



The
Carrie Meek
Foundation

SUPPORTING SAFER COMMUNITIES

Budget Workshop

Resources

SUPPORTING SAFER COMMUNITIES

- Technical assistance
 - Application workshop (Fridays)
 - Budget buildout (Wednesdays)
 - Grant writing (Tuesdays)
- Website resources – CarrieMeekFoundation.org/SaferCommunity
 - Full RFP
 - RFP Program Guidelines
 - Frequently Asked Questions
- Office hours



The Partners

SUPPORTING SAFER COMMUNITIES

- Launched through a groundbreaking partnership between The Carrie Meek Foundation and Miami-Dade County
- Funding from the Miami-Dade County Community Violence Intervention Initiative
- 3-year collaboration with Miami-Dade County Mayor's Office of Neighborhood Safety

\$7.3M
IN GRANTS

The Goals

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- Increase availability of resources
- Get more people to take advantage of those resources
- Mobilize and activate residents to help, too

How large are these grants?

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- Your funding request should reflect the proposed program's budget and the applicant's past organizational budget
- **\$500,000 is the maximum grant size**
- 18-month grant cycle, noting flexibility for one-time events or short-term activities
- We want to distribute these funds widely



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Evaluating Applications

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The Foundation will award grants to applicants that meet the eligibility criteria and whose proposal best achieves the overall SSC Program's goals.

- Approach (45 points)
- Relevant Experience, Past Performance, and Qualifications (20 points)
- Data Collection and Evaluation (15 points)
- Proposer's Budget and Financial Stability (10 points)
- Applicant's Funding Request (10 points)



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Building Your Budget

Budget Template

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- People costs
- Program costs
- Admin costs
- Budget worksheet
 - Item
 - Rationale
 - Amount

	A	B	C	D	E
1	PEOPLE COST - Salaries/Wages and Benefits	Rationale (describe this expense)	Amount	Requested Amount	Budget Line Item Clarification
2	Personnel				What is the total salary allocated to this program/project/initiative across all positions?
3	Payroll taxes (salaries x 7.65%)		0		This formula will automatically calculate
4	Contract employees/program consultants				Are you paying folks who aren't staff to work on this program/project/initiative?
5	Healthcare coverage or stipend				What is your cost for health care benefits for the personnel above?
6	Transportation stipend				Do you cover milage or give a stipend for it to the personnel above?
7	Staff development/certifications				Are there expenses related to training for the personnel above?



Building Your Budget

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- Program Activities
- Staffing Needs
- Outcome Measures
- Capacity Building
- Partners





Program Activities

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A	B	C	D	E	F	G
	What	Who	When	Goals	Making the connection	Timeline
	Name of activity and write a brief description of activity	Who are you serving?	Frequency, time, duration	What is the desired outcome of the activity?	How does this activity help you achieve your project/initiative goal?	Anticipated start date for this activity.
Activity #1						
Activity #2						
Activity #3						
Activity #4						
Activity #5						
Activity #6						
Activity #7						



People Costs

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- What people do you need to execute your program?
 - Full-time and part-time employees
 - Contract or short term
- What benefits do you offer?
 - Healthcare stipend
 - Transportation stipend
- Staff development/certifications
- Other

Program Costs

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- Equipment – what will you buy that is large and fixed such as furniture and computers?
- Supplies – what will you buy that is small and consumable such as workbooks or art supplies?
- Food – do you provide a snack/meals to your program participants?
- Transportation – do you rent busses or vans?
- Technology – will you need to buy a tech platform subscription or program software?
- Program design and training – what costs are associated with program training for your team?
- Monitoring and evaluation – will you purchase an evaluation program for measuring outcomes?
- Background checks – if you run background checks on your team, add that expense.
- Outreach/marketing – will there be a cost to recruiting program participants?
- Capacity building – what do you project for infrastructure such as finance, grant compliance or IT?
- Other

Admin Costs (general office expenses)

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- Rent
- Office supplies
- Insurance
- Accounting/Audit
- Professional services
- Conferences/Subscriptions/Fees
- Fiscal management fee
- Other





Partners Budget

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Organization Name	Contact Person	Address	Email	Phone	Role (Title)	Responsibilities (Activities Describe)	Anticipated Outcome	Total Cost	Requested Cost

- How do partners play a role in executing your program activities?
- What partner expenses will be part of your budget?



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THANK YOU FOR JOINING US!



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