



Fiscal Year 2020 Violence Prevention Mini Grant Application

Date Submitted: \_\_\_\_\_

**Program Information**

Program Title: \_\_\_\_\_

Program Location / Address: \_\_\_\_\_

Program Cycle

- Summer July 1, 2019-December 31, 2019
- Winter January 1, 2019-June 30, 2020

List of other partners or resources outside of your organization (Attach additional pages if necessary to include organization name, contact person, email and phone number.):

\_\_\_\_\_  
\_\_\_\_\_

Amount Requested (cannot exceed \$20,000 and must be same on budget form): \$ \_\_\_\_\_

- Complete the attached budget form and budget item descriptions. If additional pages are needed, please attach to application and specify number of pages here \_\_\_\_.
- Attach a complete program narrative (see instructions)
- Attach any related fliers, planning minutes, designs, event permits or photographs and specify number of pages here \_\_\_\_.

**Organization Information:**

Organization/Group Name: \_\_\_\_\_

Organization President/Director: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Program Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Certification:**

Grantees are subject to the terms of this application and the City of Hampton Office of Youth and Young Adult Opportunities’ (“OYYAO”) Mini Grant Policies, which can be found at <https://hampton.gov/DocumentCenter/View/9144/YVP--Mini-Grants-Policies?bidId=>. Applicants are encouraged to review these policies prior to submitting their application.

If a grant is awarded, the scope of work and implementation of the program are the responsibility of the grantee. Progress reports must be submitted and OYYAO must be identified when promoting the funded



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program. By signing below, we verify that this program has been discussed by a representative body of the applying group and that all information contained herein is accurate.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### Program Narrative Instructions

Please provide information on the following in a typed format consistent with the OYYAO Policy. The narrative should include the sections as outlined below.

#### I. Description of Organization

Provide a brief overview of your organization (i.e. Membership, Governance, Mission, Date Established, etc.)

#### II. Description of the Program

Provide an overview of the entire program. Share any relevant information about the program (such as, time, location, scope, target audience, planned activities, resources, partnerships, etc.), including how it is connected to any previous programs done by the group. Describe any cooperative efforts or partnerships related to the program.

#### III. Program Goal(s) Objectives and Outcomes.

A goal gives a general statement of your program's purpose, objectives are more concrete and specific in how the goal will be achieved. Your outcomes should reflect what is the expected resulted at the end of your proposal's project period

#### IV. Program Plan

Explain your action plan with estimated times for completion. It should include all activities, marketing, and recruitment. A timeline can be used for this section, sample below:

Date	Action Item	Purpose

#### V. Sustainability and Collaboration Plan

Programs most likely to receive approval are those with established partnerships and/or established relationships with other community organizations. You may wish to proactively recruit volunteer labor or contact local businesses, financial institutions, and other agencies about other possible resources in support of the program.



## Fiscal Year 2020 Violence Prevention Mini Grant Application

Grantees are encouraged to work with other grantees and/or partner with other community organizations. Grantees are required to collaborate with other grantees and/or community organizations at the request of OYYAO, if requested, as a condition of the continued use of awarded grant funds. Grantee is required to respond to OYYAO's request for collaboration within five business days of the receipt of a collaboration request from OYYAO. Should the grantee refuse to comply with any collaboration request of OYYAO, OYYAO reserves the right to demand the return of any grant funds not expended by the grantee at the time of the collaboration response deadline.

### **VI. Budget and Budget Narrative**

Complete the attached budget form describing each activity. The budget and budget narrative should give a total picture of your program and the resources available to it. The budget narrative should include each budget item listed in the proposed budget. All related costs must be covered in the budget. You may not be aware of all the costs associated with the budget but should estimate them to the best of your ability. Identify the source of funding for each line item. The value and type of any in-kind contributions should be thoroughly explained. It is important that your budget figures clearly relate to what is proposed in the program description.

### **VII. Match Requirements**

Each application must contain a 25% match to support the proposed program. Describe the matching resources identified to support the program. You must be able to provide the dollar value of matching resources for the program. Your match provided must have a direct relationship to the program. Match should be listed in the budget and budget narrative document.

Eligible match may include cash contributions, donated materials or services, volunteer labor, and reductions in cost.

- Donated or volunteer labor is valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for Virginia in the last published calendar year.
- Donated or discounted professional services will be valued at the full cost of the service provided. Professional services are services a person provides for paid employment that are offered at a reduced rate; the difference between what the professional normally charges and what they charge the organization may be counted as matching funds. These services must have a direct contribution to the program in order to be counted as a match.
- For reductions in cost, donated materials, and services price quotes must be obtained from multiple vendors to substantiate the value of the match.

### **VIII. Community Center Usage**

If your organization's intention is to utilize a City of Hampton Community / Neighborhood Center for your program, activity and or event. Please attach a complete signed intent to request use of Parks, Recreation & Leisure Services Facilities form.



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### **IX. Application Requirements**

Applications will be received in person, by mail, or email. All applications that are turned in after the deadline will not be considered. No paper submissions will be accepted. Electronic copies submitted via email or delivered to the office on a USB/Flash drive.

Office of Youth and Young Adult Opportunities  
100 Old Hampton Lane  
Hampton, Virginia 23669  
O: 757-727-1300  
E: [swhite@hampton.gov](mailto:swhite@hampton.gov)



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### APPLICATION CHECKLIST

This checklist is to help you prepare your application and serves as a suggested guide to planning your program. Please call the Office of Youth and Young Adult Opportunities at (757) 727-1300 if you need assistance.

You should...

- Attend** the 2019 Info Session on January 16, 2019 from 5:30-6:30pm in the Healthy Families Building
- Seek** other resources besides the grant funds to support or supplement the program.
- Identify** resources to meet the 25% match requirements and indicate the planned match clearly in the budget and budget narrative.
- Complete** all sections of the application attaching program and budget narratives.
- Submit** your application by the deadline via delivery (February 12, 2019, 4:00pm), or email (February 12, 2019, 11:59pm) to the following:  

Office of Youth and Young Adult Opportunities  
100 Old Hampton Lane  
Hampton, Virginia 23669  
O: 757-727-2730  
E: [swhite@hampton.gov](mailto:swhite@hampton.gov)
- THANK YOU** for your interest in the Violence Prevention Mini Grant Program!