



MINI-GRANT APPLICATION

Hillsborough Youth Violence Prevention



1907 E. Hillsborough Ave, Suite 100 Tampa, FL 33610



Hillsborough Youth Violence Prevention Mini Grant and/or Project Sponsorship Program

Program Overview

How do we begin to solve the problem of gun violence in our community? By engaging in the community!!!

Through this opportunity, Safe & Sound Hillsborough will provide grant funding and/or project/event sponsorships to non-profit and community-based organizations, including smaller organizations, to provide services focused on building awareness, education and prevention related to reducing youth violence and risky behavior.

Through this opportunity, Safe & Sound Hillsborough will provide grant funding and/or project/event sponsorships to non-profit and community-based organizations, including smaller organizations, to provide services focused on building awareness, education and prevention related to reducing youth violence and risky behavior.

Funding available in this round of grants will be awarded between June and August of 2026 with projects needing to be completed by September 30, 2026. Awards may range up to \$2,500 and shall specifically support programming, events, activities, trainings, campaigns, resource development and distribution, or other activities related to prevention and reduction of youth gun violence. Funded activities may engage youth, adults or the community at large.

Proposed projects and events must be within Hillsborough County. Projects, events, locations and services outside of Hillsborough County will not be considered. While ALL projects and events within Hillsborough County will be considered, priority will be given to projects and events held within key identified zip codes/areas as defined below:

- 33610, 33605 (East Tampa)
- 33612 (University Area)
- 33604 (Sulphur Springs)
- 33607 (West Tampa)
- 33566, 33563, 33567 (Plant City)
- 33598 (Wimauma)
- 33584 (Seffner)
- 33617 (Temple Terrace)



This is a competitive process. Some applications may not be funded, and some may be only partially

funded.

Organizations Sought out to Participate

This project is designed to partner with the following types of organizations

- 501 (c)(3) designated Non-Profits
- Faith Based Organizations
- Civic Organizations
- Mentoring Organizations
- Neighborhood Associations

Deadline for Applications

Applications must be received via mail, email, or in person no later than **4:30 p.m. July 15, 2026** No applications will be accepted beyond this deadline.

Please submit all applications to:

- By email: info@safeandsoundhillsborough.org
- In person or by mail:
 - Safe & Sound Hillsborough
 - 1907 E. Hillsborough Avenue, Suite 100
 - Tampa, Florida 33610

Any applications that are not received by 4:30 p.m. on July 15, 2026, or that do not have all requested paperwork, will not be accepted. No applications by fax, please.

FUNDING DISBURSEMENT

There are three ways to receive support from this opportunity:

DIRECT FUNDING

FISCAL AGENT PARTNERSHIP

SPONSORSHIP

DIRECT FUNDING:

Grants can be made only to tax-exempt organizations with 501(c)(3) status.

If an applicant has a 501(c)(3) determination letter from and is in good standing with the Internal Revenue Service (IRS), that applicant can receive funding directly from Safe & Sound Hillsborough. A W-9 form will be requested in order to provide funding if Safe & Sound Hillsborough does not already have one from your organization. Each applicant must include a copy of its IRS Designation Letter, verifying the organization's non-profit status, and a copy of the organization's most recent annual report/budget.

An applicant cannot discriminate on the basis of race, creed, color, religion, sex, age, national origin, or disability when carrying out any aspect of the funded project.

Funds will be disbursed on a reimbursement basis upon execution of the grant agreement and submission of required documentation. Safe & Sound Hillsborough reserves the right to hold a portion of final grant funding until after submission and approval of an end- project report.

To receive funding directly from Safe & Sound Hillsborough, an applicant must have a checking account prior to receiving the first check.

Other required materials needed:

- Completed and Up to Date W9
- Insurance as required by project or event
- Invoice template
- Budget
- Letter of support from previous (or current) funding entity or program partner

FISCAL AGENT PARTNERSHIP

Organizations without such tax-exempt status may receive support by partnering with a tax-exempt organization willing to serve as the organization's fiscal sponsor consistent with applicable law. Funds are dispersed to that sponsor, which then provides the funds to the sponsored organization. You may partner with a fiscal sponsor of your choice. You will be responsible for setting this up on your own.

Fiscal Agents must meet all requirements stated above in "Direct Funding" section.

Organizations submitting under Fiscal Agent Partnership must outline the relationship between the organization and the fiscal agent.

SPONSORSHIP

This opportunity provides sponsorship for events or projects that organizations, neighborhood associations, faith-based groups, crime watch groups or any other group that does not meet non-profit guidelines and does not have a partnership with a fiscal agent. Under this category, applicants may still be able to apply for support and must outline needs of the event or project. If approved, Safe & Sound Hillsborough will, at the discretion of the committee, purchase goods or provide direct payment to vendors and/or suppliers on behalf of the applying group. Any items purchased will be made in accordance with purchasing guidelines of Safe & Sound Hillsborough to include making the most cost-effective with quality purchase possible, receiving comparable quotes from other potential vendors and negotiating as needed to maximize sponsorship of event/project. Items purchased under this category may remain property of Safe & Sound Hillsborough after completion of project, at the discretion of Safe & Sound Hillsborough.

HOW FUNDS CAN BE USED

Funds must be used to support efforts related to the prevention and reduction of youth gun violence engage youth, parents/custodians/caretakers, educators, service providers, faith leaders, other identified groups and/ or the community-at-large.

Examples of allowable use of funds:

- Printing and Marketing costs of event.
- Supplies for event/project
- Workshop facilitator costs
- Vendor payments (DJ, stage rental, artist, instructor, etc.)
- Neighborhood beautification/cleanup
- Tutoring and mentorship stipends

Examples of restricted or non-allowable costs:

- Administrative Costs
- Alcohol purchases
- Payments that are not supported by receipts, invoices, and/or appropriate backup documentation are not allowable.
- Sales tax on purchases are a non-allowable expense.

When completing the required Budget Form, applicants should estimate the actual costs of supplies, services, and other costs that are expected to be needed to support the proposed activities.

MANDATORY ACTIVITIES

Each applicant must outline their plan to address the following activities during this opportunity:

- **Community Discussions on Gun Violence Prevention (Short Film Series and Talkback)** Safe & Sound Hillsborough has produced two short films on gun violence, “Blink: A Gun Violence Prevention Short Film” and “Atonement: A Blink Short Film”. The successful respondent will host a viewing of either (or both) films and host a community discussion on gun violence, utilizing the talkback guide provided to the respondent.
- **Blight Removal/Community Cleanup**
Applicants will organize a neighborhood cleanup or beautification project

Approved applicants must submit photos, videos, event calendar, flyer and other relevant documentation to ensure program accountability, monitoring, and compliance with grant requirements.

OTHER SUGGESTED ACTIVITIES TO BE PROVIDED

In addition to the mandatory components, the following activities are suggested:

Parenting Classes

Stress Management

Mental Wellness

Family Support

Youth Collaborative Workshops

Program Reporting

Safe & Sound Hillsborough will require an exact account of how all funds are spent. Funded organizations will consent to allowing Safe & Sound Hillsborough staff to observe funded programs in action.

Funded organizations will file a post-project report, due no later than September 30, 2026

The report must be accompanied by receipts for all expenditure paid through this award. Failure to provide a report and receipt in a timely manner may result in the organization's forfeiting any grant funds held by Safe & Sound Hillsborough and/or the organization's suspension from future consideration for funding.

ADDITIONAL TERMS

Funded entities will be required to enter into an agreement with Safe & Sound Hillsborough that includes the following requirements:

1. Comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq. ("ADA").
2. Not discriminate against any participant, employee, or applicant for employment because of race, color, religion, sex, age, disability, familial status, or national origin.
3. Take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, age, disability, familial status, or national origin.
4. State in all solicitations or advertisements for employees that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex, age, disability, familial status, or national origin.
5. Include these same Non-Discrimination provisions above are included in subcontracts, subleases, etc. relevant to funded work.
6. Religious organizations receiving funding under this program may not utilize grant funds to engage in any of the following activities:
 - (A) Perform inherently religious activities such as worship, religious instruction, or proselytization.
 - (B) Acquire, construct, or rehabilitate structures or properties that shall be used for inherently religious activities, including sanctuaries and chapels; and
 - (C) Discriminate against any beneficiary or prospective beneficiary of the grant on the basis of religion or belief
7. Agree to indemnify/hold harmless Safe & Sound Hillsborough using terms standard to Safe & Sound Hillsborough agreements

EVALUATION CRITERIA

The Review Committee uses the following criteria to evaluate each application. Each question is assigned a point value. Maximum number of points an application can receive is 100 points. The **MINIMUM** score required to be considered for approval is 80. The applications are then ranked accordingly.

- Does the application clearly describe the project and its goals? *(up to 5 points)*
- Is the project or event located within Hillsborough County? *(up to 5 points)*
- Does this project address youth violence prevention? *(up to 10 points)*
- Does this project promote activities that support violence prevention? *(up to 10 points)*
- Does this project have the potential to strengthen the community? *(up to 10 points)*
- Does this project specifically outline an effort to recruit and involve youth? *(up to 10 points)*
- Does the application show evidence of community consensus for the project? *(up to 10 points)*
- Does the application show evidence of community involvement in the implementation of the project? *(up to 10 points)*
- Are the budget revenues and expenses clear and justifiable? *(up to 5 points)*
- Is this the most appropriate source of funding? *(up to 5 points)*
- Does this project show a collaborative effort amongst other neighborhood associations, residents, businesses, etc. *(up to 10 points)*
- Does the applicant show sufficient evidence of leveraging community resources (cash or in-kind)? *(up to 10 points)*

EXAMPLES OF APPROVED PROJECTS (SUMMARY ONLY)

TYPE	EXAMPLE (SUMMARY)
<i>DIRECT</i>	<p>ABC Nonprofit Inc proposed to conduct a series of “Conflict Resolution Workshops” in 4 different locations in the city of Tampa. They have partnered with two churches that will serve as host sites, one local school and a park and recreation center. The intent of the project is to identify, recruit and involve youth ages 13-17 and teach various techniques on conflict resolution. The workshops are 4 hours long and youth will receive a certificate at the end of each workshop. ABC requested \$1,000 to provide workshop booklets to the youth, snacks for each workshop for up to 25 youth per event and \$400 to cover facilitator costs (\$25 per hour x 4 hours x 4 workshops). Facilitators are certified instructors in conflict resolution and anger management. ABC also has a letter of support and agreement from the Tampa Police Department stating their participating in the project by sending at least 2 officers to each event to engage with youth. ABC also submitted a letter from BCD organization, an approved community service provider, that has agreed to give youth 4 hours of community service for completing each workshop.</p>
<i>FISCAL PARTNERSHIP</i>	<p>The Gold Neighborhood Crime Watch Group proposed to do a “Focus on the good not the guns” project that will have youth in their neighborhood talk about what they like about their neighborhood and what they want people to do to help keep them safe. They plan to identify 30 youth that over the 30 days in June, will give daily messages that will be promoted via social media. At the end of June, they will hold a viewing of all messages and highlight each youth that participated. The group does not meet 501(c)(3) requirements, but has partnered with Living Positive Inc, a local nonprofit meeting requirement. Living Positive submitted letters of support from previous funders, their annual report and updated financials to show their financial stability. Living Positive submitted the grant application and requested \$1,000 to purchase a Bluetooth enabled microphone recorder (2 @ \$50 each), and video editing software (estimated cost is \$350). They also requested \$10 to give each youth that participated (total of \$300). They requested \$250 for supplies for decorating the month end event to show the complete list of videos. The project was approved, but only at \$700, as the committee did not approve the compensation of youth for such a project.</p>
<i>SPONSORSHIP</i>	<p>Blessings Church identifies as a safe haven for youth afterschool in an area where gun violence has plagued the</p>

	<p>neighborhood recently. They do not have a 501c3 and do not have a fiscal agent, but want to request a total of up to \$500 to purchase basketballs and 2 basketball goals that will be put up as part of a “Shoot baskets not guns” initiative where youth can stop by on their way home from school and play basketball with background screened community mentors. They have a letter of support from Tampa Police Department that agrees to have an officer when available on site to engage with youth. The committee agreed and received quotes from Amazon, Walmart, and Dicks Sporting Goods. Safe & Sound Hillsborough purchased both goals, 4 basketballs, referee whistles, cones for drills and even a scoreboard with partner logos for \$500, after in-kind donations were made.</p>
--	--

2026 APPLICATION COVERSHEET

CATEGORY 1: 501 (c)(3) Organization

CATEGORY 2: Fiscal Agent Partnership (Must indicate via Partnership Letter / Memorandum of Understanding. Fiscal Agent to be signatory on application)

The following documents MUST be attached to this cover page at time of submission to be considered for funding. Any documents not submitted may automatically disqualify the applicant.

- Application (Appendix A)
- Itemized Budget (*Blank copy attached for your convenience*) (Appendix B)
- Applicant Certification (Appendix C)
- Florida Division of Corporations Proof of Filing
- IRS 501(C)(3) Determination Letter
- IRS Form W9
- One letter of Support from a previous funder or organization that has partnered with your organization.

Appendix A: Application

APPLICATE AGENCY INFORMATION

Agency Legal Name: <i>(As listed on Sunbiz.org)</i>					
Main Administrative Address:	(May be different than location address)				
City:		State:		Zip Code:	
Contact Name:					
Contact Number:					
Contact Email:					
Organization Website:					
CEO/ Executive Director:					

PROGRAM/ PROJECT INFORMATION

Program Title					
Address:	(Location address)				
City:		State:		Zip:	
Contact Name:					
Contact Number:					
Contact Email:					

The program or project is a specific initiative or initiative managed by the requesting agency, not the entire agency. Example of project/ program specific initiative: ABC Agency is seeking Community Violence Intervention & Prevention funds to fund an after-school program that includes positive communication, anger management, and drug education counselors. This program meets all three funding categories: Crime Prevention, Drug Abuse Education and Prevention, and Safe Neighborhoods, ensuring a comprehensive approach to crime prevention.

ORGANIZATION'S BACKGROUND: Provide a concise description of the Applicant Agency, including its history, years of operation, general mission statement, and primary services provided.

Programming Activities:

SELECT THE BOX (es) OF THE PROGRAM ACTIVITIES THAT YOUR PROGRAM/ PROJECT APPLIES TO:

- | | |
|---|---|
| <input type="checkbox"/> Community Discussions on Gun Violence Prevention - Mandatory | <input type="checkbox"/> Parenting Classes |
| <input type="checkbox"/> Gun Safety Discussions with Law Enforcement Participation - Mandatory | <input type="checkbox"/> Stress Management |
| <input type="checkbox"/> Blight Removal / Neighborhood Beautification - Mandatory | <input type="checkbox"/> Mental Wellness |
| <input type="checkbox"/> Family Support | <input type="checkbox"/> Other |

How will your proposed project address the Category(es) (selected above)?

Example: The counselor will provide anger management and drug education to children, focusing on improving communication and preventing substance abuse, thereby preventing violent crime, building safe neighborhoods and supporting categories.

PROGRAM INFORMATION: Provide a program summary or overview of program services to be funded of no less than three (3) sentences.

PROGRAM IMPLEMENTATION: The program's implementation plan should outline the program's goal(s), including Who, What, Where, and When. Listing each goal individually.

Example: Goal 1: ABC Agency will conduct a number of trainings on Crime Prevention to the Community at a minimum of 1 per day during the funding period of June 2026.

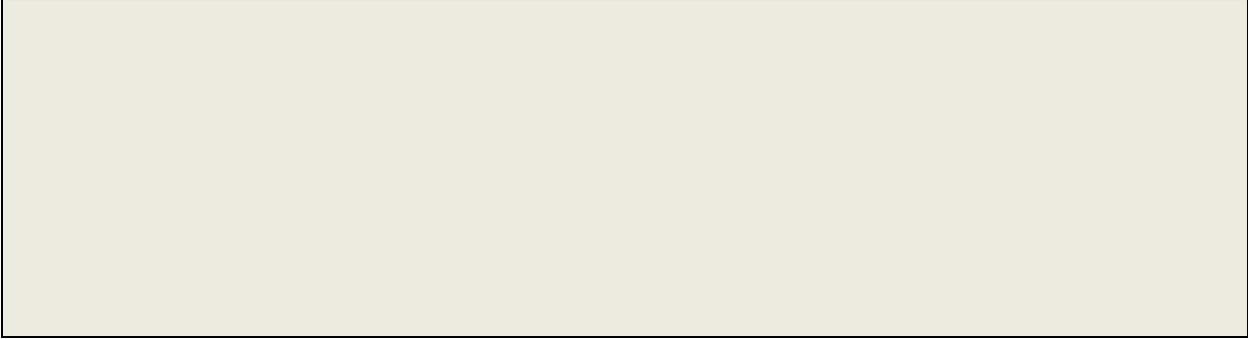
Goal 1:

Goal 2:

Goal 3:

Goal 4:

Describe Applicant's organization's experience in serving a specific population and its capacity to implement the proposed program are discussed.



Appendix B: Budget

Project/Program Budget:

ITEMIZED BUDGET:				
Organization Name:			EIN:	
BUDGET ITEM	QTY	Cost per Unit	Total Expense Cost	Total Requested Expenses
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Total Program Expenses:			\$	
Total Request:			\$	

Appendix C: Certification

CERTIFICATION BY APPLICANT

The person completing this application must have legal authority on behalf of the requesting agency to submit this application and to ensure funds are used for the purposes specified herein to provide the required accounting and reporting of these funds.

I HEREBY CERTIFY:

All information included in this application is accurate.

1. The applicant is in compliance with Federal Civil Rights laws.
2. Your organization is not and has never been under investigation or found to be in violation of any federal, state, or local civil rights laws.
3. No shared benefits will be used for political or personal purposes.
4. No shared benefits will be used for any purpose that would constitute improper or illegal use under the laws, rules, regulations, or orders of the state or local jurisdiction where the applicant is located or operates.
5. The Applicant Organization currently possesses a 501(c)(3) or 501(c)(4) designation.
6. No officer, director, trustee, or fiduciary of the applicant has been:
 - a. Convicted of a felony offense under federal or state law, or
 - b. Convicted of any drug offense.

I certify that I have the appropriate authority on behalf of the requesting agency to submit this application and to ensure funds are used for the purposes specified herein to provide the required accounting and reporting of these funds. I also certify that the assurances provided are true and accurate to the best of my knowledge.

Applicant Agency Name: _____

**Printed Name of Person
Authorized to Complete this Application**

Title

Signature

CERTIFICATION OF REQUIRED REPORTING: (Please initial each) By initialing and signing this funding application, the applicant agrees to comply with the following terms and conditions as stipulated.

PERIOD OF PERFORMANCE

_____ APPLICANT shall commence services as soon as practical and reasonable under the circumstances. All program activities must be completed by September 30, 2026, unless said date is extended by Safe & Sound Hillsborough in writing. Any request for an extension of time must be submitted in writing no later than 30 days before the end of the performance period of the award.

REPORTS AND DELIVERABLES

_____ APPLICANT will keep clear and accurate records throughout the Program period so that the Safe & Sound Hillsborough may readily evaluate the progress of the services rendered at mutually agreed upon times.

_____ APPLICANT will submit a **final report (Attachment III)** of activities and expenditures documented by receipts or other financial proof of Program expenditures on the report form to Safe & Sound Hillsborough **no later than ninety (90) days** at the end of the Program performance period. The APPLICANT shall burden all costs and expenses in generating and delivering such documentation, and the documents shall be provided in a format acceptable to Safe & Sound Hillsborough. Failure to comply with the reporting requirements shall result in the APPLICANT having to return funding.

RETURN OF FUNDS

_____ If the APPLICANT fails to perform; or is determined later not to be qualified to receive funding, or if the APPLICANT made untruthful statements within its Request for Funding Application; or fails to provide the necessary reporting documents to Safe & Sound Hillsborough, then all funds disbursed to the APPLICANT shall be returned to Safe & Sound Hillsborough **within ten (10) business days** of Safe & Sound Hillsborough’s written demand for the same, and APPLICANT may be ineligible for any future disbursements.

Attachment III: Annual Performance Reporting

Post Project/ Program Evaluation: This reporting form is due to Safe & Sound Hillsborough **no later than ninety (90) days** at the end of the Program performance period.

1. Describe how the project/ program met each of its goals explained in Project Implementation in the initial application. List each goal separately. (Ex: Goal 1: provide explanation; Goal 2, etc.)

2. Describe how the project/ program impacted violence prevention

3. How many participants did the project/ program serve? Please describe.

Attachment IV: Annual Budget Reporting

Provide a detailed accounting of how the award was spent referencing the line-item Budgeting submitted with initial application:

Reporting Period:

Due no later than 30 days after closeout of funding period

ORGANIZATION NAME:

PROGRAM: .

REPORTING PERIOD:

FINANCIAL STATUS REPORT

BUDGET CATEGORIES	TOTAL APPROVED BUDGET	EXPENDITURES		REMAINING BALANCE \$
		Amount Utilized \$	Amount Unused \$	
TOTAL				

The individual signing is authorized to verify that the awarded funds were utilized for the evaluation purposes but acknowledges that Safe & Sound Hillsborough may require additional documentation such as receipts, program data, lesson plans, and staff salary information.

Authorized Signature

Title

Date