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**COMMUNITY PARTNERSHIP FUND – FY 2025**

**Background:**

The Office of Family Safety (OFS) is seeking applications for grants to assist Davidson County victims of interpersonal violence such as domestic violence, dating violence, sexual assault, human trafficking, child abuse, and stalking. **OFS invites organizations currently working in this field to apply for funding.**

**Priority Programming for FY’ 25**

1. Priority is given to programming that fills a gap in services for marginalized and underserved populations.
2. Priority is also given to those applicants who have an active on-site collaborative working relationship with the JCAC/FSC staff and clientele.
3. **Priority will be given to agencies who will not/do not currently receive funding from Metro (Direct Appropriations, Community Safety, etc.) this fiscal year (FY’25).**

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

**Goal:**  To better meet the **crisis and ongoing needs** of victims of domestic violence, dating violence, sexual assault, stalking, human trafficking, child abuse, and vulnerable adult abuse that are not otherwise provided by the Metropolitan Government of Nashville & Davidson County and are not sufficiently provided for by other Metro or community agencies.

**Possible Outcomes include but are not limited to:**

1. **decreased gaps in services and wait times for victims of interpersonal violence**
2. **increased awareness of the Family Safety Center (FSC)**
3. **increased agencies and clients using the FSC building for service provision**

**Distribution of CPF Funds:**

1. Non-profits that have previously received CPF Funds may apply for funding up to **$50,000.**
2. Nonprofits that have not received CPF funds may apply for funding up to **$10,000.**
3. OFS has the discretion to award more than $50,000 per non-profit if the proposals received are not sufficiently competitive. In such an instance, OFS will work with select applicants to revise the awarded agency’s proposed scope of work and budget accordingly.
4. Should Metro OFS receive an increase in CPF funding, award amounts may be revised

**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%3A/givingmatters.guidestar.org/)
* Funded programs must be a current MOU partner with Metro’s Office of Family Safety for a minimum of 1 year or a contracted partner with OFS within the last year.
* Commitment to provide services in some capacity in the FSC where applicable.
* Funded programs must have a minimum of a 1-year history of working collaboratively with Metro’s Office of Family Safety in one (1) 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
		- HRIP – High Risk Intervention Panel
		- DADRT – Domestic Abuse Death Review Team
		- **IPV Taskforces**
			* DV
			* SA
			* CA
			* VAA
			* HT
		- **IPV Subcommittees**
			* Medical / Health
			* City-wide awareness
			* Juvenile HT
		- FSC Leadership Committee
	+ History of producing work products for or providing co-training with OFS and/or the Family Safety Center

**Application & Award Timeline:**

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| --- | --- |
| **Call for proposals released by** | **May 24, 2024** |
| **Submit “Intent to Apply” by** | **May 31, 2024** |
| **Proposal Application Submission Deadline** | **June 10, 2024** |
| **Award Notification** | **June 19, 2024** |
| **Signed Contract, budget, and disclosures due to OFS** | **June 26, 2024** |
| **Estimated council Meeting for contract execution** | **July 16, 2024** |
| **Award Start Date** | **July 1, 2024** |

**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. Metro’s Office of Financial Accountability may also administer fiscal and programmatic auditing.

**Mandatory Program Requirements**

**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, and main office administrative expenses.
	+ If applying for materials and services:
		- Funds must be used by beneficiaries
	+ If applying for Equipment
		- Funds must be used to deliver services to the beneficiaries
	+ If applying for staff or supervision of staff
		- Staff must be providing services to beneficiaries.
			* If positions funded are a supervisory role, the 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.
* Funding cannot be used for food and beverages provided to agency staff and supporters.
* Funding cannot be used for printing/mailing of agency materials unless provided to clients served under this grant.
* If subcontracting, an additional contract must be executed.
* Funds must be spent by June 30, 2024.

**Technical Assistance**

Any Technical assistance questions should be directed to: **ofsfinancegrants@jisnashville.gov**

**Fiscal Contact:** Dolly Cook (dollycook@jisnashville.gov)

**Programmatic Contact:** LaToya Townsend (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 [CPF Required documents](https://www.nashville.gov/departments/finance/grants-and-accountability/grants/community-partnership-fund-grants))

**Written Proposal Requirements**

* Narrative is limited to 15 pages and should be written in Arial 12-point font, single spaced using the project template.
* Budget and Budget Justification budget form
* Proposal Presentation if requested (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

**Submissions:**

* Submit “intent to apply” **to** **ofsfinancegrants@jisnashville.gov**  by COB **May 31, 2024.**
* Submit all CPF applications to ofsfinancegrants@jisnashville.gov by **June 10, 2024, at 3:00 PM CST**.

**Proposal Review Criteria**

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

| **Section** |  | **Key Content**  |
| --- | --- | --- |
| Responsiveness to the grant guidelines & requirements |  | Completeness of application and adherence to guidelines and requirements |
| Ability to meet an underserved/heightened need for target population |  | Description of the underserved population & heightened need. How these funds will directly meet those need(s), reduce delay, inconvenience or lack of services available  |
| Clarity and achievability of goals and activities  |  | Description of projects goals and specific activities that will take place to accomplish those goals. |
| Achievability and impact of stated outcomes and impact on community if funds are not awarded  |  | Description of how you will measure/quantify use of these fund in a manner that improves public safety and the well-being of the target population |
| 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.  |
| Management Plan |  | Description of your team’s experience in programmatic and fiscal management in the specific area of work proposed.  |
| Collaboration |  | Level of collaborative work between applicant agency and proposed project with Nashville’s two-Family Safety Centers, OFS and its prioritization of high-risk Family Safety Center clients. |
| Timeline |  | A timeline that illustrates your anticipated milestones for completion. These are key steps that must occur and anticipated dates for completion |
| Sustainability |  | Agency plan after June 30, 2024 |
| Eligibility criteria and documentation Plan |  | Plan for ensuring funds are only used to provide relief to those individuals residing in Nashville-Davidson County |
| Budget |  | Description of how the funds will be used including dollars requested, total cost, budget estimates by category (capital, operations, staff, etc.).  |
| History (extra credit) |  | Effective use of past CPF and Direct Appropriation awards in terms of number of Davidson County Residents assisted and funds used. \* New applicants will not be adversely affected by a lack of extra credit. |

**Payments:**

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

**Reporting requirements:**

**Programmatic reports are required every quarter.**

* Final Programmatic Report due 45 days after the end of the 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 and Metro’s Office of Financial Accountability