FY 23 Seeding Wayne County Grant Information Session

Welcome
QUESTIONS

◦ Type questions in the chat, our staff will do our best to answer

◦ Technical Assistance Sessions are available—open office hours/ Q&A style
2023 GRANT DETAILS
Seeding Wayne County

- Supports Wayne County-based organizations who address the belief that no one should live in poverty in a Wayne County community
- Grant funding for service projects:
  - Employment/Job Readiness
  - Neighborhood Improvements
  - Health and Nutrition
  - Youth and Adult Education
2023 Total Available Funding $300,000

- $1,000 - $7,500

- $8,750 if previously awarded Seeding Funds
Eligible Organizations

• Wayne County Service Area encompasses a City or Cities in Regional Advisory Council (RAC) area one, two, three, four, five or six.
• Wayne County-based 501© 3 Nonprofit
• $250,000 Annual Operating Budget or Less
• The targeted population must be at or below 200*% of the federal poverty limit. (*current CSBG policy expires 12/3/22.

Updated will be given as legislation is approved)
How to Get In Touch With Us
Eligible Projects

• Must be in one of the following program areas
  ○ Employment/Job Readiness
  ○ Neighborhood Improvements
  ○ Health and Nutrition
  ○ Youth and Adult Education

• Projects must serve:
  ○ Wayne County residents
  ○ Clients Must Be 200% of Federal Poverty Level (*current CSBG policy expires 12/3/22. Updated will be given as legislation is approved)

<table>
<thead>
<tr>
<th>Household Members</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<td>$34,840</td>
<td>$43,920</td>
<td>$53,000</td>
<td>$62,820</td>
<td>$71,160</td>
<td>$80,240</td>
<td>$89,320</td>
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Grant Award

• Funding may be less than requested

• Funds must be spent between April 1, 2023 and August 31, 2023

• Reimbursement Payment Schedule
Reimbursement Payment Schedule

• 50% of your award is disbursed up front
  – Check will be mailed after the MOU is signed
  – Mailed to address listed on application

• 50% of your award is a **REIMBURSEMENT**
  – Second half of your grant amount is disbursed after receipts and final report is submitted
  – Receipts and final report due: **September 8, 2022**
Reimbursement

• Funded entities must provide documentation of client eligibility, documentation of expenditures & required Outcomes Report on or before September 8, 2023.

• If the documentation and a written report are not received, the organization will not receive the second installment of grant funds.
Requirements if Awarded

• Must Attend 2 RAC Meetings
• Service Targeted Population 200*% Poverty
  (*current CSBG policy expires 12/3/22. Updated will be given as legislation is approved)
• Comply with Grant Agreements
  ○ Client Eligibility Documentation
  ○ Documentation of Expenditures
  ○ Final Outcomes Report
• Insurance – WMCAA Certificate Holder
• Evidence of land ownership (if applicable)
• PAL Program Participation
Navigating to the Seeding Wayne County Grant application

1. Go to www.waynemetro.org
2. Click partner tab
3. Scroll down to the Seeding Wayne County Logo
4. Click on the Learn More button.

In the Seeding “Learn More” button you will find all relevant Seeding information (Guidelines, application, timeline etc.)
Wayne Metro Organization Partner Portal

Introducing our new application process via Gateway!

Seeding Wayne County Grant Application
How To Apply

1. Go to the **Seeding Wayne County Grant Application**, register your organization.
   a. If you already have a login for your organization through Gateway, please use that username and password to continue moving forward.
2. Complete the form and include all attachments.
   a. Please ensure that all required attachments are uploaded, as it will not allow you to submit if all required fields are not filled out.
3. Be sure to review the application before submitting as you will not be able to return once submitted.
4. Finalize and submit no later than 12/29/2022 by 4:00 p.m.!

For a more descriptive workflow on how to complete the grant application, [click here](#) to view a step by step “how to” resource. You can also navigate to this document on the Wayne Metro website under the Seeding Grant Page.
A Complete Application Contains:

- Completed Application Form
- Completed Project Budget
- Copy of 501(c)3 Certificate/Letter of Determination
- Most recent financial statements showing the annual organizational operating budget
- Copy of Liability Insurance (*if applicable*)
- Property deeds (*if applicable*)
Example of Financial Statements
### Example of Financial Statements

#### Budget Worksheet

<table>
<thead>
<tr>
<th>Organization Name:</th>
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<tr>
<td>Fiscal Year Period:</td>
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<th>Current Org. Budget</th>
<th>Current YTD Actuals</th>
<th>Previous FY Budget</th>
<th>Previous FY Actuals</th>
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<tbody>
<tr>
<td>Government grants &amp; contracts</td>
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<tr>
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<td>Fund-raising events &amp; products</td>
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<td>Membership and program income</td>
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<td>Other</td>
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<tr>
<td>Total cash revenue</td>
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<td>Total in-kind revenue</td>
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<tr>
<td>Total Revenues</td>
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<th>Current YTD Actuals</th>
<th>Previous FY Budget</th>
<th>Previous FY Actuals</th>
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<td>Insurance</td>
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<td>Fringe benefits &amp; payroll taxes</td>
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<td>Sub-grants to partner orgs</td>
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<td>Supplies</td>
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<td>Staff development</td>
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<tr>
<td>Postage &amp; delivery</td>
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<td>Fundraising fees</td>
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<td>Total in-kind expenses</td>
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<td>Total Expenses</td>
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#### Nonprofit Operating Budget Template

- **Organization Name:**
- **Address:**
- **City, State, Zip:**
- **Phone:**
- **Fax:**
- **Email:**

<table>
<thead>
<tr>
<th>Income Category</th>
<th>Current Fiscal Year</th>
<th>Previous Fiscal Year</th>
<th>Previous Fiscal Year</th>
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<tbody>
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<td>Grants and contracts</td>
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<td>Contributions</td>
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<td>Investments</td>
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<td>Total Income</td>
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<table>
<thead>
<tr>
<th>Expense Category</th>
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<th>Previous Fiscal Year</th>
<th>Previous Fiscal Year</th>
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<td>Equipment</td>
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<td>Utilities</td>
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<tr>
<td>Rent</td>
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<tr>
<td>Property &amp; Equipment</td>
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<td>Other</td>
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<tr>
<td>Total Expenses</td>
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<th>Net Income</th>
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</table>
Application Deadline

December 29, 2022 @ 4:00pm

EMAILED or MAILED APPLICATIONS WILL NOT BE ACCEPTED

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED
SCORING APPLICATIONS

Applicants are strongly encouraged to attend RAC Scoring Meetings:

◦ Feb 6       RAC 1 & 4         12:00 - 1:30,  2:00-3:30 respectively
◦ Feb 7        RAC 2                12:00- 3:00
◦ Feb 8        RAC 3                12:00- 3:00
◦ Feb 9        RAC 5 & 6          12:00- 1:30 ; 2:00-3:30 respectively
Applications will be scored using this rubric

Rubric can be found in the grant guidelines
Notification of Award
Late February 2023
Get Under Contract!

• March 13 Memorandum of Understanding will be sent virtually
  – Funded programs are issued a contract outlining grant expectations including payment procedures, and data collection and reporting requirements.

• March 17 Memorandum of Understanding (MOU) due

• March 17 MANDATORY In Person Orientation
  – An authorized representative from the organization must attend the session.
Tips & Considerations for Submitting a Successful Application
Keep in mind....

- Not all who apply will be funded
- It’s a competitive process!!
- Present your best materials
- Submit a complete application
- Submit on time
Things to consider when applying:

- Financial Solvability
  - Receive 50% of money at the beginning
  - Second half of funds is “fronted” by the organization,
- Have a plan to cover 50% of project costs
- Is insurance cost effective or possible to attain?
Writing a Successful Budget

◦ What are the most **critical expenses** directly related to your project?

◦ What do you ABSOLUTELY need to get your project off the ground?
  ◦ Example: Water is on sale! But **you need** flags for your flag football program

◦ What would you upgrade your program with, **if you had the funds available**?

◦ What resources are you unable to get donated?
  ◦ Sometimes water or snacks can come from a different source. Which gives you more room in your budget for prominent needs.
Writing a Successful Budget

- Mirror your budget with your project description!
- Consider the TIMING of your purchases.
- Plan your budget around the grant term specified in the MOU
  - Anything purchased before the MOU is signed is not refundable unless otherwise stated.
- Request a realistic amount of money that you feel confident you can spend WITHIN the grant period.
  - Any purchase before or after the grant term will NOT be eligible to be covered by Seeding Grant Funds.
Writing a Successful Budget

- A Seeding Grant Budget needs to be Seeding Program based

- Funds must be used for direct project services benefiting persons meeting 200*% FPL (*current CSBG policy expires 12/3/22. Updated will be given as legislation is approved)

- Be aware of disallowable costs
Budget Example

All questions can be answered at Seedinggrant@wymnet.org
Disallowable Costs

○ Funds are administered from Community Service Block Grant (CSBG)- federal money

○ Items that CSBG funds CANNOT PAY FOR are called “disallowable costs”

○ Do not include “disallowable costs” in your budget

○ You will not be reimbursed for anything “disallowable”
## Disallowable Costs

**Disallowable Costs**

*Funds can NOT support general agency overhead such as, but not limited to, the following disallowable items/costs:

- Accounting
- Advertising to Solely Promote the Organization
- Custodial, Maintenance or Landscaping Services (Staff and Contractual)
- Equipment exceeding $500 per item
- Fundraising Activities
- Gift and Gas Cards as Incentives for Staff and Volunteers
- Salaries, Benefits, or Stipends for Staff & Volunteers
- Gift Cards
- Insurance
- Internet, Telephone or Copy Services
- Fees, including but not limited to: late, environmental, etc.
- Taxes, including but not limited to: sales, property, etc.
- Property Rent or Lease Payment
- Repairs to Homes and Facilities
- Utilities, Internet, Telephone or Copy Services
- Vehicle Repairs or Maintenance
Disallowable Costs

- Sales Tax cannot be Reimbursed!
- Fees cannot be reimbursed!

Gift Cards are **NOT ALLOWED.**
What Can I Spend the Funds on?

- Common allowable costs include: equipment rental fees for events, program supplies, event registration fees, food

Your budget line items are the only allowable costs
Writing a Successful Narrative

What is the scope of the project or program?

- Narrow project scope to the length of the grant program (5 months)
- Know your program; Know your goals
- Have dates set & have plan set in place
- Budget line changes are acceptable but major program changes are not allowed
- Maintain program scope
Setting Realistic Goals

What do you want to achieve?

- Limit the scope of your project to a five month period
- Consider your recruitment plan (if applicable)
- How many people can you *realistically* recruit/engage
- Consider the environment, timeframe & *tools*
- Realistic goals won’t reflect poorly on your application; it will reflect well when you submit your program reports
- This impacts your budget
Ensure you have all requirement documents in the correct order at the time of submission.

Incomplete or late applications will not be considered.

We are here to support you in submitting a COMPLETE and ON TIME application.
2023 Seeding Support & Technical Assistance

- **December 6, 2022**
  - 12:00 - 1:00 PM Virtually via Zoom

- **Individual appointments are also available from Dec 1 - Dec 17th**

- **You may also submit questions to seedinggrant@waynemetro.org.**
  All questions are due by Dec 17th at 5 pm.
### Qualifying Zip Codes for Seeding Wayne County Grant 2022

<table>
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<tr>
<th>Service Area</th>
<th>Name of Detroit zip code(s) to be served:</th>
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<tbody>
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<td>(check one box)</td>
<td>(check all that applies)</td>
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<td>□ RAC 1 □ RAC 2</td>
<td>□ 48122 □ 48201 □ 48202 □ 48203 □ 48204 □ 48205 □ 48206 □ 48207</td>
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