

Vibrant Community Fund FY 23

Department of Human Services

Staff Contacts:

Hunter Smith, Human Services Planner

Misty Graves, Director

Krisy Hammill, Budget

Purpose

To provide funding support to non-profit organizations to invest in programs that align with Council priorities and promote community wellbeing.

I. Time Line:

- July/August: Recruit and assemble review team members.
- July/August: Outreach and communication to applicants about timeline and process.
- Sept/October: Schedule Orientation for all applicants (attendance required for all applicants)
- Sept/October: Technical Assistance workshops (new)
- Sept/October: Schedule Review Team Orientation (required for all team members)
- Oct 1st: Application open
- Nov 7th: Applications close
- Dec/Jan: Review Teams read and score applicants. Review teams meet virtually (twice) to discuss applicants, ask questions, and come to consensus on scores for quality of application and level of importance. Site visits completed.
- Feb: VCF staff organize applicants in matrix and assign funding recommended amounts.
- Mar/April: VCF staff write report to be shared with Council and published in conjunction with budget work sessions.

II. Orientation & Technical Assistance:

- Orientations will be recorded and power point materials will be shared with attendees.
- City Council members are invited to attend. (new)
- Orientation Components:
 - o Time frame and notifications
 - o Council priority areas and categories
 - o Review of Budget expectations
 - Funding not based on your previous application/funding – clean slate every time.
 - Add a specific question that requires organizations who are asking 10% or more of their ask last year to provide justification.
 - o Training and Technical Assistance (new)
 - Diversity, Equity, and Inclusion
 - Grant writing tips
 - o Additions to application:

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- Cost per participant analysis of beneficiaries from localities and funding requests from those localities. (new)
- Site visits for 100K or more and all new and emerging applicants.
- Quarterly report expectations and template review (new)
- Summary of constructive feedback will be shared along with funding recommendations (new)

III. Review Team:

- Comprised of diverse members; lived experience as a consumer of services, non-profit and/or grant writing experience, and city staff.
- Orientation Components:
 - Mirror that of Applicant Orientation
 - Invited to attend workshops
- Review Teams will provide a summary of constructive feedback along with their scores to share with Council and Applicant. (new)

IV. Application & Scoring:

- Council Priorities and categories:
- **NON COMPETITIVE:**
 - **Intergovernmental** (formal cooperative programs with the City)
 - They are not scored by review team;
 - Reviewed by Budget and Human Services staff in coordination with Albemarle County; may receive 100% of ask
 - Separate funding outside of VCF pool
 - **Fundamental** (no existing MOU's with the City, but are components required by a locality) FY22 = Shelter for Help in Emergency; Charlottesville Free Clinic; Foothills Child Advocacy; Offender Aid and Restoration
 - They are not scored by review team;
 - Reviewed by Budget and Human Services staff in coordination with Albemarle County;
 - Slated in the 1 – A category because of the nature of their work.
- **COMPETITIVE:**
 - **Operational**
 - Education, Youth and Families

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- Health and Safety
- Economic Impact & Jobs
- Arts & Culture
- Affordable Housing and Homelessness Supports will be moved to CAHF process (new)
- **New and Emerging VCF (Organizations that 5 years old or younger)**

V. Funding Determinations & Council Recommendations:

- Council invited to meet with VCF staff to receive feedback regarding scoring/funding recommendations. (optional)
- Review teams will provide a 1-2 sentence summary justifying the collective ratings for applications. (new)

VI. Quarterly Reporting

- Microsoft Form template created and emailed quarterly.