



FY 2017-2018 Berkeley County Public Service Grant Application Instructions

Applications are due no later than **3:00 p.m. on
Wednesday, August 24, 2016**

Late applications will not be accepted. No exceptions.

Submit one signed (1) original with required attachments and 1 (one) electronic copy of the entire application package via email to webgra@berkeleycountysc.gov:

FY 2017 – 2018 Public Service Grant Application

Ms. Victoria Marshall

Grants Administrator

P. O. Box 6122

1003 Highway 52, Suite 116

Moncks Corner, South Carolina 29461

To be considered for funding, a complete application and documents listed below must be submitted by the due date/time shown above for each project/program request.

Check that each item **is included** in your application package and electronic copy. Review Berkeley County's Procurement Ordinance. Are you able to comply? Your signature on the application form will serve as acknowledgement of your intent to comply with the Procurement Ordinance. Ensure an authorized representative signs the Statement of Assurances/Certification in the application. Confirm all required text fields and applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited for concise response.

- Completed and signed application including Statement or Assurances/Certification
- Articles of Incorporation
- By-laws
- Current letter of registration from the South Carolina Secretary of State
- Proof of non-profit status by way of IRS Determination Letter
- Current Board of Directors Roster (*include name, board title, mailing address, city, state, zip code, daytime phone number, email address and terms of office*)
- If entity's expenses in the last completed fiscal year are:
 - o \$1,000,000 or more or the applicant is a governmental entity, submit a copy of the most recent Annual Audit performed by a Certified Public Accountant (CPA) including the Management Letter

OR

 - o less than \$1,000,000, submit a copy of the signed Internal Revenue Service Form 990 completed for the last fiscal year.
- Copy of current annual operating budget for the entire organization
- Organizational chart
- Two (2) letters of community support (from partner organizations, former or current clients, elected officials, etc.)

PURPOSE

In June 2016, Berkeley County Council met and approved to accept Public Service Grant Program applications to be funded through the Charitable Contributions Fund. Applications will be accepted, beginning July 18, 2016 from organizations and agencies that provide Berkeley County residents with support and services for child protection, children that are survivors of rape, incest, molestation, neglect, physical, mental and/or emotional abuse.

GEOGRAPHIC EMPHASIS

The funds from these grants must be used to benefit Berkeley County residents.

ELIGIBILITY

Applications will be accepted from non-profits that serve people who live in Berkeley County; are recognized by the I.R.S. as a non-profit being either a community or faith-based organization; or identified as a governmental agency. Applications from individuals will not be reviewed for funding.

Funded partners must not discriminate on the basis of age, sex, race, color, religion, sexual orientation, national/ethnic origin or disability.

TIMELY SUBMISSION OF APPLICATIONS

The deadline for application submission is, **3:00 p.m. on Wednesday, August 24, 2016. No late submissions will be accepted.** Submit one complete, signed application for each project/program grant request. All required information and documentation must be completed and included in the application package by the deadline or the application will be deemed ineligible.

GRANT AWARDS

For Fiscal Year 2017-2018, Berkeley County Council has allocated \$250,000 for the Public Services Grant Program. At present, the County has not established a minimum or maximum grant; however, applicants should consider the cost of providing services and grant administration when considering their grant request. Funding will be provided for eligible expenditures on a reimbursable basis.

The Public Service Grant Program does not fund the following:

- Individuals or individual projects
- Churches and other religion organizations
- Political projects
- Reduction or liquidation of debt
- Endowment campaigns
- Capital campaigns
- Fundraising events

INELIGIBLE EXPENSES

Public Service Grant Program funds may not be used to pay for food/meals for staff, fundraising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (give cards, raffle prizes, holiday gifts, prizes for social activities), and late fees or penalties. Following are some examples of ineligible expenses:

- Promotion of Agency: Costs of advertising and public relations designed solely to promote the non-profit agency including costs of promotional items and memorabilia, including models, gifts, and souvenirs.
- Contributions or Donations: Contributions or donations including cash, property, and services, made by the agency, regardless of the recipient.
- Entertainment Costs: Costs of entertainment including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports event, meals, lodging, rentals, transportation, and gratuities).
- Fundraising: Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
- Goods or Services for Personal Use: Costs of goods or services for personal use of the organizations' employees or volunteers.

PUBLIC SERVICE PROGRAM REQUIREMENTS

Awarded agencies will be required to submit two (2) reports on project outcomes. An additional final "annual" report on the project is due no later than 15 days after the end date in the grant agreement. The final report will be shared with County Council and the citizens of Berkeley County. It is suggested to submit a Request for Reimbursement on a monthly basis, but no less than once a quarter.

EVALUATION AND RATING CRITERIA

All applications from eligible organizations will be evaluated, rated and potential grant funding recommendations made based on quantitative and qualitative evaluation criteria.

The submission of an application does not obligate Berkeley County Council to award a Public Service Grant. Berkeley County Council reserves the right to not fund any or all applications submitted for consideration.

	Grant Application Rating Criteria	Maximum Points
1.	Nature of the program and demonstrated community need for the service	30
2.	Cost-effectiveness of the program/project	20
3.	The number of Berkeley County residents that will benefit directly by the expenditure measured as a ratio of Berkeley County residents to be served by the total number of individuals to be served by the proposed program. <i>(Example: If program serves 100 clients and 10 are from Berkeley County, 10% would be used to determine applications points.)</i>	25
4.	The ratio of administrative and fundraising expenditures versus program expenditures does not exceed 20% of the agency's total budget.	10
5.	Community support and application package	15
	TOTAL POSSIBLE POINTS	100

PROPOSED TIMELINE

July 18, 2016 – Organizations invited to submit full application

August 3, 2016 – Grant application workshop

August 24, 2016 no later than 3:00 p.m. – Applications due to Berkeley County

September 12, 2016 – Funding recommendations made to County Council

September 26, 2016 – Grant award notification

AVAILABILITY OF FUNDS FOR NEXT FISCAL YEAR

Funds for this program are not intended to be an on-going source of funds for an organization. County Council may at any time recommend not to continue to fund the Public Service Grant Program.

QUESTIONS?

The application is available on the Berkeley County's website www.berkeleycountysc.gov under Grants Administration. A request for an electronic copy of the application can be directed to Grants Administration, at webgra@berkeleycountysc.gov by **4:00 p.m. on Tuesday, August 17, 2016** to allow time to compose a responsive application for grant funds.