



## **Supporting Safer Communities Program (SSC Program) Frequently Asked Questions (FAQ) – Updated as of April 14, 2023\***

*(\*The Foundation will update and publicly re-share the FAQ as new key questions arise)*

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### **Who can apply?**

The Application process for all Service Areas is open to Grassroots Groups, individuals, small neighborhood-based organizations, and faith-based, civic and other established community-serving organizations, and any existing 501(c)(3) organizations that provide interventions that address the factors driving community violence and gun violence. Grants can only be paid to an organization with 501(c)(3) status. The Application process is open to groups or individuals without 501(c)(3) status if (a) it already has a Fiscal Agent with 501(c)(3) status and that organization is identified in the Application; OR (b) it requires assistance in creating a relationship with a 501(c)(3) Fiscal Agent and indicates this need in the Application.

All services that are proposed must be delivered in Miami-Dade County and must serve residents of the County. Faith-based organizations cannot use Grant Funds to advance or promote a specific religious belief and services must be delivered without consideration of membership in any specific religious organization or faith.

### **Do I need to be a 501(C)(3) to apply?**

You ***do not*** need to have nonprofit 501(c)(3) status to apply. The Foundation understands and appreciates that solutions may come from individuals and various types of organizations. ***However, if selected for a grant award, the Foundation will need to issue the grant to an entity with 501(c)(3) status; therefore, Applicants without this status will need a fiscal sponsor.***

We want to accommodate a range of types of Applicants. If you submit an Application and do not have nonprofit 501(c)(3) status, you will do one of the following: (1) if you already have a fiscal sponsor with 501(c)(3) status, indicate this in your Application; OR (2) indicate in your Application that you require assistance in creating a relationship with a 501(c)(3) fiscal sponsor to which a grant could be issued if awarded.

### **I just recently founded my organization. Can I still apply?**

Yes. The Application will have questions about the past experience, operations and finances of Applicants. Do your best to answer them based on work you have done on the issue(s) you seek to address with your proposed project or initiative, even if it was before founding the organization.

### **What is considered a Grassroots Group?**

- a) **“Grassroots Groups”** are organizations that are community-based small groups of people led by individuals that may have no formal organizational structure, that conduct Projects or Initiatives, and/or provide direct services to the community and that have all the following characteristics:
1. Are based in, and serving, a community/neighborhood impacted by community gun violence.
  2. Are targeting residents who live in or come from a community/neighborhood impacted by gun violence.
  3. Have leaders (formal or informal) who have lived experience that informs their work.

4. Have strong relationships, access, and credibility with residents and stakeholders.
5. Have demonstrated experience organizing and providing formal or informal services, support, and activities in and for their community.
6. Have an annual operating budget of no greater than \$500,000.00 and paid staff of 15 or less people (not counting employees hired for a specific time limited contract).

**Does my organization need to be based in Miami-Dade County?**

Your corporate management/administrative headquarters could be based outside of Miami-Dade, but you must have dedicated project/services operations and staffing for them in Miami-Dade County.

**Do I need to be working in a specific part of Miami-Dade County?**

No. The SSC Program aims to build and strengthen the community-based infrastructure across Miami-Dade that can provide interventions that address the factors driving community violence and gun violence. All proposals must tie directly to the SSC Program anti-violence goals no matter where they will take place within Miami-Dade.

**What is the deadline to submit an application?**

The Application submission deadline is **May 12, 2023 at 5:00 PM EST**. *Once the Application submission date and time expires, Applications cannot be submitted through the electronic system, nor will the Foundation accept paper submissions mailed or hand-delivered to the Foundation's office.* It is the sole responsibility of the Applicant to ensure its Application is submitted on Submittable or delivered to the Foundation before the RFP closing date and time.

**How many applications can I submit?**

An Applicant may only submit one Application. However, the project or initiative being proposed as its community intervention for addressing the factors driving community and gun violence can be one that includes and incorporates one or more of the Service Areas described in the Background section of the RFP. For example, the Applicant's project or initiative could be one that is being done by a Grassroots Group, whose approach includes high-risk interventionists, is working with survivors, and individuals returning from incarceration. When completing the Application, Applicants will be asked to indicate which Service Area(s) they and their work are most directly aligned with, i.e., whether they fit the definition of a Grassroots Group, and the Service Area(s) addressed by their proposed approach.

**Can I apply in more than one Service Area?**

See the question and answer above.

**How much money should I request?**

The Foundation's approach to considering proposals and arriving at grant amounts will take into consideration the following factors: the size, scope and scale of the proposed project or initiative, the total financial resources required to implement the proposed project or initiative, other resources the Applicant has available for the project, and the organization's past and present operating budget as an indicator of capacity. Ranges for funding requests should be reflective of the proposed project or initiative budget and the Applicant's past organizational operating budget. The maximum grant amount for any single Applicant is \$500,000.00

**Can I use grant funds to pay for salaries and overhead?** Regardless of how an Applicant proposes to use funds, all requests will be reviewed in the context of the SSC Program goals for strengthening the Miami-Dade community infrastructure to provide interventions that address the

factors driving community and gun violence. Funds may be requested for expenses that indirectly support the Applicant's operating capacity to manage and sustain its general operations as they deem vital to the execution of the project or initiative being proposed.

**Can I use grant funds for buildings or renovations?** The response to the question above also applies to this use of funds question. A request for funds for buildings or renovations would need to clearly reflect how it advances the anti-violence goals of the SSC Program.

**What do I need to do to submit an application?**

**The first and most important step is to carefully and thoroughly review the Guidelines and the RFP.** Download and save them to use as your reference guides. They provide both a summary and all the details you need. **Create your account on the online Submittable platform** (if you do not have one already) which will be used for Electronic Submissions, and which is the preferred method of submission. This is where you will complete and submit your Electronic Submission Application, providing (by completing the fill-in fields, narrative responses, and uploading attachments) the information about your organization and proposed project or initiative. Once you create your account you can start your Application, save your work as you go, exit and return as needed to until you are finished. You can edit, update and change the information, and once finished click on submit.

**Can I submit a paper application?**

Yes, but it's not encouraged. You will need prior Foundation approval to submit a paper application; **such requests must be received by May 5, 2023 (the deadline to submit a request for assistance with your application).** Upon request and approval by the Foundation, the Foundation will consider submission of paper Applications for Applicants that face technology barriers that prevent them from using the online Submittable system. Paper submissions must provide all the same information as is required by the electronic version and **must be received by the Foundation** by the Application submission deadline stated in the RFP. Paper submissions may be submitted in hard copy form, sent by mail or hand-delivered to the offices of the Foundation at 4000 NW 142<sup>nd</sup> Street, Opa-locka, Florida 33054. Foundation staff will accept the paper Application and note its acceptance in the electronic system. Applicants will be provided a receipt acknowledging their Application submission.

**Once my application is submitted, what are my next steps?**

**Check and respond to emails.** It is essential that you stay tuned in and be responsive to messages that may be sent to the contact email address for your Application. Your Submittable account is based on the email of the contact provided. This allows Foundation staff to send you updates and ask questions as they go through the review and evaluation process. The Foundation, at its discretion, may reach out to schedule an interview with the Selection Committee to clarify information contained in the application.

**What type of assistance is available from the Foundation to help me prepare and submit my application?**

The Foundation is committed to making the application process as accessible as possible.

- **Application Information Sessions:** Information Sessions for the SSC Program RFP will be publicly noticed on the Carrie Meek Foundation website. Additionally, sessions will be noticed through the Foundation's social media sites, email blasts, and community outreach resources. Should the Americans with Disabilities Act ("ADA") accommodation be needed to participate in Information Sessions (i.e., materials in alternate format, sign language interpreter, etc.), please contact the Foundation via email at [SaferCommunity@CarrieMeekFoundation.org](mailto:SaferCommunity@CarrieMeekFoundation.org) or

phone number (305) 537-6791, five days prior to the date of your desired session to initiate your request.

- **Technical Assistance:** We will also have additional online resources, office hours and in-person sessions to help Applicants refine their project design, complete the Application's budget section, navigate the Submittable platform and answer questions. All opportunities for assistance will be noticed on the Foundation's website: [CarrieMeekFoundation.org/SaferCommunity](https://CarrieMeekFoundation.org/SaferCommunity)
- **Application Submission ADA and Special Technical Assistance Accommodations:**  
The Foundation will make available office hours at designated times for Applicants requiring special technical assistance and ADA accommodations. These designated office hours will be publicly noticed on the Carrie Meek Foundation website, and additionally on social media sites and through community outreach resources.

Upon special request by Applicants who cannot attend any of the designated office hours and location, CMF will strive to meet Customized Requests. Customized Requests for ADA and technical assistance accommodations must be made at least five business days in advance and by no later than May 5, 2023, by contacting the Foundation to schedule an appointment with Foundation staff. Requests for assistance can be made by phone at 305-537-6791 or through the Foundation's email: [SaferCommunity@CarrieMeekFoundation.org](mailto:SaferCommunity@CarrieMeekFoundation.org).

#### **Questions below were added on April 14, 2023**

##### **If my organization has an annual budget of more than \$500,000, can I still apply?**

Yes. While the RFP does require an Applicant to have an annual budget of \$500,000 or less to qualify as a Grassroots Group, there is no limit to the budget size of an Applicant.

##### **If I win a grant, how long do I have to spend the dollars?**

The maximum grant period is 18 months; some grants may have a shorter period based on the program or project scope and timeline outlined in your contract.