



**Wayne Metropolitan Community Action Agency
Community Funding Initiative FY 2012
General Guidelines**

Objective: To support community-based organizations in the implementation of service projects that meet the needs of low-income community members. To provide this support utilizing members of agency advisory boards who have direct knowledge of and involvement in local communities, available services, and needs.

Available Funds: Each Regional Advisory Council (RAC) will have \$4,000 to award in fiscal year 2012 (October 1, 2011 - September 30, 2012). No grant will be smaller than \$1,000 and none will exceed \$2,000. Funds may be used only for direct services/program operation. Funds will not support general agency overhead. **All funds must be expended for services between March 1, 2012 and August 31, 2012. All receipts must be submitted no later than 5:00 p.m. on September 14, 2012.**

Eligible Entities: Local 501© 3 organizations with annual operating budgets of less than \$250,000. Please note that the eligibility criteria under this extension has been modified to allow applicants that have been previously funded more than once the option to apply for fiscal year 2012 funds. In extenuating circumstances small organizations that use the 501 © 3 status of a larger agency may be considered eligible entities. The final decision on the inclusion of these organizations will be made by Wayne Metro's Chief Operating Officer.

Payment: Organizations will receive 50% of their award after receipt of their signed contract and the balance after submission of receipts showing full expenditure of funds and the final outcomes report. Awards given may be less than the request.

Requirements:

1. Funded entities must agree to send a representative to a minimum of two Regional Advisory Council meetings during the period of March 1, 2012 to October 31, 2012. Failure to comply will result in exclusion from future funding consideration.
2. The targeted population must be at or below 125% of poverty.
 - a. The entity and Wayne Metro must agree on the means to document client income eligibility for services. This will be incorporated in the grant agreement. Failure to adhere to client income eligibility documentation procedures will result in the denial of the second payment installment and the exclusion of the entity from future funding consideration.
3. Funded entities must provide documentation of client eligibility and a report of outcomes by September 14, 2012. Those who do not provide documentation and a written report will not receive the second installment of their grant.
4. Expenses must be incurred between March 1, 2012 and August 31, 2012.

Submittal Dates: Proposals must be submitted by 5:00 p.m. on February 6, 2012. Please note that the February 6, 2012 Deadline is an extension to the original 5:00 p.m. December 2, 2011 deadline. Applications are currently under review.

January - February 2012**Site Visits (if necessary)**

Applicants preliminarily recommended for funding may have a site visit conducted by a minimum of two RAC members and one staff member assigned by the agency. Agency staff will be assigned based on familiarity with the proposed program area.

February 2012**Final Review and Final Voting**

The results of the site visits will be presented to the full RAC for consideration. At that time, all applications still under consideration will either be recommended for funding or denied. Applicants may be contacted to attend the February 2012 RAC meeting to present their proposal and respond to questions.

The RAC will forward funding recommendations to Wayne Metro's Chief Operating Officer who will make the final award decision.

Funded programs will be issued a contract that outlines:

- Payment procedures;
- Requirements to maintain and report data;
- Requirements to maintain and submit income verification; and
- Requirements to file a one page summary report on the outcomes achieved as a result of the funds.