



## Small Investment for Program Success (SIPS)

The Children's Services Council of Leon County (CSC Leon) has created Small Investment for Program Success (SIPS) funding opportunity to allow eligible community organizations to receive investments outside of established priority funding cycles. If approved, an organization may be awarded up to \$15,000 in SIPS funding in one of four categories:

1. Program Funding
2. Developmental Funding
3. Match Funding; or
4. Sponsorships.

The CSC Leon staff will review applications for (1) alignment with Council priorities, (2) eligibility to received funding, and (3) amount of funding requested. All eligible applications for the quarter will be presented to the Council for final review and approval. Approved applications will be notified via email and must complete the funding agreement. It is the intent of CSC Leon to disburse the full funding amount requested by the end of the quarter in which an application is submitted and approved. Awarded SIPS funding must be spent within the 6 months following the award.

Entities wanting to apply for SIPS funding must meet the following minimum eligibility criteria:

- A. Entity must be legally authorized to conduct business in the State of Florida.
- B. Entity's total operational budget must be at or below \$100,000 for the current fiscal year.
- C. Entities currently receiving funding from other community funding partners are eligible to apply for SIPS funds. Awarded funds may be used to initiate or expand services for new or existing programs or projects but may not use CSC Leon funding to supplant or duplicate funding used for existing services.
- D. Entity must be a 501(c)(3) nonprofit as determined by the IRS (IRS Nonprofit Status Determination Letter must be provided).
- E. Funding request must be in direct alignment with the goals and strategies of CSC Leon's mission, vision and/or Strategic Framework.
- F. SIPS funding may only be received once in a fiscal year and is non-renewable; entities that are awarded funding in at least one (1) of the Priority Funding Cycles are not eligible to apply for SIPS funds.
- G. Entity must not be in default on any contract with CSC Leon, which means all reporting and financial obligations must be satisfied prior to the entity applying for SIPS funding.

## **SIPS Funding Categories:**

### **Category 1 – Program Funding**

1. An eligible entity may request up to \$15,000 in Program Funding to support a single existing program in achieving specific outcomes/objectives aligned with the goals and strategies of CSC Leon’s mission, vision and/or Strategic Framework.
2. Requested funding must be no more than 50% of the program’s total budget.
  - a. Example: If a program’s total budget is \$25,000, the SIPS funding request cannot exceed \$12,500.

### **Category 2 – Developmental Funding**

1. An eligible entity may request up to \$15,000 in Developmental Funding to support a new or rising program/project in Leon County aligned with the goals and strategies of CSC Leon’s mission, vision and/or Strategic Framework.
2. Requested funding must be no more than 50% of the program or project’s total budget.
  - a. Example: If a program/project has a total budget of \$25,000, the SIPS funding request cannot exceed \$12,500.

### **Category 3 – Match Funding**

CSC Leon supports the use of its funds as a financial match for leveraging funds from other sources. These are typically, but not necessarily limited to, state or national sources that require a local match.

1. An eligible entity may request up to \$15,000 in Match Funding to leverage funds from other sources for a program/project in Leon County aligned with the goals and strategies of CSC Leon’s mission, vision and/or Strategic Framework.
2. Entities awarded Match Funding must submit documentation from the primary funding source(s) indicating its financial commitment to the program/project, including (a) the funding amount, and (b) the term to which the funds will apply.

### **4 – Sponsorships**

CSC Leon supports the use of its funds to provide financial backing for a program/project activity, event, initiative, etc., to benefit children, youth and families residing in Leon County.

1. An eligible entity may request up to \$5,000 in Sponsorship Funding to support a program/project, event, festival, initiative, etc., to benefit children, youth and families in Leon County so long as it is aligned with the goals and strategies of CSC Leon’s mission, vision.
2. CSC Leon branding guidelines must be used in any event materials, including, broadcast or online.

## **SIPS Funding and Reporting Requirements**

- Funding approved by CSC Leon is based on both programmatic and financial considerations.
- Disbursements should only be used for the intended and approved request and may not be transferred to any other program/project of the funded entity.
- Unspent SIPS funds must be returned to CSC Leon by no later than two (2) weeks from the agreement end date.
- SIPS funding applications must include the following:
  - The entities full operating budget; and
  - The program/project's expense budget detailing all actual and anticipated expenses for planned implementation.
- SIPS funding recipients will be expected to submit a final report and return unspent funds to CSC Leon in accordance with the schedule below. Documentation of how the awarded funds were spent can include the following:
  - Expense detail (receipt/invoice) – full description of item(s) purchased, cost of said item(s), date purchased, vendor, form of payment, etc.
  - Proof of Payment (Check/ACH) – payment must show the community partner, or its designated staff person paid for the expense, receipts, invoices, bills, credit card statements, cleared check and bank statement, etc., that coincide with the reported expense.
- For Sponsorships – proof that the sponsored event occurred, with collateral materials showing CSC Leon as a sponsor (i.e., event program, ads, brochures, pamphlets, etc.)

## **Data Reporting:**

Entities selected to receive SIPS funding are required to collect and report the following information:

- Number of clients, participants, families, etc., served by the program, activity, or project.
- Zip code(s) where the program, activity or project was held.
- Demographic data, where available, to help CSC Leon better understand the types of individuals accessing services or participating in the event/program/project, including age/grade of participant, race, gender.

## SIPS FUNDING AND APPLICATION SCHEDULE

Request for Funding schedule timeline	Qtr. 1 Oct. 1 – Dec. 31	Qtr. 2 Jan. 1 – Mar. 31	Qtr. 3 Apr. 1 – Jun. 30	Qtr. 4 Jul. 1 – Sept. 30
Application opens 9:00 a.m.	Oct. 1*	Jan. 1*	Apr. 1*	Jul. 1 *
Application closes 6:00 p.m.	Oct. 31*	Jan. 31*	Apr. 30*	Jul. 31*
CSC Leon reviews applications	Nov. 1 – 15*	Feb. 1 – 15*	May 1 – 15*	Aug. 1 – 15*
Award recommendation to full Council	Dec. (or subsequent meeting)	Mar. (or subsequent meeting)	Jun. (or subsequent meeting)	Sept. (or subsequent meeting)
Awarded funding spending deadline <i>(w/in 6 months of award)</i>	by Jun. 30	By Sept. 30	By Dec. 31	By Mar. 31
Deadline to submit final report and return unspent funds	Jul. 15	Oct. 15	Jan. 15	Apr. 15

\* or following business day if this date falls on a weekend or holiday

### Example of information that will be submitted through the SIPS portal:

1. Organization's name, proposed program or service name, contact information (i.e., contact person's name, e-mail address, telephone number, and mailing address).
2. Description of the proposed program or service and the target population.
3. Anticipated timeline of implementation for the program or service.
4. Verification if the proposed program is currently operational in Leon County, or elsewhere, and for how long to include duration of program if operational and current or proposed site locations.
5. Description of how the proposed program is in direct alignment with the goals and strategies of CSC Leon's Mission, Vision and/or Strategic Framework.
6. Name of collaborative partners (if applicable) that will contribute with the operation and or funding of the program or service.
7. Funding amount requested from CSC Leon under SIPS funding.
8. Proposed program or service total annual budget.
9. Description of how SIPS funding will be utilized to implement the program and/or service.

While the above criteria will used to assist the Council in making SIPS funding decisions, CSC Leon may consider additional factors, such as the provider's ability to implement the proposed program, the soundness of the program methodology, or the administrative and fiscal capability of the provider, among other things.