

## 2017 Special Grant Program for Community and Workforce Development

### About the Funding Program:

New Jersey Community Capital (NJCC), through its THRIVE South Jersey initiative, will be granting up to \$100,000 in 2017 to support targeted projects or activities that will help enhance the impact of community based organizations in achieving their community development missions.

The purpose of THRIVE South Jersey is to expand local and regional capacity to generate jobs and economic growth that will sustain low-income families, through a combination of strategic funding and capacity building for organizations in a targeted region in Southern New Jersey that includes Gloucester, Cumberland, Salem and Western Atlantic counties.

Projects seeking funding from this solicitation can be stand-alone activities or a discreet part of an ongoing initiative that these program funds would help advance. *The grant request must reflect a one-time use of funds that meets an immediate need, but has longer-term impact.*

### Organizations can request funds for one (1) of the following purposes:

- 1. Community Revitalization:** The execution of a distinct activity needed to advance an economic or commercial development element of a community revitalization plan or strategy. Initiatives that involve partnering with your municipality or key stakeholder organizations are encouraged. Proposals should explain the extent of the partnership for extra consideration. NJCC has allocated \$75,000 for this purpose. The maximum grant request under this category is \$15,000.
  - Examples of eligible activities include but are not limited to: market feasibility studies, commercial retail analyses or preparation of retail space, façade improvement or other small business support programs, start-up funding to launch neighborhood-initiated projects, social enterprise activities, community engagement activities, or public safety strategies.
- 2. Employment and Workforce Linkages:** The implementation of projects or activities that will promote and augment existing workforce development, entrepreneurial training and local hiring programs linked to existing or emerging economic activity to enhance the connectivity of job seekers to employers. NJCC has allocated \$25,000 for this purpose. The maximum grant request under this category is \$10,000.
  - Examples of eligible activities in this category include but are not limited to: innovative approaches to achieve employer resource coordination and cost sharing to improve workforce development and job retention, communications strategy to better connect underemployed and unemployed persons to job readiness and training programs, or initiatives that will lead to the sustainability of workforce programs.

**Eligible Applicants:**

New Jersey based nonprofit housing, community development, or community development support organizations that have been in existence for at least one year and operate in a municipality within THRIVE South Jersey's target region.

**Selection Process:**

NJCC will review applications using the evaluation criteria below and will make final funding decisions.

**Evaluation Criteria:**

- Is the applicant a non-profit or quasi-public entity? (An applicant may be a partnership/collaboration that includes one or more for-profit entities as long as the managing entity is a non-profit or quasi-public entity.)
- Does the applicant's mission and standing align with the goals and objectives of the THRIVE South Jersey initiative?
- Is the issue/need to be addressed by this grant clearly stated and can it be reasonably addressed by this grant?
- Is it clear how the organization or community will benefit in the long term from this activity?
- Are stated outcomes clear, reasonable and achievable?
- Is the applicant's measurement of success in line with outcomes?
- Is the applicant's timeline reasonable to achieve stated outcomes?
- Is the budget clearly defined and reasonable to cover necessary expenses?

**Additional Consideration:**

Projects that have a municipal partner and/or substantial collaboration with key stakeholders.

**How to Apply:**

Complete the following components of the application and submit via e-mail to Laura Wallick, Program Manager at [lwallick@njclf.com](mailto:lwallick@njclf.com)

- Completed Application
- Exhibit 1 - Project budget with sources and uses
- Exhibit 2 - The most recently filed IRS 990 form or fiscal financial statement for the Applicant
- Exhibit 3 - A current organizational budget indicating income and expenses
- Exhibit 4 - A list of the organization's Board of Directors with affiliation (note officers)

**Deadlines & Expectations:**

**Applications will be accepted beginning on January 17, 2017 and continue on a rolling basis throughout the year until the total allocation is disbursed.**

**NJCC will make award notifications within 60 days of receipt of a complete application.**

**Organizations Receiving Funds will be required to:**

- Submit additional information to NJCC needed to disburse the grant proceeds.
- Provide periodic updates to NJCC as requested. NJCC agrees to make no more than one interim update request during the grant period.

- Submit a final report (1,500-word max) one year from the grant funding date summarizing how the grant assisted the organization in meeting the projected outcome(s); what impact was achieved and how it was measured.

Additional questions can be directed to Laura Wallick via e-mail at [lwallick@njclf.com](mailto:lwallick@njclf.com)

## 2017 Special Grant Program for Community Development

### APPLICATION

**Part I: Organizational Overview**

|                                 |  |
|---------------------------------|--|
| Organization Name:              |  |
| Contact Person:                 |  |
| Title:                          |  |
| Email:                          |  |
| Phone (include ext.):           |  |
| Organization's Primary Address: |  |
| U.S. Tax ID (EIN Number):       |  |
| Website:                        |  |
| Chief Executive Officer:        |  |
| Email:                          |  |
| Phone:                          |  |

| Organizational Staffing Levels: | Dedicated to the Program | Total Organization |
|---------------------------------|--------------------------|--------------------|
| <i>Paid Staff</i>               |                          |                    |
| <i>Volunteers</i>               |                          |                    |

| Organizational Budget:      | Total Program | Total Organization |
|-----------------------------|---------------|--------------------|
| <i>Current Fiscal Year</i>  |               |                    |
| <i>Previous Fiscal Year</i> |               |                    |

|                   |         |
|-------------------|---------|
| Amount Requested: | \$_____ |
|-------------------|---------|

|                    |  |
|--------------------|--|
| Project Title:     |  |
| Organization Name: |  |

**Part II: Program Description**

*Guidance: It is recommended that you read all the questions before answering to eliminate duplication of response. Selection will be based on fit with Thrive South Jersey's mission, likely level of positive impact on the organization and community, and the clarity and reasonableness of project goals, timeline, and outcomes.*

1. Describe the organization's mission or purpose. (100 words max)

2. Describe the issue(s)/need(s) you wish to address with the use of these funds. (200 words max)

|                |  |
|----------------|--|
| Project Title: |  |
|----------------|--|

|                    |  |
|--------------------|--|
| Organization Name: |  |
|--------------------|--|

3. Describe the scope of the project or activity and how it will benefit the organization and its work. (If this request is for an activity that is part of a larger project, please explain its relation to the larger project.) (500 words max)

4. What are the long and short term outcomes that will be achieved with this project? (200 words max)

|                    |  |
|--------------------|--|
| Project Title:     |  |
| Organization Name: |  |

5. How will this grant help to meet these outcomes? (200 words max)

6. Explain what “success” will look like for this project or activity and how the organization will measure it. (200 words max)

7. Outline the projected timeline of the project: start date, length of project, and end date if applicable. (100 words max)

|                    |  |
|--------------------|--|
| Project Title:     |  |
| Organization Name: |  |

**Part III: Project Budget**

Please include a detailed project budget including sources and uses of funds (see checklist on page 3.) Be as specific as possible (for example instead of listing "staff" or "consultant", name the specific position, consultant or service type.) If the project has multiple sources of funding, please list them individually and the amount to be contributed by each, including all sources of in-kind contributions. Please note that project budget sources and uses of funds MUST be equal.