Access to Funding Sources

Neighborhood and Non-Profit Organizations

City of Columbia
Community Development Department
Presented by
Dollie D. Bristow
CD Administrator

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Welcome & Introductions

- **Community Development Department (CD)**
  - Gloria Saeed, CD Director
- **Program Administration & Compliance (PAC) Staff**
  - Dollie Bristow, CD Administrator
- **Neighborhood Services & Financial Empowerment**
  - Charmaine Clark, Community Liaison
- **Housing Services & Development**
  - Delores Shabazz, Housing Program Manager

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WHO WE ARE & WHAT WE DO

The City of Columbia's Community Development Departments mission is to improve the quality of life for Columbia's citizens by providing economic, housing and social opportunities.

We…

- Fuel the local economy by providing resources and opportunities for growth
- Administers federal, state, local funding and ensures compliance
- Increase home-ownership and affordable housing stock
- Build neighborhood capacity while offering excellent customer service
- Partner with banks, neighborhoods and organizations to improve life quality

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WORKSHOP OBJECTIVES

- **Objective 1:**

  Increase understanding of how and when to locate appropriate grant funding

- **Objective 2:**

  Learn techniques that will help you respond to Requests for Proposals (RFPs)

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CONSIDER THIS…

- Writing a proposal is not easy!
  - Time, Research, Concentration, Team Effort
- Write for grants you know very well!
  - New concepts or Newly created programs are difficult
- Grants reviewed by experts in the field
- Competition is FIERCE!
  - How will your proposal stand out?

SELF ASSESS…

- Is your neighborhood/organization eligible to apply?
- Start with the end in mind.
- Who are you (as a neighborhood/organization)?
- What are your neighborhood/organization's strengths and opportunities?
- What are your neighborhood/organization's priorities?
- Are you committed to the process?

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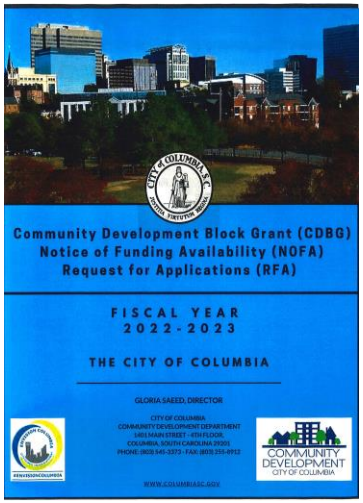
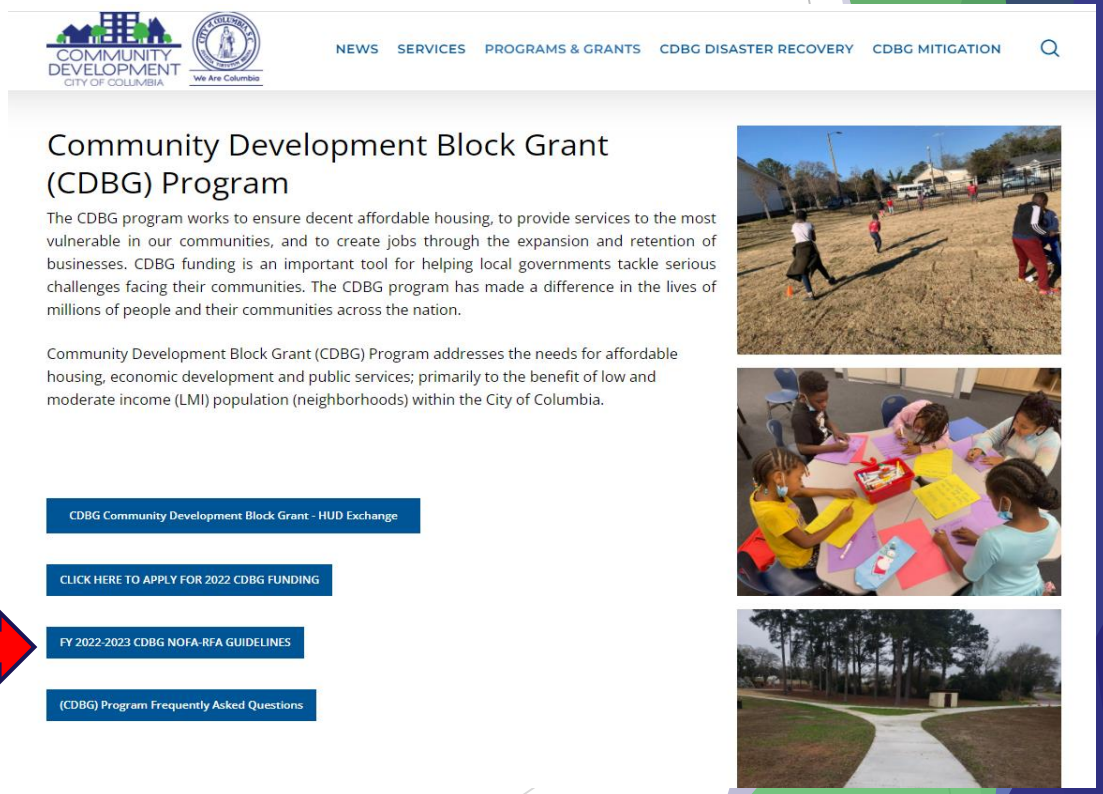
PLAN…

- Do your homework: Research prospective funders
- Search locally first:
  - City of Columbia
    - Local Businesses/Community/Neighborhood
    - Community Development Block Grant (CDBG)
    - ACTION Grant *(Subject to Change/Fall Notification)*
      - ✓ Contact Charmaine Clark – Charmain.clark@columbiasc.gov or 803-545-3403
  - South Carolina State Library
  - Richland County Community Development
  - Local Foundations
  - Federal Grants
    - HUD.gov

PLAN (CONTINUED)…

- **Community Development Block Grant Notice of Funding Availability (CDBG NOFA) Process**
  - **Annual Application Timeline (Oct-May)**
  - **Competitive**
  - **Limited Funding**
  - **Maximum/Minimum**
  - **Reimbursable**

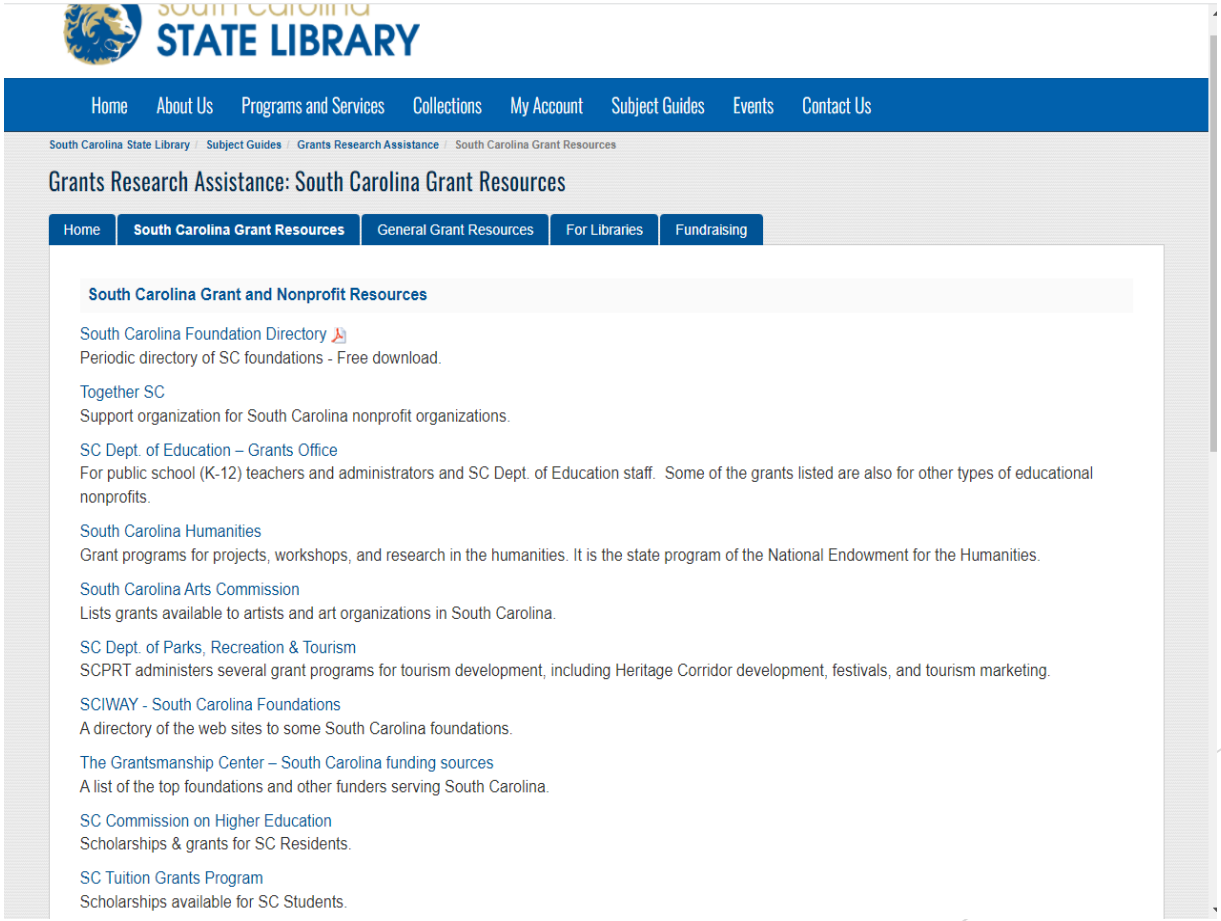




https://communitydevelopment.columbiasc.gov/cdbg

PLAN EVEN MORE…

- **Grant Research Assistance: SC Grant Resources**
  - ✓ https://guides.statelibrary.sc.gov/grants-research-assistance/scgrantresources



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PLAN LONG TERM…

- **START EARLY!!!**
- 1 year, 2 years, 3 years
- If you need the money immediately, you have started too late!!!
- "Shovel-Ready"

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BEFORE YOU BEGIN….

- **Read the Request for Proposals (RFP) carefully!**
  - When the Proposal is Due?
  - When does the Grant Period Begin and End?
  - What documents need to be submitted with the proposal?
  - What are the available Methods of Submittal?

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COMPONENTS OF A PROPOSAL

- Transmittal Letter
- Title Page
- Summary or Abstract
- Table of Contents
- Statement of Need or Problem
- Project Description/Narrative
  - Purpose
  - Goals
  - Objectives
- Timetable
- Budget/Narrative
- Evaluation Criteria
- Required Documents

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Examples of Documents Required

- Resolution, meeting minutes authorizing submission of the proposal/application.
- List of current and past board members and contact information
- Certificate of Incorporation under Authority of Secretary of State's Office
- Articles of Incorporation
- State Tax Exempt Designation or IRS designation as a (501[c]3)
- Current Fiscal Years Financial (Bank) Statements
- 2-years of financial statements or audits
- Proposed program/project budget
- Proof of other Funding Commitments
- Resume of key program/project personnel and their job descriptions/responsibilities respective to the proposed project or program
- Any applicable State/Local/Industry certifications

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Clear Communication

- Be specific: *"I would like this much, in order to do this"*.
- Describe exactly what will happen
- Be realistic
- Use plain language
- Write concisely
- Don't use jargon or acronyms
- Don't over sell!

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BUDGET

- Collaborations and/or partnerships with entities who are doing the same activities
- Collaborations and/or partnerships with entities who are doing complimentary activities
- **IDENTIFY MATCH FUNDING**
  - In-kind match
  - Sweat equity
  - Financial match (can come from the neighborhood/organization or from other funding sources)

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Implementation Plan

ACTIVITIES	BENCH MARKS	TIMELINE	RESPONSIBLE PARTY
Buying new computers for each classroom	Teacher computer ratio – 4:1 Student computer ratio – 6:1	November 2021	Head of Audio Visual Services
Computer classes for teachers	50% teachers technology training	February 2022	Vice Principal
Teachers will redesign curriculum to include technology	All trained teachers will have 25% lessons incorporating technology	April 2022	Classroom Teachers

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Measurable Outcomes

Specific	• What do you want to achieve? • Where will you focus your efforts?
Measurable	• How do you plan to measure progress toward the goal? • What is the end result and milestones along the way?
Attainable	• Do you have the resources to achieve the goal? • What factors might prevent achieving these goals?
Relevant	• Is this important for your region? • Does this matter or bring benefit to the region?
Time Framed	• When do you want to achieve your goal? • What is the target date for accomplishing the goal?

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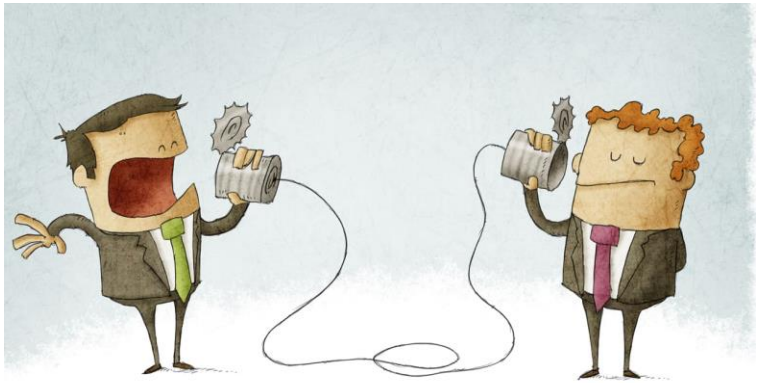
Communication with Funding Entity

- Attend the funding workshop
- Be familiar with the funding requirements prior to the funding workshop.
- Ask questions!!!
- What is the Technical Assistance period?
- Submit the application prior to the deadline.



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A Short Video from YouTube

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BEYOND FUNDING…

- Grant Administration
  - Reporting
  - Reimbursements/Financial Invoices
- Record Keeping
  - Client Data
  - Publicity Folder
  - News Releases
  - Journal Articles
  - Letters
- Identify training opportunities for your program staff
- Sustaining Support

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CONTACTS/RESOURCES

City of Columbia Community Development Department
Gloria Saeed, Director
1401 Main St., 4th Floor
Columbia, South Carolina 29201
Main Phone: (803) 545-3373 **Fax:** (803) 255-8912

Dollie Bristow, CD Administrator (803) 545-3371
Dollie.Bristow@columbiasc.gov

DeAnna Bookert, CD Compliance Specialist (803) 545-4132
DeAnna.Bookert@columbiasc.gov

Thank You!

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