



2011 Youth Enrichment Program Grant Eligibility Requirements & Application Format

Grant Overview:

The Port St Joe Redevelopment Agency (PSJRA) is accepting applications for a Youth Enrichment Program Grant in Port St Joe, FL. Eligible grant applicants will be required to submit a written grant application in the format prescribed below. The primary goal of this grant program is to provide programs for youth enrichment within Port St Joe.

Application Deadline: Applications will be accepted until Mar 17, 2011 at 5:00PM local time.

Application Delivery: Applications can be mailed or hand delivered to the PSJRA office located at 150 Captain Fred's Place in Port St Joe, FL. 32456.

PSJRA Contact: Please contact PSJRA Executive Director, Matt Fleck with any questions about the Grant Program via phone (850) 227-5922 or email Matt@PSJRA.com

Eligible Grant Applicants:

Grant eligibility is limited to existing Non-Profit organizations located within Gulf County that propose the leadership, staffing, organization, and commitment to sponsor their proposed youth enrichment program. Applicant organization must have documented experience in administering youth enrichment programs. Only one application will be accepted from any one organization.

Youth Program Requirements:

- Proposed youth program must be structured to enhance the education, health or well-being of children and/or teenagers within the community.
- Proposed youth program may be faith based, however faith enrichment should not be the primary objective of the proposed program.
- Proposed youth program must be conducted within the recently expanded boundary area of the PJSJRA commonly referred to as "North Port St Joe" but clearly defined in the PSJRA Redevelopment Plan as the "Expansion Area".
- Applicant is expected to sponsor and administer the proposed youth program from beginning to end.
- Grant dollars can be used ONLY to fund the direct costs of the proposed youth program (i.e. facility rent, education materials, instructor salary, etc). Funds may not be used for any general overhead costs of the sponsoring organization.



- Matching funds are not a requirement for obtaining a grant; however evidence of matching funds or in-kind donations including volunteer commitments will be favorable in the award scoring criteria.

Grant Award Amount:

The total Grant funds available for award in 2011 are limited to \$15,000. Therefore the quantity of grants awarded will depend on the applications received. Grant requests of lesser amounts that would allow for grant awards to multiple organizations will be favored in the scoring criteria.

Application Format (8) copies required:

Loose leaf binders or report covers with a cover page identifying the program and the sponsor– (max 1” thick/ea)

Section 1 - Applicant Information (max 3 pages)

- Applicants legal name and address
- Primary point of contact and phone number
- Website address for the applicant or the proposed program if available

Section 2 - Proposed Youth Program Detailed Description (max 10 pages)

- Clearly define the youth program
- Define the target beneficiaries and the goals and objectives of the program
- Clarify if the program is new, existing, or expanded
- Propose the dates for the youth program implementation
- References to similar successfully implemented programs

Section 3 - Proposed Budget for the Youth Program (max 5 pages)

- Detailed list of the financial requirements to implement the proposed program including totals and subtotals
- Clearly identify the grant dollars requested
- Clearly identify any matching dollars including the specific sources
- Define any in-kind donations including any volunteer effort including specific sources

Section 4 - Experience of the Applicant (max 10 pages)

- List the similar programs implemented by the applicant
- Include letters of recommendation from previous programs if available
- Include recent Financial Statements for the applicant
- Include proposed staffing names, resumes or experience list



Section 5 - Letters of Support (max 10 pages)

- Letters of endorsement from other local community organizations
- Endorsement from regional or national organizations
- Surveys or signed petitions of support from individual community residents

Section 6 - Exhibits

- Proof of non-profit status and location within Gulf County
- Proof of Program facility ownership, lease, or use agreement

Competitive Award Criteria: Each grant application that is deemed complete will be reviewed by the PSJRA Board of Directors and scored individually based on the following criteria:

- A. Merits of the proposed youth program in meeting the needs of the community (max 25 points)
- B. Grant amount requested (max 15 points)
 - a. Grant request up to \$5,000 = 15 points
 - b. Grant request up to \$10,000 = 10 points
 - c. Grant request over \$10,000 = no points
- C. Commitment of matching funds (max 15 points)
- D. Experience of the Organization submitting the proposal (max 15 points)
- E. Evidence of community support for the program (max 15 points)
- F. Application completeness & compliance with the requested format (max 10 points)

Grant Award & Disbursement:

- The anticipated Grant award date is Mar24, 2011 but is subject to change.
- Grant scoring results and Grant awards will be communicated to all applicants promptly following the review and award process.
- Grant funding will be on a reimbursement basis. Grantee will be required to submit paid invoices for reimbursement of expenses that were identified in the Grant application and award. Reimbursement of qualified expenses will occur within (30) days max.
- Unexpected expenses may be eligible for reimbursement if they are deemed critical to the success of the program by the PSJRA; however the maximum total of all reimbursement may not exceed the Grant award amount.



Financial Auditing Requirement:

- Grantee will be required to submit a final accounting of the program expenses for review and filing by the PSJRA
- Final report would also include a recap of the program's success or shortfalls

Optional Formal Presentation: Formal presentations may or may not be required. The PSJRA Board reserves the right to request that the top (2 or 3) finalists for an award be present at a PSJRA Board meeting. This would include a 15-minute oral presentation on the proposed program and to answer questions.

END