

**Northside Community Involvement, Inc. – Communities with Resources Working Together for the
Betterment of Jacksonville, Florida Re-Grant Program**

FY 2024-2025 City Grant Proposal Term Sheet

Grant Recipient: Northside Community Involvement, Inc. (“NCI” or “Recipient”)

Program Name: Communities with Resources Working Together for the Betterment of Jacksonville, Florida Re-Grant Program (the “Program”)

City Funding Request: \$125,000

Contract/Grant Term: June 1, 2025 – May 31, 2026

Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the “Term Sheet”) or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

PROGRAM OVERVIEW:

Northside Community Involvement, Inc., located at 4736 Avenue B, Jacksonville, FL 32209 is a 501(c)(3) Not-for-Profit that has been a vital resource for Jacksonville’s hardest hit areas for more than 25 years. Providing services such as: Academics (a child development center and adult GED classes); Youth Mentoring Programs; a Community Resource Center, Food, Clothing, Shelter, Transportation, Counseling, and referrals to other agencies throughout Jacksonville.

NCI is responsible for issuing guidance for qualified agencies to apply and carry out the responsibilities under the umbrella of services identified by NCI, which requires NCI to operate as the lead agency. These activities include contracting and consulting with small businesses such as not-for-profits, after-school programs and other Council District 8 city agencies who provide services to help those in need, specifically to build a stronger more cohesive city (hereinafter referred to as “Subrecipient(s)").

PROGRAM SCOPE OF WORK AND DELIVERABLES:

Project Goal:

To stimulate community action and increase agency visibility, while broadening the audience for their work, NCI will operate as the lead agency contracting with small businesses such as not-for-profits, after-school programs and other agencies who provide services to help those in need.

“Re-Grant” Program - NCI will distribute funding received from the City to Subrecipients to develop and enhance programs that engage and serve the community in the following capacities:

1. Adult Education
2. Child Development
3. Crime prevention and intervention
4. Clothing
5. Housing
6. Transportation
7. Mental Health Services
8. Utilities

Operation/Administration Requirements:

NCI shall be required to issue a public notice in a newspaper of general circulation, giving notice to the general public that NCI is seeking applications from agencies to provide services aligned with the Council District 8 Strategic Plan. NCI shall also be required to notify all applicants that did not receive a Re-Grant Program grant award and provide for an appeals process.

NCI shall be responsible for monitoring the Subrecipient(s)'s use of funds, including but not limited to, obtaining invoices and expenditure support and other supporting documentation establishing that the program is being performed. NCI shall require all Subrecipients to execute an agreement with NCI providing for the terms and conditions applicable to the Re-Grant Program grant awarded to said Subrecipient. Said agreements shall require, at a minimum, that all records and documents pertaining to expenditure of Re-Grant Program dollars be maintained by the Subrecipient for a period of no less than 3 years and that the City has the right to inspect/audit the records of said Subrecipient pertaining to the agency's receipt and expenditure of Re-Grant Program dollars.

Re-Grant Eligibility Criteria:

- Applicants must be a registered non-profit with tax-exempt status.
- Applicants will explain and demonstrate how the projects will have a lasting impact beyond the grant period and how they plan to sustain their initiatives.
- Applicants' physical address must be within Council District 8
- Collaborations and partnerships between applicants are encouraged.
- List intended beneficiaries for ongoing projects or programs. This can include age groups (e.g., children, youth, adults, seniors), demographic characteristics (e.g., low-income individuals, marginalized communities), or specific populations (e.g., refugees, people with disabilities).
- Types of projects or initiatives that are eligible for funding. This might include categories such as:
 - Education and literacy programs
 - Community development projects
 - Health and wellness (Food, Gardening)
 - Arts and culture endeavors
 - Small business development
 - Social, Human services and social justice initiatives

Application and Scoring Process:

Applicants will apply to NCI through an online application form or a paper-based application. The application form will, at a minimum, capture the following essential information with each category being eligible to receive a maximum score as indicated below:

- Applicant's background and history (10 points)
- Statement of problem and need (15 points)
- Project/program description, design, delivery and timeline (45 points)
- Budget with details on how Re-Granted funds will be expensed (20 points)
- Evaluation plan impact and measurements (10 points)

A 3- or 5-member committee will be responsible for reading, scoring, and selecting Re-Grant Program Subrecipients. This committee will consist of individuals with relevant expertise and a commitment to fairness and impartiality.

The committee will thoroughly review and score all applications received based on the established eligibility criteria and the quality of the proposals. Each application will be scored and assessed objectively.

All applicants will be notified in a timely manner. The selected Subrecipients will receive instructions on the next steps, to include verification requirements and specific conditions associated with the grant process.

PROGRAM COSTS/PAYMENT TERMS:

City funds shall be expended by NCI in accordance with the approved Program budget and shall be paid on a reimbursement basis upon the City's receipt and approval of required documentation, including but not limited to proof of funds expended by Subrecipients (paid invoices, cleared checks and bank statements, etc.). No City funds shall be disbursed to NCI for the benefit of a Subrecipient unless or until that Subrecipient has executed a Re-Grant agreement with NCI stipulating that funds shall not be expended for any purpose identified in Section 118.301(a)(3), commonly referred to as "disallowed expenditures". All City funds expended (by NCI or Subrecipients) shall be solely for the benefit of Duval County residents.

\$112,500 – NCI will award City funds via the Re-Grant Program across the following areas:

1. Adult Education
2. Child Development
3. Crime prevention and intervention
4. Clothing
5. Housing
6. Transportation
7. Mental Health Services
8. Utilities

\$12,500 – NCI Administrative Costs as follows:

1. Salaries
 - a. Executive Director - \$7,500
 - b. Administrative Assistant - \$2,500
2. Insurance Property/General Liability - \$2,500

PROGRAM IMPACT & REPORTING:

The Program goals and objectives described above will be achieved through record-keeping and reporting to the lead agency, NCI, in the form of written requests, reports, photos, meetings and focus groups. It is impossible to accurately identify how many residents will be served.

The Subrecipients will be recognized and their achievements celebrated through various communication channels. This can motivate future applicants and demonstrate the impact of the micro-grant program. At the end of the grant cycle, the lead agency will gather feedback from both applicants and the selection committee to identify areas for improvement in the process. The lead agency will make necessary adjustments to enhance the Program's effectiveness and fairness.

Objectives:

- Subrecipients will work together to leverage resources for a common goal. Creating an easily assessable, one-stop center conveniently located on the Northside of Jacksonville - casting a wider net of resources and tools for the City of Jacksonville
- Subrecipients will maximize **cost-saving approaches** to reduce operational costs and expenses by working with other Subrecipients.
- Subrecipients will **enhance services** to strengthen their mission.

- Become inclusive: allow people from all walks of life and from different cultural backgrounds to work together to create programs to ensure no one is left behind during life-changing events.
- Increase credibility – increased awareness about the cause, and to build trust within the communities we all serve.

NCI shall be required to provide quarterly reporting to the City detailing the following:

- Applications received
- Approved list of Subrecipient programs and award amounts
- Tracking of amounts disbursed for each Subrecipient program
- Number of Citizens impacted by each approved Subrecipient program

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, excluding Section 118.301(a)(3)(iii), except as otherwise authorized in the legislation authorizing City funding for the Program, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

For the purposes of this grant, subsection 118.301(a)(3)(iii) shall not be applicable to NCI but shall otherwise be applicable to any Subrecipient receiving City funds. All other provisions of subsection 118.301(a)(3) shall be applicable to both NCI and all Subrecipient(s).

FY2025 City Grant Application
Proposed Funding Period: FY 2024-2025

FY 2025 City Grant - Complete Program Budget Detail

Lead Agency:
Northside Community Involvement, Inc.
Program Name:
Communities with Resources for the Betterment of Jacksonville Part II

Agency Fiscal Year:
October 1, 2024 through September 30, 2025

BUDGET									
Funding Partners									
Categories and Line Items	Prior Year Prg Funding FY 2022-2023	Current Year Prg Budget FY 2023-2024	Total Est. Cost of Program FY 2024-2025	Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding	
I. Employee Compensation									
Personnel - 01201 (list Job Title or Positions no names)									
Executive Director	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	
Administrative Assistant	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal Employee Compensation	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	
Fringe Benefits									
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Employee Compensation	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	
II. Operating Expenses									
Occupancy Expenses									
Rent - Occupancy -04408	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Utilities - 04301	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Insurance Property & General Liability - 04502	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Office Expenses									
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel Expenses									
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment Expenses									
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Client Expenses - 08301									
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Educational (Child Development, Adult	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Personal (Mental Health, Clothing,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Other (Re-Grant)	\$0.00	\$135,000.00	\$112,500.00	\$0.00	\$0.00	\$112,500.00	\$0.00	\$0.00	
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Operating Expenses	\$0.00	\$150,000.00	\$115,000.00	\$0.00	\$0.00	\$115,000.00	\$0.00	\$0.00	
III. Operating Capital Outlay (OVER \$1,000)									
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Expenses Total	\$0.00	\$150,000.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	
Percent of Budget	-	-	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	

Last Modified: 07/08/2024

All City Grant items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost
FY 2025 City Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2024-2025
COJ Funding Only**

Agency: Northside Community Involvement, Inc.

**Program Name: Communities with Resources Working Together
for the Betterment of Jacksonville, Florida Re-Grant Program**

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

Salary & Wages

\$	7,500.00	Program Manager (Executive Director)
\$	2,500.00	Administrative Assistant

Payroll Taxes & Benefits

II. Operating Expenses

Occupancy Expenses

\$	2,500.00	Insurance Property & General Liability
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Office Expenses

Travel Expenses - not related to entertainment expenses

Equipment Expenses

Direct Client Expenses

\$	112,500.00	
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Non-profit organizations will submit a request to the lead agency to request the funds.
Executed Re-Grant agreement required

III. Operating Capital Outlay: