



Wayne Metropolitan  
Community Action Agency  
Established 1971

## Seeding Detroit Mini-Grant Program FY 2015 General Guidelines

**Objective:** To support City of Detroit based organizations to address the causes and conditions of poverty in the community through financial support for service projects in the following program areas:

1. Youth and Adult Education
2. Nutrition
3. Health
4. Employment
5. Neighborhood Improvements

Wayne Metro will utilize members of the Regional Advisory Councils (RACs) who have direct involvement and knowledge of the neighborhoods, available services, and the needs of low-income residents.

**Available Funds:** This is a federally funded project through the Community Services Block Grant Program. It is anticipated that each City of Detroit RAC will have \$50,000 to award in fiscal year 2015. Grants typically range from \$2,000 to \$5,000 (\$5,000 is the maximum to be awarded per grant). Funds may be used only for direct services/program operation. Funds will not support general agency overhead. See the Seeding Detroit application for further details regarding disallowed costs. **All funds must be expended for services between May 1, 2015 and August 31, 2015. All receipts and evidence of payment must be submitted no later than 5:00 p.m. on September 15, 2015.**

**Eligible Entities:** Local 501(c)(3) organizations with annual operating budgets of less than \$250,000. In extenuating circumstances small organizations that use the 501(c)(3) fiduciary status of a larger agency may be considered eligible entities. The final decision on the inclusion of these organizations will be made by Wayne Metro's Director of Program Operations. Applications will be accepted from City of Detroit based organizations whose primary service area encompasses City of Detroit zip codes. Only one application per 501(c)(3) organization will be accepted.

**Payment:** Organizations will receive 50% of their award after receipt of their signed contract and the balance after submission of receipts and evidence of payment showing full expenditure of funds and the final outcomes report. Awards given may be less than requested per the application.

### **Requirements:**

1. Funded entities must agree to send a representative to a minimum of two Regional Advisory Council meetings during the period May 1, 2015 through December 31, 2015. Failure to comply will result in exclusion from future funding consideration.
2. The targeted population must be at or below 125% of poverty.
  - a. The entity and Wayne Metro must agree on the means to document client income eligibility for services. This will be incorporated in the grant agreement. Failure to adhere to client income eligibility documentation procedures will result in termination of funding, reimbursement of any previously released funds, and the exclusion of the entity from future funding consideration.
3. Funded entities must provide documentation of client eligibility and a report of outcomes by September 15, 2015. Those who do not provide documentation and a written report will not receive the second installment of their grant.
4. Funded entities must name Wayne Metropolitan Community Action Agency as additionally insured on the entities general liability insurance policy.
5. Expenses must be incurred between May 1, 2015 and August 31, 2015.

**Submittal Dates:** Proposals must be received no later than 5:00 p.m. on Friday, March 20, 2015. Late submittals will not be accepted

# **Wayne Metropolitan Community Action Agency Community Funding Initiative FY 2015 Application Procedure**

## **March 20, 2015**

## **Applications Due**

Applicants will submit the following four (4) pieces of documentation:

1. Completed application (attached)
2. Completed project budget (attached)
3. Proof of 501c3 status
4. Proof of annual operating budget less than \$250,000
5. Proof of liability insurance

Mail or Deliver to: Johnathan Shearrod, Grants & Information Manager  
Wayne Metropolitan Community Action Agency Detroit Division  
7310 Woodward Ave, Suite 800  
Detroit, MI 48202

Telephone Number: 313-463-5457

## **March 23, 2015 – April 10, 2015**

## **Initial Application Review**

The Grants Manager will contact all applicant organizations with any questions needed to clarify the application. The Grants Manager will also examine Fiscal Year 2014 records to certify that the applicant, if funded in 2014, met all requirements of their grant award including meeting attendance.

## **April, 2015**

## **RAC Review of Applications**

Applications will be forwarded to the appropriate Regional Advisory Council (RAC) for review with information from the initial review.

At the April RAC meetings the members will consider the proposals. The applications will be scored and then either:

- Recommended for funding consideration.
- Preliminarily recommended for funding with a site visit or conference call scheduled prior to final approval (as RAC deems appropriate).
- Denied for funding.

The RAC will forward funding recommendations to Wayne Metro's Director of Program Operations who will make the final award decision.

Applicants will be notified of final award decision as they are finalized after each RAC meeting in April but no later than May 4, 2015.

## **May 11, 2015**

Orientation at noon - Detroit Office; 7310 Woodward Ave, Suite 800; Detroit.

Funded programs will be issued a contract that outlines:

- Payment procedures;
- Requirements to maintain and report data;
- Requirements to maintain and submit income verification; and
- Requirements to file a one page summary report on the outcomes achieved as a result of the funds.