

University of North Florida - UNF Military & Veterans Program

FY 2025-2026 City Grant Proposal Term Sheet

Grant Recipient: University of North Florida (“UNF” or “Recipient”)

Program Name: UNF Military & Veterans Program (the “Program”)

City Funding Request: \$53,490

Contract/Grant Term: November 1, 2025 – September 30, 2026

Any substantial change to this FY 2025-2026 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 AND SCOPE OF WORK:

- The UNF Military and Veterans Resource Center serves over 2,000 military connected students, and in addition to helping certify and manage their veterans' educational benefits, offers a center where they can meet to collaborate on class projects, study, and relax. Computers and printers are available and free for their use. We need additional technology to better support our military and veteran students, especially in work study groups. The technology requested is two interactive electronic whiteboards. The boards can connect to computers, smart phones, and other devices to display work projects, and allow multiple students to collaborate and develop research projects, presentations, and white papers. The whiteboards are Vibe S1 75" Smart Board, 75 Inch Interactive Display, 4K UHD Touch Screen All-in-One Computer for Office and Classroom with Chrome OS & Open App Ecosystem (Board and Stand). We need two of them, one in the main area of the center, and one in the private study room. The cost for each is \$6,398, total cost is **\$12,796**.
- A number of our military and veterans are disabled with mobility challenges and need transportation. Buses are provided around the edge of the campus, but buildings on campus are connected by sidewalks not navigable by motor vehicles. We are requesting a six-seat golf cart vehicle with cargo area to provide transportation assistance for disabled veterans on campus, especially from parking areas, classrooms, and dormitories, and shuttle supplies for military events and programming on campus. The cost for one golf cart is **\$19,000**.
- The MVRC also provides a kitchen to offer free refreshments to our military connected students while they are here. We offer coffee, tea, and other beverages, snacks, a microwave and toaster oven, a sink to wash dishes, and cabinets to store supplies. Our kitchen in the center needs to be refreshed and upgraded with new cabinets, countertop, coffee machine, water dispenser, and appliances for **\$9,000**.

PROGRAM OVERVIEW:

The Military Spouse Career Readiness Summit is a full-day event designed to equip military spouses in Duval County with the entrepreneurial tools, training, and resources needed to pursue business ownership as a viable and flexible career path. Delivered by the Florida Small Business Development Center (FSBDC) at UNF, the Summit will offer practical education and direct access to small business experts, creating a pathway for long-term economic independence and self-sufficiency.

Goals and Objectives:

- **Goal 1:** Deliver actionable business education tailored to the unique needs of military spouses.
- **Goal 2:** Connect participants with local, state, and federal resources to support business formation and growth.
- **Goal 3:** Provide access to expert-led sessions and individualized follow-up support to help attendees launch or expand their businesses.
- **Goal 4:** Strengthen the local economy by increasing the number of viable, military spouse-owned small businesses in Duval County.

Need:

To increase Program effectiveness and efficiency and to serve a large-scale audience, the FSBDC at UNF proposes this one-day Summit. This format allows for a broad reach (serving up to 100 participants in one session), improved training quality through higher-caliber speakers and content, and the most efficient use of resources. The approach also ensures strong continuity in delivery and post-event support, maximizing the City's investment.

Funding:

This funding request is intended to cover programmatic expenses for FY 2025-2026, including labor, materials, marketing, and consulting services.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

The Military Spouse Career Readiness Summit will feature a structured, full-day agenda that includes:

- Keynote Presentation: Delivered by a successful entrepreneur or military-affiliated business leader.
- Training Modules:
 1. Developing an Entrepreneurial Mindset
 2. Business Legal Structures and Registration
 3. Small Business Finance and Capital Access
 4. Marketing, Branding, and Digital Tools
- Resource Expo: Booths and materials from lenders, business support organizations, and government agencies.
- Networking Session: Structured opportunity for peer engagement and connections with subject matter experts.
- Follow-Up Consulting: All attendees will be offered no-cost, one-on-one business consulting services through the FSBDC at UNF.

Deliverables:

- One in-person Summit for up to 100 military spouse participants
- Four comprehensive training sessions led by qualified speakers
- Post-event access to individualized FSBDC business consulting
- Printed and digital resource guides for each participant
- Targeted outreach campaign to ensure full attendance and awareness
- Proof of completed capital improvements and equipment purchases (white board, golf cart, and kitchen improvements, as more specifically described in the Program Overview and Scope of Work)

PROGRAM COSTS / PAYMENT TERMS:

City funds shall be expensed in accordance with the approved Program budget. Funds will be disbursed on a reimbursement basis upon the City's receipt and approval of required documentation which may include, but is not limited to paid invoices, cleared checks and bank statements.

- Summit: \$12,694
- Capital:
 - Golf Cart: \$19,000
 - Whiteboards: \$12,796
 - Kitchen Improvements: \$9,000

PROGRAM IMPACT & REPORTING:

Upon completion of the Grant Term, Recipient shall provide the City with the results of a participant survey evaluating the effectiveness of the Program. Recipient shall provide proof of completed capital projects, including but not limited to pictures of the completed improvements. Recipient may also be required to provide support reflecting continued use of the equipment, property or tangible personal property purchased and/or installed using the City funds for the public purpose of the Program to support veterans and their families after the Grant Term to ensure compliance with subsection 118.301(a)(4) of the City's Ordinance Code. Failure to so maintain the use of the equipment, property or tangible personal property as described herein may result in the requirement that Recipient return said equipment, property or tangible personal property to the City or purchase the item(s) from the City based on their current value at the time the use ceases.

Goal Attainment and Measurement:

- Pre/Post Assessments: Participant knowledge and confidence gains will be tracked through standardized evaluations.
- Registration and Attendance Tracking: Detailed participant data (including military spouse status) will be collected.
- Follow-Up Engagement: Consulting sessions will be tracked in Salesforce to monitor ongoing business development.
- Participant Feedback: Satisfaction surveys will capture insights on speaker quality, usefulness of content, and future needs.

Past Achievements:

The FSBDC at UNF has over three decades of experience serving veterans and military families through entrepreneurship training and consulting. With a history of hosting high-attendance veteran business events, and a client base that includes veteran-affiliated small business owners each year, the FSBDC at UNF is well-positioned to deliver this initiative with professionalism and impact.

Anticipated Impact:

- Number of Residents Served: Up to 100 military spouses
- Projected Results: Increased entrepreneurial readiness, stronger business formation rates, improved financial outcomes for participants, and enhanced local economic growth through small business development.

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*, 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.

FY 2025-2026 City Grant - Complete Program Budget Detail

Lead Agency: University of North Florida

Program Name: UNF Veterans & Military Program

Agency Fiscal Year: July 1 - June 30

BUDGET									
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	Funding Partners			
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding	
I. Employee Compensation									
Personnel - 01201 (list Job Title or Positions no names)									
1	\$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	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
II. Operating Expenses									
Occupancy Expenses									
Rent - Occupancy -04408	\$0.00	\$0.00	\$2,194.00	\$0.00	\$0.00	\$2,194.00	\$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	\$0.00	\$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	\$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	
Office Expenses									
Office and Other Supplies - 05101	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$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	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$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	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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	\$0.00	\$12,694.00	\$0.00	\$0.00	\$12,694.00	\$0.00	\$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 - Golf Cart for transport of Veterans and supplies	\$0.00	\$0.00	\$19,000.00	\$0.00	\$0.00	\$19,000.00	\$0.00	\$0.00	
Other - Electronic Whiteboards	\$0.00	\$0.00	\$12,796.00	\$0.00	\$0.00	\$12,796.00	\$0.00	\$0.00	
Other - kitchen equipment, cabinets and counters			\$9,000.00			\$9,000.00			
Total Capital Outlay	\$0.00	\$0.00	\$40,796.00	\$0.00	\$0.00	\$40,796.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$53,490.00	\$0.00	\$0.00	\$53,490.00	\$0.00	\$0.00	\$0.00
Percent of Budget	-	-	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%

Last Modified: 03/6/2025

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 2025-2026
COJ Funding Only**

Agency: University of North Florida

Program Name: UNF Veterans and Military 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)

II. Operating Expenses

Travel Expenses - not related to entertainment expenses

Equipment Expenses

Direct Client Expenses

III. Operating Capital Outlay:

FSBDC @ UNF Military Spouse Career Readiness Summit

Salary & Wages

\$ -

Payroll Taxes & Benefits

II. Operating Expenses

Occupancy Expenses	Venue and AV Rental	\$ 2,194.00	Space rental/event cost for one career readiness summit
Office Expenses	Marketing and Outreach	\$ 3,000.00	Printing and advertising
	Materials	\$ 1,000.00	Program handouts, signage, printed resources - outsourced
Speaker Honoraria	Keynote presenter	\$ 6,500.00	Two keynote speakers

Travel Expenses - not related to entertainment expenses

Direct Client Expenses

III. Operating Capital Outlay:

UNF Military Veterans Resource Center (MVRC)

Golf cart	\$ 19,000.00	for transport of veterans/military & cargo
Technology for Military Veterans Resource Center (MVRC)	\$ 12,796.00	2 interactive electronic whiteboards
Construction/renovation	\$ 9,000.00	Kitchen upgrades and equipment for MVRC kitchen, including cabinets and appliances.
	\$ 53,490.00	