Questions and Answers from the Stop the Violence Grant Writing Workshops:

Q: What documents are considered acceptable to prove the organization is under $100,000?

A: Financial audits, reports, bank statements, and P&L sheets.

Q: How is the target community defined?

A: The applicant defines the target community as long as the services are provided within Duval County.

Q: What timeline is expected? Is a program for three months vs. six months favored or unfavorable?

A: The scope of work and budget may determine what is most competitive. The city's contracts are typically for up to one year. If a program will be completed in less time, then your contract will be written to reflect that duration.

Q: Is the Background Screening Requirements Form required in the application?

A: No, not in the application submission.

Q: Can the program exist over 12 months?

A: No

Q: How do I find out what I scored on the last RFP to improve on my response?

A: Contact Latrina Patrick at 255-8638 or lpatrick@coj.net.

Q: What if a program wants to spend heavily on preparing staff for program implementation rather than direct services is this considered acceptable?

A: The proposed application will be considered under this competitive response.

A: Do we use the Budget Narrative Section to prove the need for the program or do we place the explanation in the Scope of Work?

B. The program scope of work and the budget/ budget narrative should match in explaining the expenses.

Q: Does the Narrative Column on the Budget expand to allow room to provide an explanation?

A: Yes. If additional space is needed an additional information page may be attached.

Q: What columns on Form 1 – of the Budget, do we complete for the application?

A: The first column - "Approved Budget."

Q: May a program invite guest speakers in to speak to the youth that may have felony backgrounds to help motivate the youth to improve their lives?

A: The Background Screening policy states that Volunteers and Consultants working less than 10 hours a week in a program do not need to be background screened as long as they are in line of sight with a person who has passed the background screening.

Q: What sections are limited to the five page limit?

A: Competency/Experience, Scope of Work and Collaboration.

Q: How do I request the advance?

A: The letter requesting the advance is not required in the application. It can be completed and submitted during the execution of the contract.

Q: What is the turnaround time to get the first monthly payment?

A: Policy procedures will be developed to reduce this turnaround time. The process will take approx. 15 days. The sooner an organization submits their monthly invoices for reimbursement, the sooner the organization will receive payment.

Q: Can I mention my experience with KHA as a benefit to my application?

A: Experience and competency is measured in the Evaluation Criteria. There is no preference for experienced organizations with KHA.

Q: May I use this funding to fill the gap in my program funding until I receive my summer KHA funding?

A: No, funding from this program cannot be used as continuation funding for programs currently funded through a KHA contract.

Q: What is the likelihood our program will be funded after this funding period?

A: It is the intention of KHA to promote positive outcome programs to obtain additional funding in the future for these programs.

Q: I want to target fourth and fifth graders, is this allowable?

A: The target population is stated in the grant application as 13-18 year olds. Your proposal should explain why you want to serve a different population. All submission will be evaluated and scored according to the Evaluation Criteria stated.

Q: What if we do not have paid employees in our organization and we currently do not have the capacity to set up a payroll system but we would like to consider it for this grant?

A: Technical assistance for organizations can be provided once they have been awarded the funds.

Q: What is needed for insurance and where do I obtain this type of insurance?

A: Insurance is not required for this program, but technical assistance will be provided to grant recipients to increase capacity.

Q: Are three hard copies needed if submitting the application at the KHA office?

A: No, only one copy.