



DEPARTMENT OF HUMAN SERVICES
Division of Community Programs
100 Outlaw St.
Chesapeake, Virginia 23320
(757) 382-2226
Fax (757) 382-8762

December 4, 2020

Dear Non-Profit Partner:

The City of Chesapeake is now accepting applications for Fiscal Year 2021-2022 Human Service Competitive Grants. The available funds will be allocated to those programs that are aligned with the goals of the City of Chesapeake's Comprehensive Plan for Youth, Ten-Year Plan to End Homelessness, and/or Comprehensive Plan for 55 and Better. Copies of completed plans can be found on the City's website (<http://www.cityofchesapeake.net/Government/City-Departments/Departments/human-services/community-programs/partnerships/comp-plan-children-youth.htm>).

In previous years, we have requested a sustainability plan to reflect the progression of your former submission and why you should continue to receive funding. If this is your first year's submission, your sustainability plan should reflect a three-year plan for maintaining the acquired resource from the grant acquisition. The sustainability plan is especially important in demonstrating how your organization will make lasting improvements despite ongoing changes in funding sources, program models, service providers, community demographics, and other factors. In this plan you should also provide information to reflect what will occur if this funding is not provided at the level requested. Your alternate plan should also be included.

The application deadline is close of business **Friday, January 8, 2021**. There will be no exceptions to this deadline. The following must be provided for consideration:

- Human Service Application (please forward your request for an electronic copy to Krystal Fuller, kfuller@cityofchesapeake.net).
- A one page double-spaced typed report stating the organization's purpose and proposed use of the requested funding. Funding request must be for direct services and meet the goals of Chesapeake's previously identified plans. Administrative costs or equipment purchase are not acceptable line item requests. The report should also include proposed outcomes that you expect to achieve over the fiscal year. (This should be outcomes and not outputs).
- A sustainability plan or updated sustainability plan for your organization, if reapplying.
- Proposed budget for the Fiscal Year (July 1, 2021-June 30, 2022) from all sources.
- Your agency must be registered in the System for Award Management (SAM) at www.sam.gov, and we also need your Dun & Bradstreet Number (DUNS) and in good standing with the Virginia State Corporation Commission.

It is imperative that all of the above-listed requirements are met in order to complete the application process. A committee will review the requests and provide recommendations to the City Manager for consideration for the upcoming budget. Grants will not be approved until the City Budget has been adopted by City Council in May, 2021.

It is also important to note if you received a grant last year, you must reapply, as you will be competing against various applicants. Those who were awarded funds for FY 2020-2021, should not necessarily expect to receive the same grant funding. Additionally, those who have received funding for three consecutive years will not be guaranteed additional funding for the SAME program in this competitive process dependent on the number of applicants received. We have reviewed the process to ensure the best resources are provided in a most efficient manner to our Chesapeake residents and to ensure accountability.

If you should have any questions, please contact Mary Riley. She may be reached at 757-382-2321, or via email at mriley@cityofchesapeake.net. Applications can be emailed to Ms. Riley or mailed to:

Department of Human Services
Division of Community Programs
Mary Riley, Community Programs Administrator
100 Outlaw St.
Chesapeake, VA 23320

Thank you for your hard work and dedication in serving our citizens of Chesapeake.

Sincerely,

Jill Baker

Jill Baker
Director, Department of Human Services

c: Christopher M. Price, City Manager
Wanda Barnard-Bailey, Ph.D., Deputy City Manager
Jonathan Hobbs, Budget Director
Nancy C. Tracy, Finance Director
Mary Riley, Community Programs Administrator

*"The City of Chesapeake adheres to the principles of equal employment opportunity.
This policy extends to all programs and services supported by the City."*