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**COMMUNITY PARTNERSHIP FUND – FY2021**

**Background:**

The Office of Family Safety (OFS) is seeking applications for grants to assist Davidson County victims of interpersonal violence such as domestic violence, sexual assault, human trafficking, stalking, child abuse, elder abuse, and stalking. Priority is given to those applications filling a gap in services created by COVID-19 and safer at home mandates. Priority is also given to those applications that have an active on-site collaborative working relationship with the JCAC and Family Safety Center staff and clientele.

**Primary Goals & Outcomes of Domestic Violence targeted CPF funds:**

Goal:  To better meet the **crisis** needs of victims of domestic violence, sexual assault, human trafficking, child abuse and elder abuse that are not otherwise provided by Metro Nashville Government and are not sufficiently provided for by other community agencies.

**Distribution of CPF Funds:**

Non-profits that have previously received CPF Funds may apply for funding up to $50,000. Nonprofits that have not received CPF funds may apply for funding up to $25,000.

OFS has discretion to award more than $50,000 per non-profit if the proposals received are not sufficiently competitive. In such instance, OFS will work with select applicants to revise the awarded agency’s proposed scope of work and budget accordingly.

**Legal Basis for Grants**: TCA 7-3-314 & 6-54-111.

**Eligibility**

* 501(c)(3) designation of exemption from federal taxation from the Internal Revenue Service; or incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.
* Applicant must have been in existence for at least three (3) years by application due date and total funding requested from Metro must not exceed 20% of total revenue for the latest fiscal year.
* Recipient must provide a copy of an audit conducted by a certified public accountant for latest complete fiscal year and be in compliance with contract requirements of grant awards from Metro in any previous years. This requirement may be waived for non-profits with annual budgets of less than $50,000 and requests for grants of less than $5,000, per Ordinance No. BL2013-578.
* Recipient must have an updated profile in GivingMatters, a non-profit database maintained by the Community Foundation of Middle Tennessee. [Giving Matters](https://givingmatters.guidestar.org/https:/givingmatters.guidestar.org/)
* **Funded programs must be a current MOU partner with Metro’s Office of Family Safety for a minimum of 2 consecutive years or a contracted partner with OFS within the last 2 years.**
* Funded programs must have a minimum of a 1-year history of working collaboratively with Metro’s Office of Family Safety in two (2) of the following areas:
  + Staff members stationed at the Family Safety Center or Jean Crowe Advocacy Center on a scheduled and recurring basis;
  + Active member and contributing participant on one of OFS’ Coordinated Community Response Teams
    - Sexual Assault Taskforce
    - Human Trafficking Collaborative
    - High Risk Intervention Panel
    - Strangulation Response
    - Training & Outreach Committee
    - FSC Advisory Committee
    - DADRT
    - Firearm Dispossession
    - Meeting needs of FSC children
  + History of producing work product for or providing co-trainings with OFS and/or the Family Safety Center

**Application & Award Timeline**:

|  |  |
| --- | --- |
| Call for proposals released | **August 18, 2021** |
| Email “Intent to Apply” | **August 27, 2021** |
| Proposal Submission Deadline | **September 10, 2021** |
| **Award recommendations submitted to Mayor’s Office and Metro Finance** | **September 24, 2021** |
| **Award approved and contract signed** | **Timeline unknown** |
| **Award Start Date** | **Upon contract execution** |
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**Administration of CPF funds:**

Metro’s Office of Family Safety will administer the grant process and oversee contracts as well as fiscal and programmatic auditing.

**Grant Conditions:**

* Funding can only be used for program specific operating expenses and not for general agency administrative expenditures such as main office rent and utilities, main office printing and postage, main office administrative expenses.
  + If applying for materials and services – must be used by beneficiaries
  + If applying for Equipment – must be used to deliver services to the beneficiaries
  + If applying for staff or supervision of staff – that staff must be providing services to beneficiaries.
    - If it is a supervisory role, that portion/percentage of salary must be tied directly to the program. (example – if 20% of time is spent on funded program, then 20% of salary is allowable).
* Depreciation is not allowed as an expense.
* Funding cannot be used for capital projects (e.g. construction and/or renovations).
* Indirect costs are not permitted.
* Funds must be spent by June 30, 2022.

**Application & Award Timeline**:

* Applications due by September 3, 2021

**Submissions:**

* Email “intent to apply” Mena Youssef [menayoussef@jisnashville.gov](mailto:menayoussef@jisnashville.gov) by August 27, 2021
* Email all CPF and Direct Appropriation Applications to: Mena Youssef [menayoussef@jisnashville.gov](mailto:menayoussef@jisnashville.gov) by September 3, 2021 at 5:00pm Central

**Technical Assistance**

Any Technical assistance questions should be directed to LaToya Townsend [latoyatownsend@jisnashville.gov](mailto:latoyatownsend@jisnashville.gov)

**Budget and Spending Plan**

Funds may be used to support project activities such as costs related to salaries, design/printing of materials, supplies, etc. but, may not be used for operational support for existing projects and activities that are not directly related to the proposed initiative. Please use the budget form and include a brief budget justification for each line item that explains the rationale for the funds requested in the budget.

(see [Budget Forms](http://www.nashville.gov/Finance/Management-and-Budget/Division-of-Grants-Coordination/Community-Partnership-Fund-Grants.aspx))

**Written Proposal Requirements**

* Narrative is limited to 15 pages and should be written in Ariel 12-point font, single spaced using the project template.
* Budget and Budget Justification budget form
* Proposal Presentation (at OFS’ discretion)
* Documentation that supports the eligibility requirements
  + - Proof of 501(c)(3) Status
    - Years in existence
    - Copy of an audit conducted by a CPA for the latest complete fiscal year
    - Be in compliance with contract requirements of grant awards from Metro

**Proposal Review Criteria**

Selection of award recipients will be determined by a review panel based on the following criteria:

| **Section** |  | **Key Content** | **Maximum Score** |
| --- | --- | --- | --- |
| Responsiveness to the grant guidelines & requirements |  | Completeness of application and adherence to guidelines and requirements | 10 |
| Ability to meet an underserved need for target population |  | Description of the underserved need(s) and how these funds will directly meet those needs and reduce delay, inconvenience or lack of services available for the target population | 10 |
| Clarity and achievability of goals and activities – |  | Description of projects goals and what activities need to take place to accomplish those goals. | 10 |
| Achievability and impact of stated outcomes. |  | **Description of how you will measure/quantify how these funds will be used to improve public safety and the well-being of the target population. (see sample of OFS monthly performance metrics).** | 15 |
| Evaluation & Monitoring plan |  | Describe how you will evaluate your project throughout the grant period to ensure funds are being appropriately and successfully utilized.  Description of what you will do to track the progress of your initiative, including operations and budget to ensure funds being used for grant purpose and target population. | 5 |
| Management Plan |  | Description of your team’s experience in programmatic and fiscal management in the specific area of work proposed. | 10 |
| Collaboration |  | Level of collaborative work between applicant agency and proposed project with Nashville’s two Family Safety Centers, OFS and its partnerships | 10 |
| Timeline |  | A timeline that illustrates your anticipated milestones for completion. These are key steps that must occur and anticipated dates for completion | 5 |
| Sustainability |  | Agency plan after June 30, 2021 | 5 |
| Eligibility criteria and documentation Plan |  | Plan for ensuring funds are only used to provide relief to those individuals residing in Nashville-Davidson County | 5 |
| Budget |  | Description of how the funds will be used including dollars requested, total cost, budget estimates by category (capital, operations, staff, etc.). | 15 |
| History (extra credit) |  | Effective use of past CPF and Direct Appropriation awards in terms of number of Davidson County Residents assisted. \* New applicants will not be adversely affected by a lack of extra credit. | 20 |

**Proposal Presentation**

Proposals meeting eligibility requirements may be required to give a presentation of the proposed project. The presentation should not exceed 10 minutes.

**Payments:**

* Grant Payments -Reimbursement basis only.
* Payments made quarterly.

**Reporting requirements:**

* Performance Metrics will be due monthly
* **Two (2)** programmatic reports required
  + Dates to be determined
  + Final Program Report due 45 days after end of contract term.
* Annual Expenditure report – due 45 days after the end of the contract term.

**Monitoring:**

* Programs will be monitored fiscally and programmatically by OFS.