



CITY OF HARDEEVILLE  
FY2022  
CITY COUNCIL DISCRETIONARY GRANT APPLICATION PACKAGE

**Program Description:**

The City of Hardeeville, as part of its annual budget process, accepts applications for the City Council Discretionary Grant program. This program is designed to provide financial support to organizations and agencies that carry out community-based programs and/or services in or for the citizens of the City of Hardeeville. This program encourages organizations to continue to offer innovative and needed services that enhance the quality of life for the citizens of the City of Hardeeville.

**Discretionary Grant Timeline:**

Request for applications	February 8, 2021 - April 12, 2021
Application Due Date	April 12, 2021, 5:00pm
Council Review	Late April
Budget Process	April-June 2021
Grant Award Notifications	June/July 2021
Final Reports	Due by July 31, 2022

**Program Criteria:**

An Organization's 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 provides opportunities for underserved populations in Hardeeville. The activity provides solutions by way of systems or approaches that can prevent, mitigate, or resolve individual family or community problems.

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 are eligible to participate. The City of Hardeeville will not award grants to individuals, fraternal organizations and organizations that support and/or endorse political campaigns.



Religious organizations may receive funding. However, the City of Hardeeville will 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 will not fund debt reduction, endowment development, medical research/health related issues, conference travel, conference underwriting or sponsorship, gift cards and fundraising projects.

### Program Requirements:

**Funding:** Organizations may apply for funding for a period of one year. All organizations requesting funding must apply each year, even if they may have been awarded a Discretionary Grant in the prior year.

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

### Grant Application:

The grant application must be completed online through the City of Hardeeville's website. Make sure all fields are complete. Incomplete applications will not be reviewed by the Council. Please contact John Boyle (Finance Director) at 843-784-2231 or by e-mail [jboyle@hardeevillesc.gov](mailto:jboyle@hardeevillesc.gov) if you have any questions. Once complete save a copy and print for your records.

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.
- **Organization Background** – Demonstration of recent accomplishments and success with programs similar, to the one in your application.
- **Project Description** – This is where you describe your project – who, when, what, why and where.
- **Benefit to the Community** – Detail who is being served by your project, the geographic location of your audience, and how the project impacts the community.
- **Collaborative Partners/Efforts** – Describe how your organization will work with others on this project. What are partner's roles?



- Outcomes – Quantify anticipated results and explain how success will be measured?

## Program Budget

A budget section is provided as part of the application. This section applies only to the project outlined in the application. Please note that all grant funds must be expended by the recipient organization. Re-granting or sub-granting of funds is not allowed. Expenditures must be consistent with the application budget. Only goods and services that comply with the Discretionary Guidelines are permitted. The budget should reflect in financial terms the actual costs of achieving the objectives of the project(s) proposed in the application.

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

There are blank spaces in the budget section of the application to provide additional expense categories. 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 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 whether 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 the 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:

To be considered for funding, applicants must submit a complete application package for the Discretionary Grant program via email to John Boyle at [jboyle@hardeevillesc.gov](mailto:jboyle@hardeevillesc.gov). Incomplete applications will not be considered.



Complete applications include:

1). Completed application. You can complete the application at:

<http://www.hardeevillesc.gov> Discretionary Grants

- Answer all questions and complete each section.
- Print and Sign.

2). Project Budget and Narrative (form included with the application)

3) Required Attachments:

- Current organization operating budget reflecting sources and amounts of income and expenditures for the organization, 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 attach a financial report showing financial status.
- Audited Financial statements for (3) years prior to current request.
  - In the event an audit has not been completed for the most recent fiscal year, the applicant may submit unaudited information for that year.
- Pending grant award documents such as grant award letters, emails, or correspondence from the grantor.
- City of Hardeeville business license or business license assessment survey form (this form shows that a business license is not needed for your organization).

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 the City of Hardeeville. Make sure these factors are incorporated into your application. These factors, with their corresponding point values, are:

Project Summary: (Up to 35 Points)

- Does the proposal state an objective and does the objective fit the mission and long-range plans, goals, and objectives of the organization?
- Does the proposal provide a strong sense of need for the project/program and does it state what the funds will be used for?
- Does the proposal address who will be served and how many?

- Does the proposal state what will be the benefit to persons served?
- Does the proposal state a targeted underserved population?
- Does the proposal provide a program to prevent, mitigate or resolve individual, family, or community problems?
- Does the proposal state how the program will be evaluated once completed?

#### Project Impact: (Up to 30 Points)

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

#### Organization Background: (Up to 20 Points)

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

#### Budget: (Up to 15 Points)

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

## AWARD NOTIFICATION

The Finance Director will notify all applicant organizations of the funding outcome in writing after July 1, 2021. Awards will be available for reimbursement after July 1, 2021. Final reports for the previous fiscal year, if applicable, must be received before payments are released.

## REPORTING REQUIREMENTS

At the completion of the grant funded project, The City of Hardeeville requires grantees to complete a mid-year and/or a final report for Discretionary Grant funds. Grantees are required to show proof of grant expenditures (invoices and proof of payment). Grantees are asked to



report on attendance/impact numbers, program success or failure as well as the impact on the City of Hardeeville. Each grantee will receive a copy of or a link to the reporting documents with their award packet and reports will also be sent via email. Grantees must acknowledge the receipt of Discretionary funding by including the City of Hardeeville logo, or by listing "Funding Provided by the City of Hardeeville" on program/project advertising, marketing and promotional materials, website or in the organization's annual report. Examples of this must be included in your final report.

## Freedom of Information Act Notice

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

- 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 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.
- None of the funds, materials, property, or services provided directly or indirectly under Discretionary 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 Mr. John Boyle, Finance Director at (843)784-2231 or email [jboyle@hardeevillesc.gov](mailto:jboyle@hardeevillesc.gov).