



# Community Service Grants

## Fiscal Year 2024

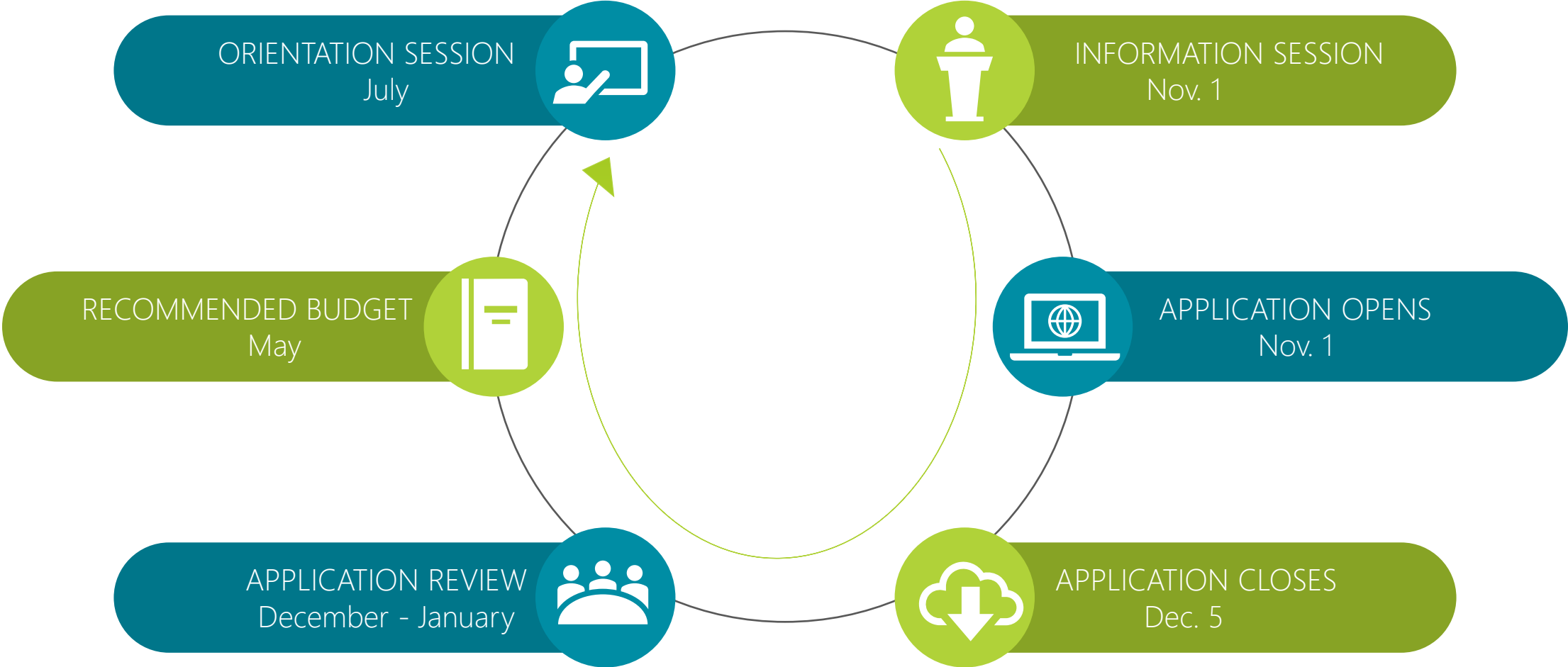
# Agenda

- Purpose of the Community Service Grant (CSG) Program
- Process and Timeline
- Eligibility and Reporting Requirements
- Sunset Policy
- Application Submission
  - Performance Template
  - Budget Template
- Questions





# Process Summary



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)
- 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](https://www.sosnc.gov/online_services/search/Business_Registration_Results)
- Clearly contribute to one of the four goal areas

# Goal Areas

## Four Funding Categories

Details on the Goal Areas can be found in the County's Strategic Business Plan on [MeckNC.gov](http://MeckNC.gov)



# 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, 2022 for the fiscal year 2024 program)





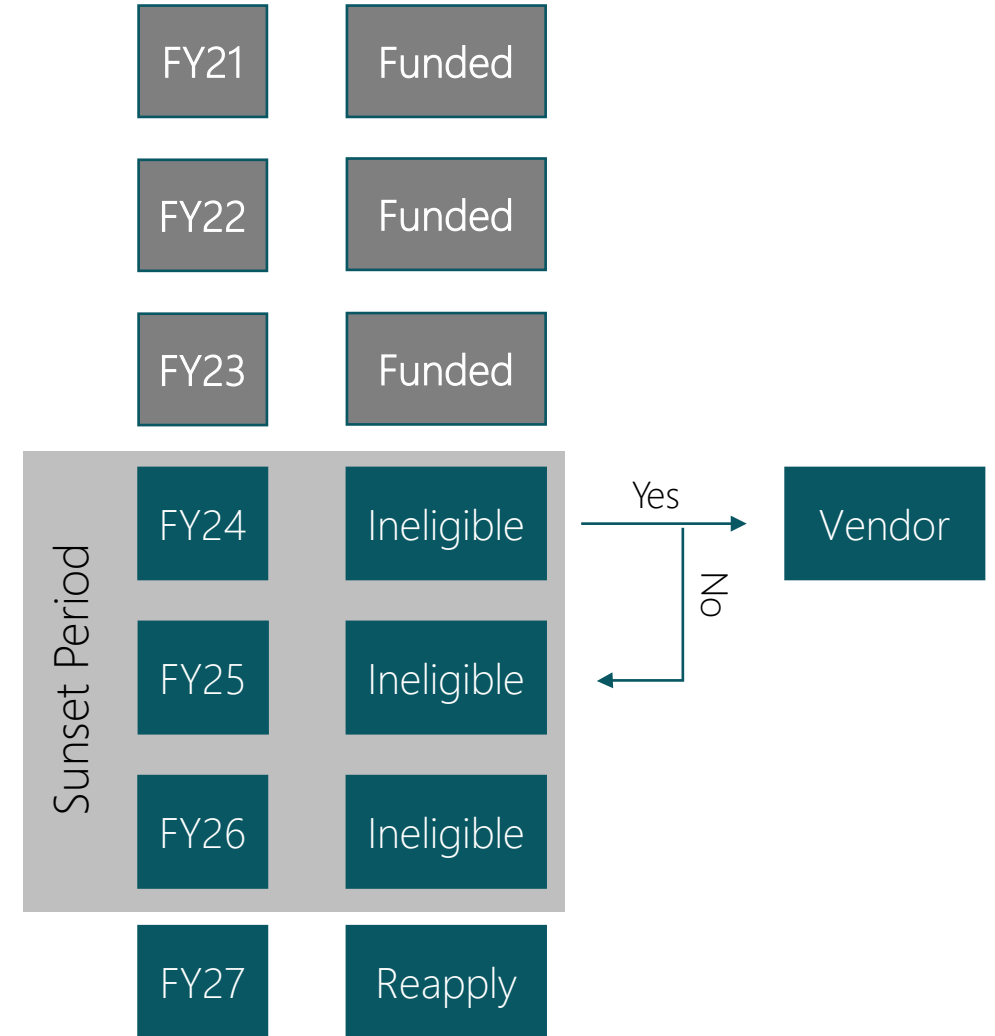
# Audited Financials

- 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
- FY2022 Audited Financial Statements are due by Friday, April 1, 2023



# Sunset Policy

- Programs (not organizations) that are awarded funding for three consecutive fiscal years will be sunset from the CSG program.
- Organizations with sunset programs may apply for consideration as a vendor for FY2024.
- Sunset programs not selected to become a vendor must wait three consecutive fiscal years to apply for CSG funding again.



QUESTIONS

# APPLICATIONS

# Amplifund

CSG Application:

<https://bit.ly/meckcsg>

Vendor Application:

<https://bit.ly/csgvendor>

Due at 11:59pm December 5, 2022

# Amplifund

## MECKLENBURG COUNTY | 2024 Community Service Grant Application

[Print](#)[Help](#)[Download](#)[Save](#)[Apply](#)

### Opportunity Information

Title Mecklenburg County | 2024 CSG Application

Description Thank you for your interest in applying for a Community Service Grant! The Mecklenburg County CSG program is an opportunity to partner with local nonprofit organizations to deliver services that align to the County's strategic goals. To determine whether your program meets the minimum requirements, please scroll down and review the section titled Eligibility Information. The application will open on November 1, 2022. Applications can be submitted until December 5, 2022 at 11:59pm.

### Award Information

Start Date 7/1/2023

End Date 6/30/2024

### Eligibility Information

- |             |  |  |
|-------------|--|--|
| Eligibility | (1) Serve the residents of Mecklenburg County                        | (5) Financial statements audited by an independent CPA   |
|             | (2) 501 (c)(3) non-profit classification with the IRS                | (6) Clearly contribute to one of four goal areas         |
|             | (3) Documentation supporting a diversified workforce (EEO policy)    | (7) Current/Active status with the NC Secretary of State |
|             | (4) Professional membership to support organizational sustainability |  |

*Amplifund*

## Login

Email

Password

[Forgot your password?](#)

[Register](#)

[Login](#)

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## Opportunity Information

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  - (5) Financial statements audited by an independent CPA
  - (6) Clearly contribute to one of four goal areas
  - (7) Current/Active status with the NC Secretary of State



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## Application Information

Application Name	ABC Charity
Award Requested	\$50,000

## Primary Contact Information

Name	Lauren Tayara
Email Address	Lauren.Tayara@MeckNC.gov
Address	600 E. 4 <sup>th</sup> St. 11 <sup>th</sup> Floor
City	Charlotte
State	NC
Postal Code	28202
Phone Number	980.900.8461

Select First



Mark as Complete

Save & Continue

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Name	Status
1. Proposal Cover Sheet	New
2. Required Documents	New
3. Program Narrative	New
4. Service Summary	New

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## 1. Proposal Cover Sheet

Program Name

Organization

EIN (xx-xxxxxxx)

How many years as a 501(c)(3)?

Total Funds Requested

Director's Contact Information

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Select First



Mark as Complete

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## 2. Required Documents

### Audited Financial Statements

By checking the box below, I attest that the applicant organization has a financial audit prepared for submission to Mecklenburg County at this time or will be able to provide a financial audit to Mecklenburg County by the deadline of April 1, 2023. \*

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

Choose File

### Other Documents

IRS Letter

Choose File

Articles of Incorporation

Choose File

Workforce Representation

Choose File

Salary Disclosure

Choose File

Mark as Complete

Save & Continue

Select First

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## 3. Program Narrative (7 Questions)

### Program History

Please provide the number of years this program has been operating.\*

Is this program a current recipient of CSG funds for FY2023?\*

Yes
No

If your organization has a program that has been sunset from the CSG program, please explain how the program listed on this application is substantially different from the sunset program.

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## 3. Program Narrative (7 Questions)

### Problem Statement

Briefly describe what your program will do, and the specific community need the service proposes to address. Provide and cite local research or data findings that help define the problem.\*

### Target Population and Service Geography

Describe the characteristics of the target population that will benefit directly from the service, the location where your services will be provided, and how members of the target population are selected for the program.\*

Please provide the number of individuals/households served by this program.\*

### Service Delivery Strategy

Explain the strategy, including staff, key activities, and any collaborations/partnerships 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 methods for data collection and tracking (i.e., use of databases) and the results this service will deliver.\*

Performance Template **Download:** FY2024 CSG Performance Template.xlsx

Performance Template **Upload:**



**Click to download the  
Performance Template**

# Performance Template

## FY2024 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.).

Once downloaded, please complete the performance template using program data back to FY2021, if available.

Things to keep in mind:

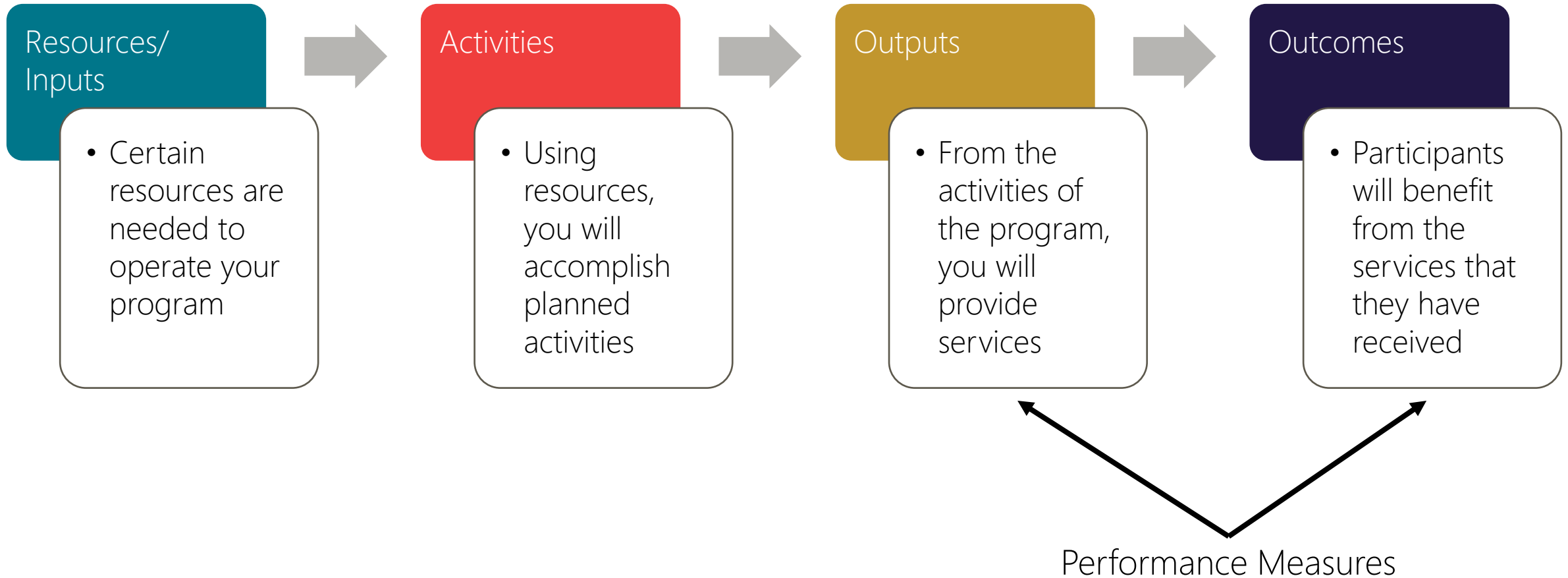
- Be sure to list year-to-date actual data for FY2023 since FY2023 is still in progress.
- Be sure to include ambitious and attainable targets for all proposed outputs and outcomes for FY2024.
- Be sure to create detailed calculation methodologies. The more specificity, the better.

Output Measures (Numbers)	Calculation Methodology*	FY21		FY22		FY23 YTD		FY24 Target
		Target	Actual	Target	Actual	Target	Actual	
Number of unduplicated individuals served by Mecklenburg County Community Service Grant	Count							
Number of unduplicated individuals served by other funding sources	Count							

Outcome Measures (Percentages)	Calculation Methodology*	FY21		FY22		FY23 YTD		FY24 Target
		Target	Actual	Target	Actual	Target	Actual	

\*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.

# Performance Template





# Performance Template

## Components of the Performance Template

1. Output Measures
2. Outcome Measures
3. Calculation Methodologies
4. Performance History
5. Proposed FY24 Targets

### 1. Output Measures

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

### 2. 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

# Performance Template

- 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

## 3. 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

## 4. Performance History

- Data for each measure

## 5. Proposed FY24 Targets

- Based on Performance History
- Targets should be both Ambitious and Attainable

# Performance Template

## Required Performance Measures:

- # of unduplicated individuals served by Mecklenburg County Community Service Grant
  - The target for this measure is how many individuals you plan to serve **with CSG funding**
  - If your organization does not link participants to a funding source, then report the total number of individuals served
- # of unduplicated individuals served by other funding sources
  - The target for this measure is how many individuals will be served by **other funding sources**
  - If your organization links certain participants to specific funding sources, report how many individuals will be served with other funding

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## 3. Program Narrative (7 Questions)

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Explain the strategy, including staff, key activities, and any collaborations/partnerships 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 methods for data collection and tracking (i.e., use of databases) and the results this service will deliver.\*

Performance Template Download: [FY2024 CSG Performance Template.xlsx](#)

Performance Template Upload:

[Click to upload the  
Performance Template](#)

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## 3. Program Narrative (7 Questions)

### Budget Proposal

In addition to completing the budget template below, please provide a description of how funds will be used to support the program. Also, please describe the future of the program if CSG funding is not awarded for FY2024. \*

Budget Template **Download:** [FY2024 CSG Budget Template.xlsx](#)  
Budget Template **Upload:**

← Click to download the  
Budget Template

### Peer References

Please provide up to three references from peer organizations. Only contact information for the organizations is necessary.\*

# Budget Template

## FY2024 Community Service Grants Program Budget Proposal

Please check budget cycle:  Fiscal Year  Calendar

Total Organization Budget for FY2023: \_\_\_\_\_

Total Program Budget for FY2023: \_\_\_\_\_

Organization:

Program Name:

Program Expenses	FY2022 Budget	FY2022 Actuals	FY2023 Budget	FY2024 Budget Proposal	\$ Change	% Change
<b>Direct Program Expenses (eligible for billing to County)</b>						
Salaries, Fringe, & Benefits for Direct Program Staff					\$0	
Funding for Direct Client Assistance					\$0	
Program Supplies, Materials, & Equipment					\$0	
Program Related Staff Training, Travel, & Mileage					\$0	
<b>Indirect Program Expenses (County portion capped at 4% of actual direct program expenses listed above)</b>						
Other Staff Salaries, Fringe, & Benefits					\$0	
Other Supplies, Materials, & Equipment					\$0	
Other Staff Training, Travel, & Mileage					\$0	
Facility Rent, Utilities, Telecommunication					\$0	
Facility Maintenance & Insurance					\$0	
Fundraising Expenses					\$0	
Other Expenses					\$0	
<b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

# Budget Template

Program Revenues	FY2022 Budget	FY2022 Actuals	FY2023 Budget	FY2024 Budget Proposal	\$ Change	% Change
Mecklenburg County					\$0	
City of Charlotte					\$0	
Other Local Governments					\$0	
Federal/State Grants					\$0	
United Way					\$0	
Unite Charlotte					\$0	
Private Foundations					\$0	
Other Grants					\$0	
Memberships, Donations, and Misc. Income					\$0	
Organizational Fund Balance					\$0	
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>County Revenue as % of Total</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>		

**NOTE** - If any box below reads FALSE, please check your budget and funding request information.

FY2024 Revenue from Mecklenburg County is less than or equal to Direct Program Expense + 4%	TRUE
FY2024 Total Expenses and Total Revenue are equal	TRUE
FY2023 Total Expenses and Total Revenue are equal	TRUE

Mecklenburg County is an Equal Opportunity Employer. By checking the box, the Agency understands and agrees not to discriminate against any employee, applicant for employment or program participant because of race, religion, color, sex, age, handicap, physical or mental impairment, disabilities or natural origin. (Failure to agree to this statement automatically disqualifies an agency from funding consideration.)

Fiscal Officer

Date

Executive Director

Date

# Administrative & Indirect Expenses

- The County will support administrative and/or indirect Community Service Grant program expenses at no more than 4% of direct program expenses.
- Direct program expenses include the below and must be itemized in invoices:
  - *Salaries, benefits, and fringe for direct program staff*
  - *Funds for direct client assistance*
  - *Program supplies, materials, and equipment*
  - *In-County travel/mileage/training incurred as part of program delivery*
- Administrative and indirect expenses include, but are not limited to the below:
  - *Indirect & leadership personnel expenses*
  - *Facility rent, maintenance, utilities, security, etc.*
  - *Software licenses & telecommunication charges*
  - *Fundraising*
- Grantees do not have to itemize administrative & indirect expenses, and may add 4% to itemized direct program expenses.
- Total payments will not exceed grant amount



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## 3. Program Narrative (7 Questions)

### Budget Proposal

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Budget Template Download: [FY2024 CSG Budget Template.xlsx](#)

Budget Template Upload:

Click to upload the Budget  
Template

### Peer References

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

Select First



Mark as Complete

Save & Continue

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## 4. Service Summary

### Funding Categories

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

### 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

Please select one of the following Board priorities that best aligns to your program:

- Affordable Housing: Evaluate new housing opportunities that are affordable to residents in need.
- Education Attainment Gaps: Link existing allocations to strategies and targets to improve college and career readiness outcomes for all students.
- Environmental Leadership: Implement the Environmental Leadership Action Plan.
- Meck Pre-K: Continue implementation of voluntary, universal public pre-k for all eligible 4-year-old children.
- Workforce Development: Provide leadership and align communication with jobseekers and employers.
- Racial Disparities: Ensure that investments by the County focus on closing racial and ethnic gaps so that race does not predict one's success, while also improving outcomes for all. Race will be interwoven into the Board Priorities through policies, practices, and procedures that seek to analyze and eliminate the root causes of racial disparities with the hope that all people in Mecklenburg County will have an equitable opportunity to thrive in the community.

Select First →

Mark as Complete

Save & Continue

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Submit

---

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.

---

Review

Submit

# Application Scoring

- Each application will be reviewed and scored using a weighted scale by a panel of subject matter experts from the County
- The weighted score will be one component used to make final funding decisions

Application Section	Section Weight
Problem Statement	25%
Target Population & Service Geography	10%
Service Delivery Strategy	25%
Proposed Service Results	10%
Performance Measures	10%
Budget Proposal & Budget Narrative	20%

# Amplifund

CSG Application:

<https://bit.ly/meckcsg>

Vendor Application:

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Due at 11:59pm December 5, 2022

# 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?

General Questions: [Grants@MeckNC.gov](mailto:Grants@MeckNC.gov)

Name	Title	Email	Phone	Questions About
Lauren Tayara <i>CSG Budget Lead</i>	Management and Budget Analyst	<u><a href="mailto:Lauren.Tayara@MeckNC.gov">Lauren.Tayara@MeckNC.gov</a></u>	980.900.8461	General CSG Program, Budget Template, Amplifund Application
Grant McMillan <i>CSG Performance Lead</i>	Strategy and Planning Analyst	<u><a href="mailto:Grant.McMillan@MeckNC.gov">Grant.McMillan@MeckNC.gov</a></u>	980.721.2042	General CSG Program, Performance Template, Amplifund Application
Laura McBryde	Management and Budget Analyst	<u><a href="mailto:Laura.McBryde@Mecknc.gov">Laura.McBryde@Mecknc.gov</a></u>	704.420.0603	Budget Template, Amplifund Application
Gauge Tillman	Associate Strategy and Planning Analyst	<u><a href="mailto:Gauge.Tillman@MeckNC.gov">Gauge.Tillman@MeckNC.gov</a></u>	704.650.6390	Performance Template



CSG Program and Information Session Website : <https://meck.co/2PwLSgo>

Strategic Business Plan: <https://meck.co/3EiDv4n>