



Community Impact Grants Committee  
**AGENDA**  
May 25, 2023 – 4:30 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

Jason Branham District 1	Paul Livingston District 4	Gretchen Barron District 7	Jesica Mackey, Chair District 9	Cheryl English District 10
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- 1. **Call to Order** The Honorable Jesica Mackey, Chair
  
- 2. **Approval of Minutes** The Honorable Jesica Mackey
  - a. **May 11, 2023 [PAGES 2-6]**
  
- 3. **Adoption of Agenda** The Honorable Jesica Mackey
  
- 4. **Items for Discussion/Action:** The Honorable Jesica Mackey
  - a. **Proposed 2024 Community Impact Grant Application [PAGES 7-10]**
  
  - b. **Community Impact Grant Guidelines [PAGES 11-23]**
  
- 5. **Adjournment** The Honorable Jesica Mackey



Richland County Council  
Community Impacts Grants Committee  
**MINUTES**  
May 11, 2023 – 4:30 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Jessica Mackey, Chair, Jason Branham, Paul Livingston, and Cheryl English  
Councilwoman English entered the meeting around 4:48 pm

NOT PRESENT: Gretchen Barron

OTHERS PRESENT: Allison Terracio, Don Weaver, Michelle Onley, Chelsea Bennett, Anette Kirylo, Angela Weathersby, Abhijit Deshpande, Ashiya Myers, Kyle Holsclaw, Lori Thomas, Jennifer Wladischkin, Stacey Hamm, Dale Welch, Elizabeth McLean, and Aric Jensen

1. **CALL TO ORDER** - Chairwoman Jessica Mackey called the meeting to order at approximately 4:30 PM.  
Ms. Mackey noted that Ms. Barron notified her that she could not attend today’s meeting due to a prior obligation.
2. **APPROVAL OF MINUTES**
  - a. April 4, 2023 – Mr. Livingston moved to approve the minutes as submitted, seconded by Mr. Branham.  
In Favor: Branham, Livingston, and Mackey  
Not Present: Barron and English  
The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Mr. Livingston moved to adopt the agenda as published, seconded by Mr. Branham.  
In Favor: Branham, Livingston, and Mackey  
Not Present: Barron and English  
The vote in favor was unanimous.
4. **ITEM FOR DISCUSSION/ACTION**
  - a. Proposed FY24 Community Impact Grant Application – Ms. Mackey reminded the committee that they had set aside an agreed-upon amount for the upcoming fiscal year. The committee decided the next step would be developing an application process and an application by May 31, 2023. Between the last meeting and today, she has received comments and thoughts from her colleagues regarding the application process and the criteria for the application. It was noted the application in the agenda packet is not an entirely new application but a combination of applications we have used in other grants. The application uses similar questions we have used in other grant periods. Still, it does incorporate a few new pieces we think may make it unique to the Community Impact Grant phase, as well as suggestions we have received from Council members.  
  
Ms. Lori Thomas, Assistant County Administrator, stated that in looking at the application, the first parts for the demographics and questions about projects are relatively standard and what would be expected. When we get to the budget, there may need to be a distinguishing fact of whether the committee would like to see the organization’s total budget, the budget of the project, or both. Something else that might be considered is whether it is a new or existing program. The required documents would be a non-starter for organizations that do not submit those. They will not proceed with the application and review if they are not included. Another consideration would be how the project will be sustained beyond the first year. What would be the key performance indicators if it is a new project?  
  
Ms. Mackey mentioned overall; this is standard information used in other applications. She pointed out that Question #4: “Are you applying for a Countywide or District grant?” is not something included in other applications. A Council member suggested the question. When we look at Community Impact Grant funding, tying it to our Strategic Plan and ensuring we are equitable in supporting organizations through our County. “Is

this funding related to a program that is Countywide?” or “Is this funding related to a program that only benefits a specific zip code or district?” This will help us determine if we are funding all districts or setting aside funds for specific districts to ensure all districts are getting the impact.

Question #5: “Which impact area will your project serve?” Affordable Housing, Education, Recreation, Workforce Development, and Food Insecurity (*Please select all that apply.*) – These are key areas discussed in the Strategic Plan that Council would like to see improvement in and where they would like to focus on moving the community forward. When we look at Community Impact Grant funding, we need to ensure we are funding organizations that will help us achieve the goals in the community.

Mr. Livingston indicated that this question might create a problem for him because someone may say they are impacting all the categories.

Ms. Mackey responded she believes that would be a good problem.

Mr. Weaver suggested adding an “Other” category. For instance, Pathways to Healing assists victims of sexual trauma, and he does not know how that would fit into any of the five categories listed.

Mr. Livingston replied Council decided to focus on certain areas. He is concerned that you may get organizations with totally irrelevant ideas.

Ms. Mackey noted Pathways to Healing has already been identified as one of the Community Partners the committee agreed to receive funding.

Mr. Branham stated he and Mr. Weaver were not on Council when the Strategic Plan was voted on. He indicated he liked the concept and much of what he had heard and seen. He appreciates the fact there is an effort to align this application with the Strategic Plan. Generally speaking, when it comes to government, they are empowered to enact laws that promote health, safety, and general welfare. He suggested including health and safety in the application. For example, the installation of security cameras would have an impact on a community.

Mr. Livingston said he could support Mr. Branham’s recommendation instead of an “Other” category.

Ms. Mackey inquired if the committee needed to make a motion to amend the application.

Ms. Elizabeth McLean, Chief Deputy County Attorney, responded if the committee wanted to make significant changes, there would need to be a motion to ensure the will of the body is kept.

For the record, Ms. Mackey is fine with including a health and safety category. She noted that Questions #6-11 are general questions to obtain project information.

Mr. Livingston inquired if the start and end date of the project needed to be separate questions.

Ms. Thomas replied it needed to be two separate questions. It is helpful to know if there is any deviation in the end date (i.e., school year project). It also assists with the monitoring of the grant.

Ms. Mackey stated the next section is “*Benefit to the Community*” – Question #12: “Include number of persons served, demographics of the audience served and the geographic location of those served.” This gives us a little more detail about the actual project impact.

“*Sustainability*” – Question #13: “What efforts are being made to increase the sustainability of this project/program and decrease the reliance on County Community Impact Grant funds?” – Staff recommends that we include some language that addresses the organization’s plan to sustain the program.

Ms. Mackey acknowledged that we want to be able to assist organizations, but we want to ensure we are helping them achieve a goal but also help a diverse set of organizations.

Ms. Thomas expressed that some of the members were not here when the discretionary program was in existence. The discretionary program was single-year funding, at a specific maximum amount, or a specific maximum amount over three years for a program that might need additional help. She suggested the committee may want to determine, as we look at the process, how long Council would consider funding an organization and if there is a maximum amount. Lastly, if there are multiple years, what is the maximum number of years and amount in that arrangement?

Ms. Mackey indicated she would like staff to add some additional language for Question #13 that addresses the concern(s) of how the organization plans to continue after year one.

Ms. English said the Department of Disability and Special Needs does 3-year grants. The first year is 75%/25%, 2<sup>nd</sup> year is 65%/35%, and the 3<sup>rd</sup> year is 50%/50%, which allows them to come up with their own sustainability. If something needs to be extended, they must come back to the Council and explain the reason(s).

Ms. Thomas expressed the committee might want to consider if there will be a match requirement for the organizations. In the past, the County has not had this requirement. Typically, the County must have matching funds when accepting a grant to make us more accountable for the use of funds. That is something the committee could consider.

Mr. Branham declared he supports the sentiment behind Question #13. He likes the idea of us being “incubators” to help charitable organizations get going and establish their sustainability. He also does not want to create a lot of red tape or more meetings for Council members.

“Partnerships/Community Support” – Question #14: “Describe your partnership efforts with similar organizations in Richland County that assist in furthering the mission of your organization (List names of partnering organizations if applicable)” – Ms. Mackey noted Ms. English had suggested to include partnerships.

Ms. English gave the following example regarding partnerships: If we are working with mental health and will provide counseling, then we need Babcock to say they will partner with us to ensure the children that have already been assessed can come through the system. It provides some accountability.

For clarification, Ms. Thomas inquired if it would be fair to say, “Describe the partnership efforts with similar organizations in Richland County for this project.”

Ms. English responded in the affirmative.

“Outcomes” – Ms. Mackey inquired if we want to add more specific parameters related to key performance indicators. (i.e., How are they going to show us they have achieved what they said they would achieve?)

Mr. Branham expressed that we should get some kind of commitment of willingness to participate in an audit, if requested, or submit a report.

Ms. Thomas stated if we approve the application or come to a point where we have the application ready to forward to Council, we could then move forward with the procedures and processes.

“Budget” – The expense and income sources are included, but nothing specifically asks about the agency's total budget or the project budget related to the total budget. Ms. Mackey understands that the “Budget” category is to get information to see the amount of funding requested. What we award would be approximately 90% of the organization's entire budget. It may be concerning if Richland County is majorly funding this organization's total budget.

Ms. Thomas responded that is correct. That is the consideration we were giving there. Another option might be considering if Council would like to red-line certain activities. For example, if the rent is in their normal activities, that could not be considered a project activity. We could also request a 2-year budget history for the organization.

Ms. Mackey maintained that seeing the total budget versus the project budget is good for us to know.

Mr. Branham stated it would be nice to have the applicant acknowledge that the grant does not indicate intent to provide future funding. Another thought was to put some cautionary language on the application regarding any misrepresentation of fact. Also, should we request proof of insurance? Lastly, a commitment and promise to use the money for those purposes; if they do not do so within the permitted timeframe, they will return the funds to the County.

Ms. Thomas indicated the County would only fund 25% of an award upfront. Beyond that, it is made in reimbursement installments to the groups. If they do not meet the commitments at any point and time, they would not receive any additional funding. She acknowledged we would have the ability to claw back, if possible.

Mr. Branham inquired if there was any feedback on proof of insurance.

Ms. Thomas asserted that a lot of that would be relevant to the particular project and what they are doing. If they have employees, we would want to know if they have workers' compensation insurance, which would be a part of the application agreements. When these are awarded, a grant award letter goes out with all of the specifications spelled out. Under current guidelines, they would not be eligible for future funding if they failed to meet the grant requirements. She noted she would be happy to run this by Risk Management.

Mr. Branham mentioned there is a sign on the wall in the restroom that implies if you steal the toilet paper, you might be prosecuted, which is why he thought we could put something on the application that there may be consequences if there is a misrepresentation of fact. He noted he felt the strongest about including health and safety were added under Question #5.

Ms. Mackey stated that, as a committee, they have yet to discuss the criteria. She wants to give Ms. Thomas some direction so we can have a more formalized process at the next meeting. In the discretionary grant committee, there was an option for one year or up to three years of funding. As a committee, we need to decide if that is the structure we want to continue with or go with a different model. Ms. English had mentioned going with three-year funding with reduced percentages over the years. In addition, do we want to set funding limits?

For clarification, Mr. Branham stated we previously identified the equivalent of one mill as the total budget.

Ms. Mackey replied that the total budget is up to one mill.

Mr. Branham inquired as to what one mill is equivalent to.

Ms. Thomas responded one mill equates to \$1.78M.

Ms. English expressed, when putting parameters in place, that nothing is definitive because agencies' and organizations' needs can always shift, especially when dealing with children.

Ms. Mackey inquired if Ms. English favors one-year allocations and the organizations coming back each year.

Ms. English replied, at full funding, one year. If we do multiple years, then reduced funding.

Ms. Mackey stated when we previously talked about this, you could check the box for three-year funding, but you would still have to apply the following year, and Council would still have to vote on the funding. The application notes that your program was submitted as a three-year project. With that being said, she assumed Ms. English was in favor of a three-year model but with reduced funding after year one.

Ms. English indicated that in her experience with Federal funds, the funds have to be spent on programmatic things rather than on items such as file cabinets, TVs, etc.

Ms. Mackey inquired if there were any thoughts on funding limits.

Mr. Branham recommended \$25,000.

Mr. Livingston asserted he would hate for someone to have a great application, and we limit their funding.

Mr. Mackey noted our budget is only \$1.78M; therefore, we must have a cap. We cannot have an organization come in and request \$500,000, so we need to set realistic parameters.

Ms. Terracio indicated if we are looking at a \$400,000 or \$500,000 investment, she does not believe it would fit into the scope of this committee.

Ms. Thomas reminded the committee we have also named and inquired if they would be held to the same standards. If we allocate \$25,000 to each entity at the current funding level, we could potentially fund approximately 70 groups.

Ms. Mackey indicated that, as a body, we previously voted on nine organizations that we identified as Community Partners, which we committed to funding in the Community Impact Grant category. We did agree to a specific funding amount. These organizations will still be required to submit an application and provide proof. Knowing that Ms. Thomas pointed out that there are already nine organizations, we need to back into the total budget number. We need to determine what dollar amount we are setting aside for these nine organizations. The remaining funds would be what is open and available for other organizations to apply for.

Ms. English inquired if we have a list of what we previously funded the nine agencies.

Ms. Mackey estimated we have funded them at approximately \$900,000.

Mr. Branham declared that would leave us roughly \$900,000.

Ms. Thomas stated, given a couple of the organizations on the list did not previously receive funding, around two-thirds of the budget would be spoken for.

Ms. Mackey asserted the committee did not commit to funding them at the previous year's level. We committed to funding them but did not agree to a funding amount. She indicated we need to determine the amount so that we can set the parameters. For example, we could fund them at 40% or 50%, and the remaining funding would be available for other organizations.

Mr. Branham stated that if the partners were to get half, which equates to approximately \$900,000, we would have roughly \$900,000 to allocate to the other entities. If we capped the grants at \$25,000 and funded each entity at the maximum level, we could still assist 36 organizations.

Ms. Mackey inquired when looking at criteria if a countywide organization would receive more than \$25,000 for their program versus a district-specific program.

Ms. English responded that she would not favor that because her district is so large.

Ms. Mackey stated, for clarification, her question was if your organization is assisting the entire County, should you be able to receive more funding versus an organization just assisting one district?

Mr. Livingston recommended we fund them up to a certain amount. When we look at the application, if it references only a district, the amount could be lower.

Mr. Branham inquired if the district grant was meant to mimic the "old days."

Ms. Mackey replied that nothing is meant to mimic the "old days."

Mr. Branham suggested changing the wording to indicate which district will benefit from the project or which district is the project's geographic focus.

Ms. Mackey agreed the wording could be changed. The intent was to go back to the Strategic Plan and look for equity across grant funding. In previous applications, this was not something that was pointed out. This was to ensure that all parts of the County receive funds when we evaluate applications.

Ms. Thomas indicated the application could be for a Countywide or district-specific project. If it is a district-specific project, there could be a drop-down menu to identify which district(s) would be impacted.

Ms. Mackey inquired if there is a consensus to allocate up to 50% of the funding for the Community Partner, and the remaining 50% would be set aside for new applications.

Mr. Livingston would recommend a 60%/40% split instead.

Mr. Branham noted he would be willing to support up to 60% for the Community Partners.

For clarification, Ms. Mackey restated the recommendation is to allocate up to 60% of the funding for the Community Partners, and the remaining 40% would be set aside for new applications. In addition, the funding cap would be \$25,000 per application. She noted she would personally like to see a larger cap. She realizes this limits the number of projects funded. In this situation, she believes it is more about quality than quantity. If we could partner with an organization to make an impact in a 2-year period, that would be great, instead of giving them \$10,000 here and there for 6 or 7 years.

Ms. English recommended a cap of \$40,000.

Mr. Branham and Mr. Livingston acknowledged they would support up to \$40,000.

Ms. Mackey inquired if anyone would support up to \$50,000.

Ms. English responded she would not have a problem with that. She indicated she does not believe that \$25,000 would not be enough, and up to \$40,000-\$50,000 is a substantial number to get some work done.

For clarification, Ms. Mackey stated the funding cap would be up to \$50,000 per application and to have a three-year funding option with reduced percentages after the first year.

Mr. Branham expressed concern about having a multi-year funding option. He believes it will create a greater need for administration and payroll costs. He would suggest starting with one year to consider how it develops with time and experience.

Ms. Thomas believes she is clear on the committee's recommendation. She will draft a letter to accompany the award letter.

Ms. Mackey noted the next Community Impact Grant Committee meeting will be on May 25<sup>th</sup>.

5. **ADJOURNMENT** – Mr. Livingston moved to adjourn the meeting, seconded by Mr. Branham.

In Favor: Branham, Livingston, Mackey, and English.

Not Present: Barron.

The vote in favor was unanimous.

The meeting adjourned at approximately 5:30 PM.

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Richland County Government  
Administration  
**FY24 Community Impact Grant Program**  
Deadline: 00/00/2023

## Print Preview Prop

Jump to: [Application Questions](#) [Budget](#) [Required Attachments](#)

**\$ 0.00** Requested

**Additional Contacts**  
*none entered*

[printpreview@printpreview.com](mailto:printpreview@printpreview.com)  
Tel: 888-867-5309

### Application Questions [top](#)

#### 1. Incorporation Date

*-no answer-*

#### 2. Mission Statement

*You may also include any long-range plans and goals for your agency as a whole.*

*-no answer-*

### Project Information

#### 3. Project Title

*-no answer-*

#### 4. Which District(s) is the geographic focus of this project?

- Countywide (All)
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- District 9
- District 10
- District 11

#### 5. Which impact area will your project serve?

*Please select all that apply.*

- Affordable Housing
- Education
- Recreation
- Health & Safety
- Workforce Development
- Food Insecurity

**6. Project Start Date**

*-no answer-*

**7. Project End Date**

*-no answer-*

**8. Total Project Cost**

*-no answer-*

**9. Total Amount Requested**

*-no answer-*

**10. Organization Background**

*Include recent accomplishments and success with similar programs.*

*-no answer-*

**11. Project Description**

*Describe your project in terms of who, when, what, why and where.*

*-no answer-*

**Benefit to The Community**

12. Include number of persons served, demographics of the audience served and the geographic location of those served.

-no answer-

**Sustainability**

13. What efforts are being made to increase the sustainability of this project/program and decrease the reliance on County Community Impact Grant funds? Please describe detailed plans to sustain the project after one year of funding.

-no answer-

**Partnerships/Community Support**

14. Describe your partnership efforts with similar organizations in Richland County for this project that assist in furthering the mission of your organization (List names of partnering organizations if applicable):

*Describe how your organization will work with others on this project.*

-no answer-

**Outcomes**

15. Describe specific results of the program that you expect to achieve and evaluation practices that will be used to measure the success of the project/program.

-no answer-

16. Have you received any other Richland County grant funding for FY24? If so, please specify which grant program you were awarded.

*Hospitality Tax, Accommodations Tax, Discretionary, Lump Sum*

-no answer-

**Project Budget [top](#)**

Expense Category	Community Impact Grant Request	Other Funds	In-Kind Donations	In-Kind Services	Total
-none-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Income Sources	Amount	Pending	Received	Requested
-none-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**Required Attachments [top](#)**

**Documents Requested \***

Required? **Attached Documents \***

Current organization operating budget for the last TWO years reflecting sources & 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

List of organization's current Board Members/Directors

Most recent 990 tax return or if you file a 990 post-card attach a financial report showing financial status

Richland County business license or business license assessment survey form (this form shows that a business license is not needed for your organization)

Organization W-9

Proof of Insurance- General Liability or WIC (required if there are 4 or more employees & payroll is greater than \$3,000)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 124545

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## COMMUNITY IMPACT GRANT GUIDELINES

FY2024 (July 1, 2023 – June 30, 2024)

**Grant Cycle will open July 1, 2023**

**Application must be submitted in**

**ZoomGrants Grant Due Date: July 31, 2023**

**No later than 11:59 PM**

### PROGRAM DESCRIPTION

Pending budget approval, Richland County Council sets aside \$1,780,000 of the General Operating Fund for the Community Impact 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:	July - July 31, 2023
Application Due Date:	July 31, 2023, 11:59 pm
Community Impact Grant Committee Meeting	August, 2023 (Date TBA)
Grant Award Notifications:	Late September, 2023
Quarterly Reports:	Due by January 31, 2024, April 30, 2024 (if awarded)
Final Reports:	Due by July 31, 2024 (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 as follows

Single Year Funding - Organizations can apply for funding up to \$40,000. **If the organization is funded, the organization must wait one fiscal year before applying again.** If you received One-Year funding in FY23, you may not apply in FY24.

Grantee organizations may not re-grant or sub-granting 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 each year.
- Organizations receiving Accommodation Tax or Hospitality 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 as outlined in the categories of the application.

## **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
- Regular budgeted operating expenditures
- Asset purchases

## **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.
- Geographic information – what areas of Richland County will be the project focus.
- Project Impact Priority – Which County-wide strategic priority the project helps to accomplish
- 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.
- Sustainability – How will the program be sustained in years following any award from the County?
- 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 specific costs of achieving the objectives of the project(s) you propose in your application.

Amounts listed in the Community Impact Grant Request column should total the amount of funds requested in the application. Please make sure that all expenses in –Community Impact 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 –Community Impact 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:  
<https://zoomgrants.com/gprop.asp?donorid=2236>
  - 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 for the last two years 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).
  - Proof of Insurance: WIC (required if there are 4 or more employees and payroll exceeds \$3,000 and/or General Liability.

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

## APPLICATION EVALUATION

Grant applications are reviewed by the Community Impact 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?

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### **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 starting Saturday, July 1, 2023. These applications are available at <https://zoomgrants.com/gprop.asp?donorid=2236>. Applications are due Monday, July 31, 2023 at 11:59 P.M. 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 September, 2023. Awards will be available for reimbursement beginning October, 2023. Final reports for the previous fiscal year, if applicable, must be received before payments are released. Non-compliance in all reporting periods may disqualify applicants for future funding opportunities until an applicant is fully compliant.

### **REPORTING REQUIREMENTS**

Richland County requires grantees to complete quarterly reports as outlined above during the award period. At the completion of the grant funded project, Richland County requires grantees to complete a final report for Community Impact 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 Community Impact 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 Community Impact Grant Funds program are subject to disclosure based on the Freedom of Information Act (FOIA).

- No person, based on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights activity should be excluded from participation in be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Discretionary grant funds.
- Employment made by or resulting from Community Impact Grant funding shall not discriminate against any employee or applicant on the basis on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights of handicap, age, race, color, religion, sex, or national origin.
- None of the funds, materials, property, or services provided directly or indirectly under Community Impact Grant funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

## QUESTIONS

Please call Ms. Matiah Pough, Grants Manager at (803)576-5459 or email [Pough.Matiah@richlandcountysc.gov](mailto:Pough.Matiah@richlandcountysc.gov).



## DISCRETIONARY COMMUNITY IMPACT GRANT GUIDELINES

FY2023 (July 1, 2023 – June 30, 2024)

Grant Cycle will open ~~December 1, 2021~~ July 1, 2023

Application must be submitted in ~~Zoom~~ **Grants Grant Due Date: February 6, 2022** July 31, 2023, by 11:59 PM

### 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:	<del>December 1, 2022</del> <u>February 6, 2022</u> <u>July - July 31, 2023</u>
Application Due Date:	<del>February 6, 2022</del> <u>July 31, 2023, 11:59 pm</u>
<del>Discretionary Grant</del> <u>Community Impact Grant</u> Committee Meeting	<del>February/March</del> <u>August, 2022</u> (Date TBA)
<del>County Budget Process:</del>	<del>April - June 2022</del>
<del>Budget Public Hearing</del>	<del>June 2022 (Date subject to change)</del>
Grant Award Notifications:	<del>Late June 2022</del> <u>Late September, 2023</u>
<del>Mid-Year Reports</del> <u>Quarterly Reports:</u>	Due by January 31, 2023, <u>April 30, 2024</u> (if awarded)
Final Reports:	Due by July 31, 2023 (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 as follows: (Make sure you select one on your application.)~~

1. One Year Funding - Organizations can apply for funding up to \$150,000. **If the organization is funded, the organization must wait one fiscal year before applying again.** If you received One-Year funding in FY22, you may not apply in FY23.
- ~~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 or sub-granting 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 each year.
- ~~Organizations must apply for either a one, two or three year funding option.~~
- Organizations receiving Accommodation Tax [or Hospitality 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 [as outlined in the categories of the application](#).

## 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~~
- [Regular budgeted operating expenditures](#)
- [Asset purchases](#)

## 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.
- [Geographic information – what areas of Richland County will be the project focus.](#)
- [Project Impact Priority – Which County-wide strategic priority the project helps to accomplish](#)
- 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.
- [Sustainability – How will the program be sustained in years following any award from the County.](#)
- 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 [specific](#) costs of achieving the objectives of the project(s) you propose in your application.

Amounts listed in the ~~Discretionary-Community Impact~~ Grant Request column should total the amount of funds requested in the application. Please make sure that all expenses in ~~Discretionary-Community Impact~~ 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-Community Impact~~ 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:  
<https://zoomgrants.com/gprop.asp?donorid=2236>
  - 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 [for the last two years](#) 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)**

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- Employment made by or resulting from Discretionary grant funding shall not discriminate against any employee or applicant on the basis on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights of handicap, age, race, color, religion, sex, or national origin.
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