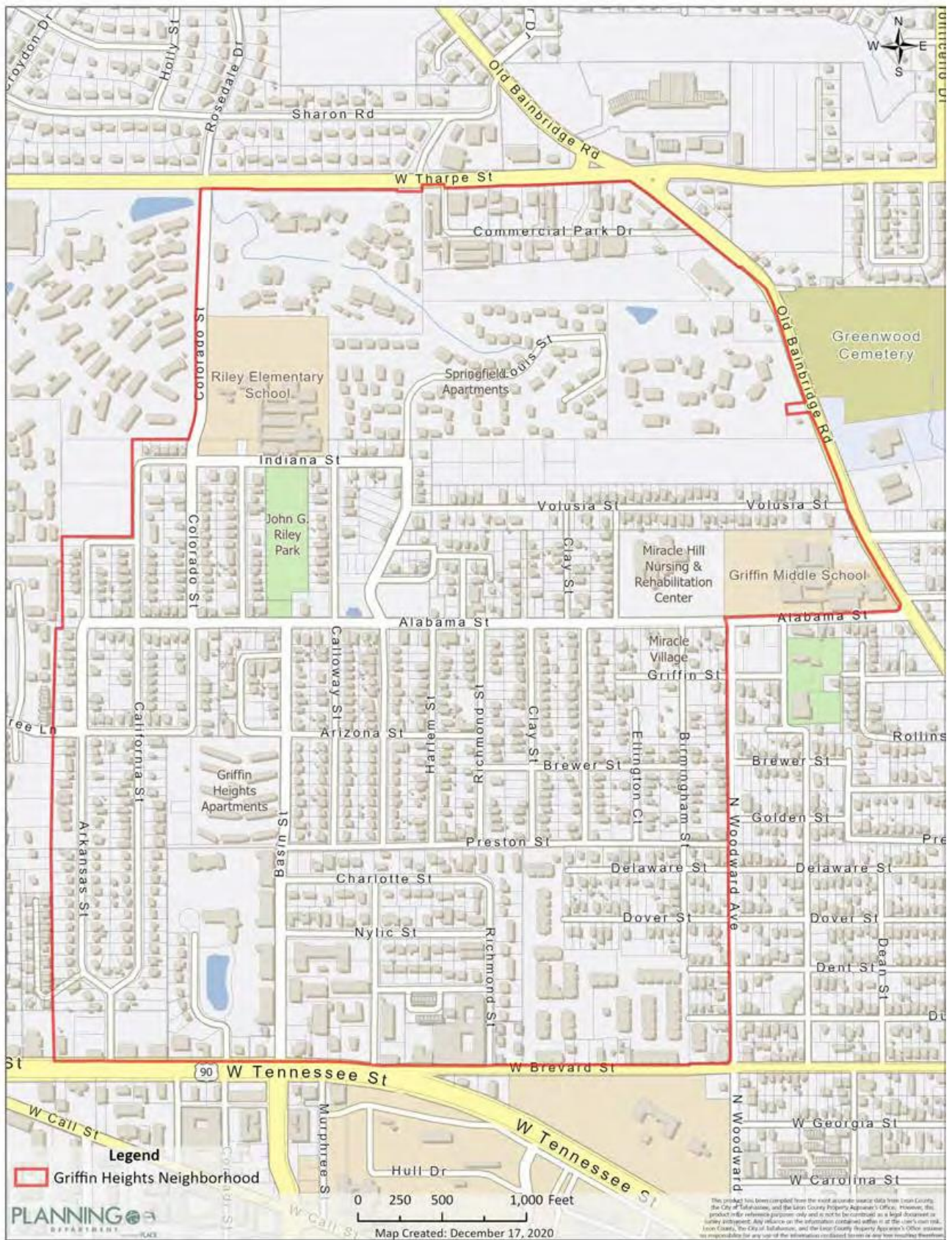
All expenditures funded by a CEF grant must be directly associated with an Action Item from the Griffin Heights Neighborhood First Plan. Typically, this grant program will not cover program take-away items such as computers, nor executive administration costs. Purchases such as items needed to conduct a program or a physical project are allowed, as well as costs associated with hiring a professional (social worker, financial specialist, etc.) to perform the services are allowed.

Who is eligible to apply for Community Engagement Funding?

Griffin Heights residents¹, organizations, businesses and entities² are eligible to apply for a grant from the Community Engagement Fund (see attached map of boundaries). Organizations, businesses, and entities located outside of the Griffin Heights neighborhood, in collaboration and/or partnership with a Griffin Heights resident or organization/entity, may apply for grant. Non-Griffin Heights residents are not eligible to apply for a grant from the CEF. All services and programming funded by the CEF must be delivered within the boundaries of the Griffin Heights neighborhood and should be designed and delivered primarily to serve Griffin Heights residents and their interests.

What are the Griffin Heights neighborhood boundaries?

As outlined in the Griffin Heights Neighborhood Association bylaws, the current neighborhood boundaries include Tharpe Street to the north, Old Bainbridge Road and Woodward Avenue to the east, West Brevard Street and Tennessee Street to the south, and Colorado, California and Arkansas Streets to the west (see map).



What are the Funding Categories?

To direct and focus funding decisions and to ensure that prioritized services, projects, and initiatives are funded, the Community Engagement Fund will have four priority areas that are aligned with the Griffin Heights Neighborhood First Plan. Each proposal must specifically address a listed action item and/or further the strategies within the plan under these categories. The funding categories are as follows:

- Community Beautification
- Economic Development
- Neighborhood Infrastructure & Land Use
- Neighborhood Safety & Crime Prevention

Category	Funding Amount
Community Beautification	125,000
Economic Development & Resident Empowerment	125,000
Neighborhood Infrastructure & Land Use	50,000
Neighborhood Safety & Crime Prevention	100,000

Table 2 lists each funding allocation per funding category.

How much funding is available?

The CEF is capitalized with \$400,000. The maximum award that will be made from the CEF is \$25,000, and the minimum award is \$500. However, the maximum award for individuals is \$5,000. All successful grantees must register with the City of Tallahassee as a vendor prior to the execution of a grant agreement execution and provide an Employer Identification Number (EIN) or a Social Security Number (SSN). Please note that any tax implications associated with accepting the grant funds are the responsibility of the grantees.

What are the eligibility criteria?

Applicants

Applicants must be a Griffin Heights neighborhood resident, an organization domicile in the Griffin Heights neighborhood, and a for-profit business or non-profit entity located in the Griffin Heights neighborhood. Non-Griffin Heights entities, in partnership/collaboration with a Griffin Heights resident, Griffin Heights organization, Griffin Heights business or Griffin Heights nonprofit or entity, may apply for a grant from the Griffin Heights CEF. Non-Griffin Heights residents are not eligible for this grant program.

Projects

All grant proposals must specifically implement an action item(s) from the Griffin Heights Neighborhood First Plan and/or further implement the outcomes stated in the plan. All services and projects must be performed within the boundaries of the Griffin Heights neighborhood. See map on page 8 of the Neighborhood First Plan.

Project Timeframe

All grant proposals must be completed within 1 year from the date of receiving funding. Extensions may be requested and granted only with written consent of approval.

How many times can I apply to this grant?

Applicants may submit multiple grant applications; however, only one award will be made per lead applicant. If an applicant is partnering with another individual, business or organization, the application must clearly identify who is the lead applicant.

Is this a matching grant?

Yes. Grants provided by the CEF are designed to leverage the skills and resources of Griffin Heights residents and stakeholders in implementing the Griffin Heights Neighborhood First Plan and require a small match. Applicants must provide ten percent (10%) of the requested funding amount. The required match may be in cash, in kind donations, and/or volunteer hours (calculated at \$28.54 per hour). The required match must be outlined in the proposed budget.

What type of evaluation measures are required for the grant?

To ensure that grant proposals are designed to achieve the outcomes listed in the Griffin Heights Neighborhood First Plan, all funded grantees must submit status reports documenting the progress their projects have made in achieving their stated outcomes. A final project report is required of all grantees. Given the variety of grant proposals that will be submitted for funding, metrics for the evaluation of projects will be established on a case-by-case basis to ensure the metrics feasibility.

- All grant proposals must provide a minimum of 3 metrics to measure the achievements of their projects
- The proposed measures must include inputs as well as outcome measures to show the impact the proposal will have on the Griffin Heights community
- Neighborhood Affairs staff can suggest changes to the proposed metrics or offer additional metrics
- All agreed upon metrics will be documented in the grant agreement and all status reports as well as the final report due at project completion must document the progress made to achieve project's goals.

Do I need to complete and submit a budget with my grant proposal?

Yes, a formal budget needs to be submitted with every grant application in order to be deemed complete. The budget must outline what expenses will be paid for with CEF funds, and what expenses will be paid for/provided by the 10% required match. See budget template below in Table 3.

<u>Griffin Heights Community Engagement Fund</u> <u>Budget Template</u>			
Budget Cost Categories	CEF Funds	Matching Funds	Narrative
Compensation for program staff			
Professional fees			
Admin (Occupancy/Utilities/Phones/Networks, Postage, Equipment Rental & Maintenance, Insurance)			
Program Supplies			
Meeting Costs/Travel/Transportation			
Awards/Recognition			
Other: Please List Specific Category			
TOTAL BY FUNDING SOURCE			
PROJECT TOTAL			

How will grant funds be disbursed?

Funded grantees must register as a vendor with the City of Tallahassee to receive their grant funds. City of Tallahassee vendor registration information can be found at Talgov.com. Each grantee will execute a grant contract with the City of Tallahassee. The contract will stipulate how and when grant funds will be disbursed. CEF grants will be distributed as follows:

Projects with short duration and one-time events:

- Seventy-five percent (75%) of the grant funds is eligible for distribution upon execution of the grant contract
- The remaining 25% of funds will be distributed at the completion of the project and upon the submittal, review and approval of the final report

Projects with longer duration up to 1 year:

- 50% of funds distributed up front
- 25% of funds distributed at 6-month mark
- Final 25% of funds distributed with final report at project completion

What is the project status reporting process?

All projects must submit a "Project Status Report" form at the 6-month timeframe for any funds beyond the initial payment to be distributed. The report must detail the progress made and challenges encountered, if any. This report will accompany the invoice for payment at the 6-month interval.

A final Project Status Report is due at the conclusion of the project, and it must detail all progress of the program, challenges if any, in addition to the final invoice requesting final payment distribution.

Payment distribution will not occur without a report form.

How do I receive an application?

Applications for the CEF are available on Neighborly Software at www.talgov.com/neighborhoodservices or by contacting neighborhoods@talgov.com or 850-891-8795 for a paper copy. Applications are required to be fully completed in order to be reviewed by Staff for consideration for funding. Incomplete applications will strictly not be considered.

When can I apply for CEF funding?

Applicants must fully complete the electronic grant application and submit it to the City of Tallahassee within the grant application window to be considered for funding. Applications received outside of the prescribed application window will not be considered for funding. The current application window opens April 1, 2024 for 45 days.

Application Assistance

Neighborhood Affairs will host workshops to explain the application process in detail to prospective applicants. Questions may be directed to Jillian Driscoll: 850-354-1926, or Jillian.Driscoll@talgov.com or Neighborhoods@talgov.com.

How are applications selected to be funded?

The CEF is a competitive grant program. As such, its intended to fund the most impactful proposals that will benefit the Griffin Heights community. All grant proposals will be reviewed by City of Tallahassee, Neighborhood Affairs's staff and will be scored utilizing the scoring criteria and points listed below. Scored applications will be ranked for funding.

Application Section	Points
Project Description	35
Project Team/Capacity/Expertise	15
Neighborhood Impact	20
Community Support	15
Budget	15
Total	100

When will I know if my project is funded?

Applicants will be notified via email within 21 days of the close of the application window whether their proposal has been selected for funding.

What is the grant review process like?

The CEF is administered by the City of Tallahassee Parks, Recreation and Neighborhood Affairs Department.

- Grant applications will be reviewed by City staff.
- The grant review process will assess the feasibility of each proposal, determine that applicants and their proposal meet the grant eligibility criteria and implement at least one action item from the Griffin Heights Neighborhood First Plan.
- Neighborhood Affairs will review all proposals recommended for funding to ensure consistency with the funding criteria/guidelines, contracting, and grant management.

SELECTION CRITERIA:

1. Location

The applicant and proposed project must be located within the Griffin Heights neighborhood of Tallahassee.

2. Participation

Applicants must be a Griffin Heights resident, Griffin Heights community-based organization, Griffin Heights business, Griffin Heights nonprofit or entity. Non-Griffin Heights entities may apply in partnership/collaboration with a Griffin Heights resident, Griffin Heights organization, Griffin Heights business or Griffin Heights nonprofit or entity.

3. Neighborhood Impact

The proposed project/programming/event must address an action item directly from the Griffin Heights Neighborhood First Plan and be of significant impact to the neighborhood.

4. Funded Project

Funded projects must be well planned, adequately budgeted and ready for implementation. The grant application must be filled out thoroughly and correctly. All participants, or those who may be affected, must have been informed and concur with the project. Details such as timing, communication and grant administration have been considered. Applicants shall include a description of plans for any necessary government or agency permits and regulations.

City of Tallahassee

Griffin Heights Community Engagement Fund

Appendix

Funding Definitions

- Griffin Heights Resident
- Griffin Heights community-based organizations, Griffin Heights businesses and Griffin Heights nonprofits
- Non-Griffin Heights applicants

Definitions

Griffin Heights Resident: A homeowner or renter who has lived in the Griffin Heights neighborhood limits for at least 6 months.

Griffin Heights community-based organizations, Griffin Heights businesses and Griffin Heights nonprofits: Organizations, businesses, and nonprofits that are physically located in the Griffin Heights neighborhood (see map)

Non-Griffin Heights applicants: Applicants that do not reside in Griffin Heights, and are not a Griffin Heights community-based organization, Griffin Heights businesses and Griffin Heights nonprofits.