

# Hartford UNITY Grant Application - 2023 (DFCYR)



Submission date: **5 January 2023, 9:59AM**

Receipt number: **15**

Related form version: **74**

**Please Read First**

Before submitting an application with the City of Hartford, please note the following:

- **All** grantees must have a contract with the City of Hartford
- **Minimum** grant amount that can be applied for is **\$5,000**
- **Maximum** grant amount that can be applied for is **\$100,000**
- Insurance is **required** for all programs funded by this grant
- Only **organizations** or **501(c)(3) Non-Profits** may apply for this grant
- Only Non-Profits with an IRS-designated 501(c)(3) status may apply for funding at the **\$25,000 or above** level
- Funding may only be used for Hartford residents and requires that services be provided with no cost to participants
- An organization or non-profit may only apply for, or be party to, one (1) grant
- Questions should be sent to [youthengagementgrants@hartford.gov](mailto:youthengagementgrants@hartford.gov) by Friday, February 3, 2023, at 12 Noon EST
- The final Frequently Asked Questions (FAQ) document will be made available on Monday, February 6th, 2023, at 12 Noon EST
- Application Due Date: Monday, February 6th, 2023, 11:59 PM EST. **Early submissions are strongly encouraged.**

Applicants are required to submit these items as part of the application (links are provided where appropriate):

- Tax Identification Number (TIN) or Employer Identification Number (EIN) of your organization or 501(c)(3) Non-Profit
- IRS 501(c)(3) Status Determination Letter (for applications of **\$25,000** or greater)
- Results Framework
- Letters of Agreement (from **program partners** [required] and other relevant parties [optional]). If applying in partnership, evidence of partnerships should be in the form of a Letters of Agreement (LOA) or Memorandum of Understanding (MOU)
- Notarized City of Hartford Tax/Financial Certification and Declaration Form
- Budget Workbook, including the Budget Worksheet and Budget Narrative

## Applicant Type

Select Grant Applicant Type

**501(c)(3) IRS-designated Non-Profit - (Can be any funding amount up to \$100,000)**

### Requested Funding Amount for Organization

The minimum grant amount that can be requested is **\$5,000**.

The maximum grant amount that can be requested is **\$24,999**.

Requested Funding Amount for 501(c)(3) IRS-designated Non-Profit **25000**

The minimum grant amount that can be requested is **\$5,000**.

The maximum grant amount that can be requested is **\$100,000**.

Name of Organization / 501(c)(3) Non-Profit **Wayne Enterprises**

Are you a previous Hartford UNITY Youth Engagement Grant awardee? **No**

Program Name **Justice League of America**

Website/Social Media (if applicable)

Tax ID# **12-3456789**

Please enter the Tax Identification Number (TIN) / Employer

Identification Number (EIN) for your Organization or 501(c)(3) Non-Profit here, including the dash.

Upload proof of Non-Profit status (i.e. 501(c)(3) IRS-designated determination) **content.jpg**

*Please note: Uploading blank, altered or incorrect documents during the application process can result in your application being deemed non-responsive and disqualified.*

Organization Address **1007 Mountain Drive**

City **Gotham**

State **CT**

ZIP Code **12345**

Are you partnering with an individual, organization or 501(c)(3) Non-Profit? **Yes**

Name of Partner **Richard John Grayson**

Please tell us who you are partnering with here.

Age Range of Children and Youth to be Served (Check all that apply)

	<b>13-17 years old</b>
	<b>18-20 years old</b>
Only children and youth who are <b>Hartford residents</b> should be included in your response.	<b>21-24 years old</b>

Please estimate how many children/youths under 5 years old will be served.

Please estimate how many children/youths aged 5-8 will be served.

Please estimate how many children/youths aged 9-12 will be served.

Please estimate how many children/youths aged 13-17 **10** will be served.

Please estimate how many children/youths aged 18-20 **10** will be served.

Please estimate how many children/youths aged 21-24 **10** will be served.

**Program Types:** These definitions are to help applicants determine which Program Type(s) to select below.

**Civic Engagement & Advocacy** – programs focused on educating, encouraging, and facilitating participation and/or advocacy in political, governmental, or nonprofit organizations or causes

**Employment/Workforce Development** – programs focused on developing employable/marketable skills, and/or providing professional development opportunities

**Environmental Stewardship** – programs focused on educating participants on natural processes, earth sciences, agriculture, environmental sustainability, and resiliency

**Literacy** – programs focused on fostering, developing, or teaching reading/writing skills

**Mental Health & Wellness (Clinical)** – clinical services and/or referrals with a focus on mental health therapy

and/or treatment

**Mentoring and Tutoring (Non-Clinical)** – programs focused on providing guidance, advice, encouragement, academic assistance, or friendship to those who need it

**Performing Arts** – programs focused on activities such as music, theater, dance, or film

**Recreation & Leisure** – programs focused on facilitating active and passive leisure activities such as golf, tennis, hiking, climbing, bowling, fishing, board games, equestrian activities, etc.

**STEM/Computer Literacy** – programs focused on in fostering interest or developing skills in science, technology, engineering, math, or computer literacy

**Substance Abuse Prevention/Treatment** – programs focused on educating or mentoring those facing substance abuse issues in their families or themselves

**Visual Arts** – programs focused on physical media such as painting, sculpture, or photography

**Youth Sports** – programs focused on facilitating team activities such as soccer, football, basketball, baseball, hockey, volleyball, softball, etc. \*Note, if your program is a Team Sports program, please consider using [this link](#) to submit an RFP for a grant from Active City, the City of Hartford’s Team Sports grant program

What Program Type is this? (You may check up to 2 Program Types)

School-based programs are no longer funded under this grant.

**Civic Engagement & Advocacy**  
**Substance Abuse Prevention/Treatment**

Target Priority Population to be Served (Check all that apply)

**Justice-involved and/or at-risk youth (current Youth Justice grantees are not eligible) up to age 24**  
**Disengaged, disconnected, and/or opportunity youth up to age 24**  
**High-need neighborhoods**  
**Enrichment neighborhood deserts**

Please select the Hartford neighborhood(s) to be served (Check all that apply)

[Click here for a map of all Hartford neighborhoods.](#)

- Asylum Hill
- Barry Square
- Blue Hills
- Clay Arsenal
- Downtown
- Parkville
- South Green
- West End

Is this a Summer or a Year-Round Program? Program start and end dates are within the specified timeframes:

Summer (July 1, 2023 to August 31, 2023)

Year-Round is available only for grant amounts of \$5,000 or more.

Summer Program Start Date (July 1, 2023 to August 31, 2023)

07/04/2023

Summer Program End Date (July 1, 2023 to August 31, 2023)

08/29/2023

Year-Round Program Start Date (July 1, 2023 to June 30, 2024)

Year-Round Program End Date (July 1, 2023 to June 30, 2024)

## Organization Partnership

Qualified organizations are **strongly encouraged**, but not required, to submit proposals through this RFP in partnership with an individual and/or other non-profit organizations that serve Hartford youth. Partnerships should be utilized to offer youth a more holistic approach to receiving services and should be consistent with the Program Description. Evidence of partnerships should be in the form of a Letter of Agreement (LOA) or Memorandum of Understanding (MOU) and should clearly and concisely outline the role of each partner, (including which partner/organization is the Lead Applicant), what services will be provided by each partner, and how the partnership contributes to and strengthens the overall program. Necessary costs for such partnerships should also be clearly reflected and articulated in all budget documents.

Please describe the nature of the partnership.

Partnerships should be utilized to offer youth a more holistic approach to receiving services, and should be consistent with the Program Description. **Only** two (2) entities may enter into a partnership, as long as the lead applicant is an organization or 501(c)(3).

(5,000 character maximum)

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Evidence of Partnerships: The LOAs or MOUs must be signed by the executive leadership of both partners and attached to the application at the time of submission. No LOAs or MOUs will be accepted after the application has been submitted. Organizations entering into a partnership application will not be able to submit another application individually or with another partner. Only one application is allowable per partnership and it must be submitted by the Lead Applicant. The Lead Applicant will have direct oversight of the partnering entity. The City of Hartford will only be entering into a contract with the Lead Applicant in the partnership.

I understand and agree to the expectations regarding organization partnership.

Upload Letters of Agreement/Memorandum of Understanding (LOA/MOU) for partnership organizations.

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*Please note: Uploading blank, altered or incorrect documents during the application process can result in your application being deemed non-responsive and disqualified.*

## Minimum Insurance Requirements

A Certificate of Insurance meeting the City of Hartford Minimum Insurance Requirements is required. If working with youth under the age of 21, Organization(s) must have Abuse & Molestation coverage with minimum limits of \$1,000,000. Programs may not begin until the insurance is in compliance. (Review Instructions Below)

Instructions: [Click Here](#) to select the **Certificate of Insurance** (COI) and the **Minimum Insurance Requirements** (pdf) from the Hartford UNITY website. Download and print. Bring these forms to your insurance provider to ensure compliance.

Please note: Certificates of Insurance are required only for awarded grantees. Only the acknowledgment of these insurance requirements is required for the application process.

I understand and agree to comply with the insurance requirements if awarded.

Please sign in the signature area below indicating your agreement with the insurance requirements.

B Wayne

## Executive Director/CEO Contact Information (if applicable)

Executive Director/CEO Full Name **Bruce Wayne**

Executive Director/CEO Phone Number **1234567890**

Work Extension (if applicable)

Executive Director/CEO E-Mail Address **bruce@wayne.com**

Please type the Executive Director/CEO's official title **CEO** here. If awarded, this title will be included in the contract.

## Finance Director/CFO Contact Information (if applicable)

Finance Director/CFO Full Name **Lucius Fox**

Finance Director/CFO Phone Number **9876543210**



Type of Phone Number

Cell

Work Extension (if applicable)

Finance Director/CFO E-Mail Address

lucius@wayne.com

## Contact Person for the Application

Contact Person's Full Name

Richard Grayson

Contact Person's Phone Number

1234567890

Type of Phone Number

Cell

Work Extension (if applicable)

Contact Person's E-Mail Address

Gregory.Bauer@hartford.gov

A confirmation e-mail will be sent to this address once the application is submitted.

Is this the person who will send and receive all correspondence?

Yes

## Additional Authorized Contact

Additional Contact Full Name

Additional Contact Phone Number

Type of Phone Number

Work Extension (if applicable)

Additional Contact Email Address

What is this person's role, relationship, and/or title within the organization?

## Youth Outreach and Engagement

Youth outreach and engagement is successfully achieved by building trusting relationships with youth, particularly reaching out to those who are not receiving services and are disconnected from education and employment. The purpose of youth outreach is to introduce youth to resources and services that can lead to positive life outcomes such as education enrollment, increased work experience, permanent employment, and credential attainment.

Youth outreach strategies should include the following:

- Relentless and persistent contact with youth.
- Elevating youth voice at multiple tables, and opening positions for them to take on outreach roles.
- A mutual understanding that we will be working together toward positive life outcomes for the youth.
- In a timely manner assessing their interests, needs, aspirations, and levels of work readiness.
- Realizing that one organization may not be able to provide all that the youth needs and therefore, warmly transitioning a youth from one provider to the next.

As a result of these youth outreach strategies, we can both build on existing relationships and also enhance the longevity and quality of current relationships.

To ensure the viability of a program, and be able to effectively measure successful participant engagement, grantees should be able to answer the following questions:

1. How do you plan to measure this outreach for your programmatic goals and objectives? 2. What procedures for receiving feedback will you have in place? Example: Will you distribute surveys? Conduct talkbacks?

Demonstration of Need: Clearly describe how your program initiatives will support community youth engagement post COVID-19 pandemic isolations.

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Overview and Capacity: Applicants must demonstrate sufficient experience, administrative and fiscal capacity to establish a reasonable expectation of successful program implementation. Please describe.

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How will you plan to recruit, engage and support youth throughout the course of this program?

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## Program Description

Summary: Please provide a brief, 1-3 sentence summary of your program.

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**Program Description:** Clearly and concisely describe the proposed program. The program description should clearly state answers to these questions:

- Who is the target population?
- What are the program events and/or activities?
- Where does the program take place?
- When does the program take place?
- How will your program serve the priority population, and how will the funding will be spent?

## Program Description

(5,000 characters maximum)

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**Impact on Youth/Program Outcome Measures & Accomplishments:** Please describe how you measure success in this program. Please be specific and use data as much as possible. For example:

- Does your program help youth gain additional skills?
- Does the program help the mental and/or physical health and well-being of the participants?
- Does the program help with future employment opportunities?

## Impact on Youth/Program Outcome Measures & Accomplishments

(5,000 characters maximum)

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**Results Framework:** Please upload the completed Results Framework here.

The Results Framework document is a projection of intended outcomes. It should include how many youths you anticipate serving, and how you intend to measure these results. The Results Framework can be found and downloaded [here](#).

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*Please note: Uploading blank, altered or incorrect documents during the application process can result in your application being deemed non-responsive and disqualified.*

Tell us how these services align with the UNITY 2023 objectives. Please describe how the program aligns with the Hartford UNITY 2023 Initiative, and the American Rescue Plan (ARP) mission to help our community recover from the profound emotional pain, economic hardship, and social isolation; while building foundations for a stronger, healthier, more vibrant, and more resilient City in the years ahead.

5,000 characters maximum)

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## Budget Workbook

\*In addition to direct instructions, the Budget Workbook contains instructions on allowable and prohibited costs. The Budget Workbook has three (3) parts. The Budget Worksheet and Narrative must be completed in their entirety.

**Please use only the provided, designated Budget Workbook.** Instructions: [Click Here](#) to download the **\*required\* Budget Workbook** from the Hartford UNITY website. Download, complete, and upload the completed workbook.

**Budget Definitions:** This first sheet contains the definitions for each budget category. Please read carefully before completing the Worksheet and Narrative. Both the Worksheet and Narrative link back to the Definitions sheet if necessary.

**Budget Worksheet:** The Budget Worksheet must be completed with all expenses separated by category. Any administrative costs should be indicated by completing the section for Administrative/Indirect Costs. **If using funding from another source, please include that under the section for Other Funding Sources.**

**Budget Narrative:** The Budget Narrative must describe all budgeted expenses and income in narrative format, provide detail sufficient to allow reviewers to reproduce the applicant's calculations, and clearly correspond to the proposed activities described in the Budget Worksheet **and Program Description.**

Budget Workbook: Please upload the completed program Budget Workbook (Excel spreadsheet).

Instructions: [Click Here](#) to select the **Budget Workbook** from the Hartford UNITY website. Download, complete, and upload the completed workbook. Please use the **DFCYR** Budget Workbook and **not** one from your organization.

**Budget Workbook Template - FINAL (2).xlsx**

*Please note: Uploading blank, altered or incorrect documents during the application process can result in your application being deemed non-responsive and disqualified.*

## Program Provider Compliance

## **Department of Families, Children, Youth and Recreation (DFCYR) Provider Compliance Agreement:**

Contingent upon a successfully awarded contract with DFCYR and available American Rescue Plan Act (ARPA) funding, I agree to comply with the following:

### **All applicants must comply with these:**

- Participation in Hartford UNITY Campaign including approved use of Hartford UNITY logo on website, Facebook and other promotions.
- Program/Service will align with Hartford American Rescue Plan Act (ARPA) mission and intended uses.
- Services provided under this funding must be for Hartford residents.
- Services are provided at no cost to participants.
- Completion and ability to provide evidence of staff background checks for staff/volunteers working directly with youth.
- Completion of CPR and First Aid Certified training, or ability to provide evidence of such training.
- CPR First Aid trained, and background-checked staff/volunteers will be available onsite during youth activities and/or events.
- Staff completion or ability to provide evidence of Department of Children and Families (DCF) Mandated Reporter Training.
- Attendance at mandatory Health and Safety Info Session.
- Obtaining informed consent for participant photo and media promotions, as well as data and information sharing.
- Requires a competitive community-panel review process.
- Requires entering into a professional services contract with the City of Hartford.
- **The applicant is only applying for one (1) grant.**

## **Proposal Review Process**

## Proposal Review Process:

Procedures for assessing the technical merit of proposals have been instituted to provide for an objective review of proposals and to assist applicants in understanding the standards against which each proposal will be judged. The review criteria are based on the RFP requirements.

DFCYR reserves the right to cancel and re-issue this grant program in the event that DFCYR determines and documents that submissions fail to establish a reasonable expectation of successful program implementation. At any time during the evaluation/selection process, DFCYR reserves the right to modify the scope of the work, services and/or goods called for under this grant program. DFCYR shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time. Additionally, DFCYR reserves the right at the time of award of contract to extend, reduce, or otherwise revise the scope of the work, services and/or goods called for under this grant program without the issuance of an additional application.

If there is not a proposal that meets the minimum qualification standards, DFCYR reserves the right to allocate and award funds using City of Hartford sole source guidelines.

I have read and acknowledged the Proposal Review Process, and agree to comply with its terms. **Yes**

## Funding Levels and Terms

DFCYR reserves the right to cancel and re-issue this grant program in the event that DFCYR determines and documents that submissions fail to establish a reasonable expectation of successful program implementation. At any time during the evaluation/selection process, DFCYR reserves the right to modify the scope of the work, services and/or goods called for under this grant program. DFCYR shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time. Additionally, DFCYR reserves the right at the time of award of contract to extend, reduce, or otherwise revise the scope of the work, services and/or goods called for under this grant program without the issuance of an additional application.

If there is not a proposal that meets the minimum qualification standards, DFCYR reserves the right to allocate and award funds using City of Hartford sole source guidelines.

## Requirements by funding level:



### **\$5,000 – up to \$24,999**

- Applicant may be an organization or a 501(c)(3) IRS-designated Non-Profit
- Programs must (1) Expand direct services by the number of youths serviced, number of services provided, or number of service locations or (2) build capacity through training, staff, or data infrastructure
- Program period may be Summer-only or Year-round
  - o Summer Program: July 1, 2023 - August 31, 2023
  - o Year-Round Program: July 1, 2023 - June 30, 2024
- Must use City ETO, MyRec, or have in-house data capacity
- Must have or can obtain City-required insurance, including Sexual Abuse and Molestation and Cybersecurity coverages
- Must sign data sharing agreement with Hartford Data Collaborative
- Requires a competitive community-panel review process
- Requires entering into a professional services contract with the City of Hartford
- Online application is due on Monday, February 6, 2023 by 11:59 PM EST.

### **\$25,000 - \$100,000**

- Applicant must be a 501(c)(3) IRS-designated Non-Profit
- Programs must (1) Scale up existing programming with preliminary or moderate evidence of effectiveness, (2) pilot new, evidence-based programming or (3) offer programming that integrates social-emotional learning in enrichment activities
- Program may be Summer-only or Year-round
  - o Summer Programs: Program period is from July 1, 2023 - August 31, 2023
  - o Year-Round Programs: Program period is from July 1, 2023 - June 30, 2024
- Must use City ETO, MyRec, or have in-house data capacity
- Must have or can obtain City-required insurance, including Sexual Abuse and Molestation and Cybersecurity coverages
- Must sign data sharing agreement with Hartford Data Collaborative

- Requires a competitive community-panel review process
- Requires entering into a professional services contract with the City of Hartford
- Online application is due on Monday, February 6, 2023 by 11:59 PM EST.

**Additional information may be required upon request.**

I have read and acknowledged the Funding Levels and **Yes**  
Terms, and agree to comply with the requirements.

## City of Hartford Tax/Financial Certification and Declaration Form

This form must be completed and notarized before uploading. If you also need to submit a copy of your most current paid tax bill, please do so by uploading it below with the form.

City of Hartford Tax/Financial Certification and **content.jpg**

Declaration Form: Please upload the completed form.

Instructions: [Click Here](#) to select the **City of Hartford Tax/Financial  
Certification and Declaration Form** from the Hartford UNITY website.

Please complete this form and get it notarized before uploading.

*Please note: Uploading blank, altered or incorrect documents during  
the application process can result in your application being deemed  
non-responsive and disqualified.*

## Acknowledgements and Electronic Signature

Please type your name here, and sign in the box below. **Bruce Wayne**

I hereby further acknowledge and attest that the  
information provided in this application is true to the best  
of my knowledge.

B Wayne

Once you click "Submit", the final application will be sent **I acknowledge all answers are final, and I am ready to**  
and information cannot be changed. You will receive an **submit my application.**  
e-mail confirmation with your answers attached. Please  
confirm below you are ready to submit the application.