Application Materials Checklist

☐ **Cover Letter**

Please describe your organization and include any highlights from the previous year. Existing grant recipients should use this letter to show compliance with existing grant agreements, and to show progress on current year program milestones.

☐ **2017 Social Services Contribution Application**

All materials can be downloaded at www.savannahga.gov/budget

☐ **Performance Measures**

☐ **FY17 Agency Budget**

☐ **FY17 Program Revenue/Expense Budget**

☐ **Most Recent Financial Audit** (New Applicants Only)

☐ **Documentation of Non-Profit Status**

Agency Bylaws/Charter, IRS 990, or Secretary of State registration (https://cgov.sos.state.ga.us/Account.aspx/SearchRequest),

☐ **Additional Supporting Materials**

All Social Services Grant Program Proposals must be received by **4:00 PM** on **June 30th** to be considered for funding.
Applications should be submitted to:

Ashley Simpson
asimpson@savannahga.gov

Social Services Grant Program
City of Savannah, Department of Research and Budget
PO Box 1027
6 E Bay Street—Lower Factors Walk
Savannah, GA 31401

2017 SSGP
Social Services Grant Program

The City of Savannah is now accepting Social Services Grant Program applications for Fiscal Year 2017. Contributions approved by the Mayor and Aldermen will vary in amount and will be made in the form of a grant to non-profit agencies to purchase services that will be provided in the Savannah community. All funded programs must perform work which helps the City meet overall strategic priorities as defined by City Council. Those priorities include:

Ambassadorship **High Performing Government** **Public Safety** **Health & Environment**

Poverty Reduction **Culture & Recreation** **Economic Growth** **Neighborhood Vitality**

CITY OF *savannah*

Eligibility and Funding Criteria

Eligible Applicants:

Organizations possessing the capacity and demonstrated ability to perform the scope of services contained in its application. Eligible organizations include:

- Not-for-profit agencies providing services directly benefitting citizens of the City of Savannah
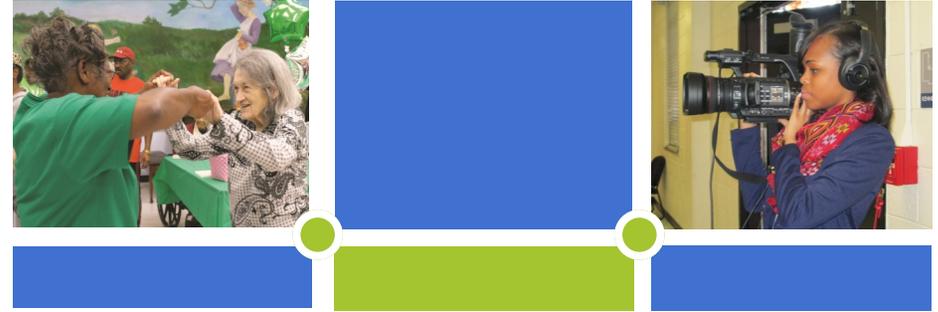- Not-for-profit agencies located in the City of Savannah

Funding Criteria:

- Agencies must clearly indicate proposed use of funds.
- Agencies must clearly define the budget for each program for which funding is requested, as well as provide an agency-wide budget showing the use of funding from all revenue sources.
- Agencies must meet all deadlines and requirements in order to be considered for SSGP funding.

Timeline

The following is a list of projected dates:

June 1, 2016	Distribution of Proposal Packets for Agency Funding
June 30, 2016	**Proposals Due by 4:00 PM, Research and Budget Office**
Nov 2016	Funding Recommendations Presented in the 2017 Proposed Budget
Nov. 2016	Public Hearing on 2017 Proposed Budget
Dec. 2016	Adoption of 2015 Budget including Funding Recommendations
Dec. 31, 2016	Signed Contracts Due by 4:00 PM, Research and Budget Office
Jan. 1, 2017	Contract Period Begins

Panel Review Process

A committee of City of Savannah employees that work closely with the public as well as outside agency employees familiar with community needs meets annually to review each application submitted for funding through the Social Services Grant Program. This committee evaluates each proposal based on 9 Key Indicators:

1. **Total Number of City Participants/Clients**
2. **Cost per Program Participant/Client**
3. **Diversity of Funding Sources**
4. **Documented Collaborations**
5. **Improved Quality of Life for Participants/Clients**
6. **Sustainability of Program**
7. **Ratio of Overhead to Budget**
8. **City-Wide Priorities**
9. **Coastal Georgia Indicators Coalition Community Needs Assessment**

More information on Key Indicators and team evaluations can be found in the 2016 Adopted Budget
www.savannahga.gov/budget

The City of Savannah partners with the Coastal Georgia Indicators Coalition to create strategic priorities and ensure that policy, programs, and resource allocations best meet community needs.

Matching Funds

Matching funds are not required, but add additional points in project scoring when included as part of a program's funding. Matching funds may be cash, in-kind, or volunteer labor. Volunteer labor is valued at $15/hour.