



A NEW DAY.

City of Jacksonville, Florida
Donna Deegan, Mayor

Division of Grants & Contract Compliance

Finance & Administration
214 N. Hogan Street, Suite 821
Jacksonville, FL 32202
(904) 255-8800
www.coj.net

Public Service Grant Public Information Session
For Information Only- Application must be submitted online

<https://www.jacksonville.gov/departments/finance/grants-and-compliance/public-service-grants>

Deadline for submission is July 1, 2024

2025 Public Service Grant Application

Entity Information

Provide the information within each field below.

- Agency Legal Name (as registered with Sunbiz)
<https://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- Also Known As
- Address
- City
- State
- Zip Code
- Primary Phone
- Fax
- Website
- Tax ID
- Agency's Fiscal Year End date
- Executive Director/or Chief Executive Officer Name (Separate Fields for First & Last)
- ED/or CEO Phone
- ED/or CEO E-mail
- Contact Person for Application (Separate Fields for First & Last)
- Contact Person Job Title
- Contact Person E-mail Address
- Contact Person Phone
- Agency's annual revenue (as shown on filed tax returns) for 2021
- Agency's annual revenue (as shown on filed tax returns) for 2022
- Agency's annual revenue (as shown on filed tax returns) for 2023

Select the PSG Most Vulnerable Persons & Families category(ies) you are applying for (if more than one is selected, you will need to complete sections II-V for each category): ***See attached PSG Human Services Framework***

- Acute
- Prevention and Diversion
- Self-Sufficiency and Stability

Section I – Community Need and Target Audience

Provide a description of the following:

- need for the program
- target audience for Most Vulnerable Persons and Needs
- outreach to the target audience
- anticipated impact and success on the target audience
- anticipated number of people served.

(Maximum 6,000 characters with spaces—equivalent to 3 pages)

Section II – Agency Background, Staff and Board Experience

Provide a description of the following:

- agency’s board (demographics, length of service and professional experience)
- board’s role in governance
- strategy for board recruitment
- impact of the board’s background, relationship, experience or expertise with the agency
- agency’s executive staff (demographics, length of service and relevant experience and expertise)
- executive/key staff’s plan or process for the implementation of the program
- agency’s mission, history, experiences and accomplishments relative to Most Vulnerable Persons and Needs ***See attached PSG Human Services Framework***

(Maximum 6,000 characters with spaces—equivalent to 3 pages)

Section III.a. – Program Management Expertise and Evaluation (Descriptions)

Provide a description of the following:

- how the program will be designed and managed
 - how the program’s success and impact will be measured
 - how information will be collected
- AND
- For an existing program, describe:
 - past experiences, successes and achievements

- *may* include one client story;
OR
 - For a new program, describe:
 - why the agency will be able to successfully manage the program, expected outcomes or goals of the program
 - successes or best practices of similar programs
 AND
 - potential fundraising capacity, plan, strategy, and funding partners for the program
 - how the program will be sustained in future years
- (Maximum 7,500 characters with spaces—equivalent to 4 pages)**

**Section III.b. – Program Management Expertise and Evaluation
(Information on Non-Compliance)**

Answer the question below:

- Has your agency had a noncompliance incident within the past three years that has resulted in the requesting agency being placed on the Council Auditor's Chapter 118 noncompliance list?
 - Yes
 - No
- If Yes is checked, please list the following with respect to each noncompliance incident:
 - a) the noncompliance dates (e.g., the start date and end date)
 - b) an explanation for the noncompliance

(No character limit)

Section IV- Program Activities

Provide a description of the following:

- an overview of program activities
- a description of each activity
- how clients enter the program
- how clients' needs are evaluated
- the partnerships strengthening the program

(Maximum 4,500 characters with spaces—equivalent to 2 pages)

Section V.a. – Program Budget and Fiscal Policies (Descriptions)

Provide a description of the following:

- agency's fiscal policies
- procedures in place for ensuring the best fiscal policies
- how the agency's fiscal health is monitored

- the experience of the staff overseeing the financial monitoring of the program
- The section should include the agency’s budget, with revenue and expenses balanced, and a list of all line items and revenues to operate the program with a brief description of each line item.

(Maximum 6,000 characters with spaces—equivalent to 3 pages)

Section V.b. – Program Budget and Fiscal Policies (Budget Form)

Using the provided Excel document, please provide the following:

- agency's complete budget for the proposed program including within each provided line item
- Narrative tab should contain a description of each requested PSG funded line item only

Please upload the completed Excel with this information below.

ELIGIBILITY DOCUMENTS (Chapter 118.805)

Upload the following documents in each of the fields provided below.

___ A copy of Good Standing Certificate from Florida Division of Corporations

<https://dos.fl.gov/sunbiz/manage-business/certification/>

___ Charitable Solicitation Permit

<https://csapp.fdacs.gov/csrep/>

___ Fiscal Balance Sheets and Statement of Income and Expenses for the last two fiscal years

___ Complete tax returns (IRS Forms 990) for last three years

___ Certificate of Attendance for Mandatory Application Workshop

___ Office of General Counsel Affidavit

___ List of Agency’s Board of Directors