

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...



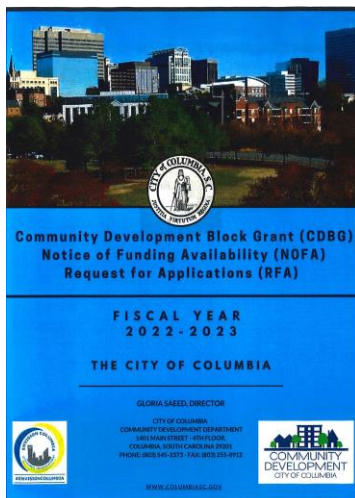
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- ▶ Do your homework: Research prospective funders
- ▶ Search locally first:
 - City of Columbia
 - Local Businesses/Community/Neighborhood
 - Community Development Block Grant (CDBG)
 - ACTION Grant (*Subject to Change/Fall Notification*)
 - ✓ Contact Charmaine Clark – Charmaine.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>

The screenshot shows the South Carolina State Library website. The header includes the library's logo and name, followed by a navigation menu with links to Home, About Us, Programs and Services, Collections, My Account, Subject Guides, Events, and Contact Us. Below the header, a breadcrumb trail reads: South Carolina State Library / Subject Guides / Grants Research Assistance / South Carolina Grant Resources. The main heading is "Grants Research Assistance: South Carolina Grant Resources". A sub-navigation bar contains links to Home, South Carolina Grant Resources (which is highlighted), General Grant Resources, For Libraries, and Fundraising. The content area lists several resources:

- South Carolina Grant and Nonprofit Resources**
 - South Carolina Foundation Directory** : Periodic directory of SC foundations - Free download.
 - Together SC**: Support organization for South Carolina nonprofit organizations.
 - SC Dept. of Education – Grants Office**: For public school (K-12) teachers and administrators and SC Dept. of Education staff. Some of the grants listed are also for other types of educational nonprofits.
 - South Carolina Humanities**: Grant programs for projects, workshops, and research in the humanities. It is the state program of the National Endowment for the Humanities.
 - South Carolina Arts Commission**: Lists grants available to artists and art organizations in South Carolina.
 - SC Dept. of Parks, Recreation & Tourism**: SCPRT administers several grant programs for tourism development, including Heritage Corridor development, festivals, and tourism marketing.
 - SCIWAY - South Carolina Foundations**: A directory of the web sites to some South Carolina foundations.
 - The Grantsmanship Center – South Carolina funding sources**: A list of the top foundations and other funders serving South Carolina.
 - SC Commission on Higher Education**: Scholarships & grants for SC Residents.
 - SC Tuition Grants Program**: Scholarships available for SC Students.



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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**



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)



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



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

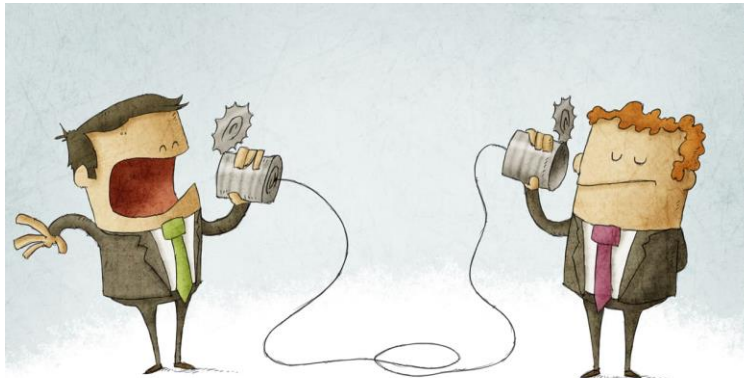
- When do you want to achieve your goal?
- What is the target date for accomplishing the goal?



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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

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DeAnna Bookert, CD Compliance Specialist (803) 545-4132

DeAnna.Bookert@columbiasc.gov

Thank You!



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