



Community Services
Agency Partnership Grant
FY2025-2026
Request for Applications

Seminole County Community Assistance
520 West Lake Mary Blvd., Suite #100
Sanford, FL 32773
Phone: 407-665-2300 ♦ Fax: 407-665-2358



COMMUNITY SERVICES AGENCY (CSA) PARTNERSHIP GRANT MISSION STATEMENT

The purpose of the CSA Partnership Grant program is to further the County's mission to deliver excellent public service that enhances quality of life and addresses our community's needs, now and in the future.

PROGRAM BACKGROUND

The CSA Partnership Grant program was initiated by the Board of County Commissioners to address human service needs in Seminole County. Seminole County has an extensive history of partnership with local non-profit agencies to benefit and improve the quality of life for residents.

It is deemed to be in the best interest of the citizens of Seminole County that funds be made available to establish partnerships with non-profit agencies who serve the community's social interests and needs. Therefore, it is the intent of this program to assist agencies that provide necessary social services or activities. Agencies providing services identified in the Community Needs Assessment will receive priority funding.

The CSA program collaborates with community organizations in assisting residents with specific needs in the County. The program provides grant funds to qualified non-profit organizations that meet federal and state tax exemption requirements and have been in existence for a minimum of three years. Agencies must provide services to benefit and improve the quality of life for Seminole County. CSA funded programs must assist residents of Seminole County.

Funds will be provided as approved by the Seminole County Board of County Commissioners and as requirements are clearly shown and proven by the various agencies that meet the guidelines as set by the County. The intent of the County is to provide funding for the good and welfare of its citizens.

TIMELINE OF FUNDING APPLICATION PROCESS

A Notice of Funding Availability (NOFA) will be released in the Seminole Section of the Orlando Sentinel on Sunday, April 13, 2025. The Request for Applications (RFA) will be posted by Monday, April 14, 2025, on the Seminole County Community Services website. All agencies not funded in fiscal year 2024-2025 (October 1, 2024, through September 30, 2025) are required to attend a mandatory pre-application workshop. For further details and to RSVP, please email mcahill@seminolecountyfl.gov.

- The completed application is due by 4:00 p.m. on Thursday, May 29, 2025, to the address below:
Seminole County Community Services Department
Community Services Agency (CSA) Partnership Program
ATTN: Michelle Cahill
520 West Lake Mary Blvd., Suite #100
Sanford, Florida 32773
- Agencies providing emergency shelter beds to individuals and families are ineligible to apply for funding.
- Late applications will not be accepted, no exceptions.
- After applications are submitted, the Community Services Agency Application Review Committee will meet in July to review applications and scoring instructions pursuant to the formalized process as approved by the Seminole County Board of County Commissioners. Members of the team individually review and score each application and then meet again in August to compile their scores for County staff.
- Funding recommendations are compiled and finalized during the month of August. The Board of County Commissioners receives staff recommendations on CSA funding and makes the final award determination. All agencies that applied are notified of the funding recommendations provided to the Commissioners by September.
- During the months of August and September, the Community Services Department will be working with the County Attorney's Office and the recommended agencies to draft agreements for review and execution. Once the County issues the agreement to an agency for review and signature, the agency must have the original signed agreement back to the County Community Services Department within 10 business days. Failure to provide the original signed agreement with appropriate signatures within the 10 business days may result in denial of funding.
- All agencies that applied for the CSA Partnership Grant are notified in writing of the Board of County Commissioner's decision by October. Those that were awarded funding receive a contractual agreement outlining the responsibilities of the County and the collaborating agency, which must be executed by both parties before reimbursement can be made.
- The CSA contract year begins October 1 and the distribution of an executed agreement to the funded agencies typically occurs in October. A mandatory training session for any agency awarded funds is held to describe and explain funding and reporting requirements, which include monthly reimbursement, and performance

measurement reports. It is recommended that the organization's Finance Manager, Monitor, Manager/Supervisor that oversees the program attends this session. There are also monitoring requirements that are carried out to secure and maintain contract compliance throughout the year.

C.S.A. PARTNERSHIP GRANT APPLICATION GUIDELINES

REQUEST FOR APPLICATIONS (RFA):

The Request for Applications (RFA) is distributed in May to currently funded agencies and the general public on the Seminole County Community Assistance website. Each agency is required to submit four (4), hard copies of the application prior to the posted deadline. Each agency will also be required to submit an electronic version on a USB drive of their complete application as well. Emailed applications will not be accepted.

"PLEASE DO NOT SUBMIT APPLICATIONS IN BINDERS"

ELIGIBILITY CRITERIA:

This criterion was approved by the Seminole County Board of County Commissioners on April 23, 2024. Only the applications meeting the following criteria will be considered:

- ❖ The nonprofit agency is chartered or otherwise authorized to do business in the State of Florida for charitable purposes and exempted from the Federal income tax by the Internal Revenue Service 501(c)(3) for a minimum of three years.
- ❖ The purposes for which the nonprofit agency is organized provides benefits to Seminole County residents.
- ❖ The services or activities to be provided by the nonprofit agency, and funded with County funds, shall address community needs. Agencies providing services identified in the Community Needs Assessment will receive priority funding.
- ❖ The nonprofit agency shall have a governing board whose members serve without compensation and have no conflict of interest between their regular occupations and the services provided by the nonprofit.
- ❖ The nonprofit agency has bylaws or policies which describe the manner in which business is conducted, including management, audit, and fiscal policies and procedures, policies on nepotism, and policies on management of potential conflict of interest.
- ❖ The nonprofit has at least one year's experience providing the service or activity for which the funds are requested or can otherwise demonstrate to the satisfaction of the County sufficient expertise to successfully carry out the service or activity.
- ❖ The nonprofit must be licensed and accredited in accordance with applicable requirements of Federal, State and County laws.
- ❖ The nonprofit agency may not use a funding agency or other third-party arrangement to meet program requirements for eligibility.
- ❖ Awarded funding cannot make up more than twenty-five (25) percent of an agency expenditures based on the prior year's IRS 990 form. If the request exceeds twenty-five (25) percent, agency may still be funded, however, maximum award will not exceed the twenty-five (25) percent.
- ❖ Nonprofit must provide the previous year's fundraising plan and a statement on future fundraising efforts.
- ❖ Only one application per agency will be considered.
- ❖ Grants will be made only to nonprofit agencies whose programs and activities

- benefit the residents of Seminole County.
- ❖ Capital improvement, construction projects, property or home purchases are ineligible.
 - ❖ Projects that receive federal funding supporting homeless services such as Rapid Re-Housing or homeless shelters are ineligible.
 - ❖ Administrative expenses are ineligible.
 - Administrative expenses are defined as costs associated with overall program management, coordination, monitoring, and evaluation. Costs include purchase of equipment, insurance, office supplies, leasing/utilities, supervision of program staff and administrative staff salaries, etc.

An application that does not meet these minimum requirements will not be scored and the agency will be notified.

CSA REVIEW TEAM:

The CSA Review Team will be selected by the Community Services Division Manager to evaluate all approved applications based on the categories of essential services and supportive services. The CSA Review Team will be comprised of a minimum of three (3) individuals who are familiar with social service programs in Seminole County. Each team member will individually review and score the submitted applications. The team will meet at a time & date as designated by the Project Manager to review and discuss the results of the scoring process. At this time, the team will review scores and submit to the Project Manager.

RECOMMENDATION SUMMARY:

The Community Assistance Division Manager and key program staff will review the CSA Review Team scores, rank the results, recommend funding allocations, and provide information to the Director. County staff will notify all agencies of either recommendation or non-recommendation of funding status. The Community Assistance Division Manager will make non-profit funding recommendations to the County Manager, Deputy County Manager, and the BCC.

FUNDING DECISIONS:

Final funding decisions will be determined by the Board of County Commissioners at the designated Board meeting. Upon favorable action by the BCC to appropriate funds for the grant, County staff will notify agencies of funding, or lack thereof. Agreements will be prepared for the agencies that were granted funding, and letters will be sent to all agencies who applied to notify them of the final funding decisions.

SPECIAL PREFERENCES:

Preference will be given to organizations that have the ability to leverage the County's funds at a minimum of 2:1 ratio.

- ❖ Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means. Funding to this program should lead to broad and lasting benefits to the community.

Priority will be given to projects or programs where funds will have a positive, long-term spillover effect to reduce vulnerable problems in the community.

The County encourages social service agencies to collaborate in order to solve common problems and better address local social service's needs. To serve these ends, the County will allow agencies to submit an application for funding as a Collaborative Project.

Preference will also be given to organizations that partner with other social service agencies and respond as a collaborative.

- ❖ The Collaborative must select a lead agency that will submit the application; and must include a list of other organizations that will be included in the implementation and ongoing operation of the project; and
- ❖ Must include current letters (within 60 days prior to application) from the organizations that have agreed to partner with your agency detailing the specific resources and services they will provide.

APPEAL PROCESS:

Seminole County Community Services will follow the recommended 2023 Purchasing Ordinance update. Advisory Appeal Committee- comprised of 3 county employees, user Department Director and 2 other County employees approved by the County Manager

Appeals must be submitted in writing to the Seminole County Community Services Director within ten (10) business days of receiving the denial notification. Late applications are ineligible for appeal.