

FY2026 Wayne Metro Seeding Wayne County – A Community Funding Initiative

APPLICATION GUIDELINES

Objective: To support Wayne County-based organizations that address the belief that no one should live in poverty in a Wayne County community. through grant funding for service projects in the following program areas:

1. Employment/Job Readiness
2. Neighborhood Improvements
3. Health and Nutrition
4. Youth and Adult Education

Process: Wayne Metro will utilize members of the appropriate Regional Advisory Council (RAC) to score applications and make recommendations for funding. RAC members have direct involvement and knowledge of neighborhoods, available services, and the needs of low-income residents in their region and Wayne County.

Scoring Process : The scoring is based entirely on community-driven decisions and needs.

- *Wayne Metro is responsible for:*
 - Coordinating the application launch and submission process
 - Vetting applications for eligibility
 - Facilitating the February Scoring meetings
 - Create Presentation Materials, including the proposal summaries and scoring packets that contain all proposals for the respective RAC
 - Create virtual ballots
 - Communicating with grantees and active scoring members regarding the dates for these sessions
 - General Administrative Roles
 - Aggregating scores based on the guidelines described in the Scoring Determinations section below.
 - Sending out determination notices to all applicants
- *Applicant is responsible for:*
 - Presenting their proposal to the respective RAC they applied in, unless accommodation is requested by the applicant. All accommodations are subject to review by Wayne Metro.
 - ex: accessibility and mobility situations
 - Due to time limitations applicants will present information from their submitted application based on a summary page.
 - Applicants presenting in person may bring physical supporting documentation such as literature, poster boards, etc. Virtual documentation **will be** available for **new applicants** that are attending virtually. Digital literature will not be accepted for returning applications

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unless accommodation is requested by the applicant. All accommodations are subject to review by Wayne Metro.

- ex: accessibility and mobility situations
- Returning applicants attending in person or virtual will not be able to present digital literature.
- Applicants must have a representative attend the scoring session.
- Any proposals that do not have a representative in attendance will automatically be disqualified from consideration.
- Applicants must respond to all communications to and from Wayne Metro. This is included but not limited to: registration request, documentation request, or any other forms of communications requested by the facilitating agency.
- *Scoring Members are responsible for*
 - Maintaining an Active RAC status
 - attending 2 or more meetings in the last Fiscal Year depending on the RAC affiliation status
 - Consumer/Organization: One or more authorized representatives has met the attendance requirements.
 - Resident: The identified resident has met the attendance requirements.
 - Attending the February Seeding Scoring session
 - Scoring without any bias or conflict of interest
 - The Board Member from the respective RAC will announce to their region the awardees at the April RAC meeting.

Available Funds: Seeding Wayne County is a federally funded project through the Community Services Block Grant (CSBG) Program. Wayne Metro anticipates fiscal year 2026 allocation of award funds for RAC regions in the total amount of \$550,000.00.

For all applicants, grants range from \$1,000.00 to a maximum of \$7,500 depending on the number of awarded applications and the scores of the Regional Advisory Council

Funds must be used for direct services and or program operations. Proposed programs must meet an identified need of low-income communities or individuals within the RAC being served. Funds will not support general agency overhead. See a full list of disallowable costs [HERE](#).

All funds must be expended for services between April 1, 2026, and August 31, 2026. All receipts and evidence of payment must be submitted no later than 4:00 p.m. on September 4, 2026.

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Eligible Entities

1. Local 501(c)(3) organizations with annual operating budgets of less than \$250,000.
 - o In extenuating circumstances, small organizations that use the 501(c)(3) fiduciary status of a larger Wayne County-based agency may be considered eligible entities. Wayne Metro will make the final decision on the inclusion of these organizations.
2. Applications are accepted from Wayne County-based organizations whose primary service area encompasses a City or Cities in Regional Advisory Council (RAC) area one, two, three, four, five or six.
3. Only one application per 501(c)(3) organization is accepted for the Seeding Wayne County Mini-Grant Program.
4. Organizations requesting funding to service low-income residents in one of the four areas: (1) Job Readiness and Supports; (2) Health and Nutrition; (3) Neighborhood Improvements; and (4) Youth and Adult Education.
5. If your organization was awarded Seeding Wayne County funds in 2025 the following requirements must have been met:
 - o A representative from your organization must have attended at least two (2) RAC meetings between April 1, 2025 through December 31, 2025, to be eligible for 2026 funding.
 - o Active Liability Insurance must have been maintained
 - o 1 Monthly Workshop must have been attended
 - o Attendance at the Orientation and Close Out Sessions
 - Excusals are determined on a case by case basis.
 - o Fulfilled Program Assistant Liaison duties (if applicable)
 - o Successfully submitted a complete final report and supporting documentation:
 - Final Report Narrative, Supporting Expenditure Documentation, Income Self Declaration forms (if applicable)
6. Organizations may only be awarded funding for a maximum of three years, which may run non concurrently. This guideline is effective for Fiscal Year 2026 and beyond.
 - o Organizations that are awarded multiple times within their eligibility will herein be referred to as returning grantees.

Grant Award

1. Grant awards may be less than requested per application.
2. If awarded the following disbursement will follow:
 - o Upon submission and approval of all a W-9, ACH, Invoice for 50% of the award amount, active general liability insurance with Wayne Metro as the certificate

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holder and a fully executed grant agreement grant funds will be processed for disbursement.

- Disbursements are made up to 30 days after the approval date
- o **The remaining balance is a reimbursement payment received after the end of the program period.**
 - The remaining balance and its disbursement is determined by the submission of the following:
 - o The Final Report Narrative
 - o Expenditure Documentation including all receipts with proof of payment showing the full expenditure of ALL funds
 - o CSBG Client Self Declaration Forms (if applicable)
 - All expenditure documentation will be reviewed and approved by Wayne Metropolitan's accounting department. Expenditures must align with the approved budget outlined in the Memorandum of Understanding.
 - If disallowable expenditure documentation has been submitted the organization will be responsible for remitting the amount back to Wayne Metropolitan following the remittance process as indicated in the SOP.
- 3. All purchases that include delivery MUST be delivered to an address included in the Memorandum of Understanding which includes the organization's address or project address.

Requirements During the Grant Term

1. Funded entities must agree to send a representative to a minimum of two Regional Advisory Council meetings during April 1, 2026 through December 31, 2026. Failure to comply will result in exclusion from future funding consideration.
2. The targeted population must be at or below 200% of the federal poverty limit.
 - a. Fiscal Year (FY) 2025 Poverty Guidelines. Note: *Poverty Guidelines are updated for FY2026 at the time of contract award. Minor income fluctuations expected for FY2026 Poverty Guidelines.*

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Household Members	1	2	3	4	5	6	7	8
Annual Income	\$31,300	\$42,300	\$53,300	\$64,300	\$75,300	\$86,300	\$97,300	\$108,300

- b. The organization and Wayne Metro must agree on the means to document client income eligibility for services. The documented method is incorporated into a grant agreement between Wayne Metro and the organization which includes self verification of income directly from participants of the project.
3. Comply with all grant agreement requirements. The organization's failure to comply with client income eligibility documentation procedures and other requirements outlined in the grant agreement will result in termination of funding, reimbursement of any previously released funds, and the exclusion of the entity from future funding consideration.
4. Funded entities must provide documentation of client eligibility, required Outcomes Report, and documentation of expenditure on or before **September 4, 2026**. If the client eligibility documentation, written report, or documentation of expenditures are not received, the organization will not receive the second installment of grant funds.
5. Funded Entities must procure a general liability insurance policy and name Wayne Metropolitan Community Action Agency as a Certificate Holder before grant monies can be dispersed.
6. Expenses must be incurred between **April 1, 2026 and August 31, 2026**.
7. Applicants proposing improvements to land or vacant lots must provide evidence that property is owned by the applicant organization.
8. Funded entities must participate in the Program Assistant Liaison (PAL) Program and Program Evaluation activities. Failure to participate may affect eligibility and consideration for future funding.
9. Funded entities must attend at least 1 capacity building workshop during the grant term that take place on a monthly basis.
10. Funded entities must have a representative attend the orientation and close out session.

SUBMITTAL DATE AND PROCESS:

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- Proposals must be received no later than 5:00 p.m. on Monday, January 5, 2026. Late submittals will not be accepted. **Incomplete or late applications will not be considered.**
- Submit your application via the online portal: https://caspio.wmcaa.us/orgs_portal/
 - If your organization has applied for the Seeding grant via the CASPIO system please utilize the same email and password associated.
- To ensure your application is complete, it is strongly recommended that applicants:
 - Attend an Information Session (*details below*)
 - Attend Technical Assistance Open Office Hours. (*details below*)
 - Submit questions regarding the application to seedinggrant@waynemetro.org. All questions are due by Friday, January 2nd 2026. Questions submitted after this date will not be considered.

TIMELINE

Application Release Date: Monday, November 17th, 2025

Information Session (Recommended): Grant Program Review & Tips for a Complete and Successful Application

- **Thursday, November 20th, 2025**
 - 12:30 pm -2:00 pm Virtually via Zoom
 - Register here:
<https://us06web.zoom.us/meeting/register/7yMt5WBITIOqpU4M0jB5gQ>
- **Monday, November 24th, 2025**
 - 2:00-3:30 pm Virtually via Zoom
 - Register Here:
<https://us06web.zoom.us/meeting/register/BFaKHqgjQ8aECd2WaTPFIQ>
- **Wednesday, December 3rd, 2025**
 - 5:00 - 6:30 pm Virtually via Zoom
 - Register here:
<https://us06web.zoom.us/meeting/register/i9lgDv8YSqmd4mxnad9m5w>

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Technical Assistance Office Hours:

- **Tuesday, December 9th, 2025**
 - 11:00 am -12:30 pm In-Person at Lakeshore Office 7310 Woodward, Ste 800 Detroit 48202
 - Register here: <https://forms.gle/EyLcxtPAnAVU8f9D6>
- **Wednesday, December 10th, 2025**
 - 3:00 - 5:00 pm In Person at Lakeshore Office 7310 Woodward, Ste 800 Detroit 48202
 - Register here: <https://forms.gle/EyLcxtPAnAVU8f9D6>

If you have attended the Information Session and Open Office hours and still have questions, please reach out to Seedinggrant@waynemetro.org before Friday, January 2nd, 2026.

APPLICATION IS DUE BY 5:00 PM Monday, January 5, 2026

- Applicants must submit the following documentation:
 1. Completed application
 2. Completed project budget
 3. Supporting Documentation:
 - a. Copy of 501(c)3 Certificate/Letter of Determination or of their fiduciary.
 - b. Most recent financial statements showing the organizational operating budget of the applying organization
 - c. Copy of Liability Insurance (if applicable at time of application)
 - d. Property deeds (if applicable)

INITIAL APPLICATION REVIEW BY WAYNE METRO: January 2, 2026 - January 21, 2026

- Applications will be reviewed to determine if they are complete and meet basic eligibility requirements.
- If the applicant received Seeding Wayne County Grant funding for FY2025, the Seeding Grant team will examine records to certify the applicant has met all requirements listed above under the FY2025 agreement.

RAC SCORING OF APPLICATIONS: February 2026

At the February Regional Advisory Council (RAC) meetings, members will discuss and score all eligible proposals. See the Seeding Wayne County Community Funding Initiative Scoring Rubric on the next page for further details on the scoring of proposals. Wayne Metro will review RAC scores and make the final award decision.

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- Jan 27th --- New Applicant Scoring Info Session - 5:00 pm - 6:00 pm
- Jan 28 — New Applicant Scoring Info Session - 1:00 pm - 2:00 pm
- Feb 3 RAC 1 & 4 12:00 - 1:30 pm, 2:00-3:30 pm respectively
- Feb 4 RAC 2 12:00 - 5:00 pm
- Feb 5 RAC 3 12:00 - 5:00 pm
- Feb 6 RAC 5 & 6 12:00 - 1:30 pm; 2:00 -3:30 pm respectively

NOTIFICATION OF AWARD: February 2026

- Applicants will be notified of the final award decision in late February.

CONTRACT SIGNATURE DATES AND MANDATORY AWARD ORIENTATION

1. March 25th & 26th, 2026 Mandatory In Person Orientation

Funded programs are issued a contract outlining grant expectations including payment procedures, and data collection and reporting requirements. An authorized representative from the organization must attend the session.

2. March 19th, 2025 Signed Memorandum of Understanding Due

Attachment B:

Seeding Wayne County Grant

DISALLOWABLE COSTS

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

- **General or Administrative Overhead** (i.e., Accounting)
 - Organizations cannot use grant funds to pay themselves for services or programs they directly operate or for any operational expenses
 - Grant funds may not be used to compensate organizational staff, volunteers, or project leaders. This includes salaries, hourly wages, stipends, and benefits.

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- **Advertising to solely promote the Organization**
 - Funds may be used to promote your FY2026 Seeding project but not the Organization as a whole.
- **Custodial, maintenance, or landscaping services** (staff and contractual)
- **Equipment exceeding \$500 per item**
 - Any and all pieces of equipment purchased with these funds must cost no more than \$500 for each individual item.
 - If the equipment costs over \$500, an organization may opt to cover the difference in price.
- **Fundraising activities**
- **Gift cards and/or gas or bus cards**
 - This includes any type of gift card/Visa card for clients OR staff/volunteers
- **Salaries, benefits, or stipends for staff & volunteers**
 - *These funds may be used to pay for external specialists whose services are essential to the project—such as early childhood education instructors, grief counselors, or certified chefs—but may not be used to pay staff or volunteers of the organization.*
- **Decorative or Ceremonial Items:**
 - Buying flowers or plants to decorate an office, classroom, or event space.
 - Purchasing balloons, banners, or centerpieces for a community event.
 - Decorative supplies (streamers, tablecloths, signage) for aesthetic purposes.
 - ***Decorative or ceremonial items (flowers, balloons, banners, etc.) are not allowable expenses unless directly tied to a program activity and pre-approved by Wayne Metro (CSPM 400).***
- **Insurance** (general, vehicular, etc.)
 - General Liability insurance cannot be paid for or reimbursed with these funds

- **Internet, telephone, or copy services**
- **Fees, including but not limited to:**
 - Delivery fees (Amazon orders) food, late, environmental, etc.
- **All deliveries sent to an address that is not in the contracted MOU is disallowable**
 - Grant funds cannot be used for items delivered directly to participants' homes
 - All project-related materials or supplies must be shipped to the organization's address or the approved project activity location as listed in the Memorandum of Understanding (MOU).
- **Taxes, including but not limited to:** sales, property, etc.
- **Property rent or lease payments**
- **Venue rental of any space to host program activities**
- **Utilities, internet, telephone, or copy services**
- **Vehicle repairs or maintenance**

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- **Gratuities and tips**
- **Food:**
 - **Under 2 CFR Part 200 (Uniform Guidance); Michigan CSBG Sub-recipient Guidelines; The Memorandum of Understanding, All Food Related Purchases must meet the following criteria:**
 - The food is directly tied to a Seeding Grant activity (example: participatory grant-making workshops, community engagement meetings, or other program events designed to achieve project objectives).
 - The purchase is included in the approved budget or has received prior written approval from the Grantor.
 - The cost is reasonable, necessary, and allocable to the grant activity.
 - **Documentation Requirements:**
 - Grantee must maintain and provide upon request:
 - Receipts or invoices for all food purchases;
 - Date, time, and location of the event;
 - List of participants and their relevance to the grant activity;
 - A brief description of how the food supports the grant objectives.
 - **Disallowed Food Costs:**
 - Grantee may not use funds for:
 - Meals or snacks for staff not participating in a grant-related event;
 - Social, recreational, or entertainment purposes unrelated to the grant activity;
 - Alcoholic beverages;
 - Lavish or extravagant meals are not considered reasonable and necessary for the event.
 - **Non-Compliance:**
 - **Any food-related expenditures that do not meet the requirements above are unallowable and must be reimbursed to the Grantor. Failure to comply may result in withholding of funds, termination of the grant, or other remedies as provided in this agreement.**

Anything that is not a part of your submitted and approved budget.

Any questions regarding disallowable costs, please reach out via email at:

seedinggrant@waynemetro.org

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Attachment A

2026 Seeding Wayne County Grant

Scoring Rubric

	3	2	1	Score
Project Goals <i>How well does the project clearly fill a need or address a problem? Is the project related to the selected program area?</i>	Goals for the project are clearly described and thoroughly documented; proposal supports the Seeding Program objectives.	Project's purpose is stated and some evidence of need is provided. The proposal aligns with the Seeding Program objectives	Project's purpose is unclear or does not address Seeding Program objectives.	
Project Design <i>How well does the proposal clearly describe the proposed program or project?</i>	Strong project design and activities that are well defined, fully explained, and link to project goals.	Adequate project design with activities that are defined, but project is somewhat unclear. Plan not clearly linked to project goals.	Project design is vague and not clearly linked to project goals	
Budget <i>Is the proposed budget reasonable and cost-efficient for the project proposed?</i>	Budget is complete and contains all required information. Budget is cost effective and reasonable based on the proposed project.	Budget is somewhat reasonable and cost efficient for the proposed project.	Budget lacks required information. Budget is not reasonable and/or cost-efficient for the proposed project.	

TOTAL SCORE: _____ / 9