



COMMUNITY ENHANCEMENT PROGRAM OVERVIEW

Purpose: PCDIC seeks to provide matching grants to nonprofits, recognized as exempt from tax as 501(c)(3) organizations, seeking to expand or provide programs or needed services to the underserved communities within Maricopa County. Grants may be used for the expansion of existing programs, providing new programs and/or one-time opportunities that benefit low to moderate income (LMI) communities. Program participants must either reside, work, or attend school in an LMI community as defined by the New Market Tax Credit (NMTC) census database. PCDIC offers three types of matching grants:

- ❖ Community Programs benefit the LMI Community as a whole and target assistance to mission-driven nonprofits seeking to improve the lives of those living and working in LMI Communities. PCDIC will partner with established service providers and foundations that provide needed goods and services.
- ❖ Youth Programs target assistance to nonprofit organizations who serve youth from LMI Communities. Programs qualifying for grant consideration provide education opportunities, life and job skills training, and/or mentoring programs. Youth Program participants qualifying for PCDIC funds must be younger than 27 years of age.

Qualifying Criteria:

1. Requests for funding must be consistent with PCDIC's Mission "to attract and provide funds for projects that will improve the quality of life of those individuals who live and work in underserved areas of Maricopa County." All Grantees must have a mission compatible with PCDIC's mission.
2. Awards will only be made to organizations that provide benefit to LMI Communities located within eligible NMTC census tracts in Maricopa County.
3. Applicants must complete a PCDIC Grant Application and clearly define how the proposed project specifically benefits LMI Communities.
4. Awards may be made up to \$100,000 per Applicant and Applicants are required to identify a donor(s) who will provide a matching grant for the proposed project. Matching grants need to represent a new infusion of funds into the LMI Community and cannot come from the Applicant's standard business operations.
5. Applicants will provide a detailed sources & uses budget that recognizes how PCDIC and matching funds will be used by the proposed program to increase the level of services and/or availability of goods in underserved communities. PCDIC funds may be used up

to 5% for Applicant's standard operating expenses, including, but not limited to, salaries, office expenses, utilities, rent, food, travel and other overhead.

6. Awards will only be considered for Applicant's which have the ability to develop, implement and, if applicable, complete funded programs within 24 months.

Submittal Requirements:

All Applicants are required to complete the PCDIC Grant Application to be considered for an award. Providing the following information will increase the likelihood of receiving an award.

1. Identify the Applicant's mission and provide a summary statement of how long the Grantee has been in existence, past successes, experience with similar type projects, and the Grantees ability to successfully complete the project under consideration.
2. Provide a detailed description of the program to be funded with PCDIC funds. Explain specific details as to how the program is either an expansion of existing services or meets a new area of need within LMI Communities.
3. Identify the Program Administrator and identify any administration costs to be covered by the requested funds and/or matching grant.
4. Provide a project timeline identifying an estimated start and completion date as well as dates for major milestones.
5. State the amount of funding desired and explain how the grant will help residents of LMI Communities within NMTC census tracts. Provide specific details as to how the monetary award will be used, and, if applicable, provide a detailed cost per program participant.
6. Identify matching funds donor(s), amount of matching funds to be provided, restrictions placed on matching funds, and the timeline of when matching funds will be available.
7. If possible, identify specific individuals who will participate in the program by providing names and primary residence address. Participants who are funded by PCDIC will need to reside, work or attend school in New Market Census Tracts.
8. Provide metrics that can be used to measure the project's success during and after the project ends.
9. Provide: (1) Applicant's IRS Determination Letter, (2) most current audited financial statements, (3) most recently completed tax year's IRS Form 990 and 990-T.

Once a Grant has Been Awarded

1. Grant funds will not be released until the Grantee provides a list of qualifying program participants. PCDIC will determine eligibility based on the address of a participant's primary residence, work place, and/or school, and, for Youth Program Grants only, age.
2. PCDIC grant funds are made available on a cost reimbursement basis, meaning the Grantee must have incurred the cost/expense and then PCDIC will reimburse the cost/expense or pay the vendor directly. Reimbursements will be made within 5 working days of PCDIC receiving complete and accurate invoices and supporting documentation from the Grantee. PCDIC may pay invoices directly to vendor if needed.
3. Program expenditures need to be made equally from the PCDIC grant and Matching Funds (those raised by the Grantee for the project from non-PCDIC sources) received for the program, unless advance permission has been granted by PCDIC prior to the grant award being made. Accordingly, PCDIC will only reimburse one-half of a particular expense and expects the other one-half to be paid from the Matching Funds.
4. With each request for reimbursement, Grantee must provide a full accounting of how the PCDIC grant and Matching Funds are being used for the approved project budget.

Eligible Projects

- To ensure a wider dispersal of awards to LMI Communities throughout the greater Phoenix area, PCDIC may elect to limit the number and amount of awards to any single Grantee.
- Awards may be used to provide scholarships, education, training opportunities and community assistance in the form of goods and services.
- Awards must be used to improve the quality of life those in LMI Communities and all awards must be used within the approved timeline unless written exception from PCDIC is received. All funds not used within the approved timeline will be forfeited.
- Grantees must account for use of award funds in a manner that is measurable for audit purposes and show benefit and direct connection to the LMI Community program and participants identified in the grant application.

If identified in the approved Grant Application, acceptable uses of PCDIC funds may include, but are not be limited to the following:

- Youth job skills programs
- School education resources programs
- Mentoring programs
- Literacy and GED programs
- Youth afterschool and recreational programs/centers
- Summer camps
- Medical initiatives/programs

- Non-profits providing services to the LMI Communities
- Emergency services
- Food Banks
- Healthy food initiatives
- Developmental disability programs/resources
- Disaster aid programs
- Veterans programs
- Teen programs
- Crime prevention programs
- Crisis care centers and/or programs
- Programs serving the homeless population (i.e., food kitchens, shelters, medical/dental centers, etc.)
- Foster care programs
- Computers and/or cell phones, subject to conditions
- Infrastructure and recreation centers
- Neighborhood improvement initiatives
- Parenting Support Programs

Ineligible Costs and Projects

The following types of activities are **NOT** eligible for grant awards:

- Projects and programs offered outside Maricopa County or for those not working, going to school in, or residing in a NMTC census track
- Ongoing operating costs including administrative overhead, staff positions, insurance, investment of speculative transactions, etc. These expenses may be tracked and included in the overall project cost as “in-kind contributions” to the program by the Applicant/Grantee; however, they shall not qualify as Matching Funds.
- Entertainment (i.e. gambling, casino nights, tickets to sporting events such as basketball, baseball, hockey, golfing, racing etc.)
- Event table sponsorships or event expenses (e.g., door prizes, raffle items, etc.)
- Club memberships, sponsorships
- Fines / Tickets (i.e. speeding, parking, other violations)
- Gifts
- Electronics (TV’s, Computers, Cell Phones etc.), unless prior written approval is granted from PCDIC
- Food and beverages
- Tobacco, liquor, spa products and/or related services
- Awards (e.g., used for fund raising or similar type events)