

Community Support Agency Grant Program FY 2022 Application

APPLICATION DUE DATE – December 10 2022

PURPOSE

The City of Newport News recognizes that not-for-profit organizations fill an important role in improving the quality of life for our community. To encourage not-for-profit organizations to provide services to residents of Newport News, the City has an established system to award monetary grants to qualified organizations.

These grants are intended to:

- Provide funding to not-for-profit agencies serving the City of Newport News whose services are easily accessible to Newport News residents and whose service costs can be documented.
- Provide incentive funding to develop new services or capital improvements to meet specific needs of Newport News residents, and to complement services provided by City departments.

These grants are incentives to foster new services or expand existing services in the City. A goal of the process is to encourage community/local/citizen support for programs so that City grant funds can be replaced with funding from other sources. This will allow the City grant funds to be directed toward new programs in the future.

GRANT REQUEST INSTRUCTIONS

The Community Support Agency Grant request consists of four parts:

1. General Information
2. Financial Information
3. Specific program information for which funding is requested
4. Performance Measurement and Outcome Measurement information

Applications are due no later than December 10, 2022. Please submit your completed application and all required attachments via e-mail to budget@nnva.gov

Please contact the Department of Budget and Evaluation at 926-8733 with any questions.

Community Support Agency Grant Program FY 2023 Application

DIRECTIONS FOR COMPLETING APPLICATION

The application information provided should be specific to the particular program for which community support grant funding is being requested. Single service agencies may provide information which incorporates the entire agency operation. Multi-program agencies should provide information on only the specific services or programs to be considered for the Community Support Agency Grant program.

PART ONE: GENERAL INFORMATION

Please provide requested agency information. If funding request is for a single service or program, check the "Single Service Program" line and provide the name of the service or program. If the funding request is for multiple programs, check the "Overall Agency Support" line.

ATTACHMENTS:

- New grant applicants must provide the five (5) attachments requested in this section (see Page 4).
- Current year (FY 2022) grant recipients must provide the five (5) attachments requested in this section if a current version is not already on file. Please note if the current version is already on file.

PART TWO: FINANCIAL INFORMATION

This section is designed to capture financial information for the specific program for which funding is requested. Part Two is divided into two worksheets. The first worksheet addresses the organization's Revenues and Expenditures and the second worksheet addresses the organization's balance sheet.

The following information may be helpful to clarify certain items. The City of Newport News operates on a fiscal year basis from July 1 through the following June 30. However, the financial information requested in this section is for the agency's accounting year regardless if it is different from the City's.

Note: If funding is being requested for a single program, only Revenues and Expenditures for that program should be shown. If funding is being requested for overall agency support, the total agency budget for Revenues and Expenditures should be shown.

REVENUE AND EXPENSES

- **Prior Year Actual [Column 1]:** Actual Revenues and Expenditures for most recently completed fiscal year.
- **Current Year Budget [Column 2]:** The program's budget for the current fiscal year.
- **Next Year Request [Column 3]:** Projected Revenues and Expenses for the next fiscal year.
Revenues: The amount of income estimated by the agency from all sources, including grant funds, being requested from the City of Newport News in this application. *Expenditures:* The amount of expenses projected to operate the program or agency.
- **Percentage Difference [Column 4]:** Percentage Change from Current Year Budget [Column 2] to Next Year Request [Column 3].
- **Reason for Variance [Column 5]:** Please provide reason for any percentage increases or decreases greater than 5% in Column 4.

BALANCE SHEET

- **As of 6/30/2021 [Column 1]:** Statement of Financial position as of 6/30/2021
- **As of 6/30/2020 [Column 2]:** Statement of Financial Position as of 6/30/2020

Community Support Agency Grant Program FY 2023 Application

PART THREE: PROGRAM INFORMATION

This section contains a series of questions designed to capture the impact that the agency will generate with or without funding from the City of Newport News.

PART FOUR: PERFORMANCE MEASUREMENT

The City of Newport News has incorporated a performance measurement framework into all its budgetary functions to emphasize and to help obtain community outcomes. Outcome Measures indicate the change in the conditions of well-being for resident and nonresident children, adults, and families due to the programs or services provided. Outcome Measures focus on *why* services are performed (the intended results of the program/service/project), as opposed to *how* services are performed (number of visitors/participants). Applicants are asked to describe how the organization measures their performance and what impact the activity or program for which funding is being requested has on their “customers”.

Specific Outcome Measures should be identified under the following categories. These are suggested areas; the Outcome Measures are not limited to these categories only:

- **Economic Drivers:** Funding the requested grant will result in job growth, attract revenue (an example, tourism dollars), and stabilize property values.
- **Educational Assets:** Funding the requested grant will result in improved children’s success in school or improved adult educational attainment.
- **Health and Welfare Supports:** Funding the requested grant will result in an increase in individual self-sufficiency, increase in employment, or improved health outcomes.
- **Civic Catalysts:** Funding the requested grant will result in greater community safety or create a welcoming sense of place that brings people together.
- **Cultural Legacies:** Funding the requested grant will preserve the heritage of the City’s unique natural and cultural resources for future generations to enjoy.

Organizations that receive funding will be asked to provide the City with semi-annual reports on performance measures. Reporting forms will be provided by the City and will be available on the Budget and Evaluation website: <http://www.nnva.gov/213/Community-Support-Agency-Grant-Program>

All applications will be reviewed using the following criteria:

- Record of financial sustainability
- Ability to leverage other funding
- Uniqueness of programs/services provided and complement to City programs/services
- Clear objectives and outcome measures
- Impact on the community clearly described
- Other City funding received