

**Northside Community Involvement, Inc. –**

**Communities with Resources Working Together for the Betterment of Jacksonville, Florida**

**FY 2023-2024 City Grant Proposal Term Sheet**

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

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

**City Funding Request:** \$150,000

**Contract/Grant Term:** Upon City execution of agreement – September 30, 2024

**Any substantial change to this FY 2023-2024 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 organization 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.

Northside Community Involvement, Inc. is responsible for issuing guidance for qualified agencies to apply and carry out the responsibilities under the umbrella of services identified by (Northside Community Involvement, Inc.), and District 8’s strategic plan, which requires Northside Community Involvement, Inc. to operate as the lead agency contracting with, consulting and authorizing small businesses such as not-for-profits, after-school programs and other District 8 city agencies who provide services to help those in need, specifically to build a stronger more cohesive city.

**PROGRAM SCOPE OF WORK AND DELIVERABLES:**

**Project Goal:**

To stimulate community action and increase agency visibility, while broadening the audience for their work. Northside Community Involvement (NCI) Inc. will operate as the lead agency contracting with small businesses such as not for profit, after-school programs and other agencies who provide services to help those in need. NCI, Inc. will distribute the funding on a reimbursement basis to subrecipients to develop and enhance programs that engage the community in the following: crime prevention and intervention efforts to include mental health, after-school, academic development, housing, utility assistance, support group counseling, life-coaching, mentoring, outreach, interventions, and other strategies that provide wraparound services to targeted communities. Subrecipients will be selected based on the application process detailed below. Applicants will identify and provide a list of activities and strategies based on prior research and practices. Applicants will describe each activity and strategy in the application.

**Objective:**

- Each organization 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

- Each organization will maximize **cost-saving approaches** to reduce operational costs and expenses by balancing the costs between the collaborating organizations.
- Each organization 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.

To implement this framework, Northside Community Involvement, Inc. has been identified as the lead agency to receive \$150,000, consisting of \$135,000 to be distributed to subrecipients and \$15,000 to be retained for administrative expenses further detailed below.

Each agency will apply to the lead agency grant making team of Northside Community Involvement, Inc.

Each applicant will complete the application process. Including by providing a description of their organization, the location, and the scope of services the organization will provide to their targeted population.

The grant-making team of the lead agency will review and judge the submissions based on the criteria aligned with the District 8 Strategic Plan. A decision-making timeline will be created to include interviews, review sessions, and final selection of subrecipients. After applicants are selected, an agreement will be executed between the lead agency and subrecipient detailing the terms of the grant and scope of services.

After providing the approved services, subrecipients will request reimbursement from the lead agency in the form of an invoice. As a requirement to receive reimbursement from the lead agency, the subrecipient will include the number of participants served, the actual services provided, documentation of expenditures incurred, documentation to include signatures, dates, photos and/or videos of the event or services, and any other documentation and information required by the lead agency and/or City for reimbursement of qualified expenses. After the lead agency reimburses the subrecipient, the lead agency will request reimbursement from the City of Jacksonville.

**PROGRAM COSTS/PAYMENT TERMS:**

Northside Community Involvement, Inc. plans to use \$150,000 as follows.

NCI, Inc., Direct Client Services/Re-Grants: \$135,000 as follows:

1. Adult Education (\$16,875.00)
2. Child Development (\$16,875.00)
3. Crime prevention and intervention (\$16,875.00)
4. Clothing (\$16,875.00)
5. Housing (\$16,875.00)
6. Transportation (\$16,875.00)
7. Mental Health Services (\$16,875.00)
8. Utilities (\$16,875.00)

NCI Occupancy Expense: \$15,000 as follows:

1. Rent \$7,500
2. Utilities \$5,000
3. Insurance Property/General Liability \$2,500

## **PROGRAM IMPACT & REPORTING:**

The Program goals and objectives described about will be attained through record keeping and reporting to the lead agency, Northside Community Involvement, Inc. in the form of written requests, reports, photos, meetings and focus groups. It is impossible to accurately identify how many residents will be served. Judging from the records maintained by the lead agency, we serve approximately 350 individuals a month in un-duplicated services. By widening the approach, this impact can serve more than 100,000 individuals during this grant period.

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

### **Re-Grant Eligibility Criteria**

- Applicants can be a registered non-profit organization with tax-exempt status. Other organizations may be considered, including both non-profit and for-profit entities and even individuals.
- Applicants will be required to 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 a 15-mile radius of NCI, Inc. and in the following Duval County zip codes 32208, 32218, 32219 and 32226.
- Collaborations and partnerships are encouraged.
- Applicants will 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 might include categories such as:
  - o Education and literacy programs
  - o Community development projects
  - o Health and wellness (Food, Gardening)
  - o Arts and culture endeavors
  - o Small business development
  - o Social, Human services and social justice initiatives

### **Application and Scoring Process**

Applicants will apply to Northside Community Involvement, Inc. with an online application form or a paper-based application. The application form will capture the essential information:

- Applicant's Background and History. (10 points)
- Project description and Delivery. (45 points)
- Budget and funding requirements. (20 points)
- Statement of Problem and Need. (15 points)
- Expected outcomes and impact. (10 points)

A 3- or 5-member committee will be responsible for reading, scoring, and selecting grant recipients. This committee will consist of individuals with relevant expertise and a commitment to fairness and impartiality. The committee will thoroughly read and score all received applications based on the established eligibility criteria and the quality of the proposals. Each application should be scored and assessed objectively.

All selected grant recipients will be notified in a timely manner and will receive instructions on the next steps, including verification requirements and specific conditions associated with the grant process.

**ADDITIONAL GRANT REQUIREMENTS AND RESTRICTIONS:**

Recipient 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), and the terms and conditions of any contract entered 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 and the approved Program budget consistent with the Program 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.

**Budget**  
**FY 2024 City Grant - Complete Program Budget Detail**

**Lead Agency: Northside Community Involvement, Inc.**

**Program Name: Communities with Resources Working Together for the Better** October 1, 2023 through September 30, 2024

**BUDGET**

Categories and Line Items	Prior Year Prg Funding FY 2021-2022	Current Year Prg Budget FY 2022-2023	Total Est. Cost of Program FY 2023-2024	City of Jacksonville Funding	All Other Program Revenues	Funding Partners		
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
<b>Personnel - 01201 (list Job Title or Positions no names)</b>								
1 Program Manager	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101		\$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
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy -04408	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00
Telephone - 04161	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$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	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00
Other -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>			\$0.00					
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
<b>Travel Expenses</b>			\$0.00					
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tolls - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>			\$0.00					
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
<b>Direct Client Expenses - 08301</b>			\$0.00					
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 - Partners to request in the form of invoice for s	\$0.00	\$0.00	\$135,000.00	\$0.00	\$0.00	\$135,000.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
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
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>	<b>-</b>	<b>-</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>

Last Modified: 03/16/2023

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

Budget Narrative for Selected Items of Cost  
FY 2024 City Grant Application  
Program Budget Narrative (Max. 2 Pages)  
Proposed Funding Period: FY 2023-2024  
COJ Funding Only

Agency: Northside Community Involvement

Program Name: Communities with Resources Working Together for

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

II. Operating Expenses

Occupancy Expenses

Rent	7,500
Utilities	5,000
Insurance Property & General Liability	2,500
Total	\$15,000

Office Expenses

Travel Expenses - not related to entertainment expenses

Equipment Expenses

Direct Client Expenses

\$135,000

Each applicant will apply to the lead agency grant making team of Northside Community Involvement, Inc.

Each application will complete the application process. A description of their organization, the location, and the scope of services the organization will provide to their targeted population.

The lead agency and grant-making team will review and judge the submissions based on the criteria aligned with the District 8 Strategic Plan. A decision making timeline will be created to include interviews, review sessions, final selection and a request to the City of Jacksonville for the disbursements of funds.

III. Operating Capital Outlay:

N/A