

## **City of Norfolk Mini-Grants Program**

### **1. Overview**

The City of Norfolk (City) is working with the Newark Community Street Team (NCST) to design and implement a community violence intervention program. A key near-term recommendation is to create a mini-grant program while longer-term activities are in-progress.

The City will offer a mini-grant program to provide low-barrier funding to Norfolk communities most impacted by gun violence. The goal of the program is to promote recovery, healing, recreation, and community-building.

The City will partner with the Norfolk Police Foundation (Foundation) to deliver the grant program.

### **2. Eligible Recipients and Activities**

Funding will be considered for incorporated entities (e.g., 501(c)(3)) and organized community groups, such as civic leagues and violence intervention advocacy organizations. Grant awardees must be registered, and in good standing, with the Virginia State Corporation Commission ([scc.virginia.gov](http://scc.virginia.gov)) and have an organizational banking account where grant funds will be held. Applicants must also provide a current (dated this calendar year) IRS W9 (Request for Taxpayer Identification Number and Certification).

Funding will not be considered directly to individuals; however, an individual can partner with a community group to jointly apply for funding.

Program funding will be available citywide but with priority to supporting events and activities in and for communities experiencing disproportionate levels of gun violence. Priority zip codes include 23504, 23508, 23510, 23517, and 23523, where Norfolk has experienced the relatively highest levels number of gun violence incidents over the last 12 months. Additional areas of the city will be considered as available grant funds allow.

An example of an eligible activity is a neighborhood picnic or concert that addresses gun violence prevention and provides an outlet for community fellowship and healing. Successful applications must clearly articulate which community/communities will be served and the activity to be funded.

Funding will not be considered for general operating support, on-going programming, or capital expenses, but up to 10% of the grant can be spent on overhead and administrative costs. The City reserves the right to conduct financial auditing for all grant recipients.

### 3. Application Scoring

Each application will be reviewed by the grant committee and awarded up to five points for each of the following criteria:

1 The application clearly identifies the neighborhood(s) to be served with the project.

2 Applicant describes the support from, or need within the community, for this project or has clearly articulated how the project will meet the need.

3 Applicant presents a realistic and concrete plan to accomplish the desired outcome.

4 Applicant provides a clear and concise description of the project.

5 The applicant provides a plan for engaging hard to reach residents, survivors of community violence and/or residents with high levels of trauma.

6 The applicant has experience with completing similar projects either as an individual, part of an organization or part of a partnership.

7 The applicant has a realistic plan for documenting Objectives and/or Measures for the project.

8 Budget items are reasonable and defined and applicant demonstrates how those costs were determined.

9 An additional five (5) bonus points will be awarded for applications serving priority zip codes referenced in Section 2.

### 4. Funding Available

Overall program funding will be \$200,000, organized into two rounds. Each round will have \$100,000 in total award funding, and the maximum award per application is \$10,000.

Applicants can partner to increase impact. More experienced groups can serve as fiscal agents and mentors for groups with less grant funding experience and capacity, with a maximum 10% fiscal agency fees. Fiscal agents must have a simple MOU with the subgrantee outlining the arrangement

### 5. Reporting

Grant awardees will be required to provide the following reporting to the Norfolk Police Foundation:

- Monthly updates on event/activity/program planning and execution

- No later than 30 days following the grant-supported, a report summarizing goals, activities, communities served, and any associated media products (e.g., photo imagery, video)
- No later than 45 days following the grant-supported event/activity/program, a final, self-certified grant expenditure report accounting for all awarded funds. This includes a narrative of how funds were spent with receipts and cancelled checks.

#### 6. Deadlines

Round #1 will open for applications on Monday, July 25<sup>th</sup> at 12:00 p.m. and close on Friday, August 12<sup>th</sup> at 11:59 p.m. Award notifications will be made no later than Friday, August 26<sup>th</sup>. Round #1 funding must be executed no later than October 30<sup>th</sup>.

Round #2 will also open for applications on Monday, July 25<sup>th</sup> at 12:00 p.m. and close on Friday, September 16<sup>th</sup> at 11:59 p.m. Award notifications will be made no later than Friday, September 30<sup>th</sup>. Round #2 funding must be executed no later than December 31<sup>st</sup>.

Applicants can indicate round preference on the application but cannot receive funding in both rounds. The application review committee will work to balance grant awards with applicants' timing preferences.

#### 7. How to Apply

Online applications are strongly encouraged and can be completed here:

<https://www.norfolkpolicefoundation.org/>

#### 8. Questions

Please email: [support@norfolkpolicefoundation.org](mailto:support@norfolkpolicefoundation.org)