

Community Expansion Grant Program Application

Frequently Asked Questions (FAQ)

Community Expansion Grant deadline extension was announced: Community Expansion Grant applications are now due Friday, September 17, at 11:59PM. (Updated: September 1, 2021)

Looking for recordings of the public information sessions?

You can find the information session presentation by [clicking here](#). Additionally, recordings from the public information sessions will be published and linked:

- Monday, August 16, 2021 (12PM – 1PM) | To view the recording from the public info session on August 16, click [here](#).
 - This FAQ document will be updated with questions asked during the August 16 info session within 48 hours of the information session.
- Tuesday, August 17, 2021 (5:30PM – 6:30PM) | To view the recording from the public info session on August 17, click [here](#).
 - This FAQ document will be updated with questions asked during the August 17 info session within 48 hours of the information session.

1. Where can I find the application?

The Community Expansion Grant application can be found [here](#).

2. Can my project be a new idea?

Yes. New ideas will be considered. However more weight will be given to proven organizations with successful programs and activities. In addition, applications can be to expand the number of individuals your project serves, or the array of services being provided.

3. Is there a specific area in Philadelphia where I must focus my program/activities?

Special consideration will be given to areas that are the most impacted by gun violence; however, this grant opportunity is open to city-wide participation. The following zip codes are most impacted by gun violence; organizations working in these zip codes are strongly

encouraged to apply: 19104, 19118, 19119, 19120, 19121, 19122, 19124, 19126, 19129, 19131, 19132, 19133, 19134, 19135, 19136, 19137, 19138, 19139, 19140, 19141, 19142, 19143, 19144, 19145, 19146, 19149, 19150, 19151, 19152.

4. Who can apply?

- The applicant must be a Philadelphia-based 501(c)3, LLC, or B Corp with a valid 501(c)3, LLC, or B Corp designation for more than three years, OR Philadelphia-based organization with a fiscal sponsor for more than three years whose mission and work are consistent with the goals of the Anti-Violence Community Grants Program to reduce gun violence and sustain reduced gun violence, OR a Philadelphia-based 501(c)3, LLC, or B Corp led by an individual with a proven track record of over three years of community anti-violence work. The organization must also meet all of following:
 - At least one full time equivalent (FTE) staff person
 - Annual operating budget below \$15,000,000
 - An understanding of and credible presence within the targeted Philadelphia neighborhoods
 - Organization cannot have a deficit greater than 10% of its operating budget in the past year

Organizations are strongly preferred to have the following:

- Written, board-approved policies regarding whistleblowing, conflict of interest, and document retention and destruction
 - Interim or permanent executive leadership in place for at least three months
 - No familial relationships among board and staff members
 - Financial audit completed in the last 12 months
- Organizations with projects focused on trauma-informed healing & restorative practice programs and/or safe haven or mentorship programs are asked to apply. This may include neighborhood and cultural organizations, local businesses, youth-serving clubs or organizations, accredited educational institutions, or places of worship, if they are located in the neighborhood or serve the residents of the neighborhood in target areas. These services include the following:
 - Trauma-informed healing - Programs that deliver behavioral health interventions and use a trauma-informed care approach, a treatment framework that acknowledges the effects of all types of trauma on the individual and emphasizes physical and emotional safety during rebuilding to a sense of control and wellness. Behavioral health interventions would address trauma and support the resilience of impacted individuals and communities.

- Restorative practices - Programs which allow impacted communities, i.e. victims, offenders and their respective family members and friends, to come together to explore the effects of violence or an offense and, when possible, to decide how to repair the harm within their respective communities.
- Programs utilizing cognitive behavioral health tactics as a form of persistent engagement of high-risk youth and young adults designed to support their involvement in voluntary or court mandated programs aimed at reducing recidivism and/or disrupting individual and family economic disadvantages.
- Safe havens - Physical environments and programs which are culturally relevant and support positive youth development, reduce risk factors for perpetration or victimization of gun violence, as well as serve as alternatives for delinquent activities.
- Mentorship - Innovative approaches to engaging youth and young adults in positive relationships which will promote physical, mental, and emotional well-being. Programs could include engaging the business community, peer-to-peer programs, credible messengers, and/or parental seminars.
- Workforce development support - Structured programming using trauma-informed healing, restorative practices, safe havens, or mentorship that supports the recruitment and retention of participants in workforce programs designed as interventions to reduce poverty and improve economic mobility to prevent violence.

5. Who should I be serving through my program/activities?

In alignment with the City's plan to address gun violence, [Philadelphia Roadmap to Safer Communities](#), special consideration will be given to applications that address the needs of the target population, in particular men and boys of color at a high risk of gun violence between the ages of 16-34, as well as those that show youth, community, and/or multi-organization collaboration.

Special consideration will be given to areas that are the most impacted by gun violence; however, this grant opportunity is open to city-wide participation. The following zip codes are most impacted by gun violence; organizations working in these zip codes are strongly encouraged to apply: 19104, 19118, 19119, 19120, 19121, 19122, 19124, 19126, 19129, 19131, 19132, 19133, 19134, 19135, 19136, 19137, 19138, 19139, 19140, 19141, 19142, 19143, 19144, 19145, 19146, 19149, 19150, 19151, 19152.

6. What are the expectations once receiving the Community Expansion Grant?

- Awardees must attend programmatic and fiscal orientations before the start of their project.
- Awardees must complete a grant agreement, including defining a scope of work, with the program fiduciary and a memorandum of understanding with the Managing Director's Office and the Philadelphia Department of Public Health before the start of their project.
- Awardees must complete and submit a detailed budget two weeks after the award notification.
- Awardees must meet and maintain minimum insurance requirements (either directly or through their fiscal agent), as needed. Minimum insurance requirements may differ based on project and activities (i.e., Commercial General, Auto, and/or Cyber Liability).
- Awardees must complete fiscal documentation to process any funds under the Community Expansion Grant program which may consist of electronic signatures, scanning and printing documents and sending via email to the Managing Director's Office, the Philadelphia Department of Public Health, and the program fiduciary. (Note: Technical assistance will be given to those who request help with completing and submitting fiscal documentation.)
- All program staff with direct contact with children under 18 years of age, no matter how frequent, must complete background checks prior to the start of the program. If the applicant has completed background checks on program staff, the applicant must provide proof that staff have completed and passed the background check within the last 12 months prior to the start date of the program. Awardee must keep background checks on file.
- Awardees must provide monthly program reporting, including data on individual participants that would allow for a data matching with other social service connections. Data and reporting will be assessed for quality, and awardees may be required to implement new data collection and reporting practices.
- Awardees must provide monthly invoices with documentation of funds spent, including timesheets for staff and receipts for items purchased.
- Awardees must participate in capacity building work, including workshops, training, coaching, the development of a capacity building plan, and other activities in service of the completion of that plan.
- Awardees must participate in an independent evaluation of their program, including development of a logic model, collecting data on program participants and community impact, individual data sharing with City and its evaluation partner (in accordance with local, state, and federal privacy rules), collecting responses to surveys, and other activities to support a greater understanding of the impact of the program.

- Awardees must submit a final report at the end of the grant project period that documents goals accomplished as stated in their scope of work. All grantees will receive at least one site visit during their grant period, and can be requested to produce program files and documentation at any time.
- Awardees may be required to complete other activities to ensure alignment with the programmatic and fiscal expectations of the grant program. In addition, awardees that are required to use the program fiduciary as the fiscal agent may be required to provide more information and a greater frequency.
- Awardees may be at risk of losing funds if they do not respond timely or fail to respond to communication efforts from the Managing Director's Office, Philadelphia Department of Public Health, or the program fiduciary, evaluation partner, or capacity building partner throughout the program period.

7. What can the funds be used for?

- Funds must be used to support trauma-informed healing & restorative practice programs and/or safe haven or mentorship direct program services to those directly affected by gun violence.
- Funds must be used to supplement (not replace or redirect) any Federal, State, and/or local government funding currently provided for the program.
- Applicants currently receiving program funding from the City government, must clearly state in the application how these funds will be used to enhance and/or expand current programming in an innovative manner.
- Funds can be used for a variety of purposes, including but not limited to additional staffing support, and operational costs, such as transportation, supplies and material, food, and stipends for participants and/or volunteers.
- Funds can be used for indirect/administrative costs (e.g., insurance, printing of flyers/advertising and administrative staff etc.) up to ten percent (10%) of award.
- Funds can be used for background checks (i.e., FBI and Child Abuse Clearance).
- Funds cannot be used for scholarships.

8. How much can I receive from the Community Expansion Grant?

Community Expansion Grant awards range from \$100,000 to \$1,000,000. Awardees will need to submit the proper documentation to the Managing Director's Office and its fiduciary in order to access their grant funds. No funds are provided directly to the awardee.

9. How many different ideas can I submit?

Only one Community Expansion Grant application can be submitted per organization. If multiple grant applications are received from the same organization, the last application submitted will be reviewed unless otherwise specified; the previous applications will be disqualified.

10. What do I have to do to be considered for the grant?

Updated: September 1, 2021: Applications MUST be submitted electronically and emailed to AntiViolenceGrants@phila.gov. All applications are due no later than 11:59 PM EST on Friday September 17, 2021 (and applications will be reviewed on a rolling basis beginning after August 20, 2021).

You can find the application [here](#).

11. How much time will I have to start and complete my program or activity?

Projects must be completed one year after the grant agreement is finalized.

12. Do I have to have the program in Philadelphia?

Yes. Any program or activity funded under this grant must take place in the City of Philadelphia and serve Philadelphia residents.

13. How soon will I hear the decision on my application?

All applicants will be notified of the decision in September 2021.

14. How do I know if I submitted the application?

When submitting the application, you will receive a confirmation email within one business day. If you do not receive the confirmation email, we did not receive your application. This email confirmation serves as a confirmation of receipt only; this email confirmation does not confirm that your application is complete. As outlined in the Community Expansion Grant application, all incomplete applications will be disqualified.

15. Can I submit a hand-written application or mail in my application?

All applications MUST be submitted electronically and by the deadline.

16. Is there anything I can not include in my budget?

Budget items that include start-up costs may not be approved for funding under the Community Expansion Grant program. Please review the application for allowable expenses.

17. Where can I find an example of a budget breakdown and justification?

Please find an example [here](#).

Updated August 16, 2021: You can find a sample project budget on a Google sheet [here](#).

18. Where can I go for help to fill out the application?

If you have further questions or concerns, please email AntiViolenceGrants@phila.gov or attend one of our virtual Community Expansion Grant information sessions:

- Monday, August 16, 2021 (12PM – 1PM)
- Tuesday, August 17, 2021 (5:30PM – 6:30PM)

Updated August 27, 2021: You can find recordings from these information sessions at the top of this document.

19. How do I calculate a full-time equivalent (FTE) for my staff?

A full-time equivalent compares the number of hours worked by a person to a full-time employee working 2,000 hours per year (or 40 hours per week for 50 weeks in the year). To calculate a full-time equivalent (FTE): Divide the total number of hours in one year worked by 2,000.

A full-time employee's FTE is 1.00, representing 100% of full-time hours, or 2,000 hours.

Here's an example of how you calculate the FTE for a part-time employee: If your organization employs a staff member who will work 10 hours per week for 25 weeks in the year on your proposed project, you multiply 10 hours by 25 weeks for your total hours worked per year (250 hours). Then you divide that total by 2,000 hours (250 hours divided by 2,000). This example part-time staff member's FTE is 0.125 or 12.5%.

20. My organization is not/I am not eligible for a Community Expansion Grant, what other funding opportunities are available?

If you or your organization is not eligible for a Community Expansion Grant, but is providing violence prevention and intervention community-based programming in Philadelphia, you may be eligible for a Targeted Community Investment Grant (TCIG). The City of Philadelphia issues TCIG grants ranging between \$1,500 to \$50,000 to small, community-based, with organizational budgets operating for 3+ years.

All TCIG opportunities are posted here:

<https://www.phila.gov/departments/office-of-violence-prevention/>

Updated August 16, 2021: The next round of TCIG applications is expected to open in early 2022 (around February). Award announcements for the July 2021 application are expected in the next few weeks.

21. Are organizations applying for a Trauma Informed Healing and Restorative Practices program funding required to incorporate a clinical approach or formal behavioral health programming or can community-based programs that integrate trauma informed principles and approaches in their proposed activities apply?

Community Expansion Grant funds will support clinical or formal activities, as well as supplemental elements to community-based programs. For example, the Community Expansion Grant could support cognitive behavioral therapy as an add-on to an existing workforce development program to ensure participant retention.

22. Are organizations required to propose projects that meet all of the referenced activities for their respective concentration, or can organizations submit applications for some of the described activities?

Programming does not need to focus on all of the described activities; applications can focus on one.

23. Are organizations expected to include all the sample metrics included in the application, or can organizations propose a subset of metrics that they plan to track?

These are example metrics. Applications can use a subset of the metrics included, as well as metrics that are not included. The expectation is that your metrics demonstrate a connection to your program goal or the overall goal of reducing and sustaining reduced gun violence in Philadelphia.

24. The application requirements include significant expectations around tracking and reporting. Can organizations propose that staff time be dedicated tracking and reporting activities as part of their proposed staffing costs or must account for this as part of the <10% administrative costs?

Proposed programming staffing costs could include tracking and reporting activities. These costs should be reflected in detailed in your budget (budget breakdown and budget justification), and it should be specified that the costs are related to reporting and outcomes tracking. There is an example budget breakdown and justification included within this FAQ doc (see #17).

25. The application outlines criminal background check requirements. Is this required for program participants, or only program staff/volunteers working with minors?

This requirement is about maintaining current background checks for program staff/volunteers who are directly serving minors (under the age 18). Organizations will be required to maintain background checks for any staff/volunteers directly serving minors as part of this grant-funded activities. Program participants are not required to complete a background check.

26. Can organizations apply for funding to support programs that are operated from a school, recreation center, or other community spaces?

Yes, program activities can operate from schools, recreation centers, or other community spaces.

27. My Philadelphia-based organization operates from a zip code that is not listed as a special consideration zip code. Can my organization apply for funds to develop a new program/expanded programming in a special consideration zip code?

Any organization working in Philadelphia will be considered in the designated area. However, special consideration will be given to projects in the zip codes outlined. Programs that currently exist outside of the special consideration zip codes are eligible to apply, but they must operate in Philadelphia.

28. I understand that the Community Expansion Grant is for trauma informed healing and restorative practices, as well as safe haven and mentorship programs; and I understand that, in alignment with the [Philadelphia Roadmap to Safer Communities](#), that special consideration will be given to applications that address the needs of its target population (in particular men and boys of color at a high risk of gun violence between the ages of 16-34, as well as those that show youth, community, and/or multi-organization collaboration) and to projects in areas that are the most impacted by gun violence (19104, 19118, 19119, 19120, 19121, 19122, 19124, 19126, 19129, 19131, 19132, 19133, 19134, 19135, 19136, 19137, 19138, 19139, 19140, 19141, 19142, 19143, 19144, 19145, 19146, 19149, 19150, 19151, 19152). However, I am interested in applying on behalf of a program that supports related work for a different audience, should I still apply?

All organizations are welcome to apply, but prioritization of grant funds will be focused on zip code/population/topic area.

29. The application says “No funds are provided directly to the awardee.” Can you clarify what this means?

As outlined in the application, application proposals must include documentation of affirmation of a bank statement linked to the identified legal status. Grant funds will only be distributed to

the affirmed bank account that is in the organization's name. Grant funds will not be distributed to individuals associated with or responsible for the organization.

30. My organization offers an afterschool program, sports program, arts program, etc., is it eligible?

While these programs are essential to families and communities, generally speaking, they are not a good fit for the Community Expansion Grant opportunity.

As outlined in the grant application, the Community Expansion Grant program prioritizes specific program types that target people at highest risk of being involved in gun violence, (in particular men and boys of color at a high risk of gun violence between the ages of 16-34, as well as those that show youth, community, and/or multi-organization collaboration) and to projects in areas that are the most impacted by gun violence (19104, 19118, 19119, 19120, 19121, 19122, 19124, 19126, 19129, 19131, 19132, 19133, 19134, 19135, 19136, 19137, 19138, 19139, 19140, 19141, 19142, 19143, 19144, 19145, 19146, 19149, 19150, 19151, 19152).

We encourage you to review the application and this FAQ document closely to determine if your organization or program is eligible.

31. Are workforce programs eligible?

Existing workforce programs that seek to expand and add trauma-informed or healing practices, such as cognitive behavior therapy (CBT), as a way of retaining participants are eligible to apply. However, workforce programs generally are not eligible.

32. My fiscally sponsored organization is less than three years old, but my organization's fiscal sponsor has had a valid 501(c)3 status for longer than three years. Is my organization eligible to apply?

In accordance with the *Organization Requirements* section of the application, if your organization's fiscal sponsor has had a valid 501(c)3 status for longer than three years, and your organization is led by an individual whose personal proven track record extends over three years of community anti-violence work, then your organization is eligible to apply.

33. While my organization is fiscally sponsored and operated by a part-time equivalent, my organization's fiscal sponsor has more than one full-time equivalent staff person who provides administrative support and services to my organization. Does my organization meet the *Organization Requirements* outlined in the application?

Yes, if your fiscal sponsor has more than one full-time equivalent staff person, then your organization meets the application's *Organization Requirements*.

34. What is the definition of a mid-sized organization?

As outlined in the application under *Organization Requirements*, the Community Expansion Grant Program defines a mid-sized organization as:

- A Philadelphia-based organization:
 - With a valid 501(c)3, B Corp, or LLC designation for more than three years, OR
 - With a fiscal sponsor for more than three years whose mission and work are consistent with the goals of the Anti-Violence Community Grants Program to reduce gun violence and sustain reduced gun violence, OR
 - With a 501(c)3, B Corp, or LLC led by an individual whose personal proven track record extends to over 3 years of community anti-violence work
- An organization with at least one full-time equivalent (FTE) staff person
- An organization with an annual operating budget below \$15,000,000

35. My organization is a small to mid-sized organization operating from within a large organization or institution that exceeds the \$15,000,000 annual operating budget threshold. Is my organization still eligible to apply?

As outlined in the application, Philadelphia-based organizations with a fiscal sponsor for more than three years whose mission and work are consistent with the goals of the Anti-Violence Community Grants Program to reduce gun violence and sustain reduced gun violence are eligible to apply. Organizations with fiscal sponsors must have an annual operating budget under \$15,000,000—this is separate from the fiscal sponsor’s annual operating budget.

The following outlines typical characteristics of a fiscally sponsored organization and their relationship to their fiscal sponsor:

- Fiscally sponsored organizations enter an agreement with their fiscal sponsor—which identifies the sponsor organization as the fiscal sponsor—and that typically specifies that the fiscal sponsor is responsible for all legal compliance relating to receiving, reporting, and acknowledging charitable donations received on the behalf of the fiscally sponsored organization.
- Fiscally sponsored organizations are charged an administrative fee (typically a percentage of their annual budget) to their fiscal sponsor in exchange for technical assistance and administrative support services, such as bookkeeping, tax returns, payroll, HR management, etc.

While fiscally sponsored organizations are eligible to apply, direct programs or projects of a larger organization or institution (including those that are grant-funded) with an annual operating budget exceeding \$15,000,000 are not eligible to apply. Direct programs and projects are defined as:

- Programs or projects that belong to the larger organization or institution, which may include grant-funded programs and projects.

- Programs or projects that are directly implemented by its employees (including grant-funded employees) and/or volunteers.

36. I see the application requires “documentation of affirmation of a bank statement linked to the identified legal status.” Can you clarify what is needed?

This can be a copy of a recent bank statement that identifies the applying entity as the account holder.

37. My organization would like to partner with other organizations to submit an application. Does that make us eligible to receive a grant award of more than \$1,000,000?

No. As outlined in the grant application, as well as in #8 of this FAQ document, grant award amounts will range between \$100,000 - \$1,000,000.

38. My organization provides trauma informed healing and restorative practices and/or safe haven and mentorship programs through multiple interconnected programs. Should my organization apply for general operating support and articulate in our proposal how our programs support the targeted population?

Your organization can apply for funding to expand or enhance your existing programming. However, we are asking organizations to itemize what they will be using the funding for, and to execute spending based on an approved budget. In your proposal, be sure to clearly explain how your request will expand or enhance your existing program. This includes articulating the additional number of people served and/or outcomes your organization expects to achieve, in addition to what is already being done.

39. Community Expansion Grant requires that applying organizations have at least one full-time equivalent (one FTE). Is there a specific title required for this FTE?

No, no specific title is required to meet the full-time equivalent requirement.

40. My organization started recently. Is my organization still eligible to apply?

Start-up organizations are not eligible for this grant opportunity. However, start-up organizations are encouraged to apply for future Targeted Community Investment Grant opportunities. All TCIG opportunities are posted here:

<https://www.phila.gov/departments/office-of-violence-prevention/>

41. Is there an expected cost per client range?

No, there is not an expected cost per client range. However:

- If you have one, please include this detail in your project budget.
- The application review will be mindful of best practices and how your spending aligns with industry standards and reasonable costs related to executing your program. For example, it would raise questions if a proposal says the applying organization will serve 100,000 people with a \$100,000 grant or, conversely, if a proposal says the applying organization will serve three (3) people with a \$100,000 grant.

42. If an organization has an annual operating budget of \$200,000, is it too small to be considered “mid-sized” and eligible for this grant?

The Community Expansion Grant program has a ceiling of—and will not award grants to organizations with—an annual operating budget exceeding \$15,000,000. See #34 in this document above for the definition of a mid-sized organization.

43. Is my organization allowed to submit a grant application for an amount that would double the annual operating budget of my organization?

The Community Expansion Grant program is interested in making strong investments in organizations, but the program is not necessarily seeking to expand organizational budgets by that amount. An application for a grant that would double the applicant organization’s operating budget should include a strong, detailed justification, should clearly articulate the proposed expansion, alignment, and timing of the grant award and programming, and demonstrate its expertise in being able to staff up and develop other internal procedures quickly to be able execute the project.

44. How much money in total is being distributed?

The Community Expansion Grant and Targeted Community Investment Grants comprise the Anti-Violence Community Partnership Grant Program, which will together distribute \$16,500,000 to Philadelphia based-community organizations that offer anti-violence programming.

45. What is the timeline for the Community Expansion Grant?

Updated September 1, 2021: The grant timeline can be found in [the application](#) or on [phila.gov](#) by clicking [here](#). The most important date is the deadline, which has been extended to: Friday, September 17, 2021 at 11:59PM.

46. Will grantees be required to complete any reporting?

See #6 in this document above for a list of expectations for receiving a Community Expansion Grant. This is not a complete list, but it will provide a picture of what kinds of things to anticipate.

47. Can my organization submit a joint application with another organization?

Yes, organizations are welcome to jointly apply as long as:

- Your proposal clearly articulates roles and responsibilities of each organization.
- The lead organization meets the minimum application requirements as outlined in #4 in this document above.

(Updated September 10, 2021): Only one application should be submitted on behalf of the joint application. Required information should be submitted on behalf of the lead organization.

48. What are suggested or ideal “measures of success”?

Page 3 and page 4 of the [Community Expansion Grant application](#) outlines sample metrics.

49. If my organization applied for a Targeted Community Investment Grant (TCIG), can my organization apply for a Community Expansion Grant as well?

Yes, you are welcome to also apply for a Community Expansion Grant. However, as outlined in [the application](#) in the *Use of Funds* section:

- Community Expansion Grant funds must be used to supplement (not replace or redirect) any Federal, State, and/or local funding currently provided for the program.
- Applicants currently receiving program funding from the City must clearly state in the application how these funds will be used to enhance and/or expand current programming in an innovative manner

Your Community Expansion Grant application should either supplement any TCIG-funded activities or support additional programming.

50. If my organization applied for a Targeted Community Investment Grant (TCIG), can my organization use the same references for the Community Expansion Grant application as we used for our TCIG application?

Yes, references can be the same for both applications.

51. Must grant applications be submitted for a singular program, or would a menu of interconnected programs/services be eligible?

A menu of interconnected services is allowed, however, upon reviewing your application, we are looking to understand how you will use the funds to expand services and make a measurable impact for those who are at highest risk (as outlined in #5 above). It could be difficult to

understand how your activities are meeting your anticipated results. You are encouraged to clearly articulate how the interconnected programs are best suited to achieve your anticipated results.

52. What kind of references are appropriate to include in my organization's proposal?

Acceptable references are a diverse range, ranging from a funder of your organization to a program participant to another stakeholder. References should be someone with first-hand knowledge and experience about your organization and who can provide a testimonial of your organization's program and impact.

53. My organization has a part-time staff. Is my organization eligible to apply? Can the full-time equivalent (FTE) staff person start after the award date?

Organizations that do not have at least one full-time equivalent (FTE) at the time of the application are not eligible for the Community Expansion Grant and may be better suited for Targeted Community Investment Grants (see #20 above).

However, organizations that have a full-time equivalent at the time of applying can request funds to support hiring a full-time staff person as part of their grant application.

54. If an organization has two board members who are family (or married), how will this affect the organization's application?

The organization will not be disqualified. However, as outlined in the application, it is strongly preferred that organizations do not have any familial relationships among board and staff members.

55. Why is it not preferred to have family members on my organization's board?

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance, and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

The board of directors of a nonprofit has three primary legal duties known as the "duty of care," "duty of loyalty," and "duty of obedience."

The IRS considers related board members to not be completely independent. Even if the people in question believe they are not subject to influence by virtue of that relationship, the IRS requires 51% of voting members of the board of directors be unrelated. They consider it to be a conflict-of-interest that impacts the charity.

This conflict of interest could create opportunities for financial abuse.

56. My organization is thinking about allocating funds for program monitoring and evaluation. Is that appropriate?

As outlined in #6 above, there are expectations around program monitoring and data collection. As part of proposals, applicants are strongly encouraged to budget time and funding to support these requirements and ensure someone is assigned to help meet these expectations.

57. Is there a template that's required for reference letters?

No, there is no required template for your reference letters. Please see #52 of this document for more information about what kind of references are appropriate.

58. #6 of this FAQ outlines the expectations of the application and applicants. Specifically, it states that "Awardees must participate in an independent evaluation of their program, including development of a logic model, collecting data on program participants and community impact, individual data sharing with City and its evaluation partner (in accordance with local, state, and federal privacy rules), collecting responses to surveys, and other activities to support a greater understanding of the impact of the program."

Will the City provide evaluation support for grantees?

The City's Anti-Violence Community Partnership Program provides grant funds to organizations focused on reducing violence through trauma-informed healing and restorative practices and safe havens and mentorship, but it also will include evaluation and capacity building & technical assistance consultant support and services for grantees. Yes, organizations should expect to set aside staff time and funding as part of their grant to participate in an evaluation of their program, collect data, and provide monthly reports with data and outcome measures. However, organizations will not be alone in this effort. Organizations will have support from an evaluator, capacity building & technical assistance consultant, and others.

59. Are costs associated with sub-contractors allowed to be included in a grant proposal? If so, does the sub-contractor agency need to have a budget under \$15,000,000?

Sub-contractors are allowed, and partnership is very valuable. We anticipate all sub-contractor agencies to have an annual operating budget under \$15,000,000. Organizations with annual operating budgets above \$15,000,000 can be partners of the project, but they are not permitted to receive grant funds as a sub-contractor exceeding 40% of the grant funding.

60. Can grant funds be used for location-related expenses?

Community Expansion Grant funds can be used for rental expenses related to expanding or enhancing programming. However, grant funds cannot be used to purchase a building.

61. My organization has eligible programs that have been stopped due to weather damage. Can my organization apply for funds for repairs?

Consideration for repair will be given to proven organizations with past successful programs and activities if the repairs can be completed and programs will resume and be fully executed within one year. In addition to the proposal requirements outlined in the application, proposals for these types of special requests should clearly articulate the proposed repairs, as well as the timeline of repairs and when the eligible program activities will resume. Repairs will also be expected to adhere to rules related to capital purchases.

62. Can an organization apply for funds to purchase equipment? If so, is there a monetary limit to purchase equipment?

The Community Expansion Grant was established to respond to the immediate public health crisis that gun violence has become in Philadelphia. Grant awards are intended to have an immediate impact on Philadelphia residents and communities most impacted by gun violence. As such, capital purchases for tangible assets in the form of equipment, furniture, fixtures, and/or machinery will be considered only if:

- The capital purchase must directly and immediately support the core mission of your proposed project in the trauma-informed healing & restorative, safe haven, or mentorship for which you are applying
- The total capital purchase does not exceed 15% of your organization's grant award
- Projects must be completed one year after the grant agreement is finalized (per #11 of the application FAQ).

A capital purchase is defined as the purchase of an asset that has a useful life of at least five years and costs at least \$7,500. All capital purchases will have a separate approval and documentation process to track its use during the grant period and how it can be used after the conclusion of the grant.

63. My organization is volunteer-based and has no full-time equivalent employee (FTE). Is my organization eligible?

If your organization has volunteer staff or a mix of paid and volunteer staff equivalent to one full time person (i.e., 40 hours per week/50 weeks a year), your organization is eligible to apply for this grant. As part of the application's organizational capacity proposal requirements—in which a

summary of staff/team supporting the proposed activity is required—submit information about your volunteers instead of staff. Organizations selected for this grant will be asked to provide documentation from their paid and volunteer staff confirming they consistently worked each week for the organization equivalent to the one FTE position over the last 12 months.

64. My organization has never been audited. Can my organization request funding for an audit within the grant funding period?

Yes, costs associated with an audit can be built into indirect/administrative costs up to 10%. Please also note: Audits are strongly preferred, but not required.

65. I see mention of monthly invoices, purchase documentation, and timesheets for staff. Does this mean that grant funding will be distributed on a reimbursement basis rather than an up-front distribution of the award?

An initial grant payment will be made to all grantees up to 20% of the grant. Additional funds will be available on a reimbursement basis.

66. What does “experience with the justice system” mean?

Experience with the justice system means someone who has had contact with the criminal justice system and has been arrested, incarcerated, on parole, on probation, etc.

67. My organization has applied for a Targeted Community Investment Grant (TCIG) and is also interested in applying for a Community Expansion Grant (CEG). Should my application articulate our request for funding from CEG under the assumption we are also receiving TCIG?

Yes. If you get funding through TCIG and are looking to expand the same program under CEG, then please articulate that in your CEG application in detail, and note your requested amount from TCIG identified as “pending” as part of your organizational background.

68. What is the ideal sized organization to apply for a Community Expansion Grant, other than having an annual operating budget under \$15,000,000?

No, there is no ideal sized organization. However, the Community Expansion Grants are intended to expand services quickly, and organizations should have infrastructure to be able to execute on their program proposal, appropriately manage an influx of funding, and meet other grant requirements.

69. With regard to the required background checks, does my organization have the ability to use discretion on who we engage as a volunteer or staff member?

If your organization is using volunteers and staff members to support grant-funded programming with participants under the age of 18, then background clearances are strictly required. The City adheres to all State and federal laws around child protections and will require grantees to do the same.

70. My organization wishes to apply for funding to support women and girls impacted by gun violence. Is that allowed?

Yes, while we are prioritizing men and boys of color age 16 – 34 at high risk of gun violence, you are welcome to submit an application to support women and girls, but your application should consider the grant's target zip codes that are the most impacted by gun violence (19104, 19118, 19119, 19120, 19121, 19122, 19124, 19126, 19129, 19131, 19132, 19133, 19134, 19135, 19136, 19137, 19138, 19139, 19140, 19141, 19142, 19143, 19144, 19145, 19146, 19149, 19150, 19151, 19152).

71. My program is fiscally sponsored, and my program and my fiscal sponsor are both interested in applying for a Community Expansion Grant. Is this allowed?

Yes. If both your program and your fiscal sponsor meet the eligibility requirements outlined in #4 of this document, then both entities can apply for grants.

72. My program is fiscally sponsored. Can my fiscal sponsor apply on behalf of my program?

Fiscal sponsors that meet the eligibility requirements outlined in #4 of this document, then they may apply on behalf of their fiscally sponsored programs.

73. Does the cover page count toward the application proposal's 15-page limit?

Yes, the Community Expansion Grant Cover Page & Checklist does count toward your application proposal's 15-page limit.

74. Can my organization submit more than two references with our application?

Yes, but we recommend you be strategic about the references you choose to include in your application. There is a minimum of two reference letters required, but you should not submit more than five. For information on what kinds of reference letters should be submitted, see #52 of this document.

75. My organization shares a space with another organization that will apply for a Community Expansion Grant. Are both organizations allowed to apply?

We understand that organizations may share buildings or addresses. Yes, both organizations are allowed to apply.

76. I am an individual with over three years of community anti-violence programming experience, working for an organization that was founded recently. I understand that, per #4 of this FAQ, my qualifications make my organization eligible. However, how do I demonstrate my proven track record?

We do not have a required format for demonstrating your individual qualifications. However, you could refer to sample metrics on page 3 and page 4 of the application and consider how you can frame your qualifications and past successes. A resume is one format to consider to highlight previous experiences and successes.

77. My program serves communities experiencing food insecurity. As part of our anti-violence programming, we often provide food and meals. Am I allowed to include the cost of food and meals in my application proposal and budget?

We understand that communities impacted by gun violence also often face food insecurities. You can include food and meal costs in your application proposal. However, be sure to inform your food cost calculations with your proposed program activities and outcomes. In other words, your total proposed food costs should be relative to the people you will serve through the grant-funded program.

78. My program is fiscally sponsored. My fiscal sponsor charges an administrative fee, between 10% - 12%. Does this fee count as the 10% of my grant program budget that can be used for administrative costs?

Fiscal sponsor fees are considered separate and apart from administrative costs. Please include your fiscal sponsor fees as part of your proposed project budget. If you include fiscal sponsor fees in your proposed budget, please also include a copy of your program's agreement with your fiscal sponsor in which the fees charged to your program are outlined.

79. The Community Expansion Grant application calls for known risks to be included as part of the proposal narrative. Can you clarify what this means?

As part of your proposal narrative, please explain any known risks that could impact the anticipated results or goals of your proposed program and, thus, limit the impact of a grant investment. Risks include those that are internal to your organization—including to the organization or program—or external risks.

Along with identifying any known risks, you may want to explain how your organization plans to manage the risks so as not to impact the anticipated results or goals of your proposed program.

For example, your organization is submitting a proposal for a program that is run by a program manager who has built and managed the program for over 20 years, but the program manager has announced that they plan to retire during the grant cycle. This is a known risk because the staff transition—and the loss of institutional knowledge—could impact the outcomes of your proposed program. In this example, you would want to identify the retirement as a known risk in your proposal narrative and explain how your organization is planning to mitigate impacts on your proposed programming, such as recruitment and hiring strategies and succession planning.

80. The application requires “Internal Financial Statements – Current Year-to-Date Statement of Financial Position/Balance Sheet and Statement of Activities/Income Statement.” Can you clarify what this requirement entails?

A Statement of Financial Position—or Balance Sheet—shows your organization’s assets (what you own), liabilities (what you owe), and net assets (equity). It reflects your organization’s overall financial position at a given moment in time.

- For applications on behalf of a non-profit organization, here is an example of [a balance sheet](#) (also known as a statement of financial position)
- For applications on behalf of LLCs and B Corps, here is a template showing what a [statement of financial position/balance sheet](#)

A Statement of Activities—or Income Statement—shows your organization’s revenue and expenses for a reporting period.

- For applications on behalf of a non-profit organization, here is an example of a [statement of activities](#).
- For applications on behalf of LLCs and B Corps, here’s a template showing what an [income statement](#) looks like.

The provided examples are only to help clarify the requirement. The statements you submit with your application may be generated by your accountant or bookkeeper or by using your accounting software.

Updated August 27, 2021: If you are applying on behalf of a fiscally sponsored program, please submit these requirements for your program.

81. The Application Checklist includes “Key staff, consultants, partners (list, resumes, and FTEs).” However, the application outlines inclusion of “Summary of staff/team supporting the proposed activity. Include staff/consultant titles, their full-time equivalents (FTEs) at the organization, and their proposed FTEs to support the proposed project.” Where should I outline the staff information, including titles and FTEs, and should I submit resumes for existing staff that will be working on the project?

Updated September 13, 2021

You can include your organization's staff capacity—including titles, their full-time equivalents (FTEs) at the organization, and their proposed FTEs to support the proposed project—as part of your proposal narrative under the Organizational Capacity section. In this section, you may also include partners. Your organization may also include resumes for existing staff that will be working on the project. While the staff capacity information may be included as part of your proposal narrative, any resumes can be included as attachments. If resumes are not included as part of your application proposal submission, we may ask for you to provide resumes as part of a follow-up request.

82. My organization is proposing to hire new staff member(s) as part of our Community Expansion Grant application proposal. Should I include job descriptions for the proposed new positions with my application?

You should include as much detail about your proposed activity as possible, including proposed job descriptions, recruitment and hiring timelines, etc. This information may be included as part of your proposal narrative, but it may also submit a job description as an attachment to your application.

83. My organization is a B Corps or an LLC. As such, the IRS Form 990 does not apply. What should I submit instead to meet the documentation requirements?

The IRS requires annual returns. For tax exempt organizations, an IRS Form 990 is generally required. If you are submitting a Community Expansion Grant application proposal for an LLC or B Corps, please submit the IRS Form that your organization files as part of your annual return.

84. My organization is based outside of Philadelphia, but my project is based in Philadelphia and serves only Philadelphians. Is my organization still eligible to apply for a Community Expansion Grant?

As outlined in #4 of this document and in the Application, Philadelphia-based organizations are eligible to apply. If your organization is based outside of Philadelphia, your organization is not eligible to apply. *(Updated September 3, 2021):* See #92 of this FAQ doc below for more information on what Philadelphia-based means.

85. I am a City employee affiliated with an organization that is interested in applying. May I participate in the Anti-Violence Community Grant Expansion Program?

As a City employee, certain ethics rules apply to you that don't apply to general applicants. For example, the City Charter prohibits City employees from financially benefiting from a grant with the City, even if the grant is unrelated to your City duties. The City Code also restricts employees from representing another person or entity in transactions involving the City – including a grant application. You are strongly encouraged to contact the Board of Ethics for guidance before you participate. The advisory staff at the Board of Ethics can be reached at BOEGCstaff@phila.gov or 215-686-9450.

86. I have questions about my application. Can I schedule a call to speak with someone about my application?

For fairness and consistency across applicants, we are not accepting phone calls or otherwise providing consultations about applications. In addition to reviewing the [application](#) and this FAQ document, you can watch our public information session recordings (linked at the top of this FAQ) for more information.

87. I am working on my organization's grant proposal. Can my proposal include hyperlinks to other information?

To ensure applicants are all being held to the same proposal page limit, (15 pages) please include any information you wish to be reviewed in the body of your proposal—do not link.

88. Are there any style/formatting requirements for the grant proposal?

No, there are no style/formatting requirements for the grant proposal. However, you should ensure that your proposal is legible, using legible font and size.

89. I am applying for an organization with offices/locations throughout Philadelphia. Can we submit a proposal for a regional program model in which several offices/locations are supporting the same program?

Yes, applications can be submitted to support programming at multiple locations and support participation between locations. Please provide these operational details in your proposal.

90. I forgot to include something in my application proposal that I think is important. Am I allowed to resubmit?

Yes, you can resubmit, so long as:

- Your proposal still meets the page limit
- The resubmission is received by the deadline (extended deadline is now Friday, September 17)

91. I am not able to edit the Checklist or other items via Google drive. How do I edit these documents?

The public has viewing access to these requirements. To edit it, you must download it first. To do so, click "File" in the top left, then scroll down to "Download."

92. The application says applicants must be Philadelphia-based. Can you clarify what this means?

Philadelphia-based organizations are eligible to apply. Philadelphia-based organization means that your organization:

- Is Headquartered in Philadelphia, OR
- Has a physical site in Philadelphia as a base of programming or operations, which could include a residential address from your organization operates out of OR
- Has the majority of its programming occurring in Philadelphia

93. My organization is in the process of bringing on a fiscal sponsor. Should I include information about this in my application? If so, what information should I include?

If you do not yet have a fiscal sponsor in place but plan to use one for this grant, you can provide details on this in your application. This could include a letter from the organization that you are looking to partner with, the expected date by which you anticipate signing a written agreement with the fiscal sponsor, which organization or organizations you are pursuing as a fiscal sponsor, and/or where your organization is in their process to determine whether a sponsorship is possible. This can be included as an attachment to your application, and not count towards your page count.

94. I have questions about my application. Is it possible to set up a call with someone from the grant program team to discuss?

To ensure we do not privilege one application over another, we cannot offer consultations about applications. All communications pertaining to the grant must be public. As such:

- Two public information sessions were offered to provide additional information to answer questions from potential grantees. Recordings from those public information sessions can be found at the top of this FAQ.
- Please review this FAQ and any replies to your application submission closely.

95. My organization is fiscally sponsored. Another organization that is also applying for a Community Expansion Grant is fiscally sponsored by the same organization. Can more than one fiscally sponsored organization apply, even if we have the same fiscal sponsor?

Yes. Fiscally sponsored organizations are considered unique and individual, regardless of having the same fiscal sponsor. More than one organization under the same fiscal sponsor can apply.