



**NJ DEPARTMENT OF STATE  
OFFICE OF FAITH-BASED INITIATIVES GRANT PROGRAM**

**SOCIAL INNOVATION SPECIAL PROJECTS**

To download the grant guidelines click this link: <https://www.state.nj.us/state/ofbi.shtml>

The mission of the New Jersey Office of Faith Based Initiatives (NJOFBI) is to eliminate barriers to funding and other resource opportunities, create greater access for partnership and enhance the capacity of faith and community based organizations (FBCOs) to create and implement innovative approaches that are designed for community and economic transformation.

The **Social Innovation Special Projects (SISP) Grant Guidelines** supports social services targeting individuals that are low income. To determine the income limits for your county click this link: <https://www.huduser.gov/portal/datasets/il.html>

- **Organizations applying for a Special Projects Grant can only apply for one funding category under Special Projects;**
- **Organizations applying for a Special Projects Grant can also apply for one funding category under Social Innovation;**

**Grant Awards are Subject to the Availability of Funding**  
**Application Due Date: May 6, 2019 @ 4:59PM**

A technical assistance training webinar will be conducted. To register for the webinar click this link: <https://www.nj.gov/state/ofbi.shtml> under "Spot Light," click Grant Opportunities."

If you're unable to participate in the live webinar a recorded webinar will be posted onto the OFBI website. To access the recorded webinar click this link: <https://www.nj.gov/state/ofbi.shtml> under "Spot Light," click Grant Opportunities."

**Eligibility Criteria:**

Applicant must:

- Provide proof of agency budget. Agency overall budget cannot exceed \$1,000,000.
- Be a faith-based non-profit and/or community-based organization;
- Be tax-exempt by determination of the Internal Revenue Service in accordance with Section 501(c)3;
- Be registered with the Department of Treasury, Division of Revenue and Enterprise Services;

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This FY'20 Special Projects Grant Guidelines dated 5/1/2019 will supersede prior versions

- Be **IN GOOD STANDING** with the Department of Treasury, Business Service Center;
- Be **IN COMPLIANCE** with the New Jersey Division of Consumer Affairs, Charitable Registration and Investigation Section;

**Ineligible Applicants:**

- Houses of Worship;
- Colleges/Universities;
- Public schools, charter schools, or private schools;

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**Category Descriptions:**

Service Category	Maximum Request	Total Funding Available
Special Projects	\$10,00 (per category)	\$250,000

**Substance Abuse Recovery Support:** The Substance Recovery Support Services grant is designed to assist low income individuals to recover from the disease of addiction. The age for program participants is from 10 years – 85 years. Organization’s applying for this grant category will measure the following:

- What’s the number of unduplicated clients that stay clean/sober for 30 days, 60 days, 90 days, 6 months, 9 months and 1 year?
- How many have found permanent employment;
- How many remained in school;
- How many have secured permanent housing?

**Civic and Community Engagement:** Organization’s applying for Civic and Community Engagement must develop programs that educate community residents on how to effectively work with local government in addressing a social and/or community issue(s). The age for program participants is from 7 years – 85 years. Program participants should be introduced to their local and state officials, attend city council meetings and get an appreciation on how government is actually created to serve the public. Programs should look to show community residents how to advocate for themselves in using government to create progress in their local community. The project design should indicate quarterly community events that culminate in successfully and collectively addressing a community or social issue with the help of their local publicly elected leaders.

**Tutoring and Homework Assistance Program:** The Tutoring and Homework Assistance Program is designed to focus on the academic needs of students and harness the energies of tutors to assist program participants in completing their homework and/or other school assignments. The age range is from 5 years - 85 years. Programs applying for this funding category should be mindful to indicate how the program participants improved their grades in math, reading and science. **Organization’s applying for this funding must have homework assistance and tutorial programming scheduled to start no later than October 1, 2019.**

**Services to Seniors:** The Services to Seniors grant is designed to provide activities and services that promote aging in place, prevent isolation, and maintain or improve the quality of life of low-

income seniors in the community. The age range for program participants is from 55 years to 100 years. The goal is to prevent, maintain or improve the physical, psychological, and social well-being of older individuals by providing appropriate senior services. Funds can be used to provide the following programs and services:

- Access to affordable health care and continued participation in a health care program;
- Translation and interpretation services;
- Meals;
- Wellness and fitness;
- Fraud prevention;
- Transportation services;
- Assist in accessing affordable housing.

**Program Procedures:**

Applications are submitted to the OFBI on the System for Administering Grants Electronically (SAGE) and reviewed by an outside independent panel. Recommendation for funding is based solely on the merit of the application. **Applications that are rated 69 percent or lower will not be considered for funding.** Award and denial letters are e-mailed to the appropriate organizations via the SAGE system. **OFBI funding period is from July 1, 2019 to June 30, 2020.**

## **APPLICATION REQUIREMENTS**

The proposal is to be submitted via the Department of State - System for Filing Grants Electronically (SAGE) no later than **4:59 PM, May 6, 2019**

**All applications must consist of and include the following items in order to be considered complete. Applications missing requested information will be disqualified from review.**

### **Grant Awards are Subject to the Availability of Funding.**

Application Requirements and Rating Criteria			
Section	Limits	Description/Criteria	Maximum Rating
Project Summary	4,000 Characters	<ul style="list-style-type: none"> <li>• Indicate the title of the project. Indicate the amount that you’re applying for and the purpose of the program;</li> <li>• Indicate that the clients the program is providing services to falls under the county low income guidelines found here: <a href="https://www.huduser.gov/portal/datasets/il.htm">https://www.huduser.gov/portal/datasets/il.htm</a></li> </ul>	<b>5 Points</b>
Organization Capacity	4,000 Characters	<ul style="list-style-type: none"> <li>• Provide a brief history of the organization;</li> <li>• Provide a brief description of the makeup of the board of directors (titles, roles, term limits,</li> </ul>	<b>10 Points</b>

<b>Application Requirements and Rating Criteria</b>			
<b>Section</b>	<b>Limits</b>	<b>Description/Criteria</b>	<b>Maximum Rating</b>
		<p>has the board evaluated the E.D., and the impact of the board’s fiduciary responsibilities), how many times are they scheduled to meet and how many times did they meet in 2018?</p> <ul style="list-style-type: none"> <li>• Provide a description of the staff associated with the program and what are their roles.</li> </ul>	
Statement of Need	4,000 Characters	<ul style="list-style-type: none"> <li>• Indicate which surveys, needs assessments were used to inform the organization that the program that you’re applying for is needed in the community.</li> </ul>	<b>15 Points</b>
Statement of Collaboration	4,000 Characters	<ul style="list-style-type: none"> <li>• Describe who are the 3 collaborating partners and how will the partnership impact the organization’s ability to implement the proposed project.</li> </ul>	<b>5 points</b>
Project Design	4,000 Characters	<ul style="list-style-type: none"> <li>• Provide a detailed description of the project.</li> <li>• Upload the projects logic model under “Required Appendices.”</li> </ul>	<b>20 Points</b>
Target Population	N/A	<ul style="list-style-type: none"> <li>• Describe the population that the organization plans to provide services to, gender, income, and educational status.</li> </ul>	<b>N/A</b>
Goals & Objectives	4,000 Characters	<ul style="list-style-type: none"> <li>• Indicate the goals and objectives associated with the project.</li> </ul>	<b>15 Points</b>
Evaluation	5000 Characters	<ul style="list-style-type: none"> <li>• Indicate how you will measure whether and to what extent program success has been achieved.</li> </ul>	<b>10 Points</b>
Sustainability	4,000 Character	<ul style="list-style-type: none"> <li>• What plans will be in place to ensure access to human, financial, and technological resources to help the organization address the continuation of the funded program.</li> </ul>	<b>N/A</b>
Budget & Budget Narrative	N/A	<ul style="list-style-type: none"> <li>• Complete all budget forms in the SAGE system;</li> <li>• \$2,000 of grant funds can be used for the purchase of technology;</li> <li>• \$1,500 of grant funds can be used for administrative costs;</li> <li>• \$1,000 of grant funds can be used for staff development;</li> <li>• 65% max of grant funds can be used for personnel. The 65% is inclusive of the E.D. max of 5%;</li> </ul>	<b>20 Points</b>

Application Requirements and Rating Criteria			
Section	Limits	Description/Criteria	Maximum Rating
		<ul style="list-style-type: none"> <li>Provide a budget narrative describing how you arrived to the dollar amount per budget line item.</li> </ul>	
Required Appendices	N/A	<ul style="list-style-type: none"> <li>Board Resolution;</li> <li>3 letters of collaborators;</li> <li>Budget Narrative;</li> <li>Logic Model.</li> </ul>	N/A
<b>Total</b>			<b>100 Possible Points</b>

### Restrictions and Limitations

- ◆ Nondiscrimination by Religious Organizations and Entities  
Applicants agree that if provided funds from the New Jersey Department of State Office of Faith-based Initiatives, they will not discriminate against any employee or applicant for services or participation in the proposed program on the basis of religion, race, gender and/or physical disabilities.
  - ◆ Recognition of Cultural Sensitivity  
Applicants must assure that all programs are linguistically appropriate and culturally relevant to groups within the community. Appropriate accommodations for services will be developed and maintained for those individuals who are deprived of reasonable access to those services due to language barriers or ethnic and cultural differences. All programs and services *must* be reflective of the demographic needs of the community, while providing all people the opportunity to experience any and all available services irrespective of their ethnic or cultural heritage.
  - ◆ Reporting Requirements  
All funding recipients are required to submit quarterly programmatic and fiscal. Schedules of due dates for reporting periods and program terms will be provided upon notification of preliminary approval of award. Funding recipients must adhere to a schedule determined by the New Jersey Department of State Office of Faith Based Initiatives
  - ◆ Training  
All funding recipients are required to attend technical assistance and training sessions scheduled throughout the fiscal year as coordinated by the New Jersey Department of State Office of Faith-based Initiatives and/or its training intermediary
- ◆ Applications that fail to meet these requirements detailed in this Grant Guideline will not be reviewed and the application will be disqualified. All applicants will be notified by email regarding the outcome of their award.

- ◆ Grant awards may only be used to further the project that the organization has applied for. Paying for organized fundraising or solicitation, construction and purchase of real property, medical/health-related activities or items are ineligible costs and will not be approved.
- ◆ Funds may not be used to build an organization's capacity to provide programs or services that include inherently religious activities. If a recipient provides programs or services that include inherently religious activities, such activities must be separate in time or location from the programs or services that the organization is seeking to improve through this grant.
- ◆ Grantee's activities are governed by all applicable State laws and regulations and will be provided directly to individual faith-based and community organizations to develop impactful services.
- ◆ The New Jersey Department of State reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so including, but not limited to, loss of funding for the contract, insufficient infrastructure, the applicant's failure to provide adequate services, indication of misrepresentation of information and/or non-compliance with any existing State or Federal laws and regulations, contracts or procedures. Grantees applications document the applicant's readiness to implement the project.

#### **Selection and Notification of Award**

- ◆ All applications are screened for eligibility and conformity with the specifications in the Grant Guidelines. Applications that fail to meet these requirements will not be reviewed and will be disqualified.
- ◆ Applicants are not pre-selected. All applications are rated by a panel of independent, objective reviewers according to the precise selection criteria specified in the Grant Guidelines.
- ◆ The independent committee reviewing and scoring applications will not include individuals employed by the organization, affiliated with the organization, organization's board members, contractors, training providers, providers of cost share or in-kind support, or any organization/individuals affiliated in any way with the organization.

#### **Post Award Requirements**

- ◆ OFBI will monitor grantee compliance with grant requirements, in the event of non-compliance and request appropriate documentation. Should the grantee fail to comply with these requests, sanctions may be implemented up to and including the repayment of all funds associated with this grant award.
- ◆ Promptly Respond to Requests for Communication and Information
- ◆ Participate in all Required Events, Activities and Evaluations
- ◆ Comply with all OFBI Contracting, Fiscal Monitoring and Other Reporting Requirements