

**RICHLAND COUNTY**  
**COMMUNITY IMPACT GRANT**  
**AD HOC COMMITTEE**

**AGENDA**



**TUESDAY, DECEMBER 5, 2023**

**4:00 PM**

**COUNCIL CHAMBERS**

# Richland County Council 2023



Derrek Pugh  
District 2



Jason Branham  
District 1



Gretchen Barron  
District 7



Yvonne McBride  
District 3



Paul Livingston  
District 4



Allison Terracio  
District 5



Don Weaver  
District 6



Overture Walker  
District 8  
Chair



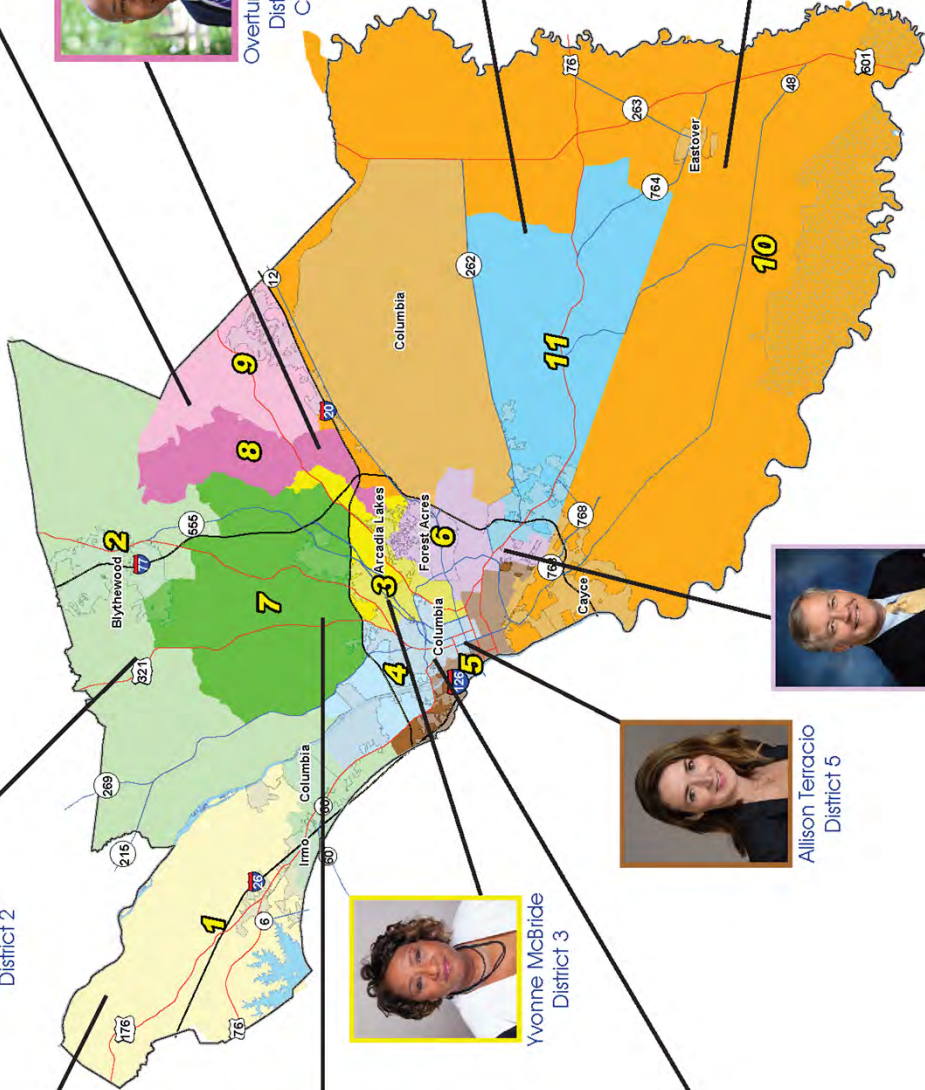
Chakisse Newton  
District 11



Cheryl English  
District 10



Jessica Mackey  
District 9  
Vice Chair





Community Impact Grants Committee  
**AGENDA**  
December 5, 2023 – 4:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

Jason Branham District 1	Paul Livingston District 4	Gretchen Barron District 7	Jesica Mackey, Chair District 9	Cheryl English District 10
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- 1. **Call to Order** The Honorable Jesica Mackey, Chair
  
- 2. **Approval of Minutes** The Honorable Jesica Mackey
  - a. **November 16, 2023 [PAGES 4-6]**
  
- 3. **Adoption of Agenda** The Honorable Jesica Mackey
  
- 4. **Items for Discussion/Action** The Honorable Jesica Mackey
  - a. **FY2024-2025 Community Impact Grants Application [PAGES 7-22]**
  
- 5. **Adjournment** The Honorable Jesica Mackey



Richland County Council  
Community Impacts Grants Committee  
**MINUTES**  
November 16, 2023 – 3:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

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COUNCIL MEMBERS PRESENT: Jessica Mackey, Chair, Jason Branham (via Zoom), Paul Livingston, Gretchen Barron (via Zoom), and Cheryl English

OTHERS PRESENT: Chakisse Newton, Yvonne McBride, Derrek Pugh, Chelsea Bennett, Anette Kirylo, Kyle Holsclaw, Lori Thomas, Stacey Hamm, Leonardo Brown, Abhijit Deshpande, Aric Jensen, Tamar Black, Angela Weathersby, Ashiya Myers, Jennifer Wladischkin, Michelle Onley, Elizabeth McLean, and Wayne Thornley

1. **CALL TO ORDER** - Chairwoman Jessica Mackey called the meeting to order at approximately 3:00 PM.
2. **APPROVAL OF MINUTES**
  - a. September 12, 2023 – Mr. Livingston moved to approve the minutes as distributed, seconded by Ms. English.  
In Favor: Branham, Livingston, Mackey, and English  
Not Present: Barron  
The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Ms. English moved to adopt the agenda as published, seconded by Mr. Livingston.  
In Favor: Branham, Livingston, Barron, Mackey, and English  
The vote in favor was unanimous.
4. **ITEM FOR DISCUSSION/ACTION**
  - a. FY2024-2025 Community Impact Grants Application – Ms. Mackey noted we completed the first Community Impact Grant application process and have made those awards. The committee is back to discuss any edits to the application and to ensure the application is ready to be released at the scheduled time.  
Mr. Livingston stated on p. 8 it says religious organizations can use public funds, but not for religious purposes. He inquired if we need to clarify what a religious purpose is.  
Assistant County Administrator Lori Thomas indicated there is a State statute that states government money should not be used for religious purposes. It must be open to all individuals, not just those in a religious setting. Typically, you are looking for the group the project supports and how the project will be administered.  
Ms. Mackey inquired if we need to reference the State statute or is it understood.  
Mr. Livingston indicated he was looking for something that details what is and is not acceptable. He inquired if the 60% for the Community Partners would remain the same.  
Ms. Thomas stated it is up to the committee if they would like to change the percentages.  
Ms. Mackey responded the request did not exceed 60%. She indicated we may want to look at the criteria for how you become a community partner. For example, if you are on the list, are you on the list every year? Is there consideration that after three years, you roll off? She acknowledged that she received questions

from other non-profits wanting to know what constitutes the list and whether they will ever have a chance to be on the partner's list.

Ms. Barron expressed that she would like to see a two or three-time limit for organizations to be on the Community Partners' list. This will allow the organization to receive funds and find other ways to sustain its programming. She does recognize that some of these are community staples, but some up-and-coming community groups could also be placed on the list.

Mr. Branham asserted Council would want to reserve the right to modify the list of Community Partners. His understanding is that the current Council is not allowed to bind future iterations of Council regarding budgetary expenditures. He suggested including a statement affirming that Council is not waiving its rights to use its discretion in the grants despite the fact there will be scoring in the process.

Ms. McBride suggested establishing criteria for how we select the Community Partners. She noted she would send her suggestions to the staff. She indicated many residents in her district would not know how to access the programs we are funding. In the future, we could ensure the organizations are collaborating Countywide. For example, she tried to help some constituents with a particular program and has even gone through the Ombudsman's Office, but she has gotten the runaround.

Ms. English suggested the following criteria: the number served, focus on unincorporated Richland County, and definitive outlines for the grantees. For example, how the organizations will work and provide referrals in collaboration with us.

Ms. McBride noted under "Program Requirements," it says, "Organizations receiving Accommodations Tax or Hospitality Tax funds will not be considered for funding unless waived by a majority vote of Council." The Community Impact Grants are usually service-oriented, and the Accommodations Tax and Hospitality Tax funds are not service-oriented. She believes we should include all grants received if we use that as a basis. If the organization receives any grant, it would need to go before Council. We greatly need non-profits to provide services to the communities, but if a small majority takes up all the funds, nothing is left for them. To be fair to all programs, we need to try to help as many programs as possible. She acknowledged that, unfortunately, some programs do not have the skills to write grants.

Ms. Newton stated it is sometimes challenging for her to understand the total funding an organization receives from the County. She suggested when the applications are presented to Council, there is a full view of their funding. To her, an organization getting a CDBG grant is not the same as receiving other funding and requiring the matter to go to Council for a vote.

Ms. Thomas expressed some organizations received Hospitality and Accommodations Tax allotments and applied for Community Impact Grants.

Ms. Newton inquired if they had applied for the same type of program.

Ms. Mackey replied it was for different programs. Staff provided a spreadsheet noting if the organization had received other funding.

Ms. McBride maintained Council did not waive the requirement for those organizations that received Hospitality and Accommodations Tax funding.

Ms. Mackey noted staff shared them with Council, but no one made a motion to provide funding even though they received Hospitality or Accommodations Tax funding. Perhaps we can clarify the language to articulate the requirement better.

Ms. McBride noted she does not believe the statement should be included in the requirements, but if an organization does receive grant funding, the information should be provided to Council.

Ms. Mackey requested someone on the committee to suggest the clarified language for the requirements.

Hypothetically, Ms. Newton stated we could strike the statement and replace it with the following: "Organizations that receive other sources of Council funding may have the amount of their award adjusted." That way, it will not say the organization cannot apply or would not be considered.

Ms. McBride inquired under the heading "The Program Will Not Fund," where it lists Medical Research/Health Related Issues, does that mean research-related fields?

Ms. Thomas replied the County has had this as an exclusion because some agencies who received these funds would not be in a position to make health-related determinations.

Ms. McBride inquired if you have a health education program (i.e., diabetes), would that be excluded?

Ms. Thomas responded she believed that would be an educated-related item.

Ms. McBride suggested changing the exclusion to "Medical Research Related Issues."

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**Community Impact Ad Hoc Committee Minutes  
November 16, 2023**



Ms. Newton stated she has some concerns regarding the application evaluation scoring. Theoretically, you can score high on something that you may not actually be able to make happen.

Ms. McBride stated she has the opposite belief. She gave staff credit for developing a good points system based on grant standards and the fact that there is importance given to the need and not the organization. Unfortunately, we gave so much to the organization in another area that the need did not weigh much. If you look at the bullet points, it helps address the concerns Ms. Newton expressed. The rubric helps to identify how many points each factor receives.

Ms. Barron noted we have to be careful with what we are doing because the same challenge is being presented with us saying here is a great grant, and they are going to do "XYZ," and not doing it could be turned around against us. We know some small non-profits are doing an excellent job but cannot properly articulate it in their application. As a part of this application process, she wants us to continue to look at how we can educate those small non-profits to have a seat at the table and get the funding they need.

Ms. English thanked staff for outlining the specific measurables in the application evaluation.

Mr. Livingston suggested including a bullet point under "Project Summary" that centers around how the organization will reach out to the residents to inform them how to access their services.

Ms. Newton stated her objective is to ensure our points accurately reflect the work people can do. She wanted to ensure we have not locked ourselves out of awarding the funds to the best candidate(s).

Ms. Thomas inquired if the committee wished to approve this as part of the budget.

Ms. Barron suggested establishing a timeline where the applicants know what is happening behind the "magic door." Once they submit their application, there is a significant amount of time before anything is stated. We cannot leave people in the dark as to where we are.

Ms. Mackey requested Ms. Barron to review the timeline on p. 8 and provide any suggestions to staff.

Ms. McBride inquired about what happens with the FY23 grants since they did not have a full year of funding.

Ms. Thomas responded they allowed the organizations to recoup funding back to July 1<sup>st</sup>.

Ms. McBride maintained that there is no geographic equity in the disbursement of funds to ensure each district receives some services. She requested the committee to consider a means of ensuring all of the districts can receive services. She does not feel the Countywide services address the community's unique needs.

Ms. Barron suggested on p. 13 (Item #5 - Which impact area will your project serve?) to remove "Affordable Housing" and replace it with "Youth and Veteran Services."

Ms. McBride stated we need to know how the Countywide programs are reaching out to all areas of the County.

Ms. English stated we can reach out to the schools, and the schools can suggest which children/residents need what services.

Ms. Mackey noted staff will take the suggestions from today's meeting and incorporate them into the application packet. At the next committee meeting, we will review the suggestions and take any action necessary. If there are any additional items, please share with Ms. Thomas or herself.

5. **ADJOURNMENT** - Mr. Livingston moved to adjourn the meeting, seconded by Ms. English.

In Favor: Livingston, Barron, Mackey, and English

Not Present: Branham

The vote in favor was unanimous.

The meeting adjourned at approximately 3:59 PM.



# COMMUNITY IMPACT GRANT GUIDELINES

FY2025 (July 1, 2024 – June 30, 2025)

Grant Cycle will open January 1, 2024

Application must be submitted in

ZoomGrants Grant Due Date: February 4, 2024

No later than 11:59 PM

## PROGRAM DESCRIPTION

Pending budget approval, Richland County Council set aside up to \$1,830,000 of the General Operating Fund for the Community Impact Grant (CIG) Fund for fiscal year 2025. Up to Sixty percent (\$1,098,000) of CIG funds will be allocated to identified Community Partners listed at the end of this document. Up to forty percent (\$732,000) will be allocated for competitive grants as described in this document. This amount may be reduced to incur any costs for grant application evaluation. This program is designed to provide financial support to organizations and agencies that carry out community-based programs and/or services throughout Richland County. In keeping with the mission of Richland County Government, this program attempts to encourage organizations to continue to offer innovative and much needed services that enhance the quality of life for all citizens of this County.

## DISCRETIONARY GRANT TIMELINE

Request for Applications:	January 1 – February 4, 2024
Application Due Date:	February 4, 2024, 11:59 pm
Community Impact Grant Recommendations	With FY 2025 Budget Consideration
Grant Award Notifications:	June 28, 2025
Quarterly Reports by Recipients:	Due by October 31, 2024, January 31, 2025, April 30, 2025
Final Reports from Recipients:	Due by July 31, 2025

## PROGRAM ELIGIBILITY AND DESIGN

Organizations that are determined as charitable under Section 501(c)(3) of the Internal Revenue Code and nonprofit organizations registered as a charity with the Secretary of State. **Richland County will not award grants to individuals, fraternal organizations and organizations that support and/or endorse political campaigns.**

The United States Supreme Court has said that faith-based organizations may not use direct government support to support "inherently religious" activities, therefore, religious organizations may receive funding; however, Richland County may not sponsor nor provide financial support to a religious organization in a manner which would actively involve it in a religious activity (i.e. public funds must not be used for a religious purpose). Thus, any funds provided must be solely utilized for secular purposes and the principal or primary goal of the sponsored activity must not be to advance religion. Any religious organization requesting funds must be specific in the groups that will be served and purpose fulfilled by these funds.

The program fund is set up as follows

- Up to sixty percent of the annual County allocation shall be distributed to Groups identified by Council as Community Partners. Community Partners must submit an annual application indicating the requested amount and proposed use of funds along with all other application data. Community partners are not eligible for competitive grant funding.
- Up to forty percent of the annual County allocation shall be distributed based upon competitive grant applications.
- Organizations can apply for funding up to \$50,000 for only one project. Projects that focus on multiple impact areas are only eligible for one grant. Organizations may only submit one application annually.

Grant recipient organizations may not re-grant or sub-grant County funds to other organizations. All funds must be spent on direct program expenditures by the organization who is granted the allocation.

## PROGRAM REQUIREMENTS

- Organizations must apply to be considered for funding each year.
- Organizations must disclose any and all funds received from Richland County.
- Organizations that receive other funds from Council may have awards adjusted by such amount of other funds.
- Richland County Council shall make all awards pursuant to this grant program.

## PROGRAM CRITERIA (proposed request must address one of the following)

- The activity meets service-type activities outlined in the organization’s mission, long-range plans, goals and

objectives.

- The activity, in whole or in part, provides opportunities for underserved populations in Richland County.
- The activity provides solutions by way of systems or approaches that can prevent, mitigate or resolve individual, family, or community problems as outlined in the categories of the application.

#### **THE PROGRAM WILL NOT FUND (however, not limited to):**

- Fundraising Projects
- Debt Reduction
- Endowment Development
- Medical Research
- Conference Travel
- Conference Underwriting or Sponsorship
- Gift Cards
- Regular budgeted operating expenditures
- Asset purchases
- CIG Awards may be funded in whole or in part by SLFRF funds authorized by the ARPA. As such SLFRF funds cannot be used to replenish financial reserves, satisfaction of settlements or judgements, or undermine CDC guidance and recommendations.

#### **GRANT APPLICATION**

The grant application must be submitted in ZoomGrants through Richland County's website. Make sure all fields are completed as incomplete applications will not be reviewed by the Committee. Contact the Grants Manager if you have any difficulties completing the application. Once complete, save a copy and print for your records.

If you cut and paste information from Word, make sure your information is not cut off. The application components are as follows:

- Mission Statement – Include the organization's mission statement as found in your bylaws. You may also include any long-range plans and goals for your agency as a whole.
- Geographic information – what areas of Richland County will be the project focus. Please note census tracts if possible.
- Project Impact Priority – Which County-wide strategic priority the project helps to accomplish
- Organization Background – Demonstration of recent accomplishments and success with programs similar to the one in your application.
- Project Description – This is the "meat" of the application where you describe your project – who, when, what, why and where as specifically as possible including characteristics of the community or individuals that will directly benefit from the project.
- Benefit to the Community – Detail who is being served by your project, geographic location of your audience, how the project impacts the community. Please be as specific as possible about target population.
- Sustainability – How will the program be sustained in years following any award from the County?
- Collaborative Partners/Efforts – Specifically describe how your organization will work with others community organizations on this project. Provide a definitive outline of your partner's roles, specific numbers to be served in the unincorporated areas, and letters of support from agencies for this project as well as the districts the partners serve. Outcomes – Share what result do you want to achieve and how will you measure success?

#### **PROGRAM BUDGET**

A budget section is provided for you as part of the application. This section applies only to the project outlined in the application. Please note that all grant funds must be expended by the recipient organization. Re-granting or sub-granting of funds is not allowed.

Expenditures must be consistent with the application budget. Only goods and services that comply with the Community Impact Grant Guidelines are permitted. The budget should reflect in financial terms the actual specific costs of achieving



the objectives of the project(s) you propose in your application.

Amounts listed in the Community Impact Grant Request column should total the amount of funds requested in the application. Please make sure that all expenses in –Community Impact Grant column relate to the proposed project outlined in the Project Description.

Note that there are blank spaces in the budget section of the application to provide additional expense categories as all budgets are not the same. Feel free to use these additional blank expense spaces for other categories not listed. For example, your project may have a transportation component. You can add a budget category these types of expenses.

Under project revenues, list known and anticipated funding sources, including any that are pending. Also include any in-kind contributions under project revenues. This section shows the Committee if your organization or others are contributing to the project outlined in the application. Attach copies of pending grants documentation (grant award letters) in the documents section of the grant application.

Please do not include agency administrative costs or organizational overhead expenses in your grant budget. All expenses should directly relate to the project or program that is outlined in the application.

Budget Narrative (Grant Funds Only) - Please include a brief but specific 1-2 sentence description for each category included in the program budget. Make sure expenses are reflected in the project description. For example:

Contractual – 2 consultants to work 10 hours at \$25/hour to conduct 5 financial training workshops

Program expenses - \$500 for financial training workshop curriculum, \$500 rental fee for training space

#### **APPLICATION PACKAGE**

In order to be considered for funding, applicants must submit a complete application package for the –Community Impact grant program in ZoomGrants. Incomplete applications will not be considered. Complete applications include:

- 1) Completed and electronically initialed application. You can complete the application at:  
<https://zoomgrants.com/gprop.asp?donorid=2236>
  - Answer all questions and complete each section. “N/A” and “See Attached” are not valid responses.
  - Electronic Initials by board chair or the executive director is requested in ZoomGrants - If your organization does not have an Executive Director, please note this in the application.
- 2) Project Budget and Narrative (form included with the application)
- 3) Required Attachments:
  - Current organization operating budget for the last two years reflecting sources and amounts of income and expenditures for the organization as a whole, not just the program outlined in the application.
  - IRS determination letter indicating the organization’s 501 c 3 charitable status
  - Proof of current registration as a charity with the SC Secretary of State’s Office.
  - Current list of board of directors
  - Most recent 990 tax return. If you file a 990 post-card please also attach a financial report showing financial status.
  - Pending grant award documents such as grant award letters, emails or correspondence from the grantor.
  - Richland County business license or business license assessment survey form (this form shows that a business license is not needed for your organization).
  - Proof of Insurance: WIC (required if there are 4 or more employees and payroll exceeds \$3,000 and/or General Liability.

Attachments MUST be submitted in ZoomGrants along with the proposal in order to be considered complete.

#### **APPLICATION EVALUATION**

Grant applications are reviewed by the Community Impact Grant Committee. The Committee will use the following evaluation criteria to evaluate applications and proposed projects. The individual factors are important in project evaluation, as they are an indication of the degree to which the proposed project will contribute to the citizens in Richland County. Make sure these factors are incorporated into your application. While application evaluations may be used to assist in award determination, Council shall not waive its rights to use discretion in award decisions. These factors, with their corresponding

point values, are:

### **Project Summary: (Up to 35 Points)**

- Does the proposal state an objective and does the objective fit the mission and long-range plans, goals and objectives of the organization?
- Does the proposal provide a strong sense of need for the project/program and does it state what the funds will be used for?
- Does the proposal address who will be served and how many?
- Does the proposal state what will be the benefit to persons served?
- Does the proposal state a targeted underserved population?
- Does the proposal provide a program to prevent, mitigate or resolve individual, family, or community problems?
- Does the proposal state how the program will be evaluated once completed?
- Does the proposal describe how citizens will be informed about the available services?

### **Project Impact: (Up to 30 Points)**

- Is the proposal clear about how the project will work?
- Is there a timeframe outlined in the proposal; is the project ready to start?
- Are all aspects of the project feasible?
- Does the project provide a solution for the identified problem?
- Is the project innovative and provides solutions to problem?

### **Organization Background: (Up to 20 Points)**

- Historical or current program experience indicated.
- Historical experience with targeted population addressed.
- Evidence of other successful experience relevant to the success of this proposal.
- Evidence of capable staff to carry out program/project.
- Does organization history indicate collaborative efforts with other entities?

### **Budget: (Up to 15 Points)**

- Is the budget detailed and understandable?
- Is there another confirmed source of revenue to assist with this project/program?
- Is the project cost reasonable?
- Does budget incorporate any in-kind cost participation?
- Does the budget expense detail section include detailed cost calculation data (e.g., specific cost/quantity for personnel, supplies, travel) and information showing how County grant funds will be spent?

### **DEADLINE**

Richland County will accept proposals in ZoomGrants starting Monday, January 1, 2024. These applications are available at <https://zoomgrants.com/gprop.asp?donorid=2236>. Applications are due Sunday, February 4, 2024 at 11:59 P.M. Proposals received after this date and time will not be considered. Fax and email transmissions will not be accepted.

### **AWARD NOTIFICATION**

The Grants Manager will notify all applicant organizations of the funding outcome in writing in September, 2023. Awards will be available for reimbursement beginning October, 2023. Final reports for the previous fiscal year, if applicable, must be received before payments are released. Non-compliance in all reporting periods may disqualify applicants for future funding opportunities until an applicant is fully compliant.

### **REPORTING REQUIREMENTS**

Richland County requires grantees to complete quarterly reports as outlined above during the award period. At the completion of the grant funded project, Richland County requires grantees to complete a final report for Community Impact Grant funds. Grantees are required to show proof of grant expenditures (invoices and proof of payment). Grantees are asked to report on attendance/impact numbers, program success or failure as well as the impact on

Richland County. Each grantee will receive a copy of or a link to the reporting documents with their award packet and reports will also be sent via email.

Grantees must acknowledge the receipt of Community Impact funding by including the Richland County Government logo, or by listing “Funding Provided by Richland County Government” on program/project advertising, marketing and promotional materials, website or in the organization’s annual report. Examples of this must be included in your final report.

## **FREEDOM OF INFORMATION ACT NOTICE**

Please be advised that all materials submitted on behalf of the Community Impact Grant Funds program are subject to disclosure based on the Freedom of Information Act (FOIA).

- No person, based on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights activity should be excluded from participation in be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Discretionary grant funds.
- Employment made by or resulting from Community Impact Grant funding shall not discriminate against any employee or applicant on the basis on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights of handicap, age, race, color, religion, sex, or national origin.
- None of the funds, materials, property, or services provided directly or indirectly under Community Impact Grant funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

## **QUESTIONS**

Please call Ms. Matiah Pough, Grants Manager at (803)576-5459 or email [Pough.Matiah@richlandcountysc.gov](mailto:Pough.Matiah@richlandcountysc.gov).

## **FY 2024 COMMUNITY PARTNERS – Still requires modification**

**While an organization may be listed as a community partner, Council reserves the right to modify this list as it sees fit and given that no future Council may be bound by an action of a prior Council.**

1. Senior Resources
2. MIRCI
3. Community Relations Council
4. Palmetto AIDS Life Support
5. Columbia Chamber of Commerce (BRAC)
6. Transitions Homeless Center
7. Columbia Urban League
8. Oliver Gospel Mission
9. Pathways to Healing

**Final criteria and list to be determined by Committee recommendation to Council – should consider criteria for consideration, how long an organization can remain on the list.**



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- Project Description – This is the "meat" of the application where you describe your project – who, when, what, why and where as specifically as possible including characteristics of the community or individuals that will directly benefit from the project.
- Benefit to the Community – Detail who is being served by your project, geographic location of your audience, how the project impacts the community. Please be as specific as possible about target population.
- Sustainability – How will the program be sustained in years following any award from the County?
- Collaborative Partners/Efforts – Specifically describe how your organization will work with others community organizations on this project. Provide a definitive outline of your partner's roles, specific numbers to be served in the unincorporated areas, and letters of support from agencies for this project as well as the districts the partners serve. Outcomes – Share what result do you want to achieve and how will you measure success?

#### **PROGRAM BUDGET**

A budget section is provided for you as part of the application. This section applies only to the project outlined in the application. Please note that all grant funds must be expended by the recipient organization. Re-granting or sub-granting of funds is not allowed.

Expenditures must be consistent with the application budget. Only goods and services that comply with the Community Impact Grant Guidelines are permitted. The budget should reflect in financial terms the actual specific costs of achieving



the objectives of the project(s) you propose in your application.

Amounts listed in the Community Impact Grant Request column should total the amount of funds requested in the application. Please make sure that all expenses in –Community Impact Grant column relate to the proposed project outlined in the Project Description.

Note that there are blank spaces in the budget section of the application to provide additional expense categories as all budgets are not the same. Feel free to use these additional blank expense spaces for other categories not listed. For example, your project may have a transportation component. You can add a budget category these types of expenses.

Under project revenues, list known and anticipated funding sources, including any that are pending. Also include any in-kind contributions under project revenues. This section shows the Committee if your organization or others are contributing to the project outlined in the application. Attach copies of pending grants documentation (grant award letters) in the documents section of the grant application.

Please do not include agency administrative costs or organizational overhead expenses in your grant budget. All expenses should directly relate to the project or program that is outlined in the application.

Budget Narrative (Grant Funds Only) - Please include a brief but specific 1-2 sentence description for each category included in the program budget. Make sure expenses are reflected in the project description. For example:

Contractual – 2 consultants to work 10 hours at \$25/hour to conduct 5 financial training workshops

Program expenses - \$500 for financial training workshop curriculum, \$500 rental fee for training space

#### **APPLICATION PACKAGE**

In order to be considered for funding, applicants must submit a complete application package for the –Community Impact grant program in ZoomGrants. Incomplete applications will not be considered. Complete applications include:

- 1) Completed and electronically initialed application. You can complete the application at:  
<https://zoomgrants.com/gprop.asp?donorid=2236>
  - Answer all questions and complete each section. “N/A” and “See Attached” are not valid responses.
  - Electronic Initials by board chair or the executive director is requested in ZoomGrants - If your organization does not have an Executive Director, please note this in the application.
- 2) Project Budget and Narrative (form included with the application)
- 3) Required Attachments:
  - Current organization operating budget for the last two years reflecting sources and amounts of income and expenditures for the organization as a whole, not just the program outlined in the application.
  - IRS determination letter indicating the organization’s 501 c 3 charitable status
  - Proof of current registration as a charity with the SC Secretary of State’s Office.
  - Current list of board of directors
  - Most recent 990 tax return. If you file a 990 post-card please also attach a financial report showing financial status.
  - Pending grant award documents such as grant award letters, emails or correspondence from the grantor.
  - Richland County business license or business license assessment survey form (this form shows that a business license is not needed for your organization).
  - Proof of Insurance: WIC (required if there are 4 or more employees and payroll exceeds \$3,000 and/or General Liability.

Attachments MUST be submitted in ZoomGrants along with the proposal in order to be considered complete.

#### **APPLICATION EVALUATION**

Grant applications are reviewed by the Community Impact Grant Committee. The Committee will use the following evaluation criteria to evaluate applications and proposed projects. The individual factors are important in project evaluation, as they are an indication of the degree to which the proposed project will contribute to the citizens in Richland County. Make sure these factors are incorporated into your application. While application evaluations may be used to assist in award determination, Council shall not waive its rights to use discretion in award decisions. These factors, with their corresponding

point values, are:

### **Project Summary: (Up to 35 Points)**

- Does the proposal state an objective and does the objective fit the mission and long-range plans, goals and objectives of the organization?
- Does the proposal provide a strong sense of need for the project/program and does it state what the funds will be used for?
- Does the proposal address who will be served and how many?
- Does the proposal state what will be the benefit to persons served?
- Does the proposal state a targeted underserved population?
- Does the proposal provide a program to prevent, mitigate or resolve individual, family, or community problems?
- Does the proposal state how the program will be evaluated once completed?
- Does the proposal describe how citizens will be informed about the available services?

### **Project Impact: (Up to 30 Points)**

- Is the proposal clear about how the project will work?
- Is there a timeframe outlined in the proposal; is the project ready to start?
- Are all aspects of the project feasible?
- Does the project provide a solution for the identified problem?
- Is the project innovative and provides solutions to problem?

### **Organization Background: (Up to 20 Points)**

- Historical or current program experience indicated.
- Historical experience with targeted population addressed.
- Evidence of other successful experience relevant to the success of this proposal.
- Evidence of capable staff to carry out program/project.
- Does organization history indicate collaborative efforts with other entities?

### **Budget: (Up to 15 Points)**

- Is the budget detailed and understandable?
- Is there another confirmed source of revenue to assist with this project/program?
- Is the project cost reasonable?
- Does budget incorporate any in-kind cost participation?
- Does the budget expense detail section include detailed cost calculation data (e.g., specific cost/quantity for personnel, supplies, travel) and information showing how County grant funds will be spent?

### **DEADLINE**

Richland County will accept proposals in ZoomGrants starting Monday, January 1, 2024. These applications are available at <https://zoomgrants.com/gprop.asp?donorid=2236>. Applications are due Sunday, February 4, 2024 at 11:59 P.M. Proposals received after this date and time will not be considered. Fax and email transmissions will not be accepted.

### **AWARD NOTIFICATION**

The Grants Manager will notify all applicant organizations of the funding outcome in writing in September, 2023. Awards will be available for reimbursement beginning October, 2023. Final reports for the previous fiscal year, if applicable, must be received before payments are released. Non-compliance in all reporting periods may disqualify applicants for future funding opportunities until an applicant is fully compliant.

### **REPORTING REQUIREMENTS**

Richland County requires grantees to complete quarterly reports as outlined above during the award period. At the completion of the grant funded project, Richland County requires grantees to complete a final report for Community Impact Grant funds. Grantees are required to show proof of grant expenditures (invoices and proof of payment). Grantees are asked to report on attendance/impact numbers, program success or failure as well as the impact on

Richland County. Each grantee will receive a copy of or a link to the reporting documents with their award packet and reports will also be sent via email.

Grantees must acknowledge the receipt of Community Impact funding by including the Richland County Government logo, or by listing “Funding Provided by Richland County Government” on program/project advertising, marketing and promotional materials, website or in the organization’s annual report. Examples of this must be included in your final report.

## **FREEDOM OF INFORMATION ACT NOTICE**

Please be advised that all materials submitted on behalf of the Community Impact Grant Funds program are subject to disclosure based on the Freedom of Information Act (FOIA).

- No person, based on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights activity should be excluded from participation in be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Discretionary grant funds.
- Employment made by or resulting from Community Impact Grant funding shall not discriminate against any employee or applicant on the basis on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights of handicap, age, race, color, religion, sex, or national origin.
- None of the funds, materials, property, or services provided directly or indirectly under Community Impact Grant funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

## **QUESTIONS**

Please call Ms. Matiah Pough, Grants Manager at (803)576-5459 or email [Pough.Matiah@richlandcountysc.gov](mailto:Pough.Matiah@richlandcountysc.gov).

## **FY 2024 COMMUNITY PARTNERS – Still requires modification**

**While an organization may be listed as a community partner, Council reserves the right to modify this list as it sees fit and given that no future Council may be bound by an action of a prior Council.**

1. Senior Resources
2. MIRCI
3. Community Relations Council
4. Palmetto AIDS Life Support
5. Columbia Chamber of Commerce (BRAC)
6. Transitions Homeless Center
7. Columbia Urban League
8. Oliver Gospel Mission
9. Pathways to Healing

**Final criteria and list to be determined by Committee recommendation to Council – should consider criteria for consideration, how long an organization can remain on the list.**

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Richland County Government  
Administration  
**FY24 Community Impact Grant Program**  
Deadline: 00/00/2023

## Print Preview Prop

Jump to: [Application Questions](#) [Budget](#) [Required Attachments](#)

**\$ 0.00** Requested

**Additional Contacts**  
*none entered*

[printpreview@printpreview.com](mailto:printpreview@printpreview.com)  
Tel: 888-867-5309

### Application Questions [top](#)

#### 1. Incorporation Date

*-no answer-*

#### 2. Mission Statement

*You may also include any long-range plans and goals for your agency as a whole.*

*-no answer-*

### Project Information

#### 3. Project Title

*-no answer-*

#### 4. Which District(s) is the geographic focus of this project?

*Please select all that apply, if focus is not countywide. All County wide programs must include documentation of methods for dissemination of information to ensure that citizens in all districts are aware of how they can access services.*

- Countywide (All)
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- District 9
- District 10
- District 11

#### 5. Which impact area will your project serve?

*Please select all that apply.*

- Youth Services & Programs
- Education
- Recreation
- Health & Safety
- Workforce Development
- Food Insecurity
- Veteran's Services

**6. Project Start Date**

*-no answer-*

**7. Project End Date**

*-no answer-*

**8. Total Project Cost**

*-no answer-*

**9. Total Amount Requested**

*-no answer-*

**10. Percentage of the Project Cost Requested**

*-no answer-*

**11. Organization Background**

*Include recent accomplishments and success with similar programs.*

*-no answer-*

**12. Project Description**

*Describe your project in terms of who, when, what, why and where.*

*-no answer-*



## Benefit to The Community

13. Include number of persons served, demographics of the audience served and the geographic location of those served.

-no answer-

## Sustainability

14. What efforts are being made to increase the sustainability of this project/program and decrease the reliance on County Community Impact Grant funds? Please describe detailed plans to sustain the project after one year of funding.

-no answer-

## Partnerships/Community Support

15. Describe your partnership efforts with similar organizations in Richland County for this project that assist in furthering the mission of your organization (List names of partnering organizations if applicable):

Describe how your organization will work with others on this project.

-no answer-

## Outcomes

16. Describe specific results of the program that you expect to achieve and evaluation practices that will be used to measure the success of the project/program.

-no answer-

17. Have you received any other Richland County grant funding for FY24? If so, please specify which grant program you were awarded.

Hospitality Tax, Accommodations Tax, ARPA

-no answer-

## Project Budget [top](#)

Please be specific on various line items. Each line item must provide specific details of corresponding expense.

Expense Category	Community Impact Grant Request	Other Funds	In-Kind Donations	In-Kind Services	Total
-none-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Income Sources	Amount	Pending	Received	Requested
-none-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

## Required Attachments [top](#)

### Documents Requested \*

### Required? Attached Documents \*

Current organization operating budget for the last TWO years reflecting sources & amounts of income and expenditures for the organization as a whole, not just the program outlined in the application.



IRS determination letter indicating the organization's 501 c 3 charitable status



Proof of current registration as a charity with the SC Secretary of State's Office



List of organization's current Board Members/Directors



Most recent 990 tax return or if you file a 990 post-card attach a financial report showing financial status

Richland County business license or business license assessment survey form (this form shows that a business license is not needed for your organization)

Organization W-9

Proof of Insurance- General Liability or WIC (required if there are 4 or more employees & payroll is greater than \$3,000)

Letters of Support from Community Collaboration Partners

Dissemination strategy for County-Wide projects

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 124545

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