



Richland County
Community Impact Grants Committee
MINUTES
November 12, 2024 – 1:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Paul Livingston, Gretchen Barron and Jessica Mackey, Cheryl English (online)

COMMITTEE MEMBERS ABSENT: Derek Pugh

OTHERS PRESENT: Chakisse Newton, (via Zoom), Angela Weathersby, Anette Kirylo, Michelle Onley, Leonardo Brown, Lori Thomas, Tamar Black, Stacey Hamm, Madison Wilkerson, Matiah Pough, and Patrick Wright

1. **CALL TO ORDER** – Chairwoman Jessica Mackey called the meeting to order at approximately 1:00 PM.
2. **APPROVAL OF MINUTES**
 - a. November 12, 2024 – Mr. Livingston moved to approve the minutes as distributed, seconded by Ms. Barron.
In Favor: Livingston, Barron, Mackey, and English
Not Present: Pugh
The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Ms. Barron moved to adopt the agenda as presented, seconded by Mr. Livingston.
In Favor: Livingston, Barron, Mackey, and English
Not Present: Pugh
The vote in favor was unanimous.
4. **ITEMS FOR DISCUSSION/ ACTION**
 - a. Current Grantee Status Update
Ms. Barron inquired about balances on this item.
Ms. Mackey inquired about deadlines.
Budget Director Maddison Wilkerson gave an update on quarterly reports.
No action was taken.
 - b. Community Partner Determination
Ms. Mackey inquired about deadlines and stated that the nine (9) Community Partners will remain in place, and a re-evaluation will take place next year. Moving forward, the Community Partners will be re-evaluated at least every three (3) years.
Mr. Livingston inquired if an organization currently not a Community Partner could apply to be on the list.
Ms. Mackey stated that other organizations will have an opportunity to apply during the re-evaluation process.
Ms. English stated that the discussion lines up with the strategic goals.
Ms. Barron expressed that she feels strongly about both up-and-coming businesses and established ones.

Ms. Barron moved to accept staff's recommendation for the Community Partners to be re-evaluated every three (3) years, seconded by Ms. Mackey.

In Favor: Livingston, Barron, Mackey, and English

Not Present: Pugh

The vote in favor was unanimous.

c. Areas of Impact

Ms. Mackey stated the areas of impact apply to sections 5 & 6 of the application. This is an area we want to ensure aligns with the strategic plan and what we want to see. She wants to make sure we can review this, and if, as a body, we want to make changes and shift things due to a need in the community, she is personally okay with that. We want to be able to fund as many organizations as possible to address those needs. She wants to have the conversation upfront so we recognize the needs and get feedback from the committee.

Mr. Livingston stated he is a strong supporter of these categories and of staying aligned with the strategic plan.

Ms. Barron agreed with Mr. Livingston and stated some categories may overlap (i.e., recreation and health and safety). She would like to see some of the categories consolidated and an additional one added.

Ms. Mackey agreed with Ms. Barron to consolidate some categories and bring them back to the committee for further discussion.

Mr. Livingston stated that some categories, like education, need to be more specific.

Ms. Mackey asked if there were any specific categories.

Ms. Barron suggested crime reduction, community involvement, youth services, health and safety, and Veteran Service, particularly as it pertains to providing opportunities for veterans.

Ms. Mackey stated no action would be taken on this item today.

d. Application

Ms. Mackey stated the FY26 grant cycle will open on December 2, 2024, and applications will be due on February 2, 2025.

Ms. Mackey stated that allocations change yearly based on the mill and that we set aside 60% for Community Partners. Refining the application process is essential, and timely quarterly reporting is critical.

Ms. Wilkerson stated that she will be hosting a grants workshop on Accommodation and Hospitality Taxes and noted she could also host an additional workshop regarding the Community Impact Grants.

Ms. Mackey moved to approve the Community Impact Grant FY26 application and guidelines, except Sections 5 and 6, which will be discussed at the next committee meeting, seconded by Mr. Livingston.

In Favor: Livingston, Barron, Mackey, and English

Not Present: Pugh

The vote in favor was unanimous.

5. ADJOURNMENT – Ms. Barron moved to adjourn the meeting, seconded by Mr. Livingston.

In Favor: Livingston, Barron, Mackey, and English

Not Present: Pugh

The vote in favor was unanimous.

The meeting adjourned at approximately 1:50 PM.

| Organization Name | Project Title | Official Amount | Q1 Report Due 10/31/24 |
|---|---|------------------------|-------------------------------|
| Pathways to Healing | Rape Crisis Rapid Response | \$50,000 | Compliant |
| Alston Wilkes Society | Reentry Supports for Former Offenders | \$25,000 | Compliant |
| Career Development Center at Saint John Baptist Church | Career Development Center/Workforce Readiness | \$20,000 | Compliant |
| Columbia Urban League, Inc. | Science Technology Enrichment Program | \$100,000 | Compliant |
| Communities In Schools of South Carolina | School-based Community Services for Underserved Low-Income Stu | \$50,000 | 11/5/2024 |
| Epworth Children's Home | Independent Living Program at Epworth Children's Home | \$25,000 | 11/5/2024 |
| Goodwill Industries of Upstate/Midlands SC, Inc. | Career Pathways Training Program | \$50,000 | Compliant |
| Greater Columbia Chamber of Commerce | Columbia Chamber of Commerce BRAC (Base Realignment and Closi | \$53,500 | Compliant |
| Greater Columbia Community Relations Council (CRC) | Community Engagement Program | \$50,000 | Compliant |
| Greater Waverly Foundation | Community Garden: Addressing Food Insecurity in South Carolina | \$10,000 | Compliant |
| Greenview Swim Team | Greenview Dolphins Instructional Training Community Swim Lesson | \$10,000 | Compliant |
| Harvest Hope Food Bank | Creating Healthy Food Access and Choice | \$50,000 | 11/6/2024 |
| Healthy Learners | Increasing Access to Health Care for Underserved Children in Richla | \$50,000 | Compliant |
| Koinonia Foundation/Youth & Teens Ministry | Koinonia Foundation/Youth & Teens Ministry/Mount Moriah STEM | \$50,000 | Compliant |
| Latino Communications CDC | Food For Your Heart/Comida Para Tu Corazon | \$50,000 | 11/8/2024 |
| Mary L. Jacobs Life Center | Community Wellness and Empowerment Initiative | \$15,000 | Compliant |
| Mental Illness Recovery Center, Inc. | Improving Behavioral Health Services | \$100,000 | Compliant |
| Midlands Housing Alliance dba Transitions Homeless Center | Transitions Homeless Center Specialized Programs | \$200,000 | Compliant |
| Oliver Gospel Mission | Secure Doors for a Safer Shelter | \$50,000 | Compliant |
| Olympia Granby Historical Foundation | Identify, Beautify, and Celebrate! | \$10,000 | Incomplete |
| Reconciliation Ministries SC | Beatty Downs Community Playground | \$43,800 | Compliant |
| SC UpLift Community Outreach | Improving Financial and Homeownership Education in Richland Cou | \$50,000 | Compliant |
| Senior Resources, Inc. | Senior-Focused Community Programming and Services | \$548,046 | Compliant |
| Serve and Connect | Mobilizing Change through Unity in the Decker Blvd Corridor | \$50,000 | Compliant |
| Sistercare, Inc. | Sistercare's Woman's Counseling Program for Underserved Richland | \$26,000 | 11/8/2024 |
| South Carolina Philharmonic, Inc. | The SC Philharmonic's Arts Capacity Prison Project | \$14,000 | Compliant |
| The Cooperative Ministry | Financial Empowerment: Education for Life | \$20,000 | 11/5/2024 |
| The Therapy Place | Family Support Services | \$15,000 | 11/5/2024 |
| YMCA of Columbia | YMCA Youth Development Program | \$25,000 | Compliant |



COMMUNITY IMPACT GRANT GUIDELINES

FY2026 (July 1, 2025 – June 30, 2026)

Grant Cycle will open December 2, 2024

Application must be submitted in

ZoomGrants Grant Due Date: February 2, 2025

No later than 11:59 PM

PROGRAM DESCRIPTION

Pending budget approval, Richland County Council set aside up to \$1,764,000 of the General Operating Fund for the Community Impact Grant (CIG) Fund for fiscal year 2026. Up to Sixty percent (\$1,058,400) of CIG funds will be allocated to identified Community Partners listed at the end of this document. Up to forty percent (\$705,600) will be allocated for competitive grants as described in this document. This amount may be reduced to incur any costs for grant application evaluation. This program is designed to provide financial support to organizations and agencies that carry out community-based programs and/or services throughout Richland County. In keeping with the mission of Richland County Government, this program attempts to encourage organizations to continue to offer innovative and much needed services that enhance the quality of life for all citizens of this County.

GRANT TIMELINE

| | |
|--|---|
| Request for Applications: | December 2, 2024 – February 2, 2025 |
| Application Due Date: | February 2, 2025, 11:59 pm |
| Community Impact Grant Recommendations | With FY 2026 Budget Consideration |
| Grant Award Notifications: | By June 27, 2025 |
| Quarterly Reports by Recipients: | Due by October 31, 2025, January 31, 2026, April 30, 2026 |
| Final Reports from Recipients: | Due by July 31, 2026 |

PROGRAM ELIGIBILITY AND DESIGN

Organizations that are determined as charitable under Section 501(c)(3) of the Internal Revenue Code and nonprofit organizations registered as a charity with the Secretary of State. ***Richland County will not award grants to individuals, fraternal organizations and organizations that support and/or endorse political campaigns.***

The United States Supreme Court has said that faith-based organizations may not use direct government support to support "inherently religious" activities, therefore, religious organizations may receive funding; however, Richland County may not sponsor nor provide financial support to a religious organization in a manner which would actively involve it in a religious activity (i.e. public funds must not be used for a religious purpose). Thus, any funds provided must be solely utilized for secular purposes and the principal or primary goal of the sponsored activity must not be to advance religion. Any religious organization requesting funds must be specific in the groups that will be served and purpose fulfilled by these funds.

The program fund is set up as follows

Up to sixty percent of the annual County allocation shall be distributed to Groups identified by Council as Community Partners. Community Partners must submit an annual application indicating the requested amount and proposed use of funds along with all other application data. Community partners are not eligible for competitive grant funding.

Up to forty percent of the annual County allocation shall be distributed based upon competitive grant applications.

Organizations can apply for funding up to \$50,000 for only one project. Projects that focus on multiple impact areas are only eligible for one grant. Organizations may only submit one application annually.

Grant recipient organizations may not re-grant or sub-grant County funds to other organizations. All funds must be spent on direct program expenditures by the organization who is granted the allocation.

PROGRAM REQUIREMENTS

- Organizations must apply to be considered for funding each year.
- Organizations must disclose any and all funds received from Richland County.
- Organizations that receive other funds from Council may have awards adjusted by such amount of other funds.
- Richland County Council shall make all awards pursuant to this grant program.

PROGRAM CRITERIA (proposed request must address one of the following)

- The activity meets service-type activities outlined in the organization’s mission, long-range plans, goals and objectives.
- The activity, in whole or in part, provides opportunities for underserved populations in Richland County.
- The activity provides solutions by way of systems or approaches that can prevent, mitigate or resolve individual, family, or community problems as outlined in the categories of the application.

THE PROGRAM WILL NOT FUND (however, not limited to):

- Fundraising Projects
- Debt Reduction
- Endowment Development
- Medical Research
- Conference Travel
- Conference Underwriting or Sponsorship
- Gift Cards; Awards and Cash Prizes
- Regular budgeted operating expenditures
- Asset purchases
- CIG Awards cannot be used to replenish financial reserves or satisfaction of settlements or judgements.

GRANT APPLICATION

The grant application must be submitted in ZoomGrants through Richland County’s website. Make sure all fields are completed as incomplete applications will not be reviewed by the Committee. Contact the Grants Manager if you have any difficulties completing the application. Once complete, save a copy and print for your records.

If you cut and paste information from Word, make sure your information is not cut off. The application components are as follows:

- Mission Statement – Include the organization’s mission statement as found in your bylaws. You may also include any long-range plans and goals for your agency as a whole.
- Geographic information – what areas of Richland County will be the project focus. Please note census tracts if possible.
- Project Impact Priority – Which County-wide strategic priority the project helps to accomplish
- Organization Background – Demonstration of recent accomplishments and success with programs similar to the one in your application.
- Project Description – This is the “meat” of the application where you describe your project – who, when, what, why and whereas specifically as possible including characteristics of the community or individuals that will directly benefit from the project.
- Benefit to the Community – Detail who is being served by your project, geographic location of your audience, how the project impacts the community. Please be as specific as possible about target population.
- Sustainability – How will the program be sustained in years following any award from the County?
- Collaborative Partners/Efforts – Specifically describe how your organization will work with others community organizations on this project. Provide a definitive outline of your partner’s roles, specific numbers to be served in the unincorporated areas, and letters of support from agencies for this project as well as the districts the partners serve. Outcomes – Share what result do you want to achieve and how will you measure success?

PROGRAM BUDGET

A budget section is provided for you as part of the application. This section applies only to the project outlined in the application. Please note that all grant funds must be expended by the recipient organization. Re-granting or sub-granting of funds is not allowed.

Expenditures must be consistent with the application budget. Only goods and services that comply with the Community Impact Grant Guidelines are permitted. The budget should reflect in financial terms the actual specific costs of achieving the objectives of the project(s) you propose in your application.

Amounts listed in the Community Impact Grant Request column should total the amount of funds requested in the application. Please make sure that all expenses in –Community Impact Grant column relate to the proposed project outlined in the Project Description.

Note that there are blank spaces in the budget section of the application to provide additional expense categories as all budgets are not the same. Feel free to use these additional blank expense spaces for other categories not listed. For example, your project may have a transportation component. You can add a budget category these types of expenses.

Under project revenues, list known and anticipated funding sources, including any that are pending. Also include any in-kind contributions under project revenues. This section shows the Committee if your organization or others are contributing to the project outlined in the application. Attach copies of pending grants documentation (grant award letters) in the documents section of the grant application.

Please do not include agency administrative costs or organizational overhead expenses in your grant budget. All expenses should directly relate to the project or program that is outlined in the application.

Budget Narrative (Grant Funds Only) - Please include a brief but specific 1-2 sentence description for each category included in the program budget. Make sure expenses are reflected in the project description. For example:
Contractual – 2 consultants to work 10 hours at \$25/hour to conduct 5 financial training workshops
Program expenses - \$500 for financial training workshop curriculum, \$500 rental fee for training space

APPLICATION PACKAGE

In order to be considered for funding, applicants must submit a complete application package for the Community Impact Grant program in ZoomGrants. Incomplete applications will not be considered. Complete applications include:

- 1) Completed and electronically initialed application. You can complete the application at:
<https://zoomgrants.com/gprop.asp?donorid=2236>
 - Answer all questions and complete each section. “N/A” and “See Attached” are not valid responses.
 - Electronic Initials by board chair or the executive director is requested in ZoomGrants - If your organization does not have an Executive Director, please note this in the application.
- 2) Project Budget and Full Narrative (form included with the application)
- 3) Required Attachments:
 - Current organization operating budget for the last two years reflecting sources and amounts of income and expenditures for the organization as a whole, not just the program outlined in the application.
 - IRS determination letter indicating the organization’s 501 c 3 charitable status
 - Proof of current registration as a charity with the SC Secretary of State’s Office.
 - Current list of board of directors
 - Most recent 990 tax return. If you file a 990 post-card please also attach a financial report showing financial status.
 - Pending grant award documents such as grant award letters, emails or correspondence from the grantor.
 - Current Richland County business license or business license assessment survey form (this completed form shows that a business license is not needed for your organization).
 - Proof of Insurance: W/C (required if there are 4 or more employees and payroll exceeds \$3,000 and/or General Liability).
 - Letters of support from Community Collaboration Partners

Attachments **MUST** be submitted in ZoomGrants along with the proposal in order to be considered complete.

Community Impact Grant Fund Distribution

APPLICATION EVALUATION

Grant applications are reviewed by the Community Impact Grant Committee. The Committee will use the following evaluation criteria to evaluate applications and proposed projects. The individual factors are important in project evaluation, as they are an indication of the degree to which the proposed project will contribute to the citizens in Richland County. Make sure these factors are incorporated into your application. While application evaluations may be used to assist in award determination, Council shall not waive its rights to use discretion in award decisions. These factors, with their corresponding point values, are:

Project Summary: (Up to 35 Points)

- Does the proposal state an objective and does the objective fit the mission and long-range plans, goals and objectives of the organization?
- Does the proposal provide a strong sense of need for the project/program and does it state what the funds will be used for?
- Does the proposal address who will be served and how many?
- Does the proposal state what will be the benefit to persons served?
- Does the proposal state a targeted underserved population?
- Does the proposal provide a program to prevent, mitigate or resolve individual, family, or community problems?
- Does the proposal state how the program will be evaluated once completed?
- Does the proposal describe how citizens will be informed about the available services?

Project Impact: (Up to 30 Points)

- Is the proposal clear about how the project will work?
- Is there a timeframe outlined in the proposal; is the project ready to start?
- Are all aspects of the project feasible?
- Does the project provide a solution for the identified problem?
- Is the project innovative and provides solutions to problem?

Organization Background: (Up to 20 Points)

- Historical or current program experience indicated.
- Historical experience with targeted population addressed.
- Evidence of other successful experience relevant to the success of this proposal.
- Evidence of capable staff to carry out program/project.
- Does organization history indicate collaborative efforts with other entities?

Budget: (Up to 15 Points)

- Is the budget detailed and understandable?
- Is there another confirmed source of revenue to assist with this project/program?
- Is the project cost reasonable?
- Does budget incorporate any in-kind cost participation?
- Does the budget expense detail section include detailed cost calculation data (e.g., specific cost/quantity for personnel, supplies, travel) and information showing how County grant funds will be spent?

DEADLINE

Richland County will accept proposals in ZoomGrants starting Monday, December 2, 2024. These applications are available at <https://zoomgrants.com/gprop.asp?donorid=2236>. Applications are due Sunday, February 2, 2025 at 11:59 P.M. Proposals received after this date and time will not be considered. Fax, email transmissions or hand delivered applications will not be accepted.

AWARD NOTIFICATION

The Grants Manager will notify all applicant organizations of the funding outcome in writing in June 2025. Awards will be available for reimbursement beginning July 2025. Final reports for previous fiscal years, if applicable, must be received for all grants before payments are released. Non-compliance in all reporting periods may disqualify applicants for future funding opportunities until an applicant is fully compliant.

PAYMENT PROCEDURES

A Detailed Payment Request Form (found online at <http://www.richlandcountysc.gov/Government/Departments/Grants/Community-Impact-Grants>) must be submitted with required documentation. This includes: a signed IRS W-9 form, a current financial/balance sheet and list of grant expenditures (detailing invoice numbers, invoice date, vendor's name, amount of deposit/total; and, detail description of purchase/services rendered.)

Once the County has received your signed grant agreement, your agency may submit a payment request for up to 75% of the approved funds. The remaining 25% or the balance of the allocation may be provided on a reimbursement basis. A complete final report, receipts and proof of payment will be required for each expense at the time of requesting the remaining balance.

REPORTING REQUIREMENTS

Richland County requires grantees to complete quarterly reports as outlined above during the award period. Each quarterly report should be accompanied by itemized receipts/invoices and proof of payment for funds drawn down in the previous quarter.

At the completion of the grant funded project, Richland County requires grantees to complete a final report for Community Impact Grant funds. Grantees are required to show proof of all grant expenditures (itemized invoices and proof of payment). Grantees are asked to report on attendance/impact numbers, program success or failure as well as the impact on Richland County. Each grantee will receive a copy of or a link to the reporting documents with their award packet and report forms will also be sent via email.

Grantees must acknowledge the receipt of Community Impact funding by including the Richland County Government logo, or by listing "Funding Provided by Richland County Government" on program/project advertising, marketing and promotional materials, website or in the organization's annual report. Examples of this must be included in your final report.

Recipients must be compliant with timely quarterly reporting in all quarters of the grant period to be considered eligible for funding in a following fiscal year.

FREEDOM OF INFORMATION ACT NOTICE

Please be advised that all materials submitted on behalf of the Community Impact Grant Funds program are subject to disclosure based on the Freedom of Information Act (FOIA).

- No person, based on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights activity should be excluded from participation in be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Community Impact grant funds.
- Employment made by or resulting from Community Impact Grant funding shall not discriminate against any employee or applicant on the basis on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights of handicap, age, race, color, religion, sex, or national origin.
- None of the funds, materials, property, or services provided directly or indirectly under Community Impact Grant funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

QUESTIONS

Please call Ms. Matiah Pough, Grants Manager at (803)576-5459 or email Pough.Matiah@richlandcountysc.gov.

FY 2026 COMMUNITY PARTNERS

It is the intent of Council to re-evaluate the list of Community Partners at least every three years. While an organization may be listed as a Community Partner, Council reserves the right to modify this list as it sees fit to maximize community access to resources. County Council has a general objective to see a reduction of Community Partners reliance on Community Impact Grants for funding over time. Please note that no future Council may be bound by an action of a prior Council.

1. Senior Resources
2. MIRCI
3. Community Relations Council
4. Palmetto AIDS Life Support
5. Columbia Chamber of Commerce (BRAC)
6. Transitions Homeless Center
7. Columbia Urban League
8. Oliver Gospel Mission
9. Pathways to Healing



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Richland County Government
Administration

FY25 Community Impact Grant Program

Deadline: 2/2/2025

Additional Contacts

none entered

example@printpreview.com Tel: 888-867-5309

Application Questions [top](#)

1. Incorporation Date

-no answer-

2. Mission Statement

You may also include any long-range plans and goals for your agency as a whole.

-no answer-

Project Information

3. Project Title

-no answer-

4. Which District(s) is the geographic focus of this project?

Please select all that apply, if focus is not countywide. All County wide programs must include documentation of methods for dissemination of information to ensure that citizens in all districts are aware of how they can access services.

Countywide (All)

District 1

District 2

District 3

District 4

District 5

District 6

District 7

District 8

District 9

District 10

District 11

5. Which impact area will your project primarily serve?

Must select one.

Youth Services & Programs
Education
Recreation
Health & Safety
Workforce Development
Food Insecurity
Veteran's Services

6. Select any additional impact areas your project will serve, if applicable.

Please select all that apply.

Youth Services & Programs
Education
Recreation
Health & Safety
Workforce Development
Food Insecurity
Veteran's Services

7. Project Start Date

-no answer-

8. Project End Date

-no answer-

9. Total Project Cost

-no answer-

10. Total Amount Requested

-no answer-

11. Percentage of the Project Cost Requested

(Amount Requested / Total Project Cost) x 100

-no answer-

12. Organization Background

Include recent accomplishments and success with similar programs.

-no answer-

13. Project Description

Describe your project in terms of who, when, what, why and where.

-no answer-

Benefit To The Community

14. Describe the benefit of this project to the community. Please include number of persons served, demographics of the audience served and the geographic location of those served.

-no answer-

Sustainability

15. What efforts are being made to increase the sustainability of this project/program and decrease the reliance on County Community Impact Grant funds? Please describe detailed plans to sustain the project after one year of funding.

-no answer-

Partnerships/Community Support

16. Describe your partnership efforts with similar organizations in Richland County for this project that assist in furthering the mission of your organization (List names of partnering organizations if applicable):

Describe how your organization will work with others on this project.

-no answer-

Outcomes

17. Describe specific results of the program that you expect to achieve and evaluation practices that will be used to measure the success of the project/program.

-no answer-

18. Have you applied or plan to apply for any other Richland County grant funding for FY26? If so, please specify which grant program.

Including, but not limited to: Hospitality Tax, Accommodations Tax, CDBG, etc.

-no answer-

19. Community Partners: Please provide details on how your program has expanded from year to year with the use of Community Impact Grant funding.

Please enter N/A if you are not listed as a FY26 Community Partner.

-no answer-

Budget [top](#)

| Expense Category | Community Impact Grant Request | Other Funds | In-Kind Donations | In-Kind Services | Total |
|-------------------------|---------------------------------------|--------------------|--------------------------|-------------------------|----------------|
| -none- | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Income Sources | Amount | Pending | Received | Requested | |
| -none- | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |

Required Attachments [top](#)

| Documents Requested * | Required? | Attached Documents * |
|---|-------------------------------------|-----------------------------|
| Current organization operating budget for the last TWO years reflecting sources and amounts of income and expenditures for the organization as a whole, not just the program outlined in the application. | <input checked="" type="checkbox"/> | |
| IRS determination letter indicating the organization's 501 c 3 charitable status | <input checked="" type="checkbox"/> | |
| Proof of current registration as a charity with the SC Secretary of State's Office | <input checked="" type="checkbox"/> | |
| List of organization's current Board Members/Directors | <input checked="" type="checkbox"/> | |
| Most recent 990 tax return or if you file a 990 post-card attach a financial report showing financial status | <input checked="" type="checkbox"/> | |
| Current Richland County business license or a business license assessment survey form (Must be obtained from & signed by Richland County's Business Service Center) | <input checked="" type="checkbox"/> | |
| Proof of Insurance- General Liability or W/C (required if there are 4 or more employees & payroll is greater than \$3,000) | <input checked="" type="checkbox"/> | |
| Current Organization W-9 | <input checked="" type="checkbox"/> | |
| Letter(s) of support from Community Collaboration Partners | <input checked="" type="checkbox"/> | |
| Dissemination strategy for County-wide projects | | |
| Pending grant award documents such as grant award letters, emails or correspondence from the grantor | | |

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