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|  | <b>City of Doral Community Based Organization (CBO) Grant Program</b><br><br><b>Procedures</b> | <b>SOP #</b>                     | 17-0001  |
|   |  | <b>Revision #</b>                | 1        |
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## **Procedures for Community Based Organization Grant Program**

### **1. Purpose**

The purpose of this policy is to establish an objective and consistent manner in implementing and processing applications for the City of Doral Community Based Organization Grant Program ("Program"). This document provides policy, procedures, responsibilities and guidelines as they relate to this competitive reimbursement grant program.

#### *Program Goal:*

*"To provide beneficiaries with opportunities to plan, develop and implement sustainable projects that will serve the needs of the Doral community."*

Benefits of the Program shall have direct or indirect impact on the Doral community.

Programs may include those activities of an organization that may have a direct impact on the residents.

Projects for grant funding need to achieve measurable outcomes in terms of serving the residents of Doral.


Maximum amount of request is limited to \$5,000 per non-for-profit organization/per fiscal year, unless greater amount is approved for a specific organization by a Council motion.

All organizations seeking funding must have a 501(c)(3) or 501(c)(6) status and meet all eligibility criteria.

#### ***Not applicable through CBO Grant Program (see Other Funding Requests Section):***

This Program does not apply to sponsorship requests related to:

- Purchase of tables (e.g. gala, luncheon or dinner) or
- For profit organizations

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## ***2. Funding of CBO Grant Program***

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During each fiscal year's budget process, Council will receive a proposed budget for the funding of the CBO Grant Program. Funding is up to the discretion of Council and no one program is guaranteed funding for a specific fiscal year or multiple years.

Funding is geared to assist new programs/projects in obtaining a head start and are not meant to sustain a program/project throughout its life cycle.

## ***3. Responsible Department***

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The Office of the City Manager will delegate the administration of the CBO Grant Program to the Planning & Zoning Department, Economic Development Division.

## ***4. Program Frequency***

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The CBO Grant Program may be made available through a noticed grant application cycle administered within each fiscal year (Fiscal Year: October 1 through September 30). If sufficient budgeted grant funds remain after a cycle of Doral-based applicants is awarded, the City Manager may authorize a second cycle allowing non-profit applicants from the surrounding community to apply for support of programs benefiting Doral residents.


Upon need and funding availability, the City Manager will have the authority to increase or decrease the number of available CBO Grant Programs in a fiscal year.

## ***5. Grant Categories***

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Due to the volume of grant requests, the City of Doral has established Grant Categories that will assist in identifying each application submittal, and will be used during the scoring/selection process to ensure that the City provides an equitable opportunity to a variety of categories throughout the fiscal year.

In the event that during a CBO Grant Program submittal process more than one of the same category type is received by the City, the City will give higher priority to submittals that are aligned with the City's Strategic Initiatives for the current Fiscal Year, are new programs to Doral, and have greater impact to the community.

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The Grant Categories are:

**Community Development -**

City of Doral is committed to supporting and improving our local communities. We make grants to organizations and programs that provide:

- Job training/workforce development
- Economic development programs

**Education -**

City of Doral is committed to supporting programs that:

- Promote academic achievement for Doral students
- Facilitate access to higher education for Doral residents
- Academic and community outreach to Pre-K – 12<sup>th</sup> Grade
- Post-secondary educational opportunities

**Health/Human Services -**

City of Doral is committed to supporting social and human service organizations whose work benefits Doral residents. These organizations may be involved in a variety of areas, including:


- Child care opportunities
- Health services and education
- Basic needs assistance
- Social and human care organizations involved in a variety of issues including child care, day care, health services and education, social services, and basic needs assistance

**Arts and Culture -**

This category is intended to increase opportunities, particularly to residents who do not routinely have access to diverse types of art activities. Projects in this category must involve artists who reside in Doral.

The Office of the City Manager may consider a program/project in this category that involves artists from outside the immediate community, but event/activity must be conducted within Doral.

Programs/projects in this category to be conducted outside of the City Doral do not qualify through a CBO Grant Program.

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This category is also intended to assist organizations that are new to presenting the arts and/or new to the community.

City of Doral will consider requests from organizations that work to enhance community diversity through:

- Access to cultural experiences
- Availability of a broad array of artistic opportunities and venues that reflect the community's diversity
- Educational programs
- Arts, literature, and arts organizations
- Performing arts programs

Not eligible in this category are libraries, civic groups, community/senior centers, festivals, and parks/recreation programs.

Civic Groups are defined as people joined together to network with each other and serve the community. Examples: Woman's Club, Lions Club, Toastmasters, Garden Club, Friend of the Library, Rotary are some examples.

***Civic Engagement -***


City of Doral will consider requests from organizations that work to enhance a community's quality of life through projects involving:

- Community beautification
- Civic leadership
- Citizen education
- Promotion of cultural diversity

***Environment -***

We are committed to building strong environmental practices through programs that:

- Conserve natural resources
- Provide environmental education
- Support the transition to a sustainable environment
- Programs where the primary purpose is preservation and conservation of natural resources, endangered species, and the global environment


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*General Notes:*

- The City may find that a CBO Grant application would do best by partaking in an existing City initiative/program and may offer applicant to reach out and coordinate efforts with a specific department/staff. Examples of such joint participation: toy drives, food drives, job and health fairs, educational programs, culture and art events, festivals, etc.
- Organization may request funds for performance/exhibit/workshop-related costs that are held in the City of Doral. In the circumstance that the City of Doral does not have a facility for the performance/exhibit/workshop and it is conducted outside of the City limits, the City Manager may consider the application if participants in the performance/exhibit/workshop are residents and/or students in the City of Doral and/or benefit the City of Doral residents directly or indirectly.
- Awards may not be used for prizes, reception expenses, project which have sectarian or religious purposes or for fundraising events, or for alcohol.

**6. Applicant Eligibility**

- **Must be** an active non-for-profit organization located within the City of Doral. The organization must be registered as a not-for-profit corporation with the State of Florida and be in good standing.
- Organizations **must have** a broad community support and address specific community needs, and must be able to demonstrate fiscal and administrative stability.
- The applicant must be either a **not-for-profit U.S. based charitable 501(c)(3) or 501(c)(6) corporation** in accordance with Internal Revenue Service (IRS) guidelines with a valid Tax ID #.
- Must have up-to-date **municipal and county Occupational License and/or Certificate of Use.**
- The organization **must certify** that (i) their combined fundraising and administrative costs constitute no more than thirty-five percent (35%) of the

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organization's total revenues, as evidenced in the audited financial statements and IRS Form 990 for the previous fiscal year; and (ii) that all of the funds received from the City shall be used for the specific project and not for general overhead expenses of the organization.

- Notwithstanding the foregoing, organizations with annual gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the applicable fiscal year, and who qualify to complete IRS Form 990-EZ, may submit an unaudited financial statement.
- Applicants are eligible to receive only one (1) CBO Grant award per fiscal year.
- Applicants will only use the funds for the benefit of Doral residents.
- Applicants will not use any portion of the grant to pay for outstanding debt.
- Applicants will sign the Cover Sheet verifying, under penalty of perjury, that their submitted statements and financial documents are: true and submitted to the applicable corresponding agency (e.g. Internal Revenue Service).
- Requests that have received previous awards may receive lower priority in the scoring process.
- If the request is to hold an event, it must take place within the City of Doral, as stipulated in this document. Events held outside the City limits may be considered if the City of Doral does not have a facility for the event and if the event benefits Doral residents directly or indirectly.

The City of Doral **is unable** to consider grants for the following:

- Individuals
- International organizations
- Travel or conferences for employees of non-for-profit organizations
- Political Action Committees (PACs), political causes or candidates
- Books, research papers or articles in professional journals
- A group/organization utilizing a fiscal agent
- Religious organizations, unless they are engaged in programs that are non-sectarian, benefit a broad base of the community, and have a separate 501(c)(3) designation
- Private foundations
- Fraternal or alumni organizations
- General operating expenses for organization
- Expenses related to alcohol

SOP CBO Grant Program

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*Note:*

- No more than two (2) CBO Grant applications may be made in any fiscal year
- No more than one (1) CBO Grant may be granted for each applicant
- If receiving CBO Grants for two (2) consecutive years, organizations with ongoing programs or annual events are expected to go before Council and request for the City to fund as City Signature Event. To do so, you must contact the Office of the City Manager for further instructions. Council approval shall be required.
- Organizations that receive other sources of funding through the City may be ineligible to receive grant award. In certain cases, Council may determine to grant the CBO award, but may choose to deduct the same award amount from the other source of City funding.

### **7. CBO Grant Program Application Submission**

The City of Doral shall make available fillable CBO Grant Program Applications online, as well as hard copies available with the Division of Economic Development.


Applicant completing the CBO Grant Program Application and any supporting document provided by the City must have the authority to submit the application on behalf of the organization. The City may request documentation of authorization should the name of applicant not appear in the Florida Department of State Division of Corporations site.

Email, facsimile, non-original copies and applications postmarked after the submittal deadline date and time **will not qualify** as timely submissions.

CBO Grant Program Applications must include **all** required documents specified in the Grant Application Checklist at the time of submittal. Failure to do so, shall result in an incomplete application and will not be evaluated.

A total of four (4) original, identical applications must be received in hardcopy form by the Office of the City Clerk on or before the deadline date and time posted on the application and any City advertisement. The Clerk's Office will accept four (4) application packages and date/time stamped when submitted. The Clerk's office will retain (1) original submission and provide three (3) remaining applications for the Division of Economic Development.

The application package must be composed of a Cover Sheet as provided by the City, an Executive Project Summary outlining each question, the Grant Application Form,

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the Summary of Work Plan form as provided, and any other applicable documents as required by the Grant Application Checklist.

Applicants must submit a complete package based on the most current Grant Application Checklist to be considered for the award. Once all applications have been pre-screened for completeness by the Division of Economic Development, the City may request further clarification from the applicant and obtain a response within three (3) business days of request for clarification date or application will be considered incomplete.

The application must be received at least nine (9) weeks prior to the project/event beginning date. The City Manager has the ability to waive this requirement based on the benefits of the program/event to the community/residents.

CBO Grant Program Application Form Package, including supporting documents received by the City of Doral become the property of the City and part of the public record. Originals are not returned to applicants.

### **8. Grant Application Checklist**

These are the required documents for a CBO Grant Program Application Form Package:

#### **1. Application Form**


- Please use form provided
- Complete all sections of form
- Must be signed by an authorized representative of the organization
- Proof of authorization to represent organization is to be provided
- Only one organizational name may be listed throughout the application

#### **2. Executive Project Summary**

- Must be written on organization's letterhead
- Organization is to clearly and briefly summarize request by including the answers to the following questions. Answers are to be labeled as "1) – 5)" corresponding to the question number.

- 1) Name of the community based organization, its mission and goals.
- 2) Why the program/project is needed in Doral?
- 3) Provide narrative detailing program/project, objectives and targeted Doral community.



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- 4) How will you measure the success of the program/project?
- 5) How much is the total program/project cost and how much of that cost is being requested from the City of Doral (request limited to \$5,000)?

### 3. **Application Package**

- a) Application Checklist
- b) Application Form
- b) Budget Form
- c) Final Report Form

### 4. **Documentation Required** (These required documents must be attached to the application)

- o 501(c)3 corporations must submit:
  - o The State of Florida Certificate of Incorporation,
  - o The Federal 501(c)(3) Determination Letter, and
  - o State of Florida registration for Solicitation of Contribution confirmation letter
- o 501(c)(6) corporations must submit:
  - o The State of Florida Certificate of Incorporation, and
  - o The Federal 501(c)(6) Determination Letter
- o Certificate of use or occupational license from the City of Doral and County
- o Lobbyist Form

### 5. **Corporate Financial Information** (must be attached to the application)


- o Audited Financial Statement from previous fiscal year (unaudited financial statements will be accepted from organizations whose gross receipts are \$500,000 or less and total assets are \$1,250,000 or less)
- o Internal Revenue Service (IRS) Form 990 for previous fiscal year

### 6. **Final Report**

- o Provide a copy of the Final Report from the previously funded program, if applicable.

#### **Note:**

- Incomplete applications **will not** be considered for funding.
- For organizations that have been previously awarded - the organizations are required to submit a Final Report to the Division of Economic Development or will be disqualified for future funding opportunities.
- Applicants are required to complete a City of Doral Lobbyist Form – (visit [www.cityofdoral.com](http://www.cityofdoral.com), City Clerk’s Page, Lobbyist Information, “Lobbyist Authorization Form”)

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- o Complete and record Lobbyist Form with the Office of the City Clerk
- o No charge for non-for-profit registration
- o Form is to be completed and registered prior to or on day of Grant Application deadline

### **9. Advertising**

The City Manager’s Office will prepare and update the CBO Grant Program Application package each year, establish the submission deadlines, prepare the CBO Awards advertisement and forward to the Office of the City Clerk for advertisement.

The City Clerk will have the Awards advertised in a prominent local newspaper of general circulation.


The grant shall also be posted on the City’s website along with the downloadable application form.

### **10. Application Submission Deadline**

The CBO Award advertisement shall specify the deadline date and time by when applications are due in the Office of the City Clerk. Applications must be received in the form specified in the above sections titled *CBO Grant Program Application Submission* and *Grant Application Checklist*. Organizations, must also register as Lobbyist with the Office of the City Clerk before or on the submittal deadline to be considered.

### **11. Application Pre-screening & Screening**

The Division of Economic Development (“the Division”) will pre-screen the applications submitted for completeness. This shall include reviewing all financial documents and ensure completeness as well. When clarification of submitted documents is warranted, the Division shall contact applicants for clarification via email. Applicant will be provided three (3) business days from the date clarification is requested to respond to request. Failure to provide the City with clarification, will result in an incomplete Application Package. The Division will only forward complete submittals to the CBO Grant Committee members for review. All submittals shall be arranged in the order noted under the *CBO Grant Program Application Submission* section.

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### **12. Review Committee**

The CBO applications will be reviewed and scored by a CBO Grant Committee composed of three (3) City of Doral directors and/or their designee assigned by the City Manager.

Committee members should have knowledge and understanding of the City's Strategic Objectives and Goals.

The City Manager will rotate the Committee members on an annual basis.

The Committee member's score card will be independently submitted to the Office of the City Manager.

### **13. Scoring the Application**


The maximum score that can be achieved on any one application is 100 points.

Scoring Scale (Maximum Points Available):

|                           |           |
|---------------------------|-----------|
| Need                      | 30 points |
| Project/Program Narrative | 45 points |
| Metrics                   | 20 points |
| Project Cost/Request      | 5 points  |

Scoring of the application will be considered by each Committee member on the merits of the application's program/project meeting the purpose of the CBO Grant Program.

Each Committee member will objectively score each application on the merits of the program meeting the purpose of the CBO Grant Program and the completeness of the answer relative to the question.

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**Important Note:** All awarded CBO Grant applicants are required to submit ninety (90) days after the completion of the funded program a Final Report to the Office of the City Clerk. If a Final Report was not submitted, the Applicant is automatically withdrawn from any CBO Grant process until a Final Report is submitted.

#### **14. Agenda Preparation**


The Division of Economic Development will cause to have the results of the CBO Committee scores to be placed on the agenda for Council consideration on the next available Regular Council meeting.

The Division will prepare a memorandum with the Committee's Scores and City Manager's recommendation for those applications eligible for funding and the amount being recommended for award.

The memorandum will be accompanied by a spreadsheet indicating the name of all applicants that applied for a grant. The information will include whether, or not, the applicant is eligible for funding and the reason(s) if ineligible.

Copies of all eligible applications shall be included in the agenda package.

The Division of Economic Development will invite to Council those applicants eligible for funding in order to provide them with the opportunity to answer Council questions. CBO Grant applicants may be asked to provide a brief presentation of their program/project to the City Council.

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### **15. Awarding Grant**


Upon the approval of Council, the City of Doral will issue an Approval Letter to inform the applicant of the award. The approved program must take place within six (6) months of the date of the City Council meeting during which the grant was approved unless otherwise indicated within the approved grant application. Any extension of the implementation time frame must be requested in writing and approved by the City Manager.

### **16. Notification of Award Recommendation/Non-Award**

The Division of Economic Development shall notify all award recipients and unfunded grant applicants of the results.

The notification to awarded recipients shall also include instructions such as, to list a few:

- To provide flyers and/or brochures to be reviewed and authorized by Public Affairs Division before distribution occurs, if applicable
- Inform that the use of City Logo is only allowed if request was included in the original CBO Grant Program Application and approved by Council
- City related gift bags, tokens, etc. only issued if originally included in CBO Grant Program Package and approved by Council
- Use of City of Doral Government Center or other city facility may only be allowed if the request was originally included in CBO Grant Program Package and approved by Council

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### **17. Final Report**


The Final Report for Reimbursement is to be submitted, along with this form, to the Office of the City Clerk no more than ninety (90) days after completion of the program. The Economic Development division will verify the information in the Final Report and inform the applicant if any elements are missing. If the Final Report is complete, the Economic Development division will inform the applicant and process the approved reimbursement. Failure to submit a timely Final Report may disqualify an organization from receiving the reimbursement. If a Final Report cannot be submitted within ninety (90) days after the completion of the approved program or event, the recipient may submit a letter to the City Manager requesting an extension.

Once received, the Office of the City Clerk shall date/time stamp and forward the Report to the Division of Economic Development.

The Division of Economic Development shall review for completeness.

A complete Final Report shall consist of:

- Final Report Form completed
- Organization's letterhead answering the following questions:
  - Provide a summary of the outcomes of the project
  - State the success of the program
  - Explain in detail what was accomplished with the funds provided by the City of Doral CBO Grant Program
  - Provide a breakdown of the total number of participants and identify how many were Doral residents
  - Provide a breakdown of the program costs totaling the awarded amount, including but not limited to, materials/supplies purchased, organizational salaries paid, and funds distributed to beneficiaries of the program
  - Provide the final cost of the project, including other funding used
  - Provide the total number of residents that participated and/or were impacted by the program/initiative/event (include method used to obtain data provided)
- Photos of the event
- Sign-in Lists, if applicable
- Brochures, if applicable
- Flyers, if applicable
- Advertisements, if applicable
- Testimonies

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The Division shall review each Final Report to make sure that the outcomes reported correspond to the funded program. Upon the approval of Final Report, the Office of the City Manager will generate check requests for those applicants awarded the CBO Grant funds. The Finance Department shall mail the checks to their non-for-profit organization's address as it appears on the application. Should the non-for-profit organization request to personally pick-up the check, the organization is to inform the City Manager's Office upon award to make the necessary arrangements.

***Failure to submit a Final Report will disqualify an organization from funding.***

**18. Document Retention Period**

In accordance with State of Florida records retention laws, any and all documents received for the grant program shall be retained for a specific period as outlined in the most current State of Florida General Records Schedule GSI-SL.