

The Safety & Accountability for Everyone (SAFE) Charlotte Grant

Frequently Asked Questions

Who is eligible for a SAFE Charlotte grant?

Eligible organizations must:

- Have proof of 501 (c) 3 status, or proof of their status as a religious organization
- Provide services within the City of Charlotte
- Have a budget of at least \$10,000 for each of the last three completed calendar or fiscal years **OR** have a budget of at least \$50,000 in the most recently completed calendar or fiscal year **AND** a budget of no greater than \$150,000 for the most recently completed fiscal year.
- Have received or applied for a Charitable Solicitation License from the North Carolina Secretary of State. ***If an agency is awarded funding, UWCC cannot release any funds until the agency has received its Charitable Solicitation License.***
- Have registered with SAM.gov, demonstrating eligibility to receive federal funds. ***If any agency is awarded funding, UWCC cannot release any funds until the agency's information is visible in SAM.gov.***
- **Provide one of the following services:**
 - Youth Services for youth ages 13-19, including
 - Mentorship
 - Conflict mediation
 - Out-of-school time programming (e.g. sports, academic enrichment etc.)
 - Transportation to/from programming or services
 - Peer, near-peer or licensed counseling services for individuals and/or families
 - Employment training for youth and adults (e.g. interview/resume building workshops)
 - Services for children under 13 and their adult caregivers
 - Child care
 - Out-of-school time programming (e.g. sports, academic enrichment etc.)
 - Parenting classes
 - Supportive services for child and adult victims of domestic violence, teen dating violence, stalking or sexual assault

NOTE: All organizations must provide proof of insurance. Organizations providing services to children or victims of domestic violence or sexual assault must provide their policy for screening staff and volunteers, to include screening the sex offender registry. If the organization transports clients, the organization must also provide its policy for regularly reviewing staff and volunteers driving record.

NOTE: Organizations that are interested in and eligible for both the SAFE Charlotte grant and the Cure Violence Contract are encouraged to apply for both grants. However, organizations may only accept one source of funding.

What are the SAFE Charlotte grant priorities?

In reviewing, grant applications the SAFE Charlotte grant program will preference organizations meeting the following criteria:

- Services are provide in one or more of the City's Priority Zip code Areas (28216, 28208, 28212, 28205, 28206, 28213, 28217, 28273)
- The organization's Board of Directors reflects the population served (e.g. Agencies providing domestic violence services include a domestic violence survivor on the Board; agencies providing youth services include a youth representative on the Board)
- The organization employs a multi-generational approach
- The organization employs a trauma-informed/resiliency-focused approach
- The organization is a previous Unite Charlotte I grantee (current Unite Charlotte grantees may apply, but their applications will not be preferenced)
- The organization is a previous Jumpstart Safety Micro Grant grantee (current Jumpstart grantees may apply, but their application will not be preferenced)

The SAFE Charlotte grant program is funded by the Community Development Block Grant (CDBG) program. What does that mean for me if I am awarded a grant?

- Because the grant is funded by the federal CDGB program, the majority of funds awarded will be released on a reimbursement basis. UWCC will distribute an initial sum of \$7,500 to grantees using City of Charlotte funding.
- UWCC will distribute the balance of the grant award (\$42,500) only after the organization submits documentation proving that funds were spent against the eligible expenses outlined in the grant proposal.
- Organizations will have to verify client eligibility to receive services by certifying the client's household income is between 0 and 80% Area Median Income. Organizations must use [HUD's CDP Part 5 Income Calculator](#).

What expenses can be charged to the SAFE Charlotte grant?

- *Rent*: Rent payments for spaces newly rented to perform activities funded through the grant. The space cannot be used for other purposes.
- *Utilities*: Utility payments for spaces newly rented to perform activities funded through the grant. The space cannot be used for other purposes.
- *Staff Salaries*: Reasonable salaries directly related to the provision of services under the grant.
- *Staff Benefits*: The portion of staff benefits related to the charged salary for direct serves is also eligible.
- *Contract Staffing*: The full payment of staff solely contracted to provide services related to this grant.
- *Insurance*: Insurance purchased as a requirement for contracting under this grant program.
- *Background Checks*: Reasonable fees associated with running staff, volunteer and contractor background checks provided by third parties.
- *Motor Vehicle Checks*: Reasonable fees associated with running staff, volunteer and contractor driver's license reviews conducted by third parties.
- *Program Supplies*: Any material supply or service directed required to carry out the provided service.

What documentation is required in order to receive reimbursement?

- *Rent*: A copy of the lease; evidence the lease payment was made (e.g. screenshot of funds leaving your bank account).
- *Utilities*: A copy of the utility bill; evidence the bill was paid (e.g. screenshot of funds leaving your bank account).
- *Staff Salaries*: A copy of the timesheet showing the hours billed directly to the grant; each employee's hourly rate of payment; evidence the staff salary was paid (e.g. screenshot of funds leaving your bank account).
- *Staff benefits*: A copy of the timesheet showing the hours billed directly to the grant; evidence of benefits provided; evidence the benefits were paid (e.g. screenshot of funds leaving your bank account).
- *Contract staffing*: A copy of the contract with the individual or organizations providing contract staffing; the invoice requesting payment for the contract; evidence the invoice was paid (e.g. screenshot of funds leaving your bank account).
- *Background checks*: A copy of the invoice requesting payment; evidence the invoice was paid (e.g. screenshot of funds leaving your bank account).
- *Motor vehicle checks*: A copy of the invoice requesting payment; evidence the invoice was paid (e.g. screenshot of funds leaving your bank account).
- *Program Supplies*: Receipt for each item purchased; evidence that payment was (e.g. screenshot of funds leaving your bank account). If the item was purchased by credit card, the credit card statement and proof the credit card statement was paid.

Please note: Receipts and supporting documentation must be submitted monthly. The organization must also submit a list of the program participants during the month for which the organization is requesting reimbursement. If the organization provides domestic violence or sexual assault services, the list of program participants must be de-identified.

Can I partner with other organizations when I apply for the grant?

- Yes. One organization must serve as a lead application and propose work to be completed in partnership with other individuals or organizations. If the lead applicant wishes to provide some of the funds awarded to another individual or organization, the lead applicant should hire the individual as an employee, or contract with another organization to engage contract staff.

Can I apply for multiple service areas?

- No. Because of the federal funding source, we strongly encourage organizations to focus their application on only one program area. This will make it easier to track, report, and evaluate each recipient organization over the course of the grant period.

How long between application and award announcement?

- Applications will open March 8, 2021 at 8:00 a.m. and selected organizations will be notified no later than April 26, 2021.

What data am I required to track if I am awarded a grant?

- Grant recipients will be provided a data collection template and guidebook to track data. The data collection template includes participant registration information, such as name, demographic

information, and what services the participant is receiving. Grant recipients will also be asked to track participant attendance, which is included on the data collection template. Grant recipients have the option and are encouraged to design survey questions about their programming and track participant responses, but this is not a requirement for funding in the 2021-2022 grant cycle.

- Once a quarter, grant recipients will be asked to complete a short 3-question check-in reporting form. At the end of the grant year, grant recipients will be asked to complete a final reporting form. The questions on the reporting form are open ended and data collected over the year will inform responses. The final reporting form will also require that grant recipients submit at least one program photo, flyer, or other documentation that demonstrates how grant funds were used.

Please Note regarding Domestic Violence Services: Agencies applying for domestic violence services funding are expected to abide by existing data security protocols for this population. This includes using a random number generator to assign customer IDs and not sharing any personally identifiable information with outside parties, including funders and the evaluation team. Agencies providing domestic violence services should not submit photos as their form of additional documentation in the final reporting form.

What else am I required to do if I am awarded a grant?

- All grant recipients are required to participate in monthly capacity building learning sessions running from May 2021 to April 2022. The sessions are designed to help them understand the business of nonprofit management so that they might succeed in the nonprofit sector.

May I include in-kind donations in my organization's prior year budgets, and use that in-kind revenue to meet grant eligibility criteria?

- Yes, you may assign value to in-kind donations, including volunteer time. According to the [Independent Sector](#), you may place a value of \$27.20/hour on volunteer time donated in 2020.