



## ORANGE COUNTY SAFE COMMUNITIES MINI-GRANT PROGRAM

### PROGRAM DESCRIPTION

The mission of the Orange County Safe Communities Coalition is to promote awareness of injury and its impact on the community. Coalition members provide information, resources, training and support for injury prevention initiatives and activities within Orange County, NC.

### PROPOSAL GUIDELINES

Proposals will be accepted from any nonprofit community or governmental organizations that provide services in Orange County for the purposes of supporting injury prevention related activities or resources within the community. Priority will be given to proposals that include a community involvement component. Grants may also be made to individuals engaged in projects designed to enhance injury prevention services in the county. Multiple applications from the same organization should either be coordinated or address separate injury prevention activities.

Individuals or organizations interested in receiving monetary support for a one time event, outside the grant cycle, may contact the Safe Communities Coordinator for information about grant availability and application requirements.

Applicants can request grant awards of up to \$2,500. Grant funds are intended to be used to support new programs or expand existing programs. Applicants should also note that Orange County Safe Communities Coalition does not encourage the use of giveaways. Free or low cost items must be paired with an educational awareness component. Funds generated through the sale of subsidized items are to be reinvested in injury prevention programs.

Grants will be given out once a year or as funds allow. This grant cycle will run from July 1, 2007 - June 30, 2008. Deadline for applications is **May 1, 2007**. Acceptance letters will be sent out the month following the submission deadline. Grants will not be awarded for the same project more than 2 consecutive years. Applicants may reapply for funds if they were denied in previous years. The Coalition does not provide partial funding for grant requests.

Applicants must submit the application form along with a proposed budget and evidence of their nonprofit status. Agencies should also submit at least 1 letter of support from another agency or program involved in the proposed project. Individuals should submit at least 2 letters of reference. Applicants may include other supplemental material they believe would assist the reviewers. The original and three copies of the entire application must be submitted in order to be reviewed. Incomplete applications will be returned. (See Application Checklist at end of Application.)

### REPORTING AND PARTNERSHIP REQUIREMENTS

Grant recipients are expected to be active members of Safe Communities for the year that they receive their grant, attending at least 8 of the 10 meetings during the grant cycle and presenting a brief synopsis of their project at the annual Coalition celebration. At the end of the project or end of the grant cycle, grant recipients must also submit a project summary, including accomplishments, evaluation results, and project spending on a Grant Accounting Form. Grant

recipients may request an extension of project activities in lieu of returning unspent funds at the end of the grant cycle. Please see our policy on unspent funds below. Grantees are also asked to reference Orange County Safe Communities' support of their program in their publicity. A tagline such as "Funded in part by Orange County Safe Communities" is sufficient. The Coalition asks that grantees provide tagged materials for courtesy review and coalition files.

### **PROGRAM POLICY ON MINI-GRANT SPENDING**

It is the Coalition's policy that grantees should request approval before spending funds to any degree different from ways proposed.

#### **If a project has been completed and there are remaining, unspent funds, grantees have three options:**

- 1) If the amount unspent is under \$100, grantees are allowed to keep those funds and use them for existing programs.
- 2) If the amount unspent is over \$100, grantees must submit a supplemental proposal for using the funds in a manner consistent with the purpose of the mini-grant program. This proposal may be simply submitted in an official letter to the OCSC Coordinator, Angela Carmon.
- 3) If the amount unspent is over \$100 and the grantee cannot propose to use the funds in a manner consistent with the purpose of the mini-grant program, the grantee must arrange with the OCSC Coordinator to return the funds to be made available for other mini-grants.

**Grantees must also submit an itemized expenditure report at the end of the grant cycle or at the end of the project, whichever comes first.** This includes copies of receipts or an agency's official list of items charged to the account. They are expected to provide an expense report that matches the budget that they submitted. Furthermore, detailed explanation will be required for the use of funds generated through the sale of items purchased with OCSC grant funds. Reminder: funds generated through the sale of subsidized items are to be reinvested in injury prevention programs.

### **MINI-GRANTS REVIEW TEAM**

Safe Communities will convene an annual Mini-Grants Review Team of at least three active Coalition members representing different organizations. Committee members will review and select proposals based on the mission of Safe Communities, the anticipated benefit to the community and the strength of the proposal. If a team member is from an organization that submitted a proposal in the current year, he/she will not be able to serve that year due to a possible conflict of interest. The team is responsible for the review and selection of new proposals and the review of the previous year's project summaries and budget reports.

### **PROGRAM CONTACT INFORMATION**

Questions can be directed to the Safe Communities Coordinator, during the application process or during the current grant cycle. Contact Angela Carmon at 919-966-3230 or [amc@dps.psafety.unc.edu](mailto:amc@dps.psafety.unc.edu).

Please use the following mailing address for submission of applications:

Attention: Angela Carmon/Orange County Safe Communities Mini Grant Application  
UNC-CH Department of Public Safety, Crime Prevention  
205 Manning Dr  
Chapel Hill, NC 27514

# ORANGE COUNTY SAFE COMMUNITIES GRANT APPLICATION



Please read carefully the description of the funding guidelines before completing and submitting this form. In order to be considered for a grant, you must use this application form. In addition, applicants must provide proof of their organization's nonprofit status (e.g., attach copy of IRS determination letter and include the provision code provided by the IRS – e.g., 501(c)3).

Project/Event Title: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**AMOUNT OF FUNDS REQUESTED:** \$ \_\_\_\_\_ (Provide budget details below.)

## PROJECT PLAN

(Attach Additional Pages as Necessary)

### Injury Prevention

Briefly describe what injury prevention issue you are addressing and why it is important in Orange County and/or your community in particular.

### Project Design

Describe the project that you want to carry out, including:

*What do you want to accomplish or change through your project?*

*Who and how many people do you believe your project will benefit?*

*What are the steps you will take to implement your project?*

*What is the timeframe of your project?*

*How you will involve the community in your project?*

*List any organizations or groups that you will be working with and describe how they will be involved.*

**Budget**

Using the table below\*, create a project budget indicating how you will use grant funds. If you plan to use other funds to also support this project, please indicate the amount and how you will spend them. Note: Orange County Safe Communities does not encourage giveaways (e.g., free car seats or bike helmets). Consider offering safety devices as a reward or at low cost for attending an injury prevention class. Funds generated through the sale of subsidized items are to be reinvested in injury prevention programs. You will need to document the reinvestment of those funds when you submit an itemized expenditure report at the end of the grant cycle.

Item	Purpose	Amount
<b>TOTAL</b>		

**Evaluation**

Provide a plan of how you will measure your project’s success (e.g., pre/post knowledge tests by class participants, number of corrected car seat installations, number of bike helmets distributed, etc.)

**Continuation**

Explain your project plans beyond the grant award period.

**Organizational/Individual Background**

Please describe how your organization or group is equipped to carry out this project (e.g., experience with similar projects/populations, leadership, etc). If you are an individual applying for funds, please explain your qualifications for carrying out the proposed project.

**Your Relationship with Orange County Safe Communities**

Grant recipients are expected to attend monthly Safe Communities meetings and briefly present on their project at the end of the grant cycle. Please indicate the commitment you are willing to take with regards to Safe Communities.

**LETTERS OF SUPPORT**

Organizations applying for grant funds must submit at least one letter of support from another agency working on the proposed project. Individuals applying for funds must submit at least 2 letters of reference/support. These letters should be included with the application.

**AGREEMENT**

The information contained in this application, including all attachments and support materials, is true and accurate, to the best of my knowledge. I understand that if I am awarded and accept Orange County Safe Communities funds, my acceptance of the grant funds constitutes a commitment to complete the project as stated in the application and abide by the administrative responsibilities as laid out by Orange County Safe Communities.

***Project Leader/Contact***

Name: \_\_\_\_\_

Title or Position within Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

***Organization/Group Official***

Name: \_\_\_\_\_

Title or Position within Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICATION SUBMISSION CHECKLIST**

Before you mail the application, make sure you have included everything necessary for consideration. If you do not include all of the necessary parts, your application may be returned to you.

- All sections of the application are complete, including required signatures
- Original and 3 complete sets of your application package are included
- Application meets the eligibility criteria
  - o You are an individual or nonprofit community or governmental organization providing services in Orange County.
  - o You are planning to conduct proposed activities primarily in Orange County.
  - o Your application addresses injury prevention needs in Orange County
- Budget is appropriate (does not exceed \$2500)
- Letters of support are included (at least 1 if applicant is an organization and at least 2 if applicant is an individual)
- Proof of nonprofit status is included if applicant is an organization.

Applicants may also submit supplementary brochures or other published materials to assist in the proposal review. Again, please remember to include the original and three copies of the proposal and all supplemental materials.

**SAMPLE BUDGET**

<b>Item</b>	<b>Purpose</b>	<b>Amount</b>
20 bike helmets	For bike rodeo participants who do not have a helmet or have an unsafe helmet. Helmets will be sold for \$5 with this money going to purchase other helmets.	\$200
Bike Rodeo supplies	Cones, chalk, signs, tape, storage bin	\$150
Refreshments	Healthy drinks and snacks for event volunteers	\$25
	<b>TOTAL</b>	<b>\$375</b>

If your project is awarded funds by the Coalition, we will send you a copy of the Grant Accounting Form and clear instructions about our policy on use of funds.

**Please use the following mailing address for submission of applications.**

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 Chapel Hill, NC 27514