DISCRETIONARY GRANT APPLICATION WORKBOOK

Richland County Office of Budget and Grants Management

IS THE DISCRETIONARY GRANT RIGHT FOR YOU?

ORGANIZATION ELIGIBILITY

- ☐ Organization in existence at least one year before requesting funds.
- ☐ Proof of non-profit status from SC Secretary of State.
- ☐ Proof of non-profit status from IRS.
- ☐ Board of Directors.
- ☐ County may not sponsor nor provide financial support to a religious organization in a manner that would actively involve it in a religious activity.
- ☐ Funds must be solely used for secular purposes and the principal/primary goal of the sponsored activity cannot promote the advancement of religion.
- ☐ Richland County will not award Discretionary grant funds to individuals, fraternal organizations, or groups that endorse/support political campaigns.
- ☐ Organizations receiving one-year funding in Fiscal Year 2020(FY20) must wait until Fiscal Year 2022 (FY22) before they can apply again.(The Fiscal Year runs July 1st to June 30th)
- ☐ If an organization is awarded a multiple year grant, the organization must re-submit a continuation application each year of appropriation.
- ☐ 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.
- ☐ Organization not receiving Accommodation Tax funds.

Ineligible? Speak with our grants staff about what we can do to help.

ELIGIBLE EXPENDITURES

The Discretionary grant can be used to assist with the following expenditures:

- Expenditures must be consistent with the application budget.
- The Application budget.
- The budget should reflect in financial terms the actual costs of achieving the objectives of the project(s) you propose in your application.
- Project or event vendors, will not be paid directly by Richland County. All vendors paid through grant funds must be licensed by the appropriate authoritative bodies (e.g. Richland County, City of Columbia, and State of SC).
- 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.

CHOOSING YOUR PROJECT

FUNDING PRIORITIES

The Discretionary Grant Committee gives priority to projects that:

- In whole or in part, provides opportunities for underserved populations in Richland County.
- Generate overnight stay in unincorporated Richland County's lodging facilities; and Promote and highlight unincorporated Richland County's historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.
- Projects that request funding for ineligible expenditures will not be awarded. These include:

  a. Fundraising Projects
  b. Debt Reduction
  c. Endowment Development
  d. Medical Research/Health Related Issues
  e. Conference Travel
  f. Conference Underwriting or Sponsorship
  g. Gift Cards

FORMULATING YOUR PROPOSAL

- 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?

TAKE SOME NOTES HERE

PROVING PROJECT BENEFITS

DESCRIBE THE BENEFIT

The Discretionary Grant committee evaluates projects based on the clarity and size of expected impact. This is evaluated with the following criteria.

- 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?

GOALS AND OBJECTIVES

Objectives - provide an **organized pathway** to meet your primary vision. They are operational and measurable. They **describe specific** things you will accomplish. This includes the qualitative or quantitative (amount of change or level of achievement).

Goals statements are usually a global statement of need or program/project to be solved by your project?

An **Objective** is what your project or program will accomplish.

Sample Goal:

"Shining Seniors Program" will help seniors learn to make healthy food choices.

And related Objectives:

Our "Shining Seniors Program" is sponsoring a 3 day and 2 nights "Healthy Eating Challenge". The Shining Seniors have partnered with the Maybach Hotel and Four (4) fine dining restaurants which will provide hands-on instructions from the chefs to show all the seniors how to add more vegetables and fruit in to their daily diets.

Process and Outcome Objectives

Process Objectives typically begin with words like "To Develop" and "To Establish" and describe a process rather than an outcome.

Outcome Objectives- Outcome objects typically begin with words like "To increase" or "To reduce" and describes a measureable, expected outcome.

KNOW YOUR OUTCOMES

Please consider the methods you will use to measure your program outcomes. The reporting process for the Discretionary grant program includes providing evidence based metrics to determine the success of the project.

No matter what goals have been set, it is important to track success. Some suggestions for tracking these metrics are:

- **Sign in sheets**: These documents are easy and inexpensive to implement at most events. They also allow visitors to list their point of origin and other useful data.
- **Keep Track of Services Provided**: Not all projects are can be measured through the amount of people reached. Other metrics include meals provided, classes taught or other measures.
- **Be Able to Explain Evaluation Practices**: There are many ways to evaluate the efficacy of a project. The grant program does not limit what evaluation metrics are used so long as they can be explained and justified on the final report.

TAKE SOME NOTES HERE

PLANNING YOUR PROJECT

ENSURING PROJECT SUCCESS

Once goals and an event are chosen and the focus then moves to the obstacles between your organization and making the event happen. Some details to consider are listed below:

- Does the project require permits?
- Where should we focus our efforts?
- Who is the target audience?
- What organizations are available to partner with?
- What funding from other grant programs might be needed?

TAKE SOME NOTES HERE

THE BUDGET

An essential part of the application, the project budget shows how you intend to meet the goals outlined earlier. How does the organization plan to spend Discretionary grant funding if awarded?

- **Consider Other Funding Sources:** The Discretionary Grant committee is dedicated to assisting non-profits in addressing unmet community needs in Richland County. Unfortunately, the funding that can be distributed is limited. Other funding sources can allow your project's goals to be met even if the full amount requested is not awarded.
- **Consider Eligible Expenditures:** Budgets that request Discretionary funding to pay for loans or other ineligible expenditures will not be approved by the Discretionary Grant Committee.
- **Include All Funding Sources**: Other funding sources outside of the Discretionary grant should be listed in the appropriate areas of your application.
- **Sort Expenditures by Category**: You are not required to have decided upon vendors at the time of the application. Instead provide dollar amounts of expected expenditure for each valid expense category. Your budget narrative should provide more detail.
- **Remember Grant Limits:** The Discretionary grant program has an upward limit on the amount that can be awarded to each organization. These limits are $10,000 for 2-3 year grants or $15,000 for one-time grants.

BUDGET WORKSHEET

Expenditure Category	Discretionary Grant Request	Other Sources	In-Kind Donations
Salary			
Consultants/Contractors			
Site			
Equipment Rental			
Program Supplies			
Program Expenses			
Other			
Total			

STARTING THE APPLICATION

REQUIRED DOCUMENTS

Before we can start with our Discretionary Grant application, there are some required documents that will need to be gathered. These documents are required before the submission of your application.

- ☐ IRS Determination Letter Indicating 501 c(3) nonprofit charitable status
- ☐ Proof of current registration as a charity with the SC Secretary of State
- ☐ List of Organization's current Board of Directors
- ☐ Recent 990 tax form
- ☐ Richland County business license or business license assessment survey form

GOING TO ZOOMGRANTS

With your document collection and planning complete you are now ready to complete the application!

The Richland County FY2020 Discretionary Grant Program Opens on **December 2nd, 2019 and closes on February 5th, 2020.**

All Richland County grant programs can be found at https://zoomgrants.com/gprop.asp?donorid=2236

A video guide to navigating the ZoomGrants can be found at the link below:
https://recordings.join.me/CiwXsVaq9EKR11r_rmrFWg

CONTACTS

If there is anything we can do to help, please let us know! Please contact grants staff with any questions you may have.

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