



NEWTOWN COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD

Non-Profit Matching Grant Guidelines

PROGRAM INTENT

The Newtown Community Redevelopment Agency Advisory Board (NCRAAB) Non-Profit Matching Grant Program serves to provide assistance to organizations and agencies whose projects directly serve the citizens of the Newtown Community Redevelopment Agency (NCRA) district and support the strategies that improve the quality of life as identified in the NCRA Redevelopment Plan. The program is intended to provide an opportunity for organizations to make unsolicited requests for NCRAAB funding and does not include those projects or initiatives directly implemented by the NCRAAB.

Redevelopment is the undertaking of activities in a community redevelopment district for the elimination and prevention of slum and blighted conditions. The NCRAAB recognizes that community redevelopment has many facets and that all aspects cannot, and should not, be undertaken solely by one agency. It should be a collaboration of many agencies working together in the implementation of the NCRA Plan.

ELIGIBILITY

1. Applicant must be a non-profit 501(c)3 or 501(c)6 agency.
2. The Program/Project applying for funding must show a direct impact to the Newtown CRA district that is aligned with the approved Newtown Redevelopment Plan (approved 4/20/2021).
3. Events, activities, programs, improvements, and enhancements shall add value to and be within the NCRA boundaries and must be open to the public, or for a public use or benefit, or for the enhancement of the NCRA District and its residents.
4. All 501(c)3 or 501(c)6 must have been active for at least two years.*
5. Applicant must have an active registration with the Florida Department of Agriculture and Consumer Services and demonstrate compliance with State of Florida licensing and permits, as applicable.
6. Applicant must have obtained an approved status with The Giving Partner through the Community Foundation of Sarasota County, with a complete and updated organization profile.*

7. Must have an active and responsible governing Board of five (5) or more, whose members have no material conflict of interest. *(Conflict of interest is defined as a situation in which the board member is involved in multiple interests in relation to their board service, financial or otherwise, such that their decision-making on the board may inure to his or her private gain or loss.)**
8. Applicant must have a Board approved fundraising plan.*
9. Must have and maintain an administrative and fundraising (AFR) rate of less than 30% of total revenue. *(Calculated from the applicant's most current IRS 990 Form)**
10. Must have a policy on and a demonstrated commitment to a practice of non-discrimination as it relates to the operation of the organization, including service delivery, on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law.
11. Must comply with applicable federal, state and municipal laws and regulations including city permits, insurance requirements, and law enforcement orders.
12. A match amount of 50% of the total project budget must be provided by the applicant, of which up to 50% of the required match can be in-kind services. Organization will have to show proof of usage for matching funds in the NCRA District during the Agreement period.

*(*Request for a waiver may be made outlining extenuating circumstances and must be submitted and approved by the NCRA Advisory Board. Approved, waivers will result in your applications overall score being reduced.)*

GRANT CONDITIONS/REQUIREMENTS

Grant program funding is subject to approval of the City Commission's approval of the FY26 City Budget in September 2025.

The minimum award amount is \$3,000. The maximum award amount is \$50,000.

The NCRAAB is requesting the City Commission approve a total of \$100,000 to be appropriated to this matching grant program. The number of grants awarded remains the sole discretion of the NCRAAB.

Only one NCRAAB Non-Profit Matching Grant Application per organization/program/project will be funded per fiscal year (October – September).

The approved applicant(s) receiving Newtown CRA funds will be required to execute a Non-Profit Matching Grant Funding Agreement, prior to any funds being distributed. **NO PROJECT EXPENSES MAY BE INCURRED PRIOR TO THE EXECUTION OF THE GRANT AGREEMENT.**

Program/Project must start within the current fiscal year and be completed by the end of the fiscal year (September 30th).

Program(s)/Project(s) must demonstrate the existence of other funding sources that are supporting the program/project. (These funds are allowed to be used to meet the match requirement.)

The application must be completed and signed by the organization Board's President, Chairperson or Chief Executive Officer (CEO), if the Board has granted authorization to the CEO. Any application with missing information or an incomplete application will not be considered.

APPLICANT REQUIREMENTS

1. Organization must provide their current IRS Tax Form 990.
2. Organization must submit a Certified Financial Review, a Certified Financial Audit or for organizations with revenues less than \$250,000 a compilation with footnote disclosures performed by a CPA for the previous year, which is not less current than 18 months old.
 - a. If the Certified Financial Review or Certified Financial Audit states there are "opportunities for strengthening internal controls," or whether reportable conditions are cited, a corrective action plan with status of items to be corrected must be submitted with the Certified Financial Review or Certified Financial Audit indicating action steps and dates for implementation of corrective action.
3. Submit the organization's most recent Board approved budget and fundraising plan.
4. Provide names, titles, and addresses of the current board of directors or governing body of the organization. All information shall be immediately updated during the term of any contract.
5. Provide an Organizational Chart that describes the corporate structure of the organization indicating the chain of command.
6. Provide copies of the most recent Articles of Incorporation for the organization which have been accepted and filed by the Florida Department of State, Division of Corporations.
7. Provide an IRS Tax Form W-9.
8. A minimum of one representative of the applicant organization must attend one (1) mandatory Grant Workshop.
9. Only complete application packages will be considered for evaluation.
10. NCRA Advisory Board reserves the right to request additional supporting documentation prior to approval.

After award, the organization must complete necessary paperwork to be established as a vendor of the City of Sarasota.

ELIGIBLE USES OF GRANT FUNDS

Funds for this grant program are provided by the Newtown Community Redevelopment Agency, and therefore must align with an established priority as documented in the NCRA Plan approved on April 20, 2021. Please indicate which category(ies) your program aligns with:

- ☐ **BUSINESS DEVELOPMENT** – Employee training programs, entrepreneurial training programs, programs to attract and retain businesses, programs focusing on development or redevelopment of business and job creation, support local job fairs.
- ☐ **CRIME AND SAFETY** – Development of ongoing programs for reducing crime, expanded use of the Crime Prevention Through Environmental Design (CPTED) program throughout the neighborhood, expand community-oriented policing programs in the community, expand resident volunteer neighborhood watch programs.
- ☐ **CULTURAL ARTS** – programs to support a Newtown Cultural Arts & History Center, branding and marketing Newtown CRA as an Arts & Cultural District, support the creation of public art, art venues, art fair, or arts programming during special events.
- ☐ **EDUCATION** - Opportunities to advance educational outcomes for residents; support all education graduation/completion programs; support preparation programs for students taking required standardized testing or college admission testing; tutorial programs with local volunteers; programs that support FAFSA completion by families. Opportunities for STEAM programming for youth, training programs that offer skills in targeted industries, including culinary arts, construction trades such as plumbing, electrical, mechanical, and technical trades, Green/Clean Tech, Healthcare, Early Childhood and Technology.
- ☐ **HEALTHCARE** – Increasing residents’ participation in annual check-ups; education, support and services to manage chronic diseases of residents; strategies to reduce the prevalence of chronic diseases or to increase the average life expectancy of Newtown residents; support testing of air quality and/or protective strategies for residents related to air quality.
- ☐ **HOUSING** – Invest in strategies to support new opportunities for affordable housing, supporting plans that remedy a shortage of affordable housing to residents of low or moderate income, creation of new affordable, workforce and/or artist housing units, rehabilitation of existing housing of low or moderate income individuals, support the demolish of blighted structures for the creation of new housing units, addressing issues related to title clean-up programs, support homeownership education and financial programs, and energy-efficient retrofits for existing homes.
- ☐ **SUSTAINABILITY** – renovations to incorporate green building elements; adaptive reuse for existing buildings which attracts new markets, implementation of energy saving measures in commercial or residential structures, creation of drywell systems, rain gardens, bioswales or other systems to divert water away from sewer/storm drains, creation or expansion of green spaces for the public or within multi-family residential structures, and to support LEED certification for any new construction.

Funds can NOT be used for the following: Payments to, or for the benefit of, any Officer or Board Member of requesting applicant, entertainment for visiting dignitaries, decorative items (statues, picture frames, potted plants, wall hangings, etc.), to pay prize money, awards, greeting cards to convey holiday greetings, food, beverages and/or tobacco products, political contributions, political or religious events, lobbying of State Legislature, and any items that conflict with City of Sarasota policies.

PROGRAM/PROJECT APPLICATION SCORING

Please give an explanation of program/project based on the following outline. For questions #3 – #8, do NOT exceed more than three typed pages combined, double spaced utilizing 12 pt. Times New Roman font. Questions related to General Information (#1), Alignment with the NCRA Plan #2, Budget (#9), Program Location (#10), Timeline (#11), and Organizational Leadership (#12) are excluded from the three-page maximum requirement. Each application will be given a maximum total of 100 points for the narrative. Funds will not be allocated to any application with an average score less than 65.

Project Description (5 points)

Clearly describe the project/program you are proposing, including goals.

Include mission statement, needs statement and the organization's qualifications to operate.

Description of how project/program will be carried out.

Impact (20 points)

Description of target population.

Description of direct impact to the Newtown CRA District.

Include objective measurements for success.

Demonstration of Community Need (20 points)

Specify the need in your community.

How was the need determined, as it relates to the CRA Plan?

How will the program/project address the identified need(s)?

Evidence of Community Strengthening (Collaboration) (20 points)

Does the project have a potential to strengthen the overall community?

Extent to which the project could become a community asset by improving the quality of life in the community.

How does the project/program contribute to the greater sense of community or civic pride?

How does the project/program attract more visitors to the community, etc.?

Community Support (5 points)

Show evidence of community consensus for the project. (Letters of recommendation or MOU/MOAs will be accepted and will not be included in the three-page maximum.)

Show resident involvement in implementation. (Letters of involvement will be accepted and will not be included in the three-page maximum.)

Financial Sustainability (20 points)

Demonstrate how your organization will achieve ongoing financial sustainability.

Demonstrate leveraging of funds to secure future funding from outside agencies. (Letters of determination will be accepted and will not be included in the three-page maximum.)

Appropriateness of proposed budget (10 points)

This section will be based on the budget submitted with the application.

- **Funds will be allocated based on average scores of all applications in descending order until annual appropriated NCRA budgeted funds for this program are depleted.**
- **Awards may provide the organization with the full funding requested, partial funding requested or no funds.**
- **All decisions of the NCRAAB are final.**
- **All awards recommended for funding by the NCRAAB are subject to budget approval by the City Commission.**