FY24/25 GRANT APPLICATION INSTRUCTIONS

The Governor's Office of Faith-Based and Community Initiatives (GOFBCI) will award grants to eligible faith-based and non-profit organizations serving Ohioans. In order to be eligible, all mandatory requirements must be met at the time of application. **Organizations that do not have all the mandatory application requirements will be denied. No exceptions will be made.**

Our grants are TANF funded. This means that they are reimbursable and all federal guidelines must be met in order to receive the funds. All expenditures must be made by end of each grant period, June 30, 2024 and June 30, 2025. Advance funding is not available. Payment is only made through monthly reimbursements.

I. MANDATORY REQUIREMENTS

To be considered, applicants shall meet the following mandatory requirements and submit the following documents with their applications:

1. Must be a current faith-based entity, or a current non-profit 501(c)(3) organization and submit a copy of the tax status determination letter from the IRS and filed with the Ohio Secretary of State. Your statement on the application of your government entity status is sufficient when the IRS or Ohio Secretary of State does not provide you with a letter.

2. Must be in compliance with the Ohio Attorney General's (Dave Yost) Office. For organizations that have not registered, contact the Charitable Registration section of the Ohio Attorney General's Office. Applicants that are not in compliance with the Ohio Attorney General's Office at the time of submission will not be considered for grant funds.

Charitable Law Section
30 E. Broad St., 25th Floor
Columbus, OH 43215
Phone: 800-282-0515
Email: CharitableLaw@OhioAGO.gov

3. Must have a Federal Tax Identification Number. Applicants must provide the correct Federal Tax Identification Number in their application at the time of submission. For organizations that do not have a Federal Tax Identification Number, please go to https://www.irs.gov. Applicants that do not have a Federal Tax Identification Number will not be considered for grant funds.

4. Must have an OAKS Supplier ID/Vendor ID. Applicants must provide the correct OAKS Supplier ID/Vendor ID in their application at the time of submission. For organizations that do not have an OAKS Supplier ID/Vendor ID, vendor forms are available to be printed or downloaded from the Ohio Shared Services (OSS) Website, in the Vendor section, under Forms. To access the vendor forms, please go to https://supplier.ohio.gov. Applicants that do not have an OAKS Supplier ID/Vendor ID will not be considered for grant funds.

5. Must have Unique Entity Identification (UEI) Number registered in SAM.gov. Applicants must provide the correct UEI Number in their application at the time of submission. For organizations that do not have an UEI Number, you will immediately need to go to fsd.gov and select the green "Help on UEI Transition" button to learn more. The assignment of a UEI Number may take up to one month. Applicants that do not have a registered UEI Number will not be considered for grant funds.

6. A formal application is required to be considered for a grant with the Governor's Office of Faith-Based and Community Initiatives (GOFBCI). Grant applications must be submitted electronically through our online application system.

7. All application components must be submitted by the deadlines stipulated on the GOFBCI website. Material submitted before or after the deadline, will not be processed. Failure to meet any of the deadlines will disqualify your application.

8. Must complete all sections and fields of the application. Failure to complete all sections of the application shall disqualify the applicant.

> A**. All attachments __must__ be labeled and uploaded as an individual PDF file**. Ensure attachments meet the criteria identified in the application instructions. The following attachments must be uploaded with each application:
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>> i. **Attachment 1: 501(c)(3) Verification**: Attach it as a **PDF file** named "501c3Verfication.pdf." We will accept either of the documents listed below as 501(c)(3) verification.
>>
>>> a.   Copy of current IRS determination letter

b. Non-profit articles of incorporation filed with the Ohio Secretary of State

ii. **Attachment 2: Letter of Intent**: Attach it as a **PDF file** named "LetterofIntent.pdf." The LOI should be a **brief, 1-page**, informative letter which summarizes your grant proposal.

a. Write the Letter of Intent (LOI) on company letterhead with the company's address (must be a physical address, not a P.O. box) and contact information.

b. The opening of your LOI should be concise. Include the name of your organization, the purpose for which you seek funding, the amount of money you are requesting as well as a short description of your proposed project, target population and geographic area to be served.

c. Include how your project meets one of the four (4) TANF Purposes criteria and GOFBCI's funding interests in one of the following categories:

- *Children's Initiatives*
- *Recovery*
- *Reentry*
- *Housing*
- *Food Security*
- *Workforce Development*
- *Personal Development*

iii. **Attachment 3: GOFBCI Operational Plan FY24/25 Template:** Please complete the attached [GOFBCI Operational Plan FY24/25 Template](#) and save it as a **PDF file** named "GOFBCIOperationalPlanFY24/25Template.pdf". This should include your organization's contact information, the TANF purpose for your program, and project information, including the following:

a. Brief Project Description (Project Purpose);

b. Description of Grant Activities (Actual Work to Be Performed to Achieve the Purpose.

c. Deliverables (Projected Outcomes of Activities/Services Delivered Including Quantifiable Metrics);

d. Indicate the type of information/data that will be collected to demonstrate success of the project; and

e. Brief description of the target audience that will be served by the provider.

iv. **Attachment 4: Budget**: Attach it as a **PDF file** named "Budget.pdf." Budget that outlines proposed project costs, with a breakdown of all line items for each grant period (July 1, 2023 through June 30, 2024 and July 1, 2024 through June 30, 2025) All proposed costs must meet TANF requirements. If you have questions regarding TANF requirements, please refer to the TANF FAQ section on the GOFBCI website at **www.faith-based.ohio.gov**.

v. **Attachment 5: Budget Narrative**: Attach it as a **PDF file** named "BudgetNarrative.pdf." Provide a narrative explanation of the cost categories in the attached Budget.

Note: Include a detailed budget and budget narrative with a description of what the GOFBCI funds will be used to purchase. Please note, applicants are only required to submit a budget including line items covered by GOFBCI grant funding. Items not covered by GOFBCI grant funding should not be included in budget submission. Requests for GOFBCI grants shall be no more than $200,000.

B. One organization may submit multiple applications, but only one (1) application shall be submitted by an organization in a county. For example, an organization operates in two (2) counties. The organization can submit two (2) applications, which will be evaluated separately: one (1) application for county A and one (1) application for county B. However, the organization cannot receive more than one (1) award in the same county.

II. APPLICATION DEADLINE

A copy of the online application must be received no later than March 31, 2023, at 6:00 p.m. Applicants will have access to the URL link March 20,2023. Applications received after this date and time will not be reviewed. Materials submitted separately from the application packet will not be accepted including information received via phone, e-mail, fax, or mail.

Applicants must go to the URL link below to submit your response electronically:

  https://gofbcigrants.wufoo.com/forms/zhc12cl0a9j6hi/

• Enter the pertinent information regarding your organization and complete submission.

• Review system message confirming your submission.

- In addition to the FY24/25 grant application instructions, [GOFBCI Grant Application Checklist](#), [TANF FAQ's](#), [TANF Checklist for Agencies](#), [TANF Funding 101](#) and the [TANF Funding and the Grant Agreement Process](#) presentations have been provided with the solicitation. A Live Tutorial can be found on the GOFBCI website for applicants' convenience as well.

   Note: *Please be advised that once you submit the application, you will not be able to save or edit the document. Additionally, GOFBCI will not provide a copy of your application. Therefore, we recommend that you keep copies of everything that you submit in your application.*

III. IF SELECTED FOR FUNDING

The Governor will make final decisions for grant awards by the end of July 2023, followed by a press release of award announcements. After the press release of award announcements, GOFBCI will notify all organizations whether they have been chosen to receive a grant award or denied funding this grant cycle.

Each selected applicant will be required to sign a grant agreement with ODJFS. The selected applicants will be required to submit invoices using an ODJFS invoice format and provide receipts for actual allowable costs incurred. Upon submission of appropriate invoices and supporting documentation, ODJFS will reimburse grantees for actual allowable expenditures.

The ODJFS Grant Manager will notify the selected applicant when the Purchase Order is fully approved; this is when work may begin, and any costs paid after the date the Purchase Order is fully approved may be considered for reimbursement. ODJFS is under no obligation to award any funds and may cancel or postpone the selection process at any time if for any reason ODJFS decides not to proceed. All selections of applicants for funding are subject to certain legal and administrative reviews prior to being finalized.

The actual number of grants to be awarded will be based on appropriated funding levels available, and the number of grant applications which are in accordance with the application instructions. GOFBCI shall review all applications submitted and select recipients to receive FY24/25 grants.

If selected for funding, applicants shall cooperate with GOFBCI to resolve questions, discrepancies, etc. For example, this may include answering follow-up questions about the deliverables, planned events, the budget, etc.

IV. REQUIREMENTS FOR FUNDING

By submitting an application for this funding, all organizations agree that, if selected for a grant award, they will comply with the following requirements:

1. GOFBCI and ODJFS will not allow, support, reimburse any agency that ignores state mandated limitations, restrictions, and/or prohibitions.

2. Sign and promptly return the ODJFS grant agreement that will be provided following the Governor's press release of award announcements.

3. Coordinate with the assigned ODJFS Grant Manager, or his/her designee, responsible for overseeing the performance of grant requirements.

4. Grantees will be expected to submit a progress report during the first 12 months of receiving their grant award that will account for the expenditure of funds and describe outcomes.

V. Email Q & A Period; RFP Clarification Opportunity

Applicants may ask clarifying questions regarding the FY24/25 grant application via email during the Q & A Period from March 6, 2023, through March 15, 2023, by 10:00 A.M. To ask a clarifying question, applicants must email their question to gofbci@governor.ohio.gov and include **GOFBCI FY24/25 Grant Application Clarifying Question** in the subject line.

The name of a representative of the applicant (or other party), the organization's name, phone number, and e-mail address must be provided to submit an inquiry. Questions submitted after 10:00 a.m. on the date the Q & A Period closes will not be answered.

Responses to all questions asked via the email will be posted on GOFBCI's webpage under the Grant Initiatives section for public reference by any party as they are received and answered.

Questions submitted may be no more than 4,000 characters in length, but there is no limit on the number of questions that may be submitted. GOFBCI strongly encourages applicants to ask questions early in the Q & A period so that answers can be posted with sufficient time for any possible follow-up questions.

It is the responsibility of all applicants to check the webpage under the Grant Initiatives section on a regular basis for responses to all questions.

Thank you for your interest in the Request for the FY24/25 Grant Application.