

# FY 2026 Seeding Wayne County Grant Eligibility and Document Checklist

## 1. ELIGIBILITY SCREENING:

If you can check off all of the following requirements, the organization is eligible for funding.

Organizations must meet the following requirements to be eligible for funding

### A. Organization is...

- ☐ A 501(c)(3) federally tax exempt entity
- ☐ Operating at or under a \$250,000 Annual Budget
- ☐ Based in Wayne County and servicing low-income Wayne County residents.
- ☐ Providing services for 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.

### B. If an organization was awarded in years past the following requirements must have been met

- ☐ Attended 2 or more RAC meetings from April 1st, 2025 - December 31st, 2025
- ☐ Fulfilled PAL responsibilities (if applicable)
- ☐ Attend Orientation session
- ☐ Attend 1 workshop between April and July
- ☐ Attend the mandatory Close-Out Informational session in August
- ☐ Maintained insurance for the duration of the grant term
- ☐ Completed and submitted all documentation required for the final report including expenditure documentation and the Client Self Declaration Forms if applicable

## 2. A COMPLETE APPLICATION INCLUDES:

### A. Part 1: Proposal

#### PROJECT SCOPE:

The Project Proposals must meet all of the following requirements to be eligible

- ☐ Demonstrate a need in a low-income community that meets one of the 4 eligible categories
  - Health and Nutrition
  - Employment/Job Readiness
  - Adult and Youth Education
  - Neighborhood Improvements
- ☐ Demonstrate capacity to comply with program guidelines.
- ☐ Contain a clearly defined Project Scope and Budget
- ☐ Have realistic and achievable goals.
- ☐ Demonstrate clearly defined success and performance metrics and outcomes.

### Part 2 Project Budget:

The project budget must meet the following requirements to be eligible:

**Budget is clearly defined**

- ☐ Amount requested is correct for applicant status
- ☐ All applicants, including those who have and have not received a Seeding Grant in the past three years, may apply for amounts ranging from \$1,000 to \$7,500

Budget does not contain any of the below disallowable 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.
- **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**
- **Gratuity 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.**

***\*\*Reminder, this is a reimbursable grant. If awarded, the first half of the grant funds are disbursed at the start of the grant term. The second half is disbursed upon completion of the grant project, submission, and approval of your final report.\*\****

### **Part 3 Uploads and Documentation**

- ☐ 1) 501(c)3 IRS tax exemption letter in applicant's name showing a Wayne County Headquarter address **OR** identification of a tax-exempt fiduciary organization

Note: Organizations headquartered in Wayne County but whose IRS 501(c)(3) determination letter lists a different address, and that have since relocated, may submit additional documentation to verify their current headquarters location.

- ☐ (2) Most recent fiscal year financial statements that show the organizational operating budget

An IRS 990, bank statement or document detailing their financials **FY 2025**

**(October 1, 2024-September 30th, 2025)**

- ☐ (3) If completing a land-based project you must submit the deed(s) for ALL lots that shows ownership by a legal entity (LLC or 501(c)3) with the same name as the applicant organization

**(Deeds may NOT be in the name of an individual)**

☐ (4) Certificate of Insurance (If current)