

# UNIVERSITY OF NORTH FLORIDA – UNF Military & Veterans Program

## FY 2024-2025 City Grant Proposal Term Sheet

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

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

**City Funding Request:** \$76,296

**Contract/Grant Term:** October 1, 2024 – September 30, 2025

**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 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 \$6,398.00, 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**.
- The SBDC Military Spouse Career Readiness Seminar, which is projected to have a total of 100 participants, is a comprehensive program designed to empower military spouses in Duval County with the knowledge, skills, and resources necessary to launch and grow successful businesses. Recognizing the unique challenges and opportunities associated with the frequent relocation inherent in military life, this seminar offers two distinct events tailored to specific needs, along with no-cost consulting services to provide ongoing support thereafter for twelve months. **\$20,000**.

### Goals and Objectives for Career Readiness Seminars:

1. Equip military spouses with the entrepreneurial mindset and skills needed to navigate the challenges and capitalize on the opportunities of self-employment.
2. Provide specialized training and resources to address the unique needs and cultural nuances relevant to Hispanic military spouses.
3. Foster a supportive community and network to facilitate collaboration and mutual support among military spouse entrepreneurs.
4. Enhance access to capital, funding opportunities, and relevant resources to support the launch and growth of military spouse-owned businesses.

### Need:

Military spouses in Duval County face significant barriers to traditional employment due to frequent relocation, unpredictable deployment schedules, and the challenges of balancing family responsibilities with career aspirations. This program directly addresses this need by providing targeted training, mentorship, and resources to help military spouses explore entrepreneurship as a viable career path, enabling them to achieve financial independence and professional fulfillment.

### Funding:

This funding request is intended to cover programmatic expenses for FY 2024-2025, including labor, materials, marketing, and consulting services.

### Program Scope of Work:

The SBDC Military Spouse Career Readiness Seminar will offer two distinct events:

1. Veteran Entrepreneurship Seminar:
  - o Module 1: Cultivating an Entrepreneurial Mindset
  - o Module 2: Legal and Regulatory Landscape for Small Businesses
  - o Module 3: Financial Planning and Management for Startups
  - o Module 4: Marketing, Sales, and Customer Relationship Strategies
2. Hispanic-Focused Entrepreneurship Seminar:
  - o Module 1: Leveraging Cultural Identity in Business
  - o Module 2: Overcoming Language and Cultural Barriers in Business
  - o Module 3: Accessing Targeted Resources and Support Networks
  - o Module 4: Building a Legacy: Inspiring Future Generations of Entrepreneurs

### Deliverables:

1. Two comprehensive entrepreneurship seminars specifically designed for military spouses, considering their unique challenges and opportunities.
2. Culturally sensitive training materials and resources tailored to the needs of Hispanic military spouses.
3. Dedicated networking events and platforms for military spouse entrepreneurs to connect, collaborate, and build a supportive community.

4. Ongoing, individualized business coaching and mentorship through no-cost consulting services.
5. A comprehensive resource guide connecting participants to relevant support organizations, funding opportunities, and entrepreneurial tools.

#### Veteran/Military Student Entrepreneurship Pitch Competition –

Blackstone LaunchPad at UNF provides multi-disciplinary skill sets and mentoring services to help UNF students explore innovation, creativity and entrepreneurship. Blackstone LaunchPad builds professional and personal skill sets to succeed. With this funding Blackstone LaunchPad will conduct a student entrepreneurship pitch competition for 15-20 veteran and military students with the goals of:

- Cultivating an entrepreneurial mindset for our veteran and military students
- Provide students with an experiential learning opportunity to provide creative solutions for real-world problems
- Exposing students to processes and resources
- Providing opportunity to work with mentors focused on entrepreneurship

To further support the entrepreneurial journey of veteran and military students, Blackstone LaunchPad will offer an 8-week cohort-based bootcamp prior to the competition. This bootcamp will provide intensive, cohort-based learning and mentorship, preparing students for the competition and equipping them with foundation business knowledge. The bootcamp objectives include:

- Skill Development: Cover essential topics like business model creation, marketing, finance, and legal aspects of entrepreneurship
- Peer Collaboration: Encourage teamwork and a sense of community within the cohort, building a support network for participants
- Access to Mentorship: Offer regular mentorship from experienced entrepreneurs to provide guidance tailored to participants' unique background and needs
- Final Project Preparation: Enable each student to develop a complete business plan as a capstone project, laying a strong foundation for the subsequent competition.

Cost of Competition & Bootcamp **\$5,500**

Space and event costs for Seminars and Pitch Competition **\$4,000**

#### **PROGRAM REPORTING:**

Upon completion of the grant period, Recipient shall provide the City with the results of a participant survey evaluating the effectiveness of the Program.

#### **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 including but not limited to paid invoices, cleared checks and bank statements.

- Salaries & Benefits: \$15,071
- Occupancy (Rent): \$4,000
- Office Expenses: \$10,429
- Capital:
  - Golf Cart: \$19,000
  - Whiteboards: \$12,796
  - Kitchen Improvements: \$9,000

**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.

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

**FY 2025 City Grant - Complete Program Budget Detail**

**Lead Agency: University of North Florida**

**Program Name: UNF Military & Veterans Program**

**Agency Fiscal Year:**

**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	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	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>								
Mentors/Mentors for Veteran Spouse Seminars	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00
Cohort Facilitators & Mentors for Launchpad competition & boot	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$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
<b>Subtotal Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$1,071.00	\$0.00	\$0.00	\$1,071.00	\$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>\$1,071.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,071.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,071.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,071.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy-04408 - space rental	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$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
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$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	\$5,429.00	\$0.00	\$0.00	\$5,429.00	\$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 - Awards for student pitch competition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
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
<b>Equipment Expenses</b>								
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
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
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,429.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,429.00</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 - Golf cart for transport of veterans & supplies			\$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	\$0.00	\$0.00	\$9,000.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,796.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,796.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$70,296.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$70,296.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</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: 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: University of North Florida**

**Program Name: UNF Military & Veterans**

**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.

**UNF Military Pitch Entrepreneurship Bootcamp & Pitch Competition**

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

**UNF Military Pitch Competition**

<b>Salary &amp; Wages</b>	Cohort Facilitator	\$ 3,000	Run 8-week cohort-based bootcamp for military & veteran students
	Mentors	\$ 1,000	2 cohort mentors at \$500 each
<b>Payroll Taxes &amp; Benefits</b>		\$ 306	\$4,000 salaries & wages x 7.65% FICA

**II. Operating Expenses**

**Occupancy Expenses**

**Office Expenses**

Books and materials	\$ 1,000	\$50 per student x 20 students
Print and advertising	\$ 194	Promote competition to military & veteran students

**Travel Expenses - not related to entertainment expenses**

**Equipment Expenses**

**Direct Client Expenses**

**III. Operating Capital Outlay:**

**FSBDC @ UNF Military Spouse Career Readiness Seminars & Mentoring**

<b>Salary &amp; Wages</b>	Event One Facilitator /program coordinator	\$5,000	
	Event One Facilitator /program coordinator	\$5,000	
<b>Payroll Taxes &amp; Benefits</b>	Fringe rate on total labor cost-7.65%	\$765	

**II. Operating Expenses**

**Occupancy Expenses**

**Office Expenses**

Printing and Materials	\$4,000	Program resource guides, materials, handouts and event signage \$2000 x 2 events
Marketing and Outreach	\$5,235	Advertising Radio Ads and Paid Social Media promotional ads. \$2617.50 x 2 events

**Travel Expenses - not related to entertainment expenses**

**Equipment Expenses**

**Direct Client Expenses**

Space Rental for all events	\$ 4,000	Space rental/event cost for two career readiness seminars and one pitch competition
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**III. Operating Capital Outlay:**

**UNF Military Veterans Resource Center (MVRC)**

Golf cart	\$ 19,000	for transport of verants/military & cargo
Technology for Military Veterans Resource Center (MVRC)	\$ 12,796	2 interactive electronic whiteboards
Construction/renovation	\$ 9,000	Kitchen upgrades and equipment for MVRC kitchen

**TOTAL** \$ 70,296