

# 2021 SAFE COMMUNITIES PROGRAM GUIDELINES

The Miami Foundation collaborates with over 1,000 fundholders that seek to invest in the Greater Miami community. Among those, we manage two [field of interest funds](#) set up with the State Attorney's Office for the 11<sup>th</sup> Judicial Circuit of Florida: the Denise Moon Memorial Fund and the Safer and Healthier Communities Fund. Learn more about these funds on page 10 of this document.

**To effectively invest these community resources, the Safe Communities Program is now one comprehensive grant program. The program will pursue the Funds' shared mission to ensure Greater Miami is a safe community that offers opportunity for all residents.** We invite you to review these guidelines, intended goals, and the Frequently Asked Questions (FAQ) at the end of this document to learn more. We welcome your feedback, and we look forward to working and learning together.

## THE PROGRAM'S PURPOSE

The Safe Communities Program strives to ensure safety and opportunity for all Greater Miami residents by investing in education and economic mobility; health services to overcome substance dependence; and collective action to improve community safety. The program is particularly focused on supporting survivors of human trafficking, gun violence, and other crimes as well as people who were previously involved in the justice system.

## ELIGIBILITY

Eligible applicants are nonprofits with an active 501(c)(3) status as a public charity or projects with an established fiscal sponsor that has this status. They should have a strong track record of providing quality programs that reflect the stated focus areas or show strong potential to develop them.

The proposed work must primarily serve Miami-Dade County residents. While we will give preference to investing in nonprofits based in Greater Miami, we also encourage partnerships with groups outside our community to bring in their ideas and capacity. If you have a current grant through any Foundation program, you must be in compliance with that grant to apply.

Each nonprofit may submit one proposal. We welcome collaboration – for collaborative efforts between two or more nonprofits, the partners should select one nonprofit to serve as lead applicant. Any awarded funds are to be used for the sole purpose of the partnership's work, and the lead applicant would be responsible for managing any awarded funds on behalf of the partners. Colleges and universities may submit up to three proposals, and each proposal should be from different departments or colleges.

**FUNDING CATEGORIES ON NEXT PAGE**

## FUNDING CATEGORIES

The Safe Communities Program will invest \$600,000 across the five categories below. We seek to create, enhance, and expand high-quality, effective programs that achieve clear results for residents. The descriptions are intended only to provide guidance and do not exclude other potential approaches.

Eligible organizations may submit only one application in only one category. Proposals in each category will be considered equally.

- **Crime Prevention and Deterrence: Build a safe community that offers opportunity for all people** by activating residents to improve community safety as well as investing in economic and educational mobility\* to develop alternatives to illicit activity, particularly for people who were previously incarcerated or involved in the justice system. This may include job training or placement programs as well as educational programs about illicit substances to prevent impaired driving.
- **Human Trafficking: Support minors or adults who are survivors of human trafficking** through high-quality services such as health care, substance abuse treatment, mental health services, housing, immigration services or other critical needs.
- **Substance Dependence Services: Guide people to overcome substance dependence or misuse** by providing wraparound services that may include substance abuse counseling and treatment, mental health services, or support strategies to develop personal resilience.
- **Survivor Assistance: Help survivors and their loved ones overcome** the financial, health, or other challenges they face as a result of being victims of gun violence or other crimes. This may include education assistance\*.
- **Youth Development: Prepare youth to successfully reach their full potential in academics, career, and life** by supporting youth *whose life experiences or environments put them at risk for becoming involved in crime or violence*. This may include mentoring, educational support, employment and career preparation, or personal development.

*\*Education assistance may include scholarships. Applicants proposing to provide direct financial assistance or scholarships must show they have prior experience and effective systems to award and monitor such assistance. They must also have broader services through which they assess an individual's overall service needs and can follow up on the outcomes of the direct assistance.*

## GRANT AMOUNTS AND USE OF FUNDS

All grants are one-year program support grants. Requested grant amounts may range from \$10,000 to \$30,000. Grant funds are to be used only for expenses directly related to implementing the proposed work as well as related overhead costs. Applicants should use the financial narrative section to explain how the proposed budget aligns with their proposed work and goals. Grants may not be used to supplant funds for existing positions and program activities – that is, reducing existing funds for positions or activities and covering them with this grant instead.

Proposals will be evaluated by Foundation staff based on viability to produce high-quality work, potential impact, operational strength, and alignment with program goals.

We welcome a variety of approaches within the funding categories including direct services, community organizing, partnerships, and others as appropriate to your mission and vision.

## APPLICATION PROCESS

**Please note that the application submission platform is different from previous grant cycles.** Each applicant will now submit their proposal through the Foundation's Submittable platform ([click here to access](#) or go to [themiamifoundation.submittable.com/submit](https://themiamifoundation.submittable.com/submit)). Please sign in with an existing Submittable account or create a free account by providing a name and email address.

All eligible applicants may submit only one application in only one category. All application questions are shared on the following page of the guidelines.

## TIMELINE

- RFP released: August 30, 2021
- Proposals due: September 28, 2021, at 4:00 pm ET
- Estimated notification of grant awards: Week of November 15, 2021
- Grant period: January 1, 2022, through December 31, 2022

## OFFICE HOURS

All organizations considering a proposal, especially first-time applicants, are encouraged to sign up for an optional 20-minute meeting with Foundation staff to learn more about the funding opportunity, share their work and impact, and discuss any questions they may have. [Click here to schedule through Calendly.](#)

### For Questions, Please Contact:

Valerie Crum, Program Officer | Email: [vcrum@miamifoundation.org](mailto:vcrum@miamifoundation.org)

## SAFE COMMUNITIES PROGRAM: APPLICATION QUESTIONS

### Narrative Questions:

1. **Introduction:** Share a summary of your proposed work and goals in one sentence. (75 words)
2. **Organization Summary:** Summarize your organization's mission and main programs. (125 words)
3. **Statement of Need:** What is the purpose of the proposed work? Describe the local community need or opportunity you plan to address. (200 words)
4. **Implementation:** What is your work plan? Describe the program activities and timeline. (450 words)
  - a. **Activities Measures:** List up to 3 main activities you will conduct through this work. For each, indicate your targeted goal for frequency (i.e., weekly or monthly) and/or reach (i.e., number of people). (150 words)
5. **Outreach & Engagement:** Who will you serve? Describe the target population(s), neighborhoods, and main outreach strategies to engage them in the proposed work. (300 words)
6. **Assessment:** What are your goals for the proposed work? Describe the measurable improvement that will result for people and how you will know progress is being made. (250 words)
  - a. **Outcomes Measures:** List up to 3 main outcomes you will measure to show the impact of this work. For each, indicate your targeted goal (i.e., what percent of participants will achieve a desired result) and how you will measure results. (150 words)
7. **Qualifications & Partnerships:** Describe how your organization is well-positioned to implement the proposed work, including relevant partnerships, existing work, and staff expertise. (250 words)
8. **Advancing Equity:** How is your organization's work advancing equity of people and communities that have been historically marginalized? (150 words)
9. **Financial Narrative:** How will the proposed use of funds support your organization and your identified program goals? Use this space to share how the submitted budget aligns with the proposed work. (150 words)
10. **Supplemental Information:** (*optional*) Is there anything else you would like to share about your organization or the proposed work? This may include detail about long-term goals, anecdotes from past related work, or the impact of COVID-19 on your work. (150 words)

### Additional Information:

- **Organization Profile:** Applicants will provide basic contact information, budget, and staff size information. They will also have the option to provide diversity, equity, and inclusion information about executive leadership, senior leadership, and board members. This information will help the Foundation learn about the diversity of our reach and the equity of our funding practices.
- **Primary Program Site Locations:** Select up to five (5) communities that best reflect either the primary locations where your work takes place or the residents you serve within Greater Miami.

**Required Attachments** (Please provide in PDF format.)

- Completed **Proposal Budget Form** ([click to download](#))
- Organization's annual operating budget for the current fiscal year
- Current Board of Directors list
- *(Optional)* Supplemental Information: Share any other materials you would like to add to best communicate your organization and proposed work. This may include images, videos, letters of support, or media.

***Please see the following page for Frequently Asked Questions.***

## SAFE COMMUNITIES PROGRAM: FREQUENTLY ASKED QUESTIONS

### ABOUT THE PROGRAM

#### **Where does the funding for the Safe Communities Program come from?**

The Miami Foundation collaborates with more than 1,000 fundholders that seek to invest in the Greater Miami community. Among those, we manage two [field of interest funds](#) set up with the State Attorney's Office for the 11<sup>th</sup> Judicial Circuit of Florida: the Denise Moon Memorial Fund and the Safer and Healthier Communities Fund. Charitable contributions to both Funds come primarily from criminal defendants at the time of their sentencing or election to participate in [pre-trial diversion programs](#). These funds will both support the Safe Communities Program and together generated the \$600,000 we plan to award this year.

#### **How is this program different than previous grant opportunities?**

The Safe Communities Program aligns two previously separate grant programs, the Denise Moon Memorial Fund and the Safer and Healthier Communities (SASH) Program, through a shared purpose to ensure safety and opportunity for all Greater Miami residents. The Safe Communities Program maintains the focus areas of both previous grant programs. For more context, please review past partners of the [Denise Moon Memorial Fund here](#) and past partners of the [SASH Program here](#). All grants will continue to be selected and awarded by The Miami Foundation.

#### **What organizations are eligible to apply?**

Eligible applicants are all nonprofit organizations with an active 501(c)(3) status as a public charity or projects with an established fiscal sponsor with this status. The proposed work must primarily serve Miami-Dade County residents. Your nonprofit does not have to be headquartered in Miami-Dade County, but we encourage organizations based elsewhere to collaborate with local partners to be most effective.

#### **How many proposals can I submit?**

All eligible nonprofits may submit one (1) proposal. This proposal will be submitted to one (1) category. The only exceptions are colleges and universities, which may submit up to three proposals from different departments or colleges.

#### **What types of work and funding will you consider?**

We welcome a variety of approaches within the funding categories including direct services, community organizing, partnerships, and others as appropriate to your mission and vision.

All grants through the Safe Communities Program will be program support grants, meaning grant funds are to be used only for expenses directly related to implementing the proposed work as well as related overhead costs. Grants may not be used to supplant funds for existing positions and program activities.

## APPLICATION AND GRANT DETAILS

### How do I submit my proposal through the Submittable platform?

Please note that the process to submit proposals has changed. All proposals will now be submitted online through [the Foundation's Submittable platform \(themiamifoundation.submittable.com/submit\)](https://themiamifoundation.submittable.com/submit). Please select the "Safe Communities Program Proposal" form. Each applicant will sign in with an existing Submittable account or create a free account by providing a name and email address. **If you need technical support, please visit [Submittable's Help Center](#).**

The Submittable platform allows applicants to save their progress and return later, so you will not need to complete the proposal in one sitting.

### How do I know which funding category my organization should apply to?

Please apply to the funding category that is most aligned with the goals of your proposed work. Proposals in each category will be considered equally. If a submitted proposal would be more competitive in a different category, the Foundation will recategorize it. This is also an excellent question to bring to office hours with the Foundation team – [please click here to sign up for office hours through Calendly](#).

### Can I edit my proposal after submitting?

Yes, prior to the proposal due date, you can edit your proposal. Please contact Valerie Crum ([vcrum@miamifoundation.org](mailto:vcrum@miamifoundation.org)) to open your submitted proposal for editing in Submittable. After the proposal due date, any requested changes will be handled on a case-by-case basis depending on the requested change and how far along the selection process has moved.

### Why does the Foundation ask for Diversity, Equity, and Inclusion (DEI) information?

Equity is a core internal Foundation value. We strive to be always learning and improving our practices so they reflect equity. We will use the DEI information to advance our understanding of who we are and are not reaching, the effectiveness of our funding patterns, and the overall diversity of Greater Miami's nonprofit sector. We ask about your executive leader, senior leadership (director level and above) and board members since they tend to significantly influence the organization's direction. We hope it will also prompt nonprofits to examine how diversity, equity and inclusion are reflected in their organizations.

The proposal narrative also invites you to share how your work reflects a commitment to equity of people who have been historically marginalized. The DEI information will complement this by helping us understand who is leading your mission and direction. While we encourage you to provide this information to share valuable context about your work, we have provided an option to opt-out for this initial year of data collection.

### **What is the review and selection process?**

All submitted proposals will be evaluated by Foundation staff based on viability to produce high-quality work, potential impact, operational strength, and alignment with program goals. The Foundation will consult an Advisory Committee that includes staff from the State Attorney's Office with subject matter expertise. The Foundation will then produce final decisions.

### **What is the grant period?**

All grant funds are intended for use over a one-year grant period beginning January 1, 2022, and ending December 31, 2022.

### **If my organization receives a grant, what is the reporting process?**

The Safe Communities Program will request two reports: an interim, 6-month "update" shared through a conversation with Foundation staff and a final written narrative report to be submitted at the end of the grant period. The Foundation shares reporting questions with partners at least one month in advance.

## **ELIGIBILITY**

### **Does my organization need to be a certain size to apply?**

No. We welcome applications from organizations of all sizes that meet our eligibility criteria and are working toward the goals identified in the program guidelines.

### **I'm a college or university. Can I apply?**

Yes. Colleges and universities are eligible to apply to the Safe Communities Program. You may submit up to three proposals and each should be from a different department or college.

### **I'm a church or faith-based organization. Can I apply?**

Yes. We welcome applications from faith-based organizations that provide programs, services, or activities for the broader community that align with our guidelines. However, we do not fund work focused on spreading a particular religious belief or that is limited to serving members of your organization.

### **Can I apply in partnership with another organization?**

Yes! We encourage and welcome collaboration. The partners should select one nonprofit to serve as the lead applicant to the program. That organization may not submit a separate individual application. Any awarded funding will be paid out to the lead applicant organization to manage on behalf of the partners.

### **Can I apply for the same program I applied for, or was funded for, last year?**

Yes! We encourage all previous applicants with aligned work and goals to apply to the Safe Communities Program, regardless of previous funding outcomes.

**I have a current grant through another Foundation program. Can I still apply?**

Yes. We do not limit nonprofits to receiving funding from just one program. You can apply to the Safe Communities Program as long as your other current grant(s) is in good standing – please check with your grant contact if you have any questions.

**Does my program or approach need to be “new” or “existing” to apply?**

No. The Safe Communities program will support both new and existing work, as it seeks to sustain, grow, or start community work that advances our shared goals.

**How do I get in touch with the Foundation team if I have more questions?**

All organizations considering a proposal, especially first-time applicants, are encouraged to sign up for an optional 20-minute meeting with Foundation staff to learn more about the funding opportunity, share their work and impact, and discuss any questions they may have. [Click here to schedule via Calendly](#).

If you have unanswered questions after reviewing the guidelines, [program webpage](#), and this FAQ in full, please reach out to Valerie Crum, Program Officer, at [vcrum@miamifoundation.org](mailto:vcrum@miamifoundation.org).

## **ABOUT THE MIAMI FOUNDATION**

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested \$485 million to strengthen our community with partnerships and contributions from more than 1,000 fundholders and 35,000 donors. The Miami Foundation, which currently manages over \$350 million in assets, mobilizes donors, nonprofits, leaders, and locals to set a bold vision for our community's future and to invest in a stronger, more equitable, more resilient Greater Miami.

## **ABOUT THE SAFE COMMUNITIES PROGRAM**

The Miami Foundation collaborates with over 1,000 fundholders that seek to invest in the Greater Miami community. Among those, we manage two [field of interest funds](#) set up with the State Attorney's Office for the 11<sup>th</sup> Judicial Circuit of Florida: the Denise Moon Memorial Fund and the Safer and Healthier Communities Fund. Beginning in 2021, these funds will both support the Safe Communities Program, a comprehensive open-call grant program that welcomes proposals from all eligible nonprofits serving Miami-Dade County.

The Miami Foundation acts as an external, independent party that maintains governance and management of the Funds including financial oversight, competitive grant procedures, and grant selection in alignment with the Funds' charitable purposes.

## ABOUT THE FUNDS

### **The Denise Moon Memorial Fund**

The Denise Moon Memorial Fund seeks to enhance and ensure community safety and social justice and promote opportunity, diversity, and civility. Grantmaking supports efforts that assist victims of crime, reduce the effect of crime on our community, promote opportunities for job training and placement, expand educational attainment and scholarships, and other efforts providing alternatives to criminal activity. Charitable contributions to the Fund come primarily from criminal defendants at the time of their sentencing or election to participate in [pre-trial diversion programs](#)

*State Attorney Katherine Fernandez Rundle set up the Denise Moon Memorial Fund in 2009 in memory and honor of Denise M. Moon, who passed away in 2004. She worked for three decades as a pioneering leader and advocate for victim services in Greater Miami, a resolute supporter of the crime victims' movement, and left a strong legacy that continues today.*



*Denise Moon was hired in 1974 as the first social worker at the Jackson Memorial Hospital Rape Treatment Center/Crisis Intervention Clinic. She went on to serve as director of the SAO's Victim Assistance Unit and to help organize the Children's Center special unit dedicated to the forensic interviewing of child victims and witnesses, the first prosecutor-based domestic violence unit in Florida, and a pioneering misdemeanor domestic violence court.*

*She crafted a plan to finance the Victim Access Network, a comprehensive, automated victim notification and information system, served on the Board of the Florida Network of Victim Witness Services, including a term as President.*

### **The Safer and Healthier Communities Fund**

The Safer and Healthier Communities Fund seeks to support work that effectively curtails substance abuse and impaired driving as well as programs that assist survivors of human trafficking who require substance abuse treatment and counseling. Established in 2013, charitable contributions to the Fund come primarily from defendants charged with driving while under the influence (DUI) who elect to participate in the [Back-On-Track Diversion Program](#).