Agenda

• Purpose of the Community Service Grant (CSG) Program
• Process and Timeline
• Eligibility and Reporting Requirements
• Sunset Policy
• Application Submission
• Questions
The Community Service Grants Program is an opportunity for Mecklenburg County to partner with nonprofit organizations to help meet the needs in our community.
Mecklenburg County’s Fiscal Year is July 1-June 30
ELIGIBILITY & REPORTING REQUIREMENTS
Eligibility Criteria

• Serve the residents of Mecklenburg County
• Have a 501(c)3 nonprofit designation with the IRS
• Have financial statements audited by an independent Certified Public Accountant (CPA)
• Provide documentation supporting a diversified workforce
• Hold a professional membership that supports organization’s sustainability efforts (ex. N.C. Center for Non-Profits)
• Have an enforced policy requiring employees to be vaccinated for COVID-19 or submit regular testing
• Be registered with the Secretary of State and listed as Current/Active
  • Check your status: https://www.sosnc.gov/online_services/search/Business_Registration_Results
• Clearly contribute to one of the four goal areas
Goal Areas

Four Funding Categories

Connected Community

Economic Opportunities

Healthy Community

Safe Community
Audited Financials

• Audited Financial Statements must be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and be audited by an independent CPA

• CPA must issue a clean, unqualified opinion

• Must include the Balance Sheet, Income Statement, and Statement of Cash Flows

• Year-end date must be no more than 12 months prior to the beginning of the contract term (i.e., June 30, 2021 for the fiscal year 2023 program)
Audited Financials

- Once we receive the audit, the County's Finance Department will evaluate the financial statements
  - Is there sufficient cash to cover your operations?
  - Are you operating on debt?
  - What is your funding dependence?

- Ultimately - Finance will recommend that the County should or should not enter into an agreement with the organization

- FY2021 Audited Financial Statements are due by Friday, April 1, 2022
• Programs (not organizations) that are awarded funding for three consecutive fiscal years (FY20 – FY22) will be sunset from the CSG program and are not eligible to apply
• The County is not accepting vendors for FY23
QUESTIONS
APPLY


Due at 11:59pm December 5, 2021
Opportunity Information

Title: Mecklenburg County | 2023 CSG Application

Description: Thank you for your interest in applying for a Community Service Grant! Mecklenburg County utilizes CSG funds as an opportunity to partner with local nonprofit organizations to deliver services that align to the County’s strategic goals. To determine whether your organization meets the minimum requirements, please scroll down and review the section titled Eligibility Information.

Award Information

Start Date: 7/1/2022
End Date: 6/30/2023

Eligibility Information

Eligibility:
1. Serve the residents of Mecklenburg County
2. 501(c)(3) non-profit classification with the IRS
3. Documentation supporting a diversified workforce (EEO policy)
4. Professional membership to support organizational sustainability
5. Financial statements audited by an independent CPA
6. Have a policy requiring employees to be vaccinated for COVID-19 or submit regular testing
7. Clearly contribute to one of four goal areas
8. Current/Active status with the NC Secretary of State
Amplifund

Login

Email
Password

Forgot your password?

Register  Login
## Opportunity Information

**Title**  
Mecklenburg County | 2023 CSG Application

**Description**  
Thank you for your interest in applying for a Community Service Grant! Mecklenburg County utilizes CSG funds as an opportunity to partner with local nonprofit organizations to deliver services that align to the County's strategic goals. To determine whether your organization meets the minimum requirements, please scroll down and review the section titled Eligibility Information.

## Award Information

- **Start Date**: 7/1/2022
- **End Date**: 6/30/2023

## Eligibility Information

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Serve the residents of Mecklenburg County</td>
<td>(5) Financial statements audited by an independent CPA</td>
</tr>
<tr>
<td>(2) 501 (c)(3) non-profit classification with the IRS</td>
<td>(6) Have a policy requiring employees to be vaccinated for COVID-19 or submit regular testing</td>
</tr>
<tr>
<td>(3) Documentation supporting a diversified workforce (EEO policy)</td>
<td>(7) Clearly contribute to one of four goal areas</td>
</tr>
<tr>
<td>(4) Professional membership to support organizational sustainability</td>
<td>(8) Current/Active status with the NC Secretary of State</td>
</tr>
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Save & Continue
### Application Information

<table>
<thead>
<tr>
<th>Application Name</th>
<th>ABC Charity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Award Requested</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

### Primary Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Darius Miller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td><a href="mailto:Darius.miller@MeckNC.gov">Darius.miller@MeckNC.gov</a></td>
</tr>
<tr>
<td>Address</td>
<td>600E. 4th St. 11th Floor</td>
</tr>
<tr>
<td>City</td>
<td>Charlotte</td>
</tr>
<tr>
<td>State</td>
<td>NC</td>
</tr>
<tr>
<td>Postal Code</td>
<td>28202</td>
</tr>
<tr>
<td>Phone Number</td>
<td>704.420.0603</td>
</tr>
</tbody>
</table>
### Opportunity Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposal Cover Sheet</td>
<td>New</td>
</tr>
<tr>
<td>2. Required Documents</td>
<td>New</td>
</tr>
<tr>
<td>3. Program Narrative</td>
<td>New</td>
</tr>
<tr>
<td>4. Service Summary</td>
<td>New</td>
</tr>
</tbody>
</table>

**Save & Continue**
1. Proposal Cover Sheet

Program Name

Organization

EIN (xx-xxxxxx)

How many years as a nonprofit?

Grant Request

Director’s Information

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Select First

Mark as Complete

Save & Continue
Audited Financial Statements
Have your financial statements for fiscal/calendar year 2021 been audited by a CPA? Audits are due by Friday, April 1, 2022.

- Yes
- No. The audit will be available at a later date.

Other Documents
IRIS Letter
- Choose File
Workforce Representation
- Choose File
Articles of Incorporation
- Choose File
Salary Disclosure
- Choose File
COVID 19 Policy
- Choose File

Select First
3. Program Narrative (7 Questions)

Problem Statement
Briefly describe what exactly your program will do. Also describe the specific need the service proposes to address. Can you provide research or data findings that might help define the problem?

Target Population and Service Geography
Describe the characteristics of the target population that will benefit directly from the service, as well as the location where your services will be provided.

Service Delivery Strategy
Explain the strategy, including staff and key activities, that will be used to address the problem stated above. As available, provide evidence that the strategy will be successful.

Proposed Service Results
In addition to completing the Performance template below, please describe the results this service will deliver. Also describe the method for data collection (i.e., surveys) and tracking.

Performance Template Download: FY2023 CSG Performance Template.xlsx
Performance Template Upload: Choose File

Click to download the Performance Template
Performance Template

**FY2023 Community Service Grant Proposed Performance Measures**

Please list below your proposed *output* and *outcome* measures for this grant. You may add up to 3-4 output measures to the 2 that are already listed below and up to 3-4 outcome measures as well.

An *output* measure is a count of what is produced through your program (e.g. # of clients served, # lunches served, etc.). An *outcome* measure is the result of a program or service and describes impact. It is often expressed as a percentage or ratio (e.g. % of clients placed in jobs, % of children immunized by age 3, etc.).

<table>
<thead>
<tr>
<th>Output Measures (Numbers)</th>
<th>Calculation Methodology*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unduplicated individuals served by Mecklenburg County Community Service Grant</td>
<td>Count</td>
</tr>
<tr>
<td>Number of unduplicated individuals served by other funding sources</td>
<td>Count</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output Measures (Percentages)</th>
<th>Calculation Methodology*</th>
</tr>
</thead>
</table>

*Please use the Calculation Methodology column to share how you will use your data to calculate a result. The calculation methodology for most output measures will be a count. The calculation methodology for outcome measures should show how you arrive at the results included in your performance history and proposed target.*
Components of the Performance Template

- Output Measures
- Outcome Measures
- Calculation Methodologies
- Performance History
- Proposed FY23 Targets

Output Measures

- An output measure is a basic count of what is done or produced through your program.
  - # of meetings held
  - # of vaccines administered
  - Pounds of food collected

Outcome Measures

- An outcome measure is the result of a program or service and highlights its impact.
  - % of clients placed in jobs
  - % of students that increase their GPA
  - % of participants that graduate from the training program
You will need to propose 6-8 measures on the Performance Template
- 3-4 output measures in addition to the 2 that are provided
- 3-4 outcome measures

Calculation Methodology
- Outputs are commonly a count of what has been done
  - Ex: Count of clients served
- Outcomes are commonly a percentage
  - Ex: # of students that graduate / # of students participating in the program = % Graduated

Performance History
- Data for each measure

Proposed FY23 Targets
- Based on Performance History
3. Program Narrative (7 Questions)

Problem Statement

Briefly describe what exactly your program will do. Also describe the specific need the service proposes to address. Can you provide research or data findings that might help define the problem?

Target Population and Service Geography

Describe the characteristics of the target population that will benefit directly from the service, as well as the location where your services will be provided.

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Proposed Service Results

In addition to completing the Performance template below, please describe the results this service will deliver. Also describe the method for data collection (i.e. surveys) and tracking.

Performance Template Download: [FY2023 CSG Performance Template.xlsx]
Performance Template Upload: Choose File
Budget Proposal

In addition to completing the budget template below, please provide a description of how funds will be used to support the program.

Collaborations and Partnerships

Please describe how the service will use collaboration or partnerships to achieve results.

Peer References

Please provide up to three references from peer organizations. Only contact information for the organizations is necessary.
# FY2023 Community Service Grants Proposal Budget Summary

Please check budget cycle:  
- [ ] Fiscal Year  
- [ ] Calendar Year

## Total Service Budget for current year:

<table>
<thead>
<tr>
<th>Service Name</th>
<th>FY 2021 Actual</th>
<th>FY 2022 Revised Budget</th>
<th>FY 2023 Total Budget</th>
<th>FY 2023 Funding Requested to County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## Service Revenue

- Mecklenburg County: $0
- City of Charlotte: $0
- Federal/State: $0
- United Way: $0

## Service Expenses

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>FY 2022 Revised Budget</th>
<th>FY 2023 Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

## County Revenue as % of Total

<table>
<thead>
<tr>
<th>FY 2023 County Funded Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

## Notes

- [Additional notes or comments if necessary]
In addition to completing the budget template below, please provide a description of how funds will be used to support the program.

Budget Proposal

Collaborations and Partnerships

Please describe how the service will use collaboration or partnerships to achieve results.

Peer References

Please provide up to three references from peer organizations. Only contact information for the organizations is necessary.
4. Service Summary

Funding Categories

Please select one of the following goal areas that your program best aligns:

Goal Areas

- Connected Community: Services in the community that foster access to physical, social and information resources for all residents and visitors in our community
- Economic Opportunities: Services in the community that enhance the economic stability and success of our current and future residents
- Healthy Community: Services in the community that create a culture of health and wellness for our residents, customers and employees
- Safe Community: Services in the community that support the needs of individuals who come into contact with the criminal justice system
You are about to submit your application, **ABC Charity**, to **Mecklenburg County**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.
APPLY

Due at 11:59pm December 5, 2021
Other Funding Sources
UNITE CHARLOTTE

• Mecklenburg County has partnered with the United Way, to provide funding for local grassroots organizations that:
  • Advance racial equity
  • Address economic mobility
  • Have an annual budget of less than $250K
  • Priority for organizations led by people of color
  • Apply in August
  • Visit https://uwcentralcarolinas.org/unite-charlotte/
Questions

APPLY

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704.420.0603

Grant.McMillan@MeckNC.gov
980.721.2042

Lauren.Tayara@MeckNC.gov
980.900.8461

Grants@MeckNC.gov