

--DRAFT--

Request for Community Applications for City of Milwaukee Citizen-Led Transformational Growth Funding



Andrea Fowler, City of Milwaukee
ARPA Director

Applications must be submitted by email to
anfowler@milwaukee.gov by 5:00pm on
[DATE]

**-- DRAFT – City of Milwaukee Citizen-Led Transformational Growth
Fund Community Project Funding Application**

TABLE OF CONTENTS

INTRODUCTION AND PURPOSE..... 3

ELIGIBLE ACTIVITIES 3

TIMING AND PROCESS..... 3

APPLICATION..... 5

**-- DRAFT -- City of Milwaukee Citizen-Led Transformational Growth
Fund Community Project Funding Application**

INTRODUCTION AND PURPOSE

President Biden signed the American Rescue Plan Act (ARPA) into law in March 2021, providing one of the largest economic relief programs in U.S. history to respond to the COVID-19 pandemic. The City of Milwaukee was awarded \$394.2 million in Local Fiscal Recovery Funds under ARPA, which are administered by the U.S. Department of the Treasury. While the majority of the funding has been allocated to help the City of Milwaukee and its residents recover from both the negative health and economic impacts of the pandemic, its use to support City services has allowed the City to dedicate a portion of the City's other revenue to a new City of Milwaukee Citizen-Led Transformational Growth Fund. The City is also seeking applications from local organizations that intend to make a direct, positive impact on City residents through the lens of equity and inclusion funded by this new opportunity.

Commented [FA1]: Name of fund?

The City will consider applications for Transformational Growth grants from local nonprofit organizations that provide services to City of Milwaukee residents. These grants are not intended to be used for expenses already covered by other federal, state, or local assistance programs. Organizations may submit more than one application if they have different activities that are each eligible for Transformational Growth grant funding.

ELIGIBLE ACTIVITIES

Eligible uses of Transformational Growth funds must:

- (1) Directly benefit City of Milwaukee residents only (although the applicant organization may serve a wider base of clients, the Transformational Growth-funded program must target only City residents).
- (2) Provide services through an equitable lens, with regard to race, ethnicity, gender, income, and other appropriate considerations.

TIMING AND PROCESS

Both members of the public, and City departments, may submit applications for Transformational Growth-funded projects. City department applications are collected through a separate process, but will be considered by the City's Transformational Growth Task Force at the same time as application received through this community application process.

Commented [FA2]: Public and City Departments?

Applications for Transformational Growth project funding received from members of the community through this process will be considered according to the following process:

Event	Date
Informational question and answer session during which organizations interested in submitting applications may ask questions about the application process.	

**-- DRAFT – City of Milwaukee Citizen-Led Transformational Growth
Fund Community Project Funding Application**

The Task Force staff will host a virtual question and answer session during which Task Force staff will be available to answer questions about this application and the application process. A video recording of the question and answer session will be posted on the City’s Website at: [insert link] Information for accessing the question and answer session can be found here: [insert weblink]							
Deadline to register for updates. If you wish to register for updates on the application review process, please email anfowler@milwaukee.gov with the subject line “Transformational Growth Application Inquiry”.							
Applications are due by 5:00 CST via email to anfowler@milwaukee.gov							
Technical application review completed. The Task Force will identify a small team of City staff to review the applications for technical compliance. Applications that are not technically compliant with the requirements of this application will not continue through the evaluation process. Technically compliant applications must include all of the following information: <table><tr><td>Concise and complete information in all blanks.</td></tr><tr><td>All requested supporting documentation (budgets, audits, etc.)</td></tr><tr><td>The application must establish that the project directly benefits City of Milwaukee residents only (although the applicant organization may serve a wider base of clients, the Transformational Growth-funded program must target only City residents).</td></tr><tr><td>The application must explain how project impacts will be provided through an equitable lens, with regard to race, gender, income, and other appropriate considerations.</td></tr><tr><td>The application must establish that the applicant has sufficient financial controls to properly manage grant funding and segregate grant funding from other sources of funding.</td></tr><tr><td>The application must establish that the applicant is willing to and capable of providing timely reports upon request of the City.</td></tr></table>	Concise and complete information in all blanks.	All requested supporting documentation (budgets, audits, etc.)	The application must establish that the project directly benefits City of Milwaukee residents only (although the applicant organization may serve a wider base of clients, the Transformational Growth-funded program must target only City residents).	The application must explain how project impacts will be provided through an equitable lens, with regard to race, gender, income, and other appropriate considerations.	The application must establish that the applicant has sufficient financial controls to properly manage grant funding and segregate grant funding from other sources of funding.	The application must establish that the applicant is willing to and capable of providing timely reports upon request of the City.	
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Commented [FA3]: Still time for a Q&A session?

**-- DRAFT – City of Milwaukee Citizen-Led Transformational Growth
Fund Community Project Funding Application**

Applications which meet technical requirements are presented for sponsorship by a City department or member of the City of Milwaukee Common Council. The Task Force will notify all City Department Heads and members of the Common Council that they may review project applications for possible sponsorship. Applicants are encouraged to reach out to City Departments and Common Council members to request sponsorship. Applicants must receive sponsorship before proceeding through the remainder of the application process.	
Sponsored projects are invited to present to the Task Force. Note that City departments may also submit applications through a separate process, and those departments will also be invited to present their projects to the Task Force.	
Task Force meets to deliberate the merits of remaining applications and will vote on applications to recommend to the City of Milwaukee Common Council's Finance and Personnel Committee. The Task Force will also deliberate on the merits of applications submitted by City departments through a separate process.	
Task Force presents recommendations to the City of Milwaukee Finance and Personnel Committee.	
The Finance and Personnel Committee may vote on applications to recommend to the City of Milwaukee Common Council. *Note that the schedule of the Finance and Personnel Committee is at the discretion of the Chair.	
City of Milwaukee Common Council will consider which projects it wishes to fund.	TBD
Council resolution is sent to Mayor Cavalier Johnson for approval.	TBD
Successful applicants will be asked to sign a City grant agreement.	TBD

APPLICATION

Please fill out the application below to the best of your ability by typing your answer into the box provided. If you do not know the answer, please write "unknown." If a specific question is not applicable to your organization or you do not have the requested information, please write "not applicable because" or "not available because" and provide a brief explanation. Please provide concise answers. You may attach additional materials only if they are directly responsive to the questions below. Attached materials may not exceed ten pages; however, required materials will not count against this ten-page limit. If you have questions about how to fill out the application or the information requested, please attend the informational session described above.

**-- DRAFT -- City of Milwaukee Citizen-Led Transformational Growth
Fund Community Project Funding Application**

Funding Information
Project Name
Funding Amount Requested
Can you program proceed if you are awarded a lesser amount of funding?
Please specify the lowest amount of funding that will still make your program viable.
Does the project discussed in this application receive funding from any other source? If so, please specify the source and amount of funding. If not, do you plan to seek additional funding elsewhere?
Organizational Information
Name of Nonprofit Organization
Mailing Address
Physical Address (if different)
Website
CEO/Executive Name/Phone/Email
Primary Contact Name/Phone/Email
Tax Exemption Status
General Liability Insurance Limit (per occurrence)
Worker's Compensation Insurance Limit (per amount)
Auto Insurance Limit (per accident)
Is the organization registered and in good standing with the Wisconsin Department of Financial Institutions? Yes / No
2021 Number of households/persons served by your organization for all programs: Total annual expenses: Total revenue:
2022 Number of households/persons served by your organization for all programs: Total annual expenses: Total revenue:
Project Overview
Describe the services your project would provide to City of Milwaukee residents, including the targeted beneficiaries.
Briefly describe the use of evidence-based or evidence-informed approaches in the design of the project.
Do you plan to complete a program evaluation at the end of your program? If so, please describe the evaluation.
Identify any key partners on the project.
Project Impact
Describe the projected number of individuals or households to be served by the project (or "other"):
Describe the intended outcomes of the project. Provide enough detail to explain why the intended outcome is likely to result from your project.
Describe how the project promotes equitable outcomes, including how programs were designed with equitable principles.
Project Monitoring

**-- DRAFT -- City of Milwaukee Citizen-Led Transformational Growth
Fund Community Project Funding Application**

Describe your organization's plan for tracking and monitoring outcomes and individuals or households served by the project including individual and population-based measures, if applicable.
Describe your organization's plan for tracking disaggregated demographic data. Do you have the ability to track demographic data using categories we provide?
The City of Milwaukee will request quarterly reporting of financial and demographic information. Do you have systems in place to timely respond to such requests? Please provide a short description.
Financial Management & Fiscal Controls
Briefly describe your agency's fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagement.
Are your financial statements audited annually? Have you received a single audit in the last 3 years? If so, please provide a copy of this audit with your application.
If you do not have audited financial statements, please provide your operating budget for 2019, 2020, and 2021 showing actual revenue and expenditures by category.
Describe your agency's plan to segregate Transformational Growth grant funds from other funds for purposes of identification, tracking, reporting, and auditing.
Budget Detail (City may request additional budget detail as part of the review process)
Direct assistance to residents/households
Personnel salaries
Personnel fringe benefits
Outreach
Direct supply costs (include line item expenses for items over \$50)
Administration, management, and overhead costs
Other project costs (describe)
Total budget/grant amount requested

