CITY OF ORLANDO

Mayor's Matching Grant Program

Purpose

The Mayor's Matching Grant provides schools and non-profit organizations resources to implement projects they typically would not be able to fund. The Mayor's Matching Grant (MMG) program was established to promote partnerships and collaborations with businesses, religious institutions, non-profit agencies and other community resources to provide youth programs that improve academic achievement, reduce youth crime and invest in the foundation of safe communities.

Grant funds are available annually, with awards ranging from $1,000 to $10,000 that are matched dollar for dollar by the applicants using a combination of cash, in-kind contributions and volunteer labor.

Eligibility

- Public or Private Schools
- Federally Tax Exempt 501(c)3 Organizations

Project Criteria

- Project must offer high-quality educational, academic, civic engagement or mentoring opportunities for youth during non-school hours
- Applicant cannot be a current recipient of a Mayor's Matching Grant
- Applicant must be in existence for at least one year
- Applicant must ensure dollar-for-dollar match of the grant request using a combination of cash, volunteer labor and/or in-kind goods or services
- Project must take place within the Orlando city limits

Managing Grant Funds

- Grant funds will be disbursed in the form of quarterly reimbursements for approved expenses.

- Grant recipients may request a cash advance of up to 50% of the grant award at the time of application to cover start up costs and purchase supplies.

Letters of Support

- Provide letter(s) of support from collaborative business or nonprofit partners.

- Letters of support from City of Orlando staff or elected officials will not be accepted.

Grant Match

- The total match must equal or exceed the amount being requested from the City of Orlando.

- A combination of cash, volunteer labor and/or in-kind goods or services can be used as match.

- In-kind or cash donations from City of Orlando services, staff, or elected officials cannot be counted as match.
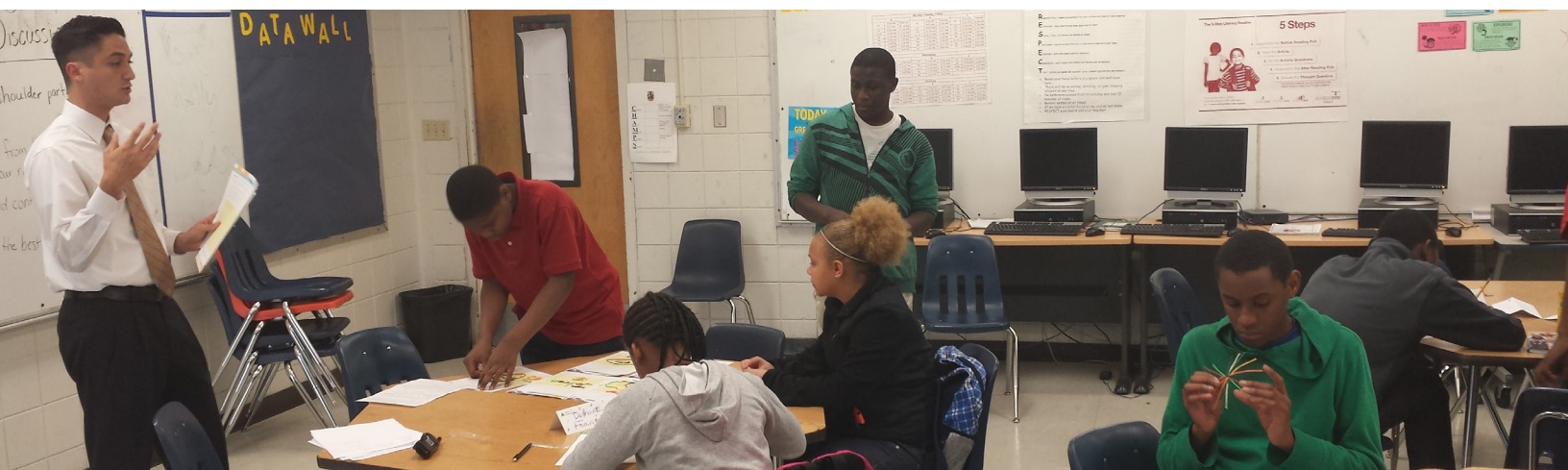
Grant Match – Schools & Nonprofit Organizations

Match Component	Definition	School or Nonprofit Organization Contribution	Community Partner Contribution
Volunteer Labor	Volunteer labor from school or nonprofit organization staff or volunteers, valued at $34.79 per hour	A minimum of 25% and a maximum of 50% of the grant award	Not required, although volunteer labor may strengthen and contribute to the success of the project
Cash	Cash contributions or donations	Unlimited	A minimum of 50% of the grant award in cash and/or in-kind goods or services
In-kind Goods and Services	Supplies, equipment, space or professional services valued at "fair market value" and furnished by legitimate service providers and/or businesses	Unlimited	A minimum of 50% of the grant award in cash and/or in-kind goods or services

Special note for Orange County Public Schools

Any Orange County Public School (OCPS) applying for a grant must have the OCPS Board as the legal applicant; therefore the OCPS Grant Development Office must approve the application prior to submission. OCPS Grant Development Services (GDS) staff will assist in developing the proposal and help obtain School Board approval of the application. For assistance or further information, call the GDS office at 407.317.3303

Project Guidelines

Successful grant proposals should represent innovative and promising ideas, reach a significant number of children or youth, and demonstrate broad-based community support.

Applicants must clearly describe the specific activities they will offer to engage youth in a positive pro-social peer environment.

Grants are awarded to high quality out-of-school opportunities for youth in the following areas:

- Education
- Academic
- Athletic
- Civic Engagement
- Mentoring Opportunities

Non-Eligible Projects/Expenses:

- Computers
- Office equipment
- Capital improvements or renovations
- In-school programs (programs offered during school hours)
- Administrative and/or indirect costs that are more than 15% fo the school or non-profit organization's grant request
- Pre and/or post-award expenses
- Theme park tickets
- Projects that discriminate or exclude participants on the basis of race, religion, color, sex, sexual orientation, national origin, age, mental or physical disability. Access must be open to all segments of the community.
- Third party or other "pass through" organizations
- Faith-based organizations/programs, unless there is a non-faith-based service that is available to all segments of the population.

Program Performance and Outcomes

Applicants should develop a program design that will facilitate the gathering of data per the following required performance measures:

PERFORMANCE MEASURES:

- Number of Program youth served

- Number of contact hours with youth participants

- Number of program youth successful in achieving program goals

DATA REPORTED BY GRANTEE EACH QUARTER:

- Current youth enrollment

- Number of hours youth are engaged in project related activities

- Number of program youth who exited the program having completed program requirements

- Number of youth who exited the program during the reporting period (both successfully and unsuccessfully)

Selection Criteria

A Review Panel of past grant recipients, community leaders and volunteers will use the following criteria to evaluate each proposal. Total possible points is 30.

Supports the Mayor's Matching Grant philosophy and mission	5 points	The activities and programs described in the project proposal are designed to address educational enhancement, academic enrichment, public safety, crime prevention or anti-violence activities within the City of Orlando. The activities have youth programming with the majority of program participants residing in the City of Orlando. The activities and expenditures are within the guidelines of what is eligible for funding.
Community Partnerships	5 points	Application includes Letters of Intent for in-kind donations such as supplies, equipment, space or professional services, which describe their donations and state the market value. Value of match meets or exceeds the minimum required. Proposed match is well documented and ready to expend.
Letter(s) of Support	5 points	Provides letter(s) of support from community based organizations, community leaders or City of Orlando neighborhood organizations representing the areas where project activities will be taking place. Letters of support from City of Orlando staff or elected officials will not be accepted.
Benefit to City of Orlando residents	5 points	Project provides a public benefit to City of Orlando residents. The project or activity takes place within the Orlando city limits.
Project Planning	5 points	Well-planned, cost-effective and ready for implementation; shows a clear and reasonable vision for sustaining the project. Proposed activities are an innovative response to a recognized problem. Grant application is thorough and completed.
Budget	5 points	Budget is reasonable projection of expenses and revenue. Budget accurately depicts revenues, expenses and matching funds; sufficiently justifies the amount of grant funds being requested. At least three written estimates from established vendors were submitted for any expenses that exceed $250 per unit cost. Met or exceeded match amount according to grant funds requested. Expenses are itemized, specific and necessary for project implementation.