

Healthy Neighborhoods (HN) Grant Program



2023 Application Guidelines

Timeline

- January 25, 2023 – February 22, 2023: Eligible grant applications accepted.
- February 22, 2023: Eligible grant applications due to City Planner, deanna.schmidt@fitchburgwi.gov 4:00 p.m.
- Early March, 2023: Healthy Neighborhoods Grant Program Committee review applications and make funding award recommendations.
- Mid to late March, 2023: City Council review applications and make funding awards. Community Development Planner notifies organizations of funding awards.
- Within 10 months (approximately January 1, 2024) of funding awards notification: Project completion by organization, per application.
- Within 30 days of project completion: Funding report form due from organization to Community Development Planner.
- Within 30 days of funding report form, and associated information, submitted: Funding disbursed by City.

Application Eligibility

The following entities are eligible to apply for the HN Grant Program:

- Non-profit organizations, exempt from Federal income taxes under section 501(c)(3) of the Internal Revenue Code or equivalent, that conduct business without discrimination on the basis of race, religion, gender, sexual preference, age, marital status, disability or national origin

The following projects are eligible for HN Grant Program funding awards:

- **Those that serve City of Fitchburg residents and/or businesses within one of the HNI Priority Neighborhoods identified on the map below**, under the following categories:
 - New programs with a strong and realistic plan for success
 - Continuation or expansion of existing programs with a history of success
 - New, small-scale capital projects

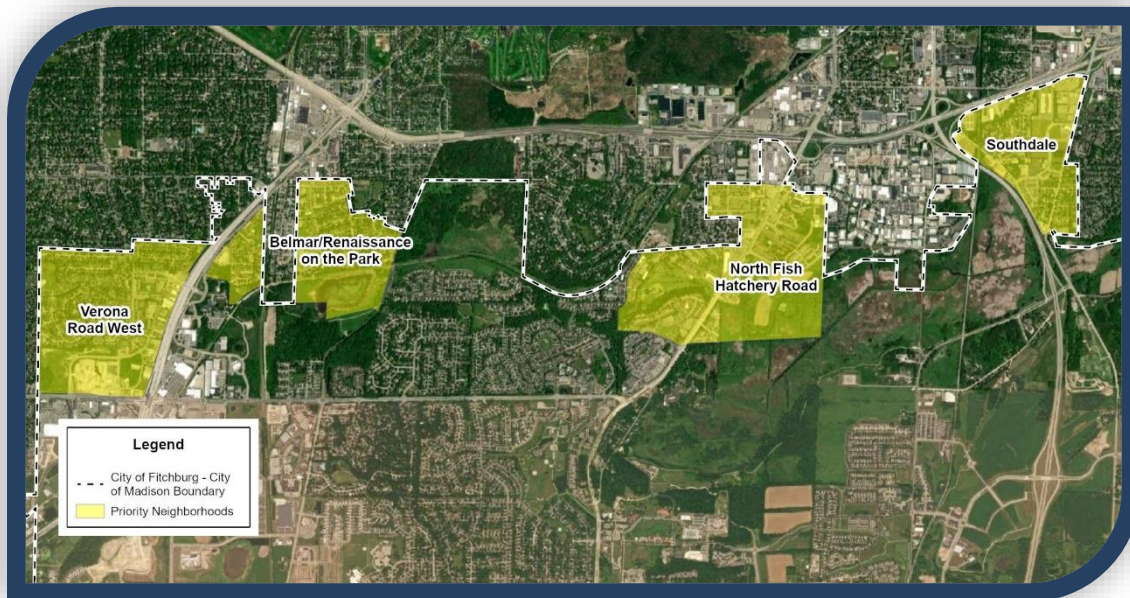
The following entities are not eligible to apply to the HN Grant Program:

- Individuals
- Organizations submitting multiple applications in the same year
- K-12 educational institutions (unless said institution has an incorporated, non-profit element that submits an application)
- Post-secondary educational institutions
- Religious organizations seeking to use Program funds for religious purposes, whether directly or indirectly

The following projects/costs are not eligible for HN Grant Program funding awards:

- Annual or capital campaigns

- Buildings or land
- Capital grants to support ongoing maintenance and operations
- Health care services, including mental health
- Lobbying
- Personnel expenses, if exceeding 20% of total project award requested from the City of Fitchburg (Personnel expenses of up to 20% of total project award from the City are eligible costs. See page 3 of the Application Form for further detail.)
- Scholarships
- Short-term events and celebrations, such as conferences, festivals, and fundraising functions
- Sports and recreation, except where programming is used for academic purposes
- Substance abuse treatment



Program Focus Areas

The HN Grant Program focus areas include the following:

- Youth mentoring
- Youth education
- Adult education/workforce development
- Food security
- Neighborhood/community-building and engagement
(This focus area covers a broad array of neighborhood programs/services. Please see the contact on page 4 of this document if you need further information as to whether an application would fall under this focus area.)

Application Evaluation Criteria

Eligible applications and projects identified therein will be evaluated for funding awards based on the following:

- Produces meaningful, reasonable, and sustainable outcomes
- Outcomes can be measured and evaluated
- Strengthens and enhances neighborhood/community assets
- Promotes self-sufficiency of individuals and/or organizations
- Encourages coordination/collaboration with other relevant partners
- Innovation

As part of the application evaluation process, the City may conduct a criminal background check on individual grantee(s) and/or principal(s) of the applicant organization. If said individual(s) and/or any principal(s) have a criminal conviction record, the following will be among the factors considered in determining whether or not the applicant will be eligible for a funding award:

- The nature and gravity of the offense(s)
- The time that has passed since the conviction and/or completion of the sentence
- The nature of the position held by the principal
- Procedures and policies in place to ensure the appropriate handling and use of the monies.

Funding Awards

The HN Grant Program maximum funding award is **\$15,000 per year**, per organization. Program funding is rarely the sole financial supporter of projects, as applicants are expected to seek additional resources to accomplish project goals.

The HN Grant Program follows a reimbursement model and payment will be issued after the Funding Report Form is submitted to and reviewed by applicable City staff. An invoice, with accompanying receipts for all expenses, will be required for reimbursement.

Funding Awards Reporting

The HN Grant Program requires the following reporting:

- Personnel Activity Report (if applicable) for positions identified in the Personnel Expense Budget, submitted once at the mid-point of the project and upon project completion (see page 3 of the Application Form for further detail)
- Funding Report Form, completed and submitted by all organizations that received a funding award, to provide the City with feedback on the outcomes from use of said award. This form is to be completed and submitted to applicable City staff within 30 days of completion of project for which Program funds were awarded, and must be completed prior to Program funds being disbursed to the organization.

Application Checklist

Please review this checklist before submitting an application.

1. Does your organization and project proposal meet the HN Grant Program application eligibility requirements as identified in this document?
2. Did you complete or include all information required in the Application Form's Cover Page, Project Proposal, and Supplementary Information sections?
3. Is your project proposal no more than 8 pages (no more than 5 pages for application form questions 1. – 5. and 3 pages for question 6), single-spaced, with font no smaller than 11, and margins no less than ½ inch?

Application Submittal

Applications should be organized in the following order:

1. Cover Page, to include heading **(Separate document in PDF format)**
2. Project Proposal, to include heading, and question numbering and associated headings in accordance with the Application Form **(Separate document in PDF format)**
3. Supplementary Information, to include headings in accordance with the Application Form **(Separate document in PDF format)**

Completed, eligible applications should be submitted via email to Deanna Schmidt deanna.schmidt@fitchburgwi.gov . Please include "2023 HN Grant Program Application" as the email subject line. Hard copy, or scanned applications submitted via email, will not be accepted.

**COMPLETED, ELIGIBLE APPLICATIONS MUST BE RECEIVED BY
4:00 P.M., WEDNESDAY, FEBRUARY 22, 2023.**

LATE SUBMITTALS WILL NOT BE ACCEPTED.

Further Information

Contact Deanna Schmidt, City Planner, Deanna.Schmidt@fitchburgwi.gov 608-270-4255