# Civic and Community Organizations Grant

The City of Harrisonburg Civic and Community Organizations Grant Program, commonly referred to as community contributions, provides an opportunity for qualified non-profit organizations that deliver services to Harrisonburg residents to receive funding from the City.

# Application Deadline

Applications are due Tuesday, January 30, 2024, by 5:00pm.

# Anticipated Funding

The total anticipated funding available for FY24 is $400,000.

# Key Eligibility Criteria

1. Status

2. Services

3. Compliance

4. Completion

# Key Eligibility Criteria

## 1. Status

Must be a nonprofit, 501(c)(3) organization meeting the legal requirements of the Commonwealth of Virginia and the Internal Revenue Service (IRS).

## 2. Services

## 3. Compliance

## 4. Completion

## Key Eligibility Criteria

### 1. Status

### 2. Services

Must provide significant, measurable direct services to residents of Harrisonburg and able to provide an unduplicated count of the residents served.

### 3. Compliance

### 4. Completion

**Key Eligibility Criteria**

1. Status

2. Services

3. Compliance

Must have fulfilled all service, reporting, auditing, and payment obligations for any previous loans or grants from the City.

4. Completion

# Key Eligibility Criteria

1. Status

2. Services

3. Compliance

4. Completion

Must submit all required supporting documents to be considered by the Review Committee.

**Key Eligibility Criteria**

1. Status

2. Services

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4. Completion

## Grant Program Updates

Several modifications have been made to the FY24-25 application and reporting requirements for the Civic and Community Organizations Grant.

- Funding category selection
- Funding request caps
- Reporting requirements

## Funding Categories

Applicants are now required to select a funding category that best aligns with their organization's mission.

Applicants may only select one category. Category selection will not impact scoring of applications.

## Funding Categories

1. Mental and Physical Health

2. Housing and Homelessness

3. Inclusive and Welcoming

4. Arts and Culture

5. Youth Supports

6. Other

# Funding Request Caps

Applicants' request amounts may not exceed the new funding request caps.

Funding request caps are established based on an organization's operating budget.

## Funding Request Caps

Applicants to the Civic and Community Organizations Grant program fall into three tiers based on operating budget size:

**Tier 1**: Operating budgets of $250,000 or less.
**Tier 2**: Operating budgets between $250,001 and $999,999.
**Tier 3**: Operating budgets of $1 million or greater.

**Different funding request caps are in effect for each of the tiers.**

**Tier 1**: 10% of Operating Budget or $20,000, whichever is less.
**Tier 2**: 5% of Operating Budget or $25,000, whichever is less.
**Tier 3**: 2.5% of Operating Budget or $30,000, whichever is less.

# Application Process

# Grant Applications

**Application for funding under $5,000**

This application is shorter and simpler.

It does not request information on intended program or service outcomes or years of experience delivering the program or service.

It also does not require provision of a financial audit, compilation, or review.

**Application for funding in the amount of $5,000 or greater**

This application is lengthier.

It requires applicants to provide information on the intended program or service outcomes and provide the years of experience it has in delivering the program or service.

It requires provision of a financial audit, compilation, or review.

## Grant Applications

The Community Foundation of Harrisonburg and Rockingham generously allows the City of Harrisonburg to use its SmarterSelect portal to receive applications.

Application links are available at: https://www.harrisonburgva.gov/financial-contribution-request

# Summary

Organization Name *

Mailing Address *

City *

State *

○ VA

○ Other

Zip Code *

Full Physical Address (street, city, zip - ONLY IF DIFFERENT FROM MAILING ADDRESS)

# Summary

Executive Director Name *

Grant Contact (Name and Title) *

Grant Contact Phone *

Grant Contact Email *

# Summary

Please select the category that best aligns with the services your organization provides, as described by the definitions provided on the City's website. Select only one category. *

○ Arts and Culture

○ Housing and Homelessness

○ Inclusive and Welcoming

○ Mental and Physical Health

○ Other

○ Youth Supports

# Summary

Is this funding request for a specific program or for overall agency support? *

If program specific, what is the name of the program?

Amount of City funds Requested *(Please note the TY24-25 funding request caps included on the City's website. If your request exceeds your eligible request amount, your request will be lowered to equal the request cap for your organization's tier.)* *

$ ___ . ___

Total Annual Operating Budget *

$ ___ . ___

# Summary

Estimated unduplicated Harrisonburg clients (January 1, 2023 to December 31, 2023): *

Estimated unduplicated total clients (January 1, 2023 to December 31, 2023): *

Please describe how you arrived at your estimates for unduplicated Harrisonburg clients and unduplicated total clients served. *

# Agency Overview

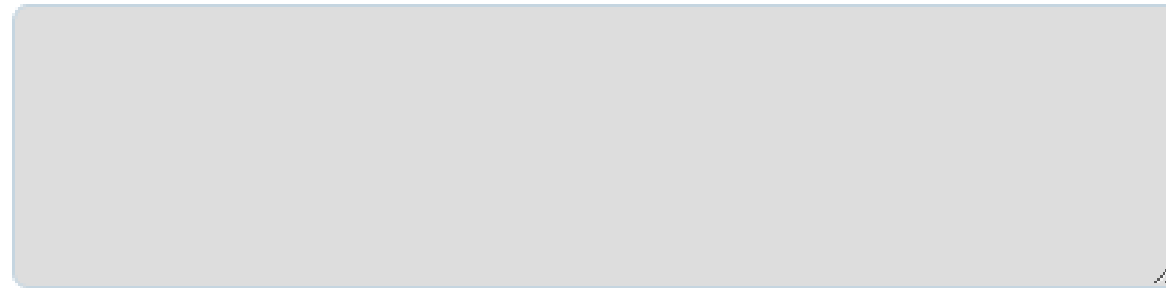Please provide the mission statement of the organization and a brief history. *

# Program Overview

1. Please describe in detail the specific program and how it serves Harrisonburg clients. If you are requesting general operating funding and not program-specific funding, please explain the services the organization provides to Harrisonburg clients that will be supported with this funding. *

# Program Overview

**2. What are the intended outcomes (i.e. what will be the results of) the program or services and how do you determine success in meeting the outcomes?** *

# Program Overview

3. Please provide the number of years of experience your organization has in delivering the program or services described in question 1. If your organization has minimal experience, explain why you will successfully be able to provide it. *

Applicants that demonstrate greater experience delivering a program receive a higher rubric score. If your organization does not have experience delivering a specific program, be sure to clearly articulate how you will bridge the lack of experience to successfully provide the program/services (i.e. a staff member with experience from a previous employer, outside technical assistance, describe other programs you provide that require performance of similar skillsets/tasks)
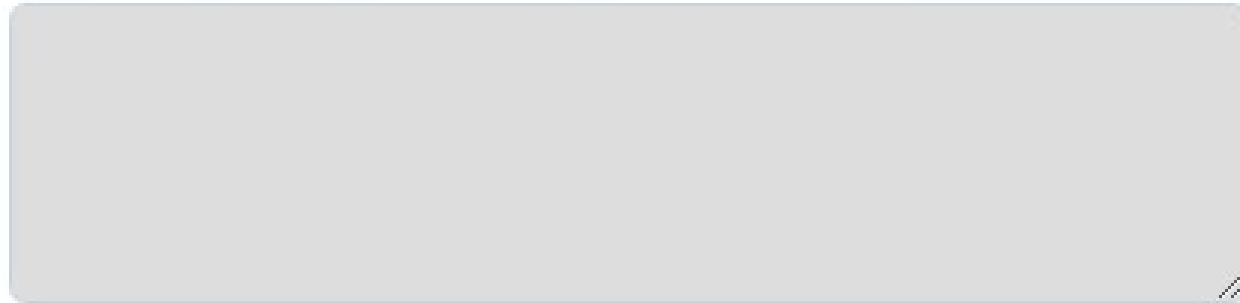
# Program Overview

4. City Council adopted a 2039 vision for the City of Harrisonburg (harrisonburgva.gov/city-council-vision). Please select the vision area(s) your program/service will help fulfill. *

☐ A City For All

☐ A Thriving Educational Epicenter

☐ Available Housing for All

☐ Community Resiliency And The Natural Environment

☐ Distinctive, Reliable Delivery of High Quality City Services

☐ Economic Development: Goals, Gains, and Growth

☐ Fiscal Sustainability and Planning

Applications for funding for programs or services that align with and help fulfill City Council's 2039 vision receive a higher rubric score.
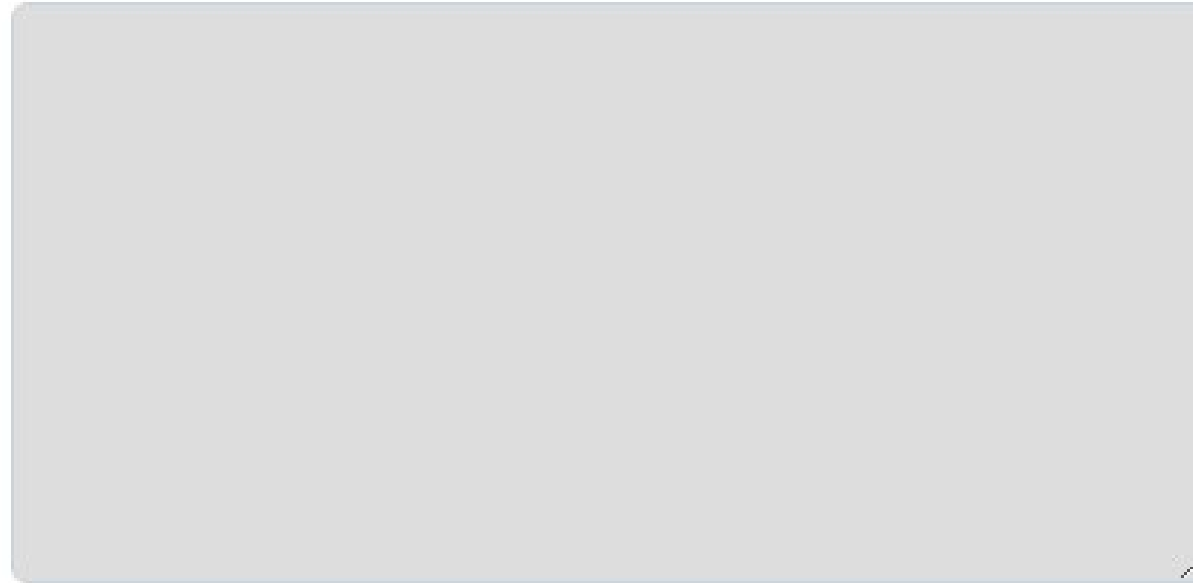
## Program Overview

5. Describe the impact on your organization's ability to carry out the program or services if this request is not funded or only partially funded. *

Every year the amount of funding requested has exceeded the amount of funding available. Applications receive higher scores that articulate how the program/services would be sustained if grant funding was not awarded or partially awarded.

# Program Overview

6. List any other funding sources and amounts your organization has received or is pursuing to support the program or services. Funding sources to include are: Contributions/Donations, Special Events Contributions/Donations, Foundations/United Way/Non-Profits, Federal, State, Other Local Cities *

Applications that demonstrate significant financial support from other funding sources receive higher rubric scores.

# Budget Overview

**Budget Overview**

Please download and complete the budget form https://www.harrisonburgva.gov/financial-contribution-request, available on the City's Community Organization Grant webpage, showing how your organization intends to use the funds, if awarded.

Please upload your organization's completed City budget form. *

Select File

Maximum File Size: 5MB , Accepted file types: .pdf

# Required Documents

The following documents are required to be submitted:

- IRS 501(c) (3) Determination Letter
- State Corporation Commission Certificate of Good Standing
- Most recent IRS Tax Form 990, 990-EZ, or 990-N
- An audit by an independent CPA, a financial review, or a compilation
- Listing of agency's current board of directors

Examples of the documents are available at: https://www.harrisonburgva.gov/financial-contribution-request

The 990 is used to determine organizational financial health. Organizations with 990s that demonstrate ability to cover operations for 3 or more months with cash and liquid unrestricted net assets receive the highest rubric score.

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These documents are reviewed for any concerns, risks, and/or material weaknesses.

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## Grant Applications

The Grant Review Committee also considers an organization's track record with other grants awarded, if any. Factors considered may include timely submission of reporting documents, compliance with grant requirements, completion of activities as outlined in the grant application, and proper submission of reimbursement documentation.

# Evaluation Process

## Review Committee

All applications are reviewed and scored by a Community Organization Grant Review Committee.

All applications are scored using a scoring rubric.

## Scoring Rubric

The scoring rubric is available at:

https://www.harrisonburgva.gov/financial-contribution-request

## Incorporation into the Budget

The Civic and Community Organization Grant Review Committee submits its funding recommendations to the City Manager for consideration.

The City Manager will review and determine which recommendations to include in the budget as is feasible based on financial constraints.

# Award Process

## Award Process

The Harrisonburg City Council will review and consider award of funds to selected non-profit organizations included in the City Manager's proposed budget.

In all cases, the City Council retains sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.

# Grant Requirements

# Agreement

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the City of Harrisonburg.

# Organizations awarded funding must submit two reports on use of the funds.

## Bi-Annual Reporting

## Presenting to City Council

Organizations who receive more than $5,000 in funding may be required to present to City Council on their use of the funding.

Presentation requirements and schedules will be determined after awards have been made.

# Questions