

# City of Lansing – HRCS General Funds Application

## Information, Q & A

Applications for the FY21-22 City of Lansing General Funds cycle are **due Wednesday, February 10th by Midnight**. Late applications will not be accepted. For an Application and other information, please go to the City of Lansing HRCS Application webpage at:

<https://www.lansingmi.gov/542/Human-Services-Funding-Administration>

After the Community Forum, each Applicant agency will be assigned a “Community Forum application number.” (The Forum session was recorded and will be posted in the Agency list on the HRCS Application Webpage shortly thereafter.)

**If you did not attend the Forum, contact Kimberly Gillespie at [Kimberly.Gillespie@lansingmi.gov](mailto:Kimberly.Gillespie@lansingmi.gov) to obtain your application number.** This number should be inserted on the first page of the Application form. If more than one application is submitted *by the same agency*, please use your assigned number followed by a letter as in, 100-A, 100-B, etc.

The first page of the Application provides guidelines for applicants. **Please note that any applicant questions, with the HRCS response, will be added to this document, so check back often.**

Two questions are repeated from the 20-21 funding round and the 21-22 Forum questions are listed below.

### **Q1. What is the maximum amount of funding that an organization may request?**

**Answer:** There is no maximum amount, however current grants range from \$2,000 to \$100,000, with about half of them under \$15,000, (ranging from \$5,000 - \$13,000), and the other half ranging from \$15,000 - \$30,000. A few grants are above and below these ranges. For any given project, other sources of funding must accompany the City grant. The City cannot be the sole funder of any project. **Please note that City funds should be targeted to serve City of Lansing residents.**

**Q2.** The Authorized Representative signature. Who can sign as an authorized representative – Executive Director, Board President, grant writer?

**Answer:** The Authorized Representative is generally the Agency Director, Board President or a *person formally designated by the Agency’s Board as an authorized signatory who has the authority to commit the organization*. This would usually be referenced in an official agency document such as By-laws, Articles of Incorporation, Board minutes, or Agency Financial/Operating procedures.

**Q.3. How is HRCS getting the word out about this grant opportunity? Is a 501c3 necessary to apply?**

**Answer:** Information about the HRCS grant opportunity is provided to interested organizations, to listservs, and through City media outlets. The Human Services fund purposes are governed through City Ordinances. See the *Funding Criteria* document posted on the Human Services webpage for eligible funding areas. A 501c3 IRS designation is necessary to apply. If you are NOT a 501c3 you may partner with a qualifying non-profit organization to provide the proposed program. Contact HRCS to discuss your proposal as we may be able to recommend potential partners. Please note the City has a separate grant funding process for Neighborhood Organizations through the Neighborhood and Citizen Engagement department. Call 483-4076 for more information.

**Q.4. Will the slides that were referenced at the 2021 Forum be posted?**

**Answer:** Yes, the slides from Michigan League for Public Policy and the ALICE study from Capital Area United Way will both be posted on the Human Services Funding page. You may want to visit each organizations' website for further information. The CERA document, Funding Criteria and Application forms will also be posted on the HRCS Human Services Funding webpage.

**Q.5. You referenced the Affidavit of Disclosure (now is the NEW HRCS Conflict of Interest form) as a new City form that must be completed and submitted with the HRCS grant application? Does it need to be submitted every year?**

**Answer:** The Affidavit of Disclosure **HRCS Conflict of Interest form** addresses potential Conflict of Interest situations. The form was recently updated and will be posted as of 2/3/21. ~~as soon as it is available.~~ The Affidavit HRCS Conflict of Interest form should be submitted every year with the grant application. Annual review of the staff, Board, and other leadership conflict of interest is good agency practice. The Affidavit NEW HRCS Conflict of Interest form is requested in lieu of the conflict of interest form used in the past.

**Q.6. Will the HRCS application be emailed or do agencies have to go to the website?**

**Answer:** The application and each agency's application number will be posted on the website. If this is a hardship, please contact us and we will email the document and your number directly to you.

**Q.7. Are faith-based organizations allowed to apply?**

**Answer:** Yes, faith-based organizations are eligible to apply.

**Q.8. Who is involved in the HRCS grant application review process?**

**Answer:** The HRCS review process includes HRCS Advisory board members who review and rank the applications and make funding recommendations to the HRCS Director. The HRCS Director reviews the Board recommendations and submits them to the Mayor who makes the final recommendations to City Council.

**Q.8. Are teaching life skills still considered a "basic need" for HRCS grant funding?**

**Answer:** Yes, programs that teach life skills, as well as youth-service programs, are encouraged to apply.

**Q.9. Are application numbers unique to the program or the agency?**

**Answer:** Application numbers are unique to the Agency. If applying for multiple programs *from the same agency*, please use the assigned agency number, followed by a letter. For example, 123-A, 123-B, etc.

**Q.10. How may we contact Nick Lynch at Capital Area United Way?**

**Answer:** Nick provided a presentation on the *ALICE in Michigan* Study conducted by United Way of Michigan. Nick may be contacted through his email at: [n.lynch@micauw.org](mailto:n.lynch@micauw.org)