DISCRETIONARY GRANT GUIDELINES
FY2019 (July 1, 2018 – June 30, 2019)
Grant Due Date: February 5, 2018, by 5:00 PM
Application must be submitted in ZoomGrants
Grant Cycle will open December 5, 2017 in ZoomGrants

PROGRAM DESCRIPTION

Pending budget approval, Richland County Council sets aside $200,000 of the General Operating Fund for the Discretionary Grant Fund. This program is designed to provide financial support to organizations and agencies that carry out community-based programs and/or services throughout Richland County. In keeping with the mission of Richland County Government, this program attempts to encourage organizations to continue to offer innovative and much needed services that enhance the quality of life for all citizens of this County.

DISCRETIONARY GRANT TIMELINE

Request for Applications:	December 5, - February 5, 2018
Application Due Date:	February 5, 2018, 5:00 pm
Discretionary Grant Committee Meeting	February/March 2018 (Date TBA)
County Budget Process:	April - June 2018
Budget Public Hearing	June 2018 (Date subject to change)
Grant Award Notifications:	Late June 2018
Mid-Year Reports:	Due by January 31, 2019 (if awarded)
Final Reports:	Due by July 31, 2019 (if awarded)

PROGRAM ELIGIBILITY AND DESIGN

Organizations that are determined as charitable under Section 501(c)(3) of the Internal Revenue Code and nonprofit organizations registered as a charity with the Secretary of State. *Richland County will not award grants to individuals, fraternal organizations and organizations that support and/or endorse political campaigns.*

Religious organizations may receive funding; however, Richland County may not sponsor nor provide financial support to a religious organization in a manner which would actively involve it in a religious activity (i.e. public funds must not be used for a religious purpose). Thus, any funds provided must be solely utilized for secular purposes and the principal or primary goal of the sponsored activity must not be to advance religion.

The program fund is set up into two categories: (Make sure you select one on your application.)

1. One Year Funding - Organizations can apply for funding up to $15,000. If the organization is funded, the organization must *wait one fiscal year* before applying again. If you received One-Year funding in FY18, you may not apply in FY19.

2. Multiple Year Funding - An organization with a startup program* or an organization requesting funds for a one-time capital project can apply for funding up to three years with the understanding that, if funded, the organization would receive funding in equal annual appropriations. After the final year, the organization will follow the one-year funding rule. The amount that can be applied for is up to $30,000 meaning that if awarded, the organization will receive up to $10,000 per year for up to three years. This allows Richland County to provide financial assistance to more local organizations throughout the County over a period of time. Please note that allocations are distributed as budgeted and organizations will not receive all multi-year funds up front.

   If an organization is awarded a multiple year grant, the organization must re-submit a continuation application each year of appropriation. (*A startup program is a program that has been in existence 5 years or less.)

Grantee organizations may not re-grant County funds to other organizations. All funds must be spent on direct program expenditures by the organization who is granted the allocation.

PROGRAM REQUIREMENTS

- Organizations must apply to be considered for funding.
- Organizations must apply for either a one, two or three year funding option.
- Organizations receiving Accommodation Tax funds will not be considered for funding, unless waived by majority vote of Council.
- Richland County Council shall make all awards pursuant to this grant program.

PROGRAM CRITERIA (proposed request must address one of the following)

- The activity meets service-type activities outlined in the organization's mission, long-range plans, goals and objectives.
- The activity, in whole or in part, provides opportunities for underserved populations in Richland County.
- The activity provides solutions by way of systems or approaches that can prevent, mitigate or resolve individual, family, or community problems.

THE PROGRAM WILL NOT FUND (however, not limited to):

- Fundraising Projects
- Debt Reduction
- Endowment Development
- Medical Research/Health Related Issues
- Conference Travel
- Conference Underwriting or Sponsorship
- Gift Cards

GRANT APPLICATION

The grant application must be submitted in ZoomGrants through Richland County's website. Make sure all fields are completed as incomplete applications will not be reviewed by the Committee. Contact the Grants Manager if you have any difficulties completing the application. Once complete, save a copy and print for your records.

If you cut and paste information from Word, make sure your information is not cut off. The application components are as follows:

- Mission Statement – Include the organization's mission statement as found in your bylaws. You may also include any long-range plans and goals for your agency as a whole.
- Organization Background – Demonstration of recent accomplishments and success with programs similar to the one in your application.
- Project Description – This is the "meat" of the application where you describe your project – who, when, what, why and where.
- Benefit to the Community – Detail who is being served by your project, geographic location of your audience, how the project impacts the community.
- Collaborative Partners/Efforts – Describe how your organization will work with others on this project. What are partner's roles and are they on board?
- Outcomes – Share what result do you want to achieve and how will you measure success?

PROGRAM BUDGET

A budget section is provided for you as part of the application. This section applies only to the project outlined in the application. Please note that all grant funds must be expended by the recipient organization. Re-granting or sub-granting of funds is not allowed.

Expenditures must be consistent with the application budget. Only goods and services that comply with the Discretionary Guidelines are permitted. The budget should reflect in financial terms the actual costs of achieving the objectives of the project(s) you propose in your application.

Amounts listed in the Discretionary Grant Request column should total the amount of funds requested in the application. Please make sure that all expenses in Discretionary Grant column relate to the proposed project outlined in the Project Description.

Note that there are blank spaces in the budget section of the application to provide additional expense categories as all budgets are not the same. Feel free to use these additional blank expense spaces for other categories not listed. For example, your project may have a transportation component. You can add a budget category these types of expenses.

Under project revenues, list known and anticipated funding sources, including any that are pending. Also include any in-kind contributions under project revenues. This section shows the Committee if your organization or others are contributing to the project outlined in the application. Attach copies of pending grants documentation (grant award letters) in the documents section of the grant application.

Please do not include agency administrative costs or organizational overhead expenses in your grant budget. All expenses should directly relate to the project or program that is outlined in the application.

Budget Narrative (Grant Funds Only) - Please include a brief 1-2 sentence description for each category included in the program budget. Make sure expenses are reflected in the project description. For example:
Contractual – 2 consultants to work 10 hours at $25/hour to conduct 5 financial training workshops
Program expenses - $500 for financial training workshop curriculum, $500 rental fee for training space

APPLICATION PACKAGE

In order to be considered for funding, applicants must submit a complete application package for the Discretionary grant program in ZoomGrants. Incomplete applications will not be considered. Complete applications include:

1) Completed and electronically initialed application. You can complete the application at:
   http://www.richlandonline.com/Government/Departments/Grants/DiscretionaryGrants.aspx
   - Answer all questions and complete each section. "N/A" and "See Attached" are not valid responses.
   - Electronic Initials by board chair or the executive director is requested in ZoomGrants - If your organization does not have an Executive Director, please note this in the application.
2) Project Budget and Narrative (form included with the application)
3) Required Attachments:
   - Current organization operating budget reflecting sources and amounts of income and expenditures for the organization as a whole, not just the program outlined in the application.
   - IRS determination letter indicating the organization's 501 c 3 charitable status
   - Proof of current registration as a charity with the SC Secretary of State's Office.
   - Current list of board of directors
   - Most recent 990 tax return. If you file a 990 post-card please also attach a financial report showing financial status.
   - Pending grant award documents such as grant award letters, emails or correspondence from the grantor.
   - Richland County business license or business license assessment survey form (this form shows that a business license is not needed for your organization).

Attachments **MUST** be submitted in ZoomGrants along with the proposal in order to be considered complete.

APPLICATION EVALUATION

Grant applications are reviewed by the Discretionary Grant Committee. The Committee will use the following evaluation criteria to evaluate applications and proposed projects. The individual factors are important in project evaluation, as they are an indication of the degree to which the proposed project will contribute to the citizens in Richland County. Make sure these factors are incorporated into your application. These factors, with their corresponding point values, are:

Project Summary: (Up to 35 Points)
- Does the proposal state an objective and does the objective fit the mission and long-range plans, goals and objectives of the organization?

- Does the proposal provide a strong sense of need for the project/program and does it state what the funds will be used for?
- Does the proposal address who will be served and how many?
- Does the proposal state what will be the benefit to persons served?
- Does the proposal state a targeted underserved population?
- Does the proposal provide a program to prevent, mitigate or resolve individual, family, or community problems?
- Does the proposal state how the program will be evaluated once completed?

Project Impact: (Up to 30 Points)
- Is the proposal clear about how the project will work?
- Is there a timeframe outlined in the proposal; is the project ready to start?
- Are all aspects of the project feasible?
- Does the project provide a solution for the identified problem?
- Is the project innovative and provides solutions to problem?

Organization Background: (Up to 20 Points)
- Historical or current program experience indicated.
- Historical experience with targeted population addressed.
- Evidence of other successful experience relevant to the success of this proposal.
- Evidence of capable staff to carry out program/project.
- Does organization history indicate collaborative efforts with other entities?

Budget: (Up to 15 Points)
- Is the budget detailed and understandable?
- Is there another confirmed source of revenue to assist with this project/program?
- Is the project cost reasonable?
- Does budget incorporate any in-kind cost participation?
- Does the budget expense detail section include detailed cost calculation data (e.g., specific cost/quantity for personnel, supplies, travel) and information showing how County grant funds will be spent?

DEADLINE

Richland County will accept proposals in ZoomGrants through the County's website until 5:00 p.m., Monday, February 5, 2018, https://zoomgrants.com/gprop.asp?donorid=2236&limited=1147. The FY 2019 Grant Cycle will open December 5, 2017 in ZoomGrants.

Proposals received *after* this date and time will not be considered. Fax and email transmissions **will not** be accepted.

AWARD NOTIFICATION

The Grants Manager will notify all applicant organizations of the funding outcome in writing in June 2018. Awards will be available for reimbursement beginning July 1, 2018. Final reports for the previous fiscal year, if applicable, must be received before payments are released.

REPORTING REQUIREMENTS

At the completion of the grant funded project, Richland County requires grantees to complete a mid-year and/or a final report for Discretionary Grant funds. Grantees are required to show proof of grant expenditures (invoices and proof of payment). Grantees are asked to report on attendance/impact numbers, program success or failure as well as the impact on Richland County. Each grantee will receive a copy of or a link to the reporting documents with their award packet and reports will also be sent via email.

Grantees must acknowledge the receipt of Discretionary funding by including the Richland County Government logo, or by listing "Funding Provided by Richland County Government" on program/project advertising, marketing and promotional materials, website or in the organization's annual report. Examples of this must be included in your final report.

FREEDOM OF INFORMATION ACT NOTICE

Please be advised that all materials submitted on behalf of the Discretionary Funds grant program are subject to disclosure based on the Freedom of Information Act (FOIA).

QUESTIONS

Please call Steven Gaither at 576-1514 or email Gaithers@rcgov.us.