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| **FY 26 COMMUNITY PARTNERSHIP FUNDS (CPF) APPLICATION**  **Provided by: Davidson County Juvenile Court**  **Category: Youth Violence Reduction**  **Term of Grant Funding: July 1, 2025 – June 30, 2026**  **Process: Competitive Application Process**  **No Subcontracting Allowed**  **(Notice: All funding decisions will be made by an independent civilian review board)**  **Funding is Contingent Upon the Final Passage of the FY 2026 Metro Budget** | |
| **SECTION 1: AGENCY/PROGRAM FUNDING INFORMATION** | |
| **Name of organization** | Click or tap here to enter text. |
| **Name of program to be funded.** | Click or tap here to enter text. |
| **Is the applicant a prior Metro CPF recipient?**  Yes  No   1. **Year of funding:** Click or tap here to enter text. 2. **Amount funded:** Click or tap here to enter text. | |
| **Is the applicant a prior year Metro Direct Appropriation recipient?**  Yes  No   1. **Year of funding**: Click or tap here to enter text. 2. **Amount funded:** Click or tap here to enter text. | |
| **SECTION 2: AGENCY CONTACT INFORMATION** | |
| **Individual signing contract.** | **Name:**Click or tap here to enter text.  **Title:** Click or tap here to enter text.  **Phone number:**Click or tap here to enter text.  **Email:**Click or tap here to enter text. |
| **Individual completing application.** | **Name:**Click or tap here to enter text.  **Title:** Click or tap here to enter text.  **Phone number:**Click or tap here to enter text.  **Email:**Click or tap here to enter text. |
| **Individual over program monitoring.**  *Recipients of Metro funds must ensure that the agency policies meet certain minimum Metro standards (See Metro Non-Profit Grants Manual, Updated, 2023).* | **Name:**Click or tap here to enter text.  **Title:**Click or tap here to enter text.  **Phone number:**Click or tap here to enter text.  **Email:**Click or tap here to enter text. |
| **Individual over financial monitoring.**  *Recipients of Metro funds must ensure that the accounting systems/financial records and agency policies meet certain minimum Metro standards (See Metro Non-Profit Grants Manual, Updated, 2023).* | **Name:**Click or tap here to enter text.  **Title:**Click or tap here to enter text.  **Phone number:**Click or tap here to enter text.  **Email:**Click or tap here to enter text. |
| **SECTION 3: ELIGIBILITY CRITERIA**  **The Agency’s application must meet the below criteria to be considered for funding by an independent civilian review board.** | |
| 1. **Program serves residents of Nashville, Davidson County only.**   Yes  No   1. **A) Applicant must have a** **501(c) (3) designation of exemption from federal taxation from the Internal**   **Revenue Service (IRS) as provided by 26 U.S. C. A.**  Yes  No  **If yes, has there been a change in the applicant’s 501(c) (3) status?**  Yes  No  **If yes, (Explain**) Click or tap here to enter text.  **Required Attachment: Copy of the agency’s 501 (c) (3) document with this application.**  **OR**  **B) Applicant must have a 501 (c) (6) designation of exemption form federal taxation from the IRS as provided**  **by 26 U.S.C.A.**  Yes  No  **If yes, has there been a change in the applicant’s 501(c) (6) status?**  Yes  No  **If yes, (Explain**) Click or tap here to enter text.  **Required Attachment: Copy of the agency’s 501 (c) (6) document with this application.**  **AND**   1. **Applicant must have an *Articles of Incorporation* as a** **non-profit and *registration identification* number provided by the Secretary of State as a Charitable Organization provided by the State of Tennessee Secretary of State or proof of such exemption as allowed.**   Yes  No  **If yes, has there been a change in the applicant’s non-profit status?**  Yes  No  **If yes (Explain)** Click or tap here to enter text.  **Required Attachment: Copy of the agency’s Articles of Incorporation and registration identification number.**  **AND**   1. **Registration with the Secretary of State Office of Charitable Solicitations, indicating the agency is currently duly registered to solicit public funds in Tennessee as of the date of the application.**   **Required Attachment: A letter from the Secretary of State Charitable Solicitation Office issued within the last 12 months must be sent in as proof of current registration.**  **AND**   1. **Applicant must be in compliance with grant contract award requirements from Metro in any previous year(s).**   Yes  No  **If yes, when was the last time the applicant was audited by Metro?** Click or tap here to enter text.  **Was the applicant in compliance**?  Yes  No  **If no, did the applicant correct Metro audit concerns to Metro’s satisfaction?**  Yes  No | |
| **In accordance with Section 5.04.070 of the Metropolitan Code of Laws (D), Applicants must submit their agency’s Total Annual Revenue Level and requested Grant Amount (Metro Ordinance No. BL2013-578, Amended).**  The required report should reflect the most recently completed fiscal year and/or issued within the preceding 12 months of the application deadline. For example, if the NPO’s fiscal year end is December 31, 2022, the application date is March 1; 2023, and the audit for the 2022 year is not going to be completed by the application deadline; the NPO can submit the audit from the prior year as long as that audit was issued between March 2, 2022, and March 1, 2023. | |
| 1. **Organizations with five-hundred thousand dollars or more in total annual revenue or receiving grant funds from the Metropolitan Government in excess of fifty-thousand dollars** are required to submit an annual audit conducted by an independent CPA in accordance with generally accepted auditing standards.   **"Audit"** means a formal examination of the organization's accounting records and financial situation in accordance with the generally accepted auditing standards issued by the American Institute of Certified Public Accountants. The purpose of an audit is to provide financial statement users with an opinion by the auditor on whether the financial statements are presented fairly, in all material respects, in accordance with an applicable financial reporting framework, which enhances the degree of confidence that intended users can place in the financial statements.  **Attach an annual audit conducted by an independent CPA attached.**  **Requested Grant Funding Amount:**   * **Minimum Requested Amount**:Click or tap here to enter text. * **Maximum Requested Amount:**Click or tap here to enter text. | |
| 1. **Organizations with total annual revenue between two-hundred thousand dollars and five-hundred thousand dollars or receiving grant funds from the Metropolitan Government between twenty-five thousand dollars and fifty-thousand dollars** are required to submit a review of financial statements conducted by an independent CPA.   **"Review of Financial Statements"** means an independent CPA expresses a conclusion regarding the entity's financial statements in accordance with an applicable financial reporting framework. The independent CPA's conclusion is based upon the CPA obtaining limited assurance. The CPA's report includes a description of the nature of a review engagement as context for the readers of the report to be able to understand the conclusion.  **Attach a review of financial statements conducted by an independent CPA.**  **Requested Grant Funding Amount:**   * **Minimum Requested Amount**:Click or tap here to enter text. * **Maximum Requested Amount:**Click or tap here to enter text. | |
| 1. **Organizations with total revenue between fifty thousand dollars and two-hundred fifty thousand dollars or receiving grant funds between five thousand dollars and twenty-five thousand dollars** are required to submit a compilation of financial statements prepared by an independent CPA.   **"Compilation of Financial Statements"** means financial statements compiled by an independent CPA for the purposes of assisting management in presenting the financial information in the form of financial statements. A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review.  **Attach a compilation of financial statements prepared by an independent CPA.**  **Requested Grant Funding Amount:**   * **Minimum Requested Amount**:Click or tap here to enter text. * **Maximum Requested Amount:**Click or tap here to enter text. | |
| 1. **Organizations with total revenue of fifty thousand dollar or less or receiving grant funds of five thousand dollars or less,** are required to submit internally prepared financial statements.   **"Internally prepared financial statements"** means financial statements prepared by the organization's chief financial officer and/or bookkeeper.    **Attach an internally prepared financial statement attached.**  **Requested Grant Funding Amount:**   * **Minimum Requested Amount**:Click or tap here to enter text. * **Maximum Requested Amount:**Click or tap here to enter text. | |
| **SECTION 4: AGENCY VISION AND MISSION STATEMENTS**  ***Vision statements inform the agency’s goals (What the agency wants to accomplish or achieve). Mission statements informs the agency’s purpose (How the agency achieves their vision).*** | |
| 1. **Provide the agency’s vision statement:** Click or tap here to enter text. 2. **Provide the agency mission statement:** Click or tap here to enter text. 3. **Briefly discuss how the agency’s philosophy supports the Davidson County Juvenile Court’s mission, vision, and values.**Click or tap here to enter text. | |
| **SECTION 5: FUNDING NEEDS STATEMENT**  ***A fact-based and data driven statement to support funding for the program.*** | |
| 1. **Briefly discuss your agency’s need/problem for program funding with a fact-based and data driven statement.**Click or tap here to enter text. 2. **Briefly discuss how funds will continue to help your agency meet program needs.** Click or tap here to enter text. | |
| **SECTION 6: PROGRAM GOALS, OBJECTIVES, ACTIVITIES**  ***Program success is defined by establishing goals, objectives, and activities. These inform strategic planning and program improvements. Goals are broad and measurable statements about what the program intends to accomplish. These align with the agency mission and flow from the community need. Objectives are what the program intends to achieve. These are realistic, specific, measurable, and focused on outcomes. Objectives include who (program clients), what (desired measurable change), and how (program activities), and are generally stated with a verb as an increase, decrease, expand, improve, or change in behavior or condition, etc. Activities are efforts conducted to achieve the program objectives and tie into outputs; if the activities are completed then the outputs are produced. Activities use action words: provide, train, establish, etc.*** | |
| **Provide a minimum of two (2) goals (Applicant can add more goals, objectives, and activities as needed to this application).**  **Goal 1:** Click or tap here to enter text.  **Objective 1.1:** Click or tap here to enter text.  **Activity 1.1:** Click or tap here to enter text.  **Objective 1.2:** Click or tap here to enter text.  **Activity 1.2:** Click or tap here to enter text.  **Goal 2:**Click or tap here to enter text.  **Objective 2.1:** Click or tap here to enter text.  **Activity 2.1:** Click or tap here to enter text.  **Objective 2.2:** Click or tap here to enter text.  **Activity 2.2:** Click or tap here to enter text. | |
| **SECTION 7: PROGRAM MEASURABLE OUTCOMES**  ***Measurable outcomes are quantifiable (numeric value, percentage, scores, value, or characteristic) used to measure achievement of program outcomes: events, occurrences, or changes in conditions or attitudes that indicate progress toward a program’s goals. These are specific, measurable, and meaningful. Achieving an outcome indicates fulfillment of purpose and program toward long-term goals. Measurable goals are stated in a % outcome (i.e., \_\_% of clients will achieve/ report increase/decrease in behavior/other outcomes...etc.). (Measurable outcomes must support goals, objectives, and activities in Section 6). Measuring a “behavior” change must include the agency implementing pre and post “attitude/behavior” surveys.*** | |
| **Provide a minimum of three measurable program outcomes that will be achieved because of this funding (Applicant can add more measurable outcomes as needed to this template).**   1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. | |
| SECTION 8: PROGRAM DATA COLLECTION | |
| Discuss the data collection procedures the agency undertakes to collect and report program goals in section 6 and measurable outcomes in section 7. (E.g., stakeholder questionnaires, pre/post surveys, case records, etc.): Click or tap here to enter text. | |
| Discuss how the agency will use the data collected to evaluate the goals of the project and the work performed. Click or tap here to enter text. | |
| Discuss how the agency shares data with the agency’s board and other community partners. Click or tap here to enter text. | |
| SECTION 9: PROGRAM INPUTS | |
| **Discuss the factors (inputs) dedicated to this program to conduct its’ activities and to achieve its goals and objectives.**   1. **Agency resources:** Click or tap here to enter text. 2. **Agency collaborations:** Click or tap here to enter text. 3. **Evidence-based programming:** Click or tap here to enter text. | |
| **SECTION 10: MONITOR AND TRACKING PROGRAM SERVICE DELIVERY**  ***Includes an agency’s plans to monitor and track the quality of the agency’s progress toward program service delivery. These may include* output measures (program activities) which *are process measures that* quantify the activities of a program and measurable outcomes which measure the achievement, effect or results that are attributed to program efforts that determine program impact and success.** | |
| **Discuss the agency’s program monitoring process to evaluate program progress and effectiveness**:Click or tap here to enter text. | |
| **SECTION 11: CORRECTIVE ACTION PLAN**  ***Corrective action plans may include how an agency determines there is a program issue (audits, performance reviews, etc.), by analyzing the cause of the problem and developing a corrective action plan, tracking, evaluation, reporting.*** | |
| **Discuss the agency’s corrective action plan process to make program corrections:** Click or tap here to enter text. | |
| **SECTION 12: FINANCIAL ADMINISTRATION AND ACCOUNTNG PRACTICES**  ***Recipients of Metro funds must ensure that the accounting systems/financial records and agency policies meet certain minimum Metro accounting systems and financial records (See Metro Non-Profit Grants Manual, Updated, 2023).*** | |
| **Describe the agency’s accounting systems and financial records to facilitate routine financial management activities and work to assure reliability and verifiability of financial reports.** Click or tap here to enter text. | |
| **SECTION 13: SUSTAINABILITY PLAN** | |
| **Describe the agency’s plan to sustain this funded project in the future if Metro CPF funding decreases or discontinues in the future.** Click or tap here to enter text. | |
| **SECTION 14: REQUIRED ATTACHMENTS** | |
| 1. **Budget** 2. **Budget narrative** 3. **Agency organizational chart** 4. **Copy of the agency’s 501 (c) (3) document. or 501 (c) (6) document** 5. **Copy of the agency’s Articles of Incorporation as a non-profit and registration identification number** 6. **Financial Information according to total annual revenue level choses in Section 3** | |
| JUVENILE COURT GRANTS MANAGEMENT TEAM CONTACT INFORMATION | |
| Metro Juvenile Court Deputy Court Administrator for Finance, HR, & IT.  Ms. Nicole Whitlock, M.P.A, CMFO, CICA  (615) 880-2368  [NicoleSWhitlock@jisnashville.gov](mailto:NicoleSWhitlock@jisnashville.gov) | Metro Juvenile Court Special Projects Manager  Mrs. Shelley Hudson, M.A.  (615) 862-8079  [shelleyhudson@jisnashville.gov](mailto:shelleyhudson@jisnashville.gov) |