

Empowering Community Safety Micro-Grant Manual



Effective August 15, 2024

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Grant Overview

The City of Fayetteville is providing micro-grants to community-based organizations to fund, inspire, and boost community crime reduction activities through the Empowering Community Safety Micro-Grant Program. The micro-grant program is designed to support community group efforts to prevent crime and violence in Fayetteville. The program offers micro-grant opportunities and capacity-building training to local groups and non-profits, to increase crime reduction activities, and build the City's local non-profit capacity. The micro-grant program will operate for 12 months consisting of subsequent grant cycles of six months each.

This "low barrier" grant program is intended to allow community members to apply and access grant funding (**YOU DO NOT NEED TO BE A NON-PROFIT TO APPLY**). For-profit enterprises **will not** be considered. The program will use a "capacity building" design to increase community group impact, the capacity of the non-profit sector, and to grow grassroots organizations. This program will hold grantee organizations accountable for their budget, program actions, and measurable outcomes.

Purpose

The micro-grant program provides small grants to fund, inspire, and assist with crime reduction efforts based on the following themes:

- Conflict Resolution and Mediation
- Community Crime Prevention
- Opportunities for Youth / Parents / Families
- Family Stability
- Addressing Upward Mobility
- Implicit Bias and Diversity

The micro-grant program is a violence prevention and community safety initiative. Therefore, priority will be placed on programming and opportunities that are:

- **Inclusive:** meaningfully engaging key stakeholders – thoughtfully identifying those needed to create the intended change and including those directly affected by the problem.
- **Collaborative:** An actual joint effort with partners willing to share ownership and decision-making as they pursue an innovation together.
- **Resourceful:** Using existing resources and assets creatively to make the most of what a community already has.
- **Innovative:** Leads to a community innovation – a breakthrough in addressing a community need or opportunity that is more effective, equitable, or sustainable than existing approaches.

The micro-grant program is also intended to spur crime reduction activities in all city areas. However, projects that have activities in the following zip codes will receive additional consideration during the application review process:

- 28301
- 28303
- 28306
- 28311
- 28312
- 28314

The City of Fayetteville has allocated \$50,000 for each of the two grant cycles. Grant cycles begin in August 2024 and last approximately six months each. If not funded further, the second and final grant cycle is anticipated to be completed by June 2025. As part of this program, the City will offer support and capacity-building training to ensure that the efforts seeded by these grants may be sustained into the future.

Awards & Categories

Empowering Community Safety Micro-Grant Award Tiers

Tier One	<ul style="list-style-type: none"> • Award of up to \$1,500
Tier Two	<ul style="list-style-type: none"> • Award of up to \$2,500 • Applicants must have completed Tier One
Tier Three	<ul style="list-style-type: none"> • Award of up to \$5,000 • Must be a nonprofit or be fiscally sponsored by a nonprofit

Eligibility

- Organizations must have an annual operating budget of less than \$100,000.
- Projects must be connected to the themes listed under the “Purpose” section above.
- Must complete three (3) organization capacity-building workshops.

Types of Organizations:

- Churches, Temples, or Mosques – do not have to have 501 (c) status.
- Community Watch – residents of a neighborhood who meet to discourage crime.
- Community Group – any group of people who work for the benefit of the public.
- Civic Associations – Boy/Girls Scouts, HOA, Fraternities/Sororities, etc.
- Non-profit Organizations – a legal entity organized for a collective public/social benefit.
- Individuals – Community leaders within the City of Fayetteville.

Use of Funds

Funds cannot be passed through to another organization unless using a nonprofit fiscal sponsor (i.e., cannot be used for membership fees). Funds can only be used for programming as outlined in the budget submitted with the application. Once the project is completed, receipts must be provided detailing expenditures.

All grant awardees will be publicly available information and published on the City’s website including the amount of funds disbursed and the outcome of the project. If for whatever reason a project is not able to be completed, it will be noted on this site as well.

For programs providing doorbell cameras, the applicant will need to propose how they plan to purchase, install, and train households on the utilization of these devices.

Examples:

Community Crime Prevention

- Community-based violence prevention activities
- Opportunities for returning citizens
- Safety and Security for seniors
- Restorative Justice programs and activities
- Neighborhood blight patrol
- Gun intervention strategies
- Doorbell camera initiatives

Conflict Resolution and Mediation

- Anti-bullying training and activities
- Anti-harassment training and activities
- Conflict resolution training
- Activities that promote peace and non-violent communication
- Activities that train conflict de-escalation

Opportunities for Youth / Parents / Families

- Leader/mentor training/activities
- Out-of-school college and career experiences for youth 14-20
- School-to-community connections for families in underperforming schools
- Music or dance classes
- Improvisation or spoken word competitions

Family Stability

- Nutrition and food security projects
- Access to affordable housing projects
- Access to public transportation projects
- Projects that support Kinship Caregivers

Addressing Upward Mobility

- Career Training
- Actions that reduce barriers and build relationships among diverse groups of people
- Community education on the impact of segregation in housing and education
- Training and workshops to increase community engagement on current issues

Implicit bias and Diversity

- Training and workshops to address stereotypes and inclusion
- Strategies that give tools for changing behavior
- Program that exchanges perspectives of others
- Dialogue that increases interactions with different people

Selection Process and Considerations

1. Potential grantees must complete and submit a micro-grant application.
2. The Economic and Community Development Department will host pre-application workshops to prepare applicants.
3. Applications will be reviewed by a committee of City Staff for completion and selected for awards (in the case that more applications are received than there are funds available, recommendations will be approved by a citizen-appointed panel, approved by City Council.)
4. Grantees will attend an orientation session, sign a Recipient Agreement, and receive their grant funds.
5. Projects must be completed and grantees must submit a short report and receipts by the close of the grant cycle
6. Grantees must participate in three nonprofit capacity-building classes provided by the City

NOTE: Failure to complete these steps may result in future grant applications not being considered. In addition, the organization may also be asked to return its grant dollars.

Pre-Application Workshop

A pre-application workshop is strongly encouraged for all potential applicants. The workshop will cover specifics of the application software, review the grant cycle timeline, and answer any questions about the grant. Workshops will be held via Microsoft Teams and registration is required. Please refer to the micro-grant website at www.fayettevillenc.gov/mircrogrants for instructions to register.

Workshop Dates:

- August 22, 2024 – 6:30 p.m.
- August 29, 2024 – 6:30 p.m.

Application Instructions

1. Go to our website www.fayettevillenc.gov/microgrant
2. Follow the link to apply to the program
3. Create a new account or log in to an existing account in the Neighborly software

For more information, please email EconCommDev@FayettevilleNC.gov or call 910-433-1590.

Organizational Capacity Building

The micro-grant program will offer free training each grant cycle to increase the capacity of grassroots organizations. This **required** training will be free and available to all grant awardees. Classes are designed to inform applicants on several components involved in establishing, growing, and maintaining effective nonprofits.

September 25, 2024 @ 6:30 PM

Objectives: Provide a clear understanding of what is required to establish and operate an NPO and help participants determine if they are ready to start a nonprofit, and what they need to do to launch a nonprofit.

October 23, 2024 @ 6:30 PM

Objectives: Show participants how to recruit, screen, onboard, and manage board members, volunteers, and donors; routine tasks and required reports; best practices of successful long-term nonprofits.

November 13, 2024 @ 6:30 PM

Objectives: Outline the steps to generate ongoing income via grants.

Tier One awardees will also have to complete three (3) online self-paced classes on the following:

- 1) Introduction to Non-Profit Formation and Management.
- 2) How to Operate a Non-Profit Organization
- 3) Fundraising, Grant Writing, Financial Management & Reporting.

Objective: Outline the steps to generate ongoing income via grants, sponsorships, and fund-raising.

Micro-Grant Timeline

Grant Cycle Four – August 2024 through December 2024

Date	Event/s
August 15, 2024	<ul style="list-style-type: none">• Notice of Funding Availability (NOFA)
August 22, 2024 - 6:30 p.m.	<ul style="list-style-type: none">• Pre-Application Workshop #1
August 29, 2024 - 6:30 p.m.	<ul style="list-style-type: none">• Pre-Application Workshop #2
September 2, 2024 - 11:59 p.m.	<ul style="list-style-type: none">• Grant Applications Due
September 3 - 8, 2024	<ul style="list-style-type: none">• Grant Applications Reviewed by Staff
September 12, 2024	<ul style="list-style-type: none">• Grant Applications Reviewed and Approved by Citizen Appointed Reviewers
September 17, 2024	<ul style="list-style-type: none">• Announce approved grant awards on website and direct notification
September 17-23, 2024	<ul style="list-style-type: none">• Applicant and Grant processing• Signature of Contract and W9
September 25, 2024 – 6:30 p.m.	<ul style="list-style-type: none">• Grantee Monthly Meeting #1
October 18, 2024	<ul style="list-style-type: none">• Release of funds to applicants
October 23, 2024 – 6:30 p.m.	<ul style="list-style-type: none">• Grantee Monthly Meeting #2
November 13, 2024– 6:30 p.m.	<ul style="list-style-type: none">• Grantee Monthly Meeting #3
December 4, 2024	<ul style="list-style-type: none">• Prepare for project closeout
December 23, 2024	<ul style="list-style-type: none">• Grantee project closure reports submitted to ECD

APPENDIX A – Community Group/Leader Agreement

STATE OF NORTH CAROLINA

COMMUNITY SAFETY MICRO-GRANT PROGRAM RECIPIENT AGREEMENT

COUNTY OF CUMBERLAND

THIS GRANT AGREEMENT, made and entered into this ____ day of _____, 2023, by and between the CITY OF FAYETTEVILLE, a municipal corporation organized and existing under the laws of the State of North Carolina, by and through its Economic and Community Development Department, (hereinafter referred to as the “GRANTOR”) and _____ (hereinafter referred to as the “GRANTEE” whether singular or plural).

WITNESSETH:

WHEREAS, GRANTOR, as part of its Empowering Community Safety Micro-Grant Program, has agreed to provide a grant to the GRANTEE, which the GRANTEE will be required to use as specified in this Agreement; and

WHEREAS, GRANTOR is willing to make such a grant to the GRANTEE as specified in its City of Fayetteville Community Safety Micro-Grant Application (hereinafter the “Application”), a copy of which is attached hereto as Exhibit A and incorporated into this Agreement by reference, and to use the grant funds as specified in this Agreement upon the terms and subject to the conditions hereinafter set forth.

NOW, THEREFORE, the parties, upon the mutual considerations as set forth herein, hereto agree as follows:

1. The Grant: The GRANTOR shall provide a grant to the GRANTEE up to the sum of \$_____, which the GRANTOR shall disburse in accordance with the schedule set forth in Section 6 herein. The GRANTOR shall not be obligated to disburse any grant funds until the GRANTEE complies with all disbursement prerequisites set forth in this Agreement for all or any part of the grant funds.

2. Use of Grant Funds: The GRANTEE shall use the grant for the purpose set forth in:

- a. This Agreement;
- b. The Application; and
- c. The City of Fayetteville Community Safety Micro-Grant Program (hereinafter the “Program”), a copy of which is attached hereto as Exhibit B and incorporated by reference.

The GRANTEE shall ensure that the grant is used for permitted purposes only and shall be responsible for any misuse of grant funds by any of its officers, members, employees, or agents.

3. Micro-Grant Project: Funds may be used to enhance the program delivery as outlined in the organization's accepted micro-grant application.

4. Training Program Commitment/Capacity Building: By accepting this grant, the GRANTEE agrees to send one (1) representative with decision-making power to participate in all required workshops and meetings. Failure to do so may result in disqualification from future funding rounds or repayment of funds.

5. Timing of Grant Usage: The GRANTEE shall accomplish the grant usages specified in Section 2, Use of Grant Funds; all activities must be completed within four (4) months of the undersigned date.

6. Grant Disbursements: Grant disbursements shall be for expenses incurred as set forth in the application only, in the form of GRANTOR checks made payable to the GRANTEE upon presentation of a Form W-9, Request for Taxpayer Identification Number and Certification.

7. Reporting: GRANTEE shall submit to the GRANTOR a closeout report detailing the GRANTEE's use of grant funds and GRANTEE's performance of its other obligations under this Agreement. Such reports, in the aggregate, shall account for all the GRANTEE's expenditures of grant funds. GRANTEE shall submit reports on or before the date identified in the Empowering Community Safety Micro-Grant Manual. All reports shall be on a form to be provided or approved by the GRANTOR. GRANTEE's failure to comply strictly with this paragraph shall constitute a default and will make the GRANTEE ineligible for this program.

8. City Logo: To identify the GRANTOR as a significant contributor to the GRANTEE's funded project, the GRANTEE may use the GRANTOR's logo on any written materials or publications referencing or advertising the project subject to this Agreement. This includes, without limitation, newsletters and flyers. Notwithstanding the previous, before using the GRANTOR's logo, the GRANTEE shall first submit a draft of the written materials or publications to the Economic and Community Development Director or their designee for approval and written permission to use the GRANTOR's logo.

9. Certificate of Completion: Upon completing this grant program, including attending capacity-building workshops and completing the required closeout report, the GRANTOR shall issue a certificate of completion and a letter of recommendation for the organization's use in securing future grant opportunities.

10. Modifications: Prior written approval must be obtained from the GRANTOR before making changes to the approved plan as shown in Exhibit A.

11. Strict Compliance: Strict compliance by the GRANTEE with all of its obligations imposed by this Agreement is an express condition of the GRANTOR's obligation to make any portion of the grant funds available. No degree of partial performance by the GRANTEE shall deprive the GRANTOR of its right to require complete performance prior to its disbursement of grant funds or the right to recapture. It is also the obligation of the GRANTEE to repay any

overpayment of grant funds if assistance is received for the same purpose subsequent to the Agreement.

12. Default: Default on the part of the GRANTEE shall consist of its failure to comply strictly with any obligation that it assumes under this Agreement. Upon default by the GRANTEE, the GRANTOR shall have the right to retain undisbursed grant funds to the GRANTEE or request that any funds that have been disbursed be returned to the GRANTOR. The GRANTEE's failure to cure any default within ten (10) days after the GRANTOR notifies the GRANTEE of such default will give the GRANTOR the right to terminate the Agreement in its entirety. A default by the GRANTEE under this Agreement shall result in the GRANTEE's disqualification from future eligibility under the Community Safety Micro-Grant Program.

13. Assignment: The GRANTEE shall not assign or subcontract any of its rights or obligations under this Agreement without the prior written consent of the GRANTOR.

14. Inspections: The GRANTOR has the right to inspect and monitor any project to ensure compliance with the terms of the Application (Exhibit A) and this Agreement. Provided, however, such inspections shall not create any duty or liability on the part of the GRANTOR, and shall not constitute a waiver of the proper use of funds as set forth in the Application and this Agreement.

15. Compliance with Laws: The GRANTEE shall comply with all federal, state and local laws.

16. Governing Law: The validity, interpretation, and execution of this Agreement and the performance of and rights accruing under this Agreement are all to be governed by the laws of the State of North Carolina.

17. Venue and Forum Selection: The Parties expressly agree that if litigation is brought in connection with this Agreement and (1) the litigation proceeds in the Courts of the State of North Carolina, the parties agree that the appropriate venue shall be in Cumberland County (Twelfth Judicial District of North Carolina); or (2) the litigation proceeds in a federal court, the parties agree that the appropriate venue shall be the United States District Court for the Eastern District of North Carolina.

18. Indemnification: To the extent permitted by law, GRANTEE agrees to defend, indemnify and hold harmless the GRANTOR, its elected officials, employees, agents, successors, and assigns, from any and all liability and claims for any injury or damage caused by any act, omission or negligence of GRANTEE, its agents, servants, employees, contractors, licensees, or invitees. Indemnification of the GRANTOR by GRANTEE does not constitute a waiver of the GRANTOR's governmental immunity in any respects under North Carolina law.

19. Severability: The parties agree that if any provision of this Agreement shall be held invalid for any reason, the remaining provisions shall not be affected if they may continue to conform to the purposes of this Agreement and the requirements of applicable law.

20. Morality Clause: If, in the sole opinion of the GRANTOR, at any time the GRANTEE or any of its owner(s) or employee(s) or agent(s) (collectively referenced as an

“Actor”) engages in any one or more actions that bring disrepute, contempt, scandal, or public ridicule to the Actor or subject the Actor to prosecution or offend the community or public morals or decency or denigrate individuals or groups in the community served by the GRANTOR or are scandalous or inconsistent with community standards or good citizenship or may adversely affect the GRANTOR’s finances, public standing, image, or reputation or are embarrassing or offensive to the GRANTOR or may reflect unfavorably on the GRANTOR or are derogatory or offensive to one or more employee(s) or customer(s) of the GRANTOR, the GRANTOR may immediately upon written notice to the GRANTEE terminate this Agreement, in addition to any other rights and remedies that the GRANTOR may have hereunder or at law or in equity.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year above written.

GRANTEE:

By: _____ Date _____

CITY OF FAYTTEVILLE:

By: _____ Date _____
CHRISTOPHER CAULEY
Economic and Community Development
Director

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

KIM TOON, Deputy Chief Financial Officer

APPENDIX A – Non-Profit Agreement

STATE OF NORTH CAROLINA

COUNTY OF CUMBERLAND

COMMUNITY SAFETY MICRO-GRANT PROGRAM RECIPIENT AGREEMENT

THIS GRANT AGREEMENT, made and entered into this ____ day of _____, 2023, by and between the CITY OF FAYETTEVILLE, a municipal corporation organized and existing under the laws of the State of North Carolina, by and through its Economic and Community Development Department, (hereinafter referred to as the “GRANTOR”) and _____ (hereinafter referred to as the “GRANTEE” whether singular or plural).

WITNESSETH:

WHEREAS, GRANTOR, as part of its Empowering Community Safety Micro-Grant Program, has agreed to provide a grant to the GRANTEE, which the GRANTEE will be required to use as specified in this Agreement; and

WHEREAS, GRANTOR is willing to make such a grant to the GRANTEE as specified in its City of Fayetteville Community Safety Micro-Grant Application (hereinafter the “Application”), a copy of which is attached hereto as Exhibit A and incorporated into this Agreement by reference, and to use the grant funds as specified in this Agreement upon the terms and subject to the conditions hereinafter set forth.

NOW, THEREFORE, the parties, upon the mutual considerations as set forth herein, hereto agree as follows:

1. The Grant: The GRANTOR shall provide a grant to the GRANTEE up to the sum of \$_____, which the GRANTOR shall disburse in accordance with the schedule set forth in Section 6 herein. The GRANTOR shall not be obligated to disburse any grant funds until the GRANTEE complies with all disbursement prerequisites set forth in this Agreement for all or any part of the grant funds.
2. Use of Grant Funds: The GRANTEE shall use the grant for the purpose set forth in:
 - a. This Agreement;
 - b. The Application; and
 - c. The City of Fayetteville Community Safety Micro-Grant Program (hereinafter the “Program”), a copy of which is attached hereto as Exhibit B and incorporated by reference.

The GRANTEE shall ensure that the grant is used for permitted purposes only and shall be responsible for any misuse of grant funds by any of its officers, members, employees, or agents.

3. Micro-Grant Project: Funds may be used to enhance the program delivery as outlined in the organization's accepted micro-grant application.

4. Training Program Commitment/Capacity Building: By accepting this grant, the GRANTEE agrees to send one (1) representative with decision-making power to participate in all required workshops and meetings. Failure to do so may result in disqualification from future funding rounds or repayment of funds.

5. Timing of Grant Usage: The GRANTEE shall accomplish the grant usages specified in Section 2, Use of Grant Funds; all activities must be completed within four (4) months of the undersigned date.

6. Grant Disbursements: Grant disbursements shall be for expenses incurred as set forth in the application only, in the form of GRANTOR checks made payable to the GRANTEE upon presentation of a Form W-9, Request for Taxpayer Identification Number and Certification.

7. Reporting: GRANTEE shall submit to the GRANTOR a closeout report detailing the GRANTEE's use of grant funds and GRANTEE's performance of its other obligations under this Agreement. Such reports, in aggregate, shall account for all the GRANTEE's expenditures of grant funds. GRANTEE shall submit reports on or before the date identified in the Empowering Community Safety Micro-Grant Manual. All reports shall be on a form to be provided or approved by the GRANTOR. GRANTEE's failure to comply strictly with this paragraph shall constitute a default and will make the GRANTEE ineligible for this program.

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9. Certificate of Completion: Upon completing this grant program, including attending capacity building workshops and completing the required closeout report, the GRANTOR shall issue a certificate of completion and a letter of recommendation for the organization's use in securing future granting opportunities.

10. Modifications: Prior written approval must be obtained from the GRANTOR before making changes to the approved plan as shown in Exhibit A.

11. Strict Compliance: Strict compliance by the GRANTEE with all of its obligations imposed by this Agreement is an express condition of the GRANTOR's obligation to make any portion of the grant funds available. No degree of partial performance by the GRANTEE shall deprive the GRANTOR of its right to require complete performance prior to its disbursement of grant funds or the right to recapture. It is also the obligation of the GRANTEE to repay any

overpayment of grant funds if assistance is received for the same purpose subsequent to the Agreement.

12. Default: Default on the part of the GRANTEE shall consist of its failure to comply strictly with any obligation that it assumes under this Agreement. Upon default by the GRANTEE, the GRANTOR shall have the right to retain undisbursed grant funds to the GRANTEE or request that any funds that have been disbursed be returned to the GRANTOR. The GRANTEE's failure to cure any default within ten (10) days after the GRANTOR notifies the GRANTEE of such default will give the GRANTOR the right to terminate the Agreement in its entirety. A default by the GRANTEE under this Agreement shall result in the GRANTEE's disqualification from future eligibility under the Community Safety Micro-Grant Program.

13. Assignment: The GRANTEE shall not assign or subcontract any of its rights or obligations under this Agreement without the prior written consent of the GRANTOR.

14. Inspections: The GRANTOR has the right to inspect and monitor any project to ensure compliance with the terms of the Application (Exhibit A) and this Agreement. Provided, however, such inspections shall not create any duty or liability on the part of the GRANTOR, and shall not constitute a waiver of the proper use of funds as set forth in the Application and this Agreement.

15. Compliance with Laws: The GRANTEE shall comply with all federal, state and local laws.

16. Governing Law: The validity, interpretation, and execution of this Agreement and the performance of and rights accruing under this Agreement are all to be governed by the laws of the State of North Carolina.

17. Venue and Forum Selection: The Parties expressly agree that if litigation is brought in connection with this Agreement and (1) the litigation proceeds in the Courts of the State of North Carolina, the parties agree that the appropriate venue shall be in Cumberland County (Twelfth Judicial District of North Carolina); or (2) the litigation proceeds in a federal court, the parties agree that the appropriate venue shall be the United States District Court for the Eastern District of North Carolina.

18. Indemnification: To the extent permitted by law, GRANTEE agrees to defend, indemnify and hold harmless the GRANTOR, its elected officials, employees, agents, successors, and assigns, from any and all liability and claims for any injury or damage caused by any act, omission or negligence of GRANTEE, its agents, servants, employees, contractors, licensees, or invitees. Indemnification of the GRANTOR by GRANTEE does not constitute a waiver of the GRANTOR's governmental immunity in any respects under North Carolina law.

19. Severability: The parties agree that if any provision of this Agreement shall be held invalid for any reason, the remaining provisions shall not be affected if they may continue to conform to the purposes of this Agreement and the requirements of applicable law.

20. Morality Clause: If, in the sole opinion of the GRANTOR, at any time the GRANTEE or any of its owner(s) or employee(s) or agent(s) (collectively referenced as an

“Actor”) engages in any one or more actions that bring disrepute, contempt, scandal, or public ridicule to the Actor or subject the Actor to prosecution or offend the community or public morals or decency or denigrate individuals or groups in the community served by the GRANTOR or are scandalous or inconsistent with community standards or good citizenship or may adversely affect the GRANTOR’s finances, public standing, image, or reputation or are embarrassing or offensive to the GRANTOR or may reflect unfavorably on the GRANTOR or are derogatory or offensive to one or more employee(s) or customer(s) of the GRANTOR, the GRANTOR may immediately upon written notice to the GRANTEE terminate this Agreement, in addition to any other rights and remedies that the GRANTOR may have hereunder or at law or in equity.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year above written.

GRANTEE:

By: _____ Date _____

CITY OF FAYTTEVILLE:

By: _____ Date _____
KELLY OLIVERA
Assistant City Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

JEFFREY YATES, Assistant City Manager/
Interim Chief Financial Officer