

**LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT  
2022-2023 EXTERNAL AGENCIES FUNDING PROGRAM  
SOCIAL SERVICES  
GRANT GUIDELINES**

**FOR GRANT PERIOD NOVEMBER 1, 2022 – OCTOBER 5, 2023**

Contact Jenny DuBose, Grants Coordinator at (337) 291-8420 or [jadubose@lafayettela.gov](mailto:jadubose@lafayettela.gov).



**Background**

Through the External Agencies Funding Program, Lafayette Consolidated Government supports agencies that enhance the economic, social, cultural and educational welfare of citizens of Lafayette. A social service agency is generally defined as an agency that provides direct services to people in need. They may serve the general public or specific populations (e.g. children, victims of domestic violence, persons with disabilities, etc.)

Each agency will be allowed to submit only ONE application.

**Requests – Minimum and Maximum**

Applicants may request between \$2,000 and \$15,000. No cash match is required. In-kind support is not mandatory, but strengthens an application.

**Application Deadline**

Applications must be delivered in triplicate (one original and two copies) to the Community Development & Planning Department of Lafayette Consolidated Government by **4:00 p.m. Tuesday, August 9, 2022** for the funding period of November 1, 2022 to October 5, 2023. Applications received after this time, or lacking required attachments, will not be accepted or reviewed. The Community Development & Planning Department is on the second floor of City Hall, located at 705 West University Avenue, Lafayette, LA 70506.

**Who may apply – Eligibility Requirements**

Funding is only available to social service agencies with 501(c)(3) tax-exempt status from the Internal Revenue Service. **A social service agency is generally defined as an agency that provides direct services to people in need.** They may serve the general public or specific populations (e.g. children, victims of domestic violence, persons with disabilities, etc.)

Applicant agencies must also meet the following requirements:

- Be in existence for at least one year
- Based in Lafayette Parish
- Governed by a Board of Directors that meets at least quarterly

### **Eligible Expenses**

Expenses needed to support mission driven operations. Such expenses include salaries, employee benefits, transportation costs, supplies, telephone, utilities, postage, travel and meetings, rent, contractual services, printing and binding, equipment/maintenance, insurance, real property, other expenses.

### **Attachments to include with the application**

- Articles of Incorporation
- Current Certificate of Good Standing from the Secretary of State
- Letter demonstrating non-profit status under section 501(c)(3) of the Federal Tax Code
- List of the agency's Board of Directors and contact information
- Board of Directors resolution or clause of assurances authorizing the President or Executive Director to submit the application
- Annual Budget adopted by the Board of Directors
- Financial Statement (audit or IRS Form 990) for agencies with annual budgets of \$50,000 or more
- Bylaws of the agency
- Statement indicating if grant will be used to match a federal, state, or foundation grant

### **Evaluation Criteria**

- 60%**     **Need & Impact:** Description of population served and impact on service population, need for agency's services within Lafayette Parish, need for Lafayette Consolidated Government to provide this service in lieu of agency.
- 30%**     **Administration & Budget:** How requested funds will be spent, qualifications and experience of staff.
- 10%**     **Evaluation Methods:** How the effectiveness of the agency's services will be measured.

### **Ineligible Expenses – External Agencies Funding Program will NOT Fund**

- Capital expenditures, unless request will completely fund, or fund "last dollars" required for, capital expenditure
- Scholarships, fellowships, or tuition assistance
- Deficit reduction
- Costs incurred before the effective date of the contract or after the grant period ends
- Competitions, pageants, fund-raising events, or hospitality costs
- Individuals
- If requested funds are for a particular project, administrative and/or operational costs not associated with the project
- Requests submitted by agencies currently receiving direct support (line item appropriation) from Lafayette Consolidated Government

### **Application Review Process**

The Director of the Community Development & Planning Department will designate a five-person Review Panel to review the applications during fall of 2022. Please Note: A point will be deducted from agencies who were non-compliant with program guidelines from previous grant cycles. The Social Services Review Panel will make funding recommendations to be presented to the Lafayette City Council. The City Council then votes on a Resolution to 'affirm' the 2022-23 External Agencies awards. Once the Resolution is adopted, grants can be awarded.

### **Grant Procedure**

Grant activities must take place during the LCG fiscal year of November 1, 2022 – October 5, 2023.

**Please remember that this is a competitive grant process. Therefore, an application may or may not be funded, dependent on the number of applicants, the amount of External Agencies funding available, and the application's score based on the evaluation criteria. The acceptance of an application does not imply that it will be funded automatically in the 2022-23 Fiscal Year.**

Grants are on a reimbursable basis. The agency will incur the expense and submit documentation to Lafayette Consolidated Government to be reimbursed. The agency will be required to submit interim and final reports. All grant materials must be retained for three (3) years following the completion of the grant period.

### **Grant Writing Tips**

- **Be specific.** Write in simple, clear language.
- **Use facts and not opinions.** Present concrete statistics, plans, specific goals and evidence of research and planning as it relates to your population and local statistics. Cite sources where applicable.
- Complete the application as though the reader knows nothing about the agency. Panelists are asked to base scores solely on the information presented in the application.
- The narrative and budget should be consistent. Give details on how funds will be spent.
- **PROOFREAD.** Have other people read a draft of the application. Does it make sense to them? Does it address the evaluation criteria? Are all the attachments included?

A virtual grant information session for Social Service agencies interested in applying for External Agencies funding will be held on Tuesday, July 19, 2022 at 2 p.m. A link will be provided as soon as it is available, please check the LCG website for updates prior to the workshop.

**For questions regarding the application prior to submission, contact Jenny DuBose, Grants Coordinator, at (337) 291-8420 or [jadubose@lafayettela.gov](mailto:jadubose@lafayettela.gov). The last day to schedule an appointment with Jenny is Tuesday, August 2, 2022.**