

SOUTH BEND ALIVE – GRANT APPLICATION

City of South Bend
Office Of Community Initiatives
South Bend “Alive and Free”
2022 Grant Cycle Application



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Contents

Introduction: South Bend Alive Grant Application Summary	3
Summary of Grant Purpose	3
Application Process	4
Funding Restrictions	4
Disbursement of Funds	4
Expectations Of Awardees	4
Application	5
Program Narrative	6
Application Submission Instructions	8
Important Dates	8
Required Forms to Submit with your application:.....	8
Application Submission Checklist.....	8
Next Steps for Grantees	9

SOUTH BEND ALIVE – GRANT APPLICATION



Office of Community Initiatives
Office of the Mayor – City of South Bend

Introduction: South Bend Alive Grant Application Summary

- Grant award amount: \$15,000- \$25,000
- Application opening: Tuesday, November 2, 2021
- Application deadline: **Thursday, December 2, 2021**
- Funded projects must take place between December 2021 and December 2022
- Applications must be submitted electronically and filled out completely (including all required documents). All other applications will be considered incomplete and will be disqualified.
- Carefully review the **Eligibility Checklist** on page 4 before submitting your application.
- Complete the **Application Submission Checklist** on pages 8-9 to confirm you have submitted all required documents correctly.

Summary of Grant Purpose

The South Bend "Alive and Free" grant program began under Mayor James Mueller's administration through the Office of Community Initiatives with the 2020-2021 grant cycle as its inaugural year. This first year provided many new and existing organizations with funds of various amounts to work towards community-building and reducing violence in South Bend. After reflecting on year one, the City has decided that in the grant's second year, it will focus on awarding organizations with larger grant funds to help them expand, coordinate, and improve their programming, all with the objective of reducing violence in our city. Please refer to the following page of this document for specific eligibility requirements.

In view of recent national and city-level rises in violence, the Alive Grant is more imperative than ever. This year, the grant will provide funding, training, and resources to organizations with a history of positive impact that have been committed to the difficult but vital work of mentoring, inspiring, and empowering our city's young people. Programming will directly serve young community members who are most at-risk of being involved in or impacted by gun violence.

The ultimate goal of this grant is to keep all residents of South Bend *alive and free*. We invite organizations already doing this crucial work to apply for this grant. We want to help you increase your capacity, quality, and impact. With this grant, we want to uplift organizations in South Bend and magnify their efforts to create opportunity, connections, and positive outlets for youth in our city.

To all those who are already doing this essential work: We see you, We recognize you, and We support you!

SOUTH BEND ALIVE – GRANT APPLICATION

Application Process

PLEASE CAREFULLY REVIEW THE FOLLOWING INFORMATION:

Eligibility Checklist

Your organization **MUST** meet the following criteria to be eligible:

- Programming is based in South Bend
- Be focused on working with young people to reduce gun violence in South Bend
- Meets one of the following criteria:
 - Has documentation of nonprofit status OR submits a detailed plan of their in-progress path to become a nonprofit organization
 - Has a non-profit fiscal sponsor and submits a letter from that sponsor
- **Preference may be given to the following applicants:**
 - Prior recipients of Alive Grant funds
 - Organizations that have been established for more than 2 years

Funding Restrictions

Organizations may not use grants funds for:

- Fundraising events
- Construction, maintenance, or other capital improvements
- Duplicating or displacing services already covered by public funds
- To fund programs of other public agencies
- Political campaigns or direct lobbying efforts

Disbursement of Funds

Grant funds will be distributed in four payments. Grant payments will be dispersed in January, April, July, and October of 2022. Please see expectations below.

Expectations Of Awardees

Noncompliance with expectations listed below may disqualify an organization from receiving the full amount of Alive Grant funds. Organizations awarded the South Bend Alive Grant are expected to participate in all required activities, including, but not limited to:

1. Attend bi-monthly trainings and other professional training workshops and activities
2. Submit quarterly reports and a final annual report
3. Report monthly on key programmatic activities, program participants, and metrics
4. Complete all other evaluation activities
5. Consent to background checks run on all organization staff*

***Additional Information on Background Checks:** Protecting our youth from violence and abuse is our top priority. All awards will be contingent upon background checks of all organization staff. A criminal history does NOT immediately disqualify an organization from receiving an Alive Grant. Some examples of disqualifiers are:

- Domestic or child abuse
- Sexual abuse or other sex-related offense

SOUTH BEND ALIVE – GRANT APPLICATION

Application

Organization Information

Organization/Group Name:

Organization President/Director:

Address: _____

Phone Number: _____ Alternate Number: _____

E-mail Address: _____

Program Information:

Program Title:

Program Location/Address:

Program social media accounts and organization website, if applicable (Please paste the web address):

Prior Grant Funding

Have you ever received an Alive Grant?

- Yes
- No

***Priority may be given to organizations who have received an Alive Grant in the past, but other organizations that meet the eligibility requirements are also encouraged to apply.**

Grant Award Amount

We may be unable to grant you the maximum grant amount of \$25,000. What is the *minimum* amount of funds you are requesting?

Initiative Information:

Select the category or categories that best describe your initiative:

- Community Outreach
- Creative Arts/Entertainment Education
- Education Based
- Employment Based
- Family Resources
- Fitness/Health and Wellness
- Mentorship
- Restorative Justice

SOUTH BEND ALIVE – GRANT APPLICATION

- Other (Provide a description in one to two sentences)

How long has your initiative existed? _____

Anticipated Program Participants:

Age Group Served:

- Infants, Pre-K
0 – 5 Years old
- School-aged children
5 – 18 Years old
- Young adults
18 – 25 Years old
- Other (Describe below)

How many participants do you plan to work with?

How do you plan to increase the reach of your organization and market your programs?

Program Narrative

Answer the following questions in a typed (Times New Roman, 12 pt font) document format. Please label each section with the corresponding headings listed below. Please submit these in an email to alive@southbendin.gov.

1. Organization Description (Up to 500 words)

Provide an overview of your organization (membership, governance, mission, date established, etc.)

2. Program Description (Up to 500 words)

Provide an overview of the proposed program, including relevant information (schedule, scope, target audience, planned activities, resources, partnerships, etc.) and connections to existing or earlier programs.

3. Program Goals (Up to 500 words)

Describe the primary goals of the program and how your organization will measure the program's success. Please provide an overview of your projects and their purposes as they relate to violence prevention.

4. Past Accomplishments (Up to 500 words)

Provide details of past goals your organization has set and how the organization accomplished those goals. Please cite any previous grants, awards, or certificates you have received. If you have received a grant in the past, explain how that grant helped you achieve past goals and accomplishments.

SOUTH BEND ALIVE – GRANT APPLICATION

5. **COVID-19 precautions (Up to 500 words)**

Please detail your plans for the safety of your staff and participants as the COVID-19 pandemic continues to evolve.

SOUTH BEND ALIVE – GRANT APPLICATION

Application Submission Instructions

South Bend Alive Grant application cycle: **Tuesday, November 2, 2021 – Thursday, December 2, 2021**

Completed applications must be submitted electronically by email to alive@southbendin.gov by Thursday, December 2, 2021.

If you have further questions, please review the Frequently Asked Questions (FAQ) by clicking [here](#). You can also email alive@southbendin.gov and attend an application assistance workshop. More information can be found below.

Important Dates

*These dates are tentative and are subject to change. Please check southbendin.gov/alive or email alive@southbendin.gov for the most accurate schedule.

- **November 9th and 17th:** Application assistance workshops
 - **November 9th** held at the Technology Resource Center, 1165 Franklin St, South Bend, IN 46601, 6-7:30PM
 - **November 17th on Microsoft Teams:** please check southbendin.gov/alive for the link.
- **December 2, 2021: Application due**
- **December 15th:** Grantees are announced
- **January 2022:** First bi-monthly meeting and first disbursement of grant funds
- **March 2022:** Second bi-monthly meeting and first quarterly report due
- **April 2022:** Second disbursement of funds
- **May 2022:** Third bi-monthly meeting
- **June 2022:** Mid-year reports due
- **July 2022:** Third disbursement of funds and fourth bi-monthly meeting
- **September 2022:** Fifth bi-monthly meeting and third quarterly report due
- **October 2022:** Fourth and final disbursement of grant funds
- **November 2022:** Final bi-monthly meeting
- **December 2022:** Annual report due
- **Special note:** Meetings, trainings, and mentoring sessions for Alive Grant recipients will be scheduled in the coming months. These will include expert advice on key relationship building concepts, methodologies, restorative justice principles, and alive and free principles. Grantees are required to attend all sessions. Failure to attend all sessions without notice or documentation may result in a delay or cancellation of subsequent installments of grant funds as explained in each grantee’s signed MOU.

Required Forms to Submit with your application:

1. Budget Information: Complete the budget form found [here](#)
2. Proof of nonprofit status, sponsorship, or plan to become a nonprofit

Application Submission Checklist

All items are submitted by email to alive@southbendin.gov:

SOUTH BEND ALIVE – GRANT APPLICATION

- Application PDF
- Program narrative document
- Budget form found on southbend.in.gov/alive
- One of the following:
 1. Secretary of State Business Registration AND proof of non-profit fiscal sponsorship, such as a signed agreement
 - Examples of those who would need to submit this: Individual business owners, LLCs, corporations, etc.
 2. 990 tax form
 3. A detailed, in-progress plan and timeline for gaining non-profit status

Next Steps for Grantees

If you are awarded an Alive Grant: Between the announcement of awardees on December 15th and the initial grant fund dispersal in January 2022, your additional steps will be:

1. Sign a memorandum of understanding (MOU)
2. Fill out a Vendor Maintenance Form which will be available at southbending.gov/alive