



**City of Knoxville  
Youth Violence Prevention Week Micro-Grant 2024**

### **Program Overview**

The City of Knoxville's top priority is public safety. We especially recognize our collective responsibility to create safe, nurturing environments for children and youth to grow, learn, and play. Youth violence, in all forms, has a devastating effect on youth, families, and communities; reducing youth violence requires collective and collaborative engagement.

The City of Knoxville is seeking to provide grant funding 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.

The City of Knoxville has funding available in this round of grants to be awarded in March 2024 for programming carried out during National Youth Violence Prevention Week, between April 22, 2024 and April 26, 2024. Awards may range between \$500 - \$3,000 and shall specifically support programming, events, activities, trainings, campaigns, resource development and distribution, or other activities related to participation in and furtherance of the goals of Youth Violence Prevention Week and reduction of violence involving youth. Funded activities may engage youth, adults or the community at-large.

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

**Applications must be received by 4:30 p.m. Friday, February 23, 2024**

A post project report of programs or activities administered, number and demographics of persons served, and impact of programming must be submitted at the end of the grant cycle.

### **Terms & Conditions**

**Please read this entire document before you start filling out your Application.** If you have a question or need help understanding these Guidelines or the Application, call Star Starks at 865-215-4429 or LaKenya Middlebrook at 865-215-3155.

#### **1. Deadline for Applications**

Applications must be received via mail, email, or in person no later than **4:30 p.m. Friday, February 23, 2024**. No applications will be accepted beyond this deadline.

Please submit all applications to Star Starks:

- By email: [SStarks@knoxvilletn.gov](mailto:SStarks@knoxvilletn.gov)
- In person or by mail: City County Building, Room 532A, 4 00 Main Street, Knoxville 37902

If you wish to have someone at the City of Knoxville review your application for completeness, please have your application to the office no later than 4:30 p.m. on Friday, February 9, 2024.

Any applications that are not received by 4:30 p.m. on Friday, February 23, 2024, or that do not have all requested paperwork, will not be accepted. No applications by fax, please.

## 2. Funding Disbursement

To receive funding, an applicant must be a nonprofit organization with tax-exempt 501(c)(3) status or have secured a Fiscal Sponsor. (See Fiscal Sponsor section in this document.)

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 generally will be distributed in a single payment up-front upon execution of the grant agreement. The City reserves the right to hold a portion of final grant funding until after submission and approval of an end-project report.

**Checking Account:** To receive funding directly from the City, an applicant must have a checking account prior to receiving the first check. However, if you use a Fiscal Sponsor, you may not need a checking account depending on how your Fiscal Sponsor handles your receipts and invoices. It is not necessary to possess a checking account at the time you submit an application.

### Fiscal Sponsorship

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 the City. A W-9 form will be requested in order to provide funding if the City 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.

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 choosing. You will be responsible for setting this up on your own.

**Please Note: By law, churches and other religious organizations may not serve as fiscal sponsors for taxpayer-funded grants.**

## 3. How Funds Can Be Used

Funds must be used to support efforts related to the observance of Youth Violence Prevention Week and **engage youth, parents/custodians/caretakers, educators, service providers, faith leaders, other identified groups and/ or the community-at-large.** More information about National Youth Violence Prevention Week and additional resources can be found [here](#).

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 Youth Violence Prevention Week activities.

#### **4. Program Reporting**

The Office of Community Safety will require an exact accounting of how all funds are spent. Funded organizations will consent to allowing City staff to observe funded programs in action.

Funded organizations will file a post-project report, due no later than Friday, May 10, 2024.

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

#### **Additional Terms**

Funded entities will be required to enter into an agreement with the City of Knoxville that includes the following requirements:

1. Comply with the following ethical standards prescribed by the [Knoxville City Code](#):
  - (A) Sec. 2-1048. Conflict of Interest;
  - (B) Sec. 2-1049. Receipt of Benefits from City Contracts by Councilmembers, Employees and Officers of the City;
  - (C) Sec. 2-1050. Gratuities and Kickbacks Prohibited;
  - (D) Sec. 2-1051. Covenant Relating to Contingent Fees; and
  - (E) Sec. 2-1052. Restrictions on Employment of Present and Former City Employees
2. Comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq. ("ADA").
3. Not discriminate against any participant, employee, or applicant for employment because of race, color, religion, sex, age, disability, familial status, or national origin.
4. 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.
5. 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.
6. Include these same Non-Discrimination provisions (#2, 3, 4, and 5 above) are included in subcontracts, subleases, etc. relevant to funded work.
7. 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
8. Agree to indemnify/hold harmless the City using terms standard to City agreements