Durham County Youth Services Grant Program

Request for Proposals

- **Total Funding Amount to be Awarded**: $500,000
- **Grant Minimum Amount:** $40,000
- **Grant Maximum Amount**: $50,000
- **Performance Period Duration:** 12 months

Application Must be Submitted Online Here: https://dconc2.jotform.com/262796146830869
Deadline to Submit Application: **November 16, 2026, by 5:00 PM Eastern Time**
Deadline for Receiving RFP Related Questions: **November 6, 2026, by 5:00 PM Eastern Time**





Durham County Youth Services Grant Program
Application Instructions and Guidelines

I. Introduction

With over 73,000 youth in Durham County, young people are essential to the well-being, resilience, and growth of our community. Recognizing this need, Durham County Government has demonstrated a longstanding commitment to investing in evidence-based and holistic youth (ages 4-24) services. Across numerous departments, the County leads and supports more than 15 individual programs that promote youth education, workforce development, violence reduction, crime prevention, enrichment, and social-emotional and mental health. Despite these efforts, the County recognizes that challenges remain beyond what County programs alone can address. As such, this Request for Proposals (RFP) seeks to establish a microgrant program that will leverage the expertise, experience, and trusted relationships of community organizations to help address these challenges and strengthen outcomes for youth across Durham.

The effects of the COVID-19 pandemic further exacerbated the needs of Durham County youth, as they experienced significant social-emotional, academic, and economic disruptions. In response to these challenges, the Durham Board of County Commissioners (BOCC) directed the County to expand its investment in youth programming by allocating over $7.3 million from the County's American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) allocation to support youth initiatives, including entering into an Interlocal Agreement with Durham Public Schools to enhance classroom instruction in Title I programs and funding 19 nonprofit organizations leading projects to address the negative impacts of the pandemic on youth.

Despite the pandemic receding and the ARPA funding period ending, the County recognizes that further investment is still necessary to sustain community-based, impactful, and sustainable solutions that support the well-being of all youth in Durham. Accordingly, the County's FY 2026-27 Budget, as recommended by the County Manager and approved by the BOCC, reaffirmed the County's commitment to serving youth in Durham and allocated $500,000 to support competitive microgrants to community nonprofits that provide essential services to enrich the lives of youth and support their social, emotional, mental, and physical health. This document outlines the requirements, application information, and other important information for the FY2027 Durham County Community Grants – Youth Services Grant Program.

II. Request for Proposals

To administer the Youth Services Grant Program, the County is issuing this Request for Proposals. The following sections outline general grant information, eligibility, and allowable program categories.

a. General Grant Information

- **Total Funding Amount to be Awarded.** $500,000
- **Individual Award Amounts.** Grant awards will range between a minimum of $40,000 to a maximum of $50,000. The County anticipates selecting 10-12 awardees through this RFP.
- **Electronic Application**. Grant applications must be submitted via JotForm at https://dconc2.jotform.com/262796146830869. Any submission that does not utilize JotForm will not be accepted.
- **Submission Deadline.** Monday, November 16, 2026, at 5:00pm. Grant applications must be submitted by the proposed deadline. No exceptions; **proposals submitted with a timestamp after 5:00pm on November 16, 2026, will not be evaluated or given further consideration for funding**.
- **RFP and Grant Award Schedule.**
  - RFP Publication/Nonprofit Grant Program Application Opening: October 16, 2026
  - Information Sessions:
    - Wednesday November 4, 2026, at 2p.m. (please register at https://tinyurl.com/bdvb3wxt)
    - Thursday November 5, 2026, at 7p.m. (please register at https://tinyurl.com/jzjretnf)
  - Deadline for Receiving Questions: Friday November 6, 2026.
  - Deadline for County Responses to Questions: Tuesday November 10, 2026.
  - Submission Deadline: Monday, November 16, 2026, at 5p.m.
  - County Proposal Review Period: November 17, 2026 – December 10, 2026
  - Notices of Intent Award Issued: Friday, December 11, 2026
  - Board of County Commissioners Approval of Awardees: December 14, 2026
  - Performance Period Beginning: February 2027
  - Performance Period End: January 2028

  Note: All dates listed above are ***anticipated and subject to change***. The length of the County review period for submitted proposals will depend on the number of submissions, which may subsequently cause changes to the award timeline. Respondents will be notified in writing of any changes to the selection timeline after the proposal submission deadline.
- **Information Sessions.** There will be virtual information sessions held on Wednesday November 4, 2026, at 2p.m. (please register at https://tinyurl.com/bdvb3wxt) and Thursday November 5, 2026, at 7p.m. (please

register at https://tinyurl.com/jzjretnf) to review the application process, outline program requirements, and address questions from potential applicants. Please register for one of the sessions; both sessions will address the same information so attendance at both is not required or recommended. Attendance at the information session will not impact consideration or scoring of a submitted proposal.

- **Point of Contact.** For questions, please contact Julia Hedelman, Senior Management Analyst, Organizational Effectiveness (OE) at jhedelman@dconc.gov. All questions pertaining to the RFP must be received by November 6, 2026; any questions submitted after 5:00pm on November 6, 2026, will not receive a response. Responses to questions will be provided to organizations no later than November 10, 2026.

b. Eligibility

- **Applicant Organizational Status**. Nonprofits with 501(c)(3) status are eligible to apply for funding. Government agencies (including local educational agencies), institutes of higher education, individuals, businesses (Sole-Proprietors, Partnerships, Limited Liability Corporations, and Corporations), or any company or organized group that is not a non-profit will not be allowed to apply.
    - Community-based groups with a fiscal sponsor that has a 501(c)(3) status are also eligible. One application should be submitted for a project with multiple partners. One organization with 501(c)(3) status must receive the funds and provide fiscal oversight. Nonprofits may "pass-through" all or some of the funds as sub-grants or microgrants to other 501(c)(3) and community-based organizations or groups. The fiscal sponsor will be responsible for ensuring oversight of all award funds, including those subgranted to other organizations.
- **Service Area.** The proposed project must take place in and benefit communities within Durham County. Activities outside of Durham County may not be supported with grant funds.
- **Youth Impact.** Applications must demonstrate a focus on enriching the lives of youth (ages 4-24) and supporting their social, emotional, mental, and physical health; applications must clearly describe how the proposed work directly impacts youth populations.

c. Program Categories

Through this RFP, Durham County will consider proposals for projects that fall within one or more of the listed categories below. Respondents should not submit applications for projects that do not align with one or more of the listed categories. Proposals with projects that are determined to be outside the scope of the categories below will not be scored.

Where an applicant believes that the project aligns with the criteria or more than one of the program categories, the applicant should select a primary category under which to submit

their proposal; whether a project aligns with more than one category will not factor into the scoring of a proposal.

i. Youth Social-Emotional and Mental Health Services

The County requests proposals for projects that will create and/or expand safe, culturally-affirming, and trauma-informed supports that contribute to the social-emotional and mental health of youth ages 4-24 and their families. Proposals may focus on the promotion of social-emotional and mental health and positive childhood experiences, on strengthening protective factors that prevent adverse childhood experiences (ACEs), or on response to ACEs, including addressing substance abuse issues, supporting domestic violence survivors, and suicide prevention.

ii. Youth Enrichment and Recreational Activities

The County requests proposals for projects to enhance recreational opportunities and general well-being for youth in Durham. Proposals should expand access and remove barriers to youth enrichment programs like afterschool and summer programming. Funds can support a broad range of enrichment activities, including art, recreational and/or sports activities. The potential grants may also strengthen current programming or expand a new program offering. Applicants must be current providers of youth enrichment programs; partnerships with other groups are welcome.

iii. Youth Academic Supports

Durham County requests proposals for projects that promote educational opportunities and support academic achievement for youth in Durham. Proposals should expand access to learning opportunities through initiatives such as afterschool and/or summer programming, Science, Technology, Engineering, and Mathematics (STEM) learning activities, tutoring services, practical skill-building, or other activities designed to enhance academic growth and development. Proposals may include funding to reduce participation barriers for youth; however, all applications must include direct programming or services.

III. Grant Application Overview

While the application for the FY 2026-27 Durham County Community Grants – Youth Services Grants program itself is electronic (via Jotform at https://dconc2.jotform.com/262796146830869), the below information is provided to help organizations prepare for application completion and submission. All applications must be submitted using the electronic platform provided; any other submissions will not be scored or further considered for funding.

Section 1 – Organization Information

Section 1 of the application will include information about the respondent organization, including information necessary to determine whether the organization and program are eligible for funding.

1.1. Basic Information. Respondents must provide:

- Name of Organization
- Physical Address
- Mailing Address
- Authorizing Official Name
- Authorizing Official Contact Information (Phone; Email)
- Submitter Name
- Submitter Contact Information (Phone; Email)

1.2. Eligibility. Respondents must certify that the organization meets eligibility criteria described in the Eligibility section of this RFP. Respondents must provide a copy of the organization's most recent Form 990, or the most recent copy of the organization's 501(c)(3) letter if the organization is not required to file a Form 990. These materials will be provided as uploaded attachments to the application.

1.3. Project Name and Project Category Designation. Respondents will provide a project name and select the RFP category (listed in *Section II.c. Program Categories* above) under which they are applying.

Section 2 – Project Description

Section 2 of the application will require respondents to provide important information describing their proposed grant project, the process and evidence used to design the project, and the intended outcomes of the project.

2.1. Community Need. Given the limited number of anticipated grant awards, it will be essential that awarded projects are responsive to clear, urgent needs of youth in Durham County. As such, respondents will be required to provide the following information regarding the community need that the project is intended to meet:

- What issues or challenges currently facing youth in Durham County will be addressed through this proposed project? (200-word limit)

2.2. Project Description. Respondents will be required to provide a detailed description of the proposed project, including the following:

- A comprehensive narrative providing an overview of the goals of the project; details on planned project implementation (including key activities and timeline); and a description of key roles, responsibilities, and qualifications for important project staff and/or partners. (1000-word limit)
- How will this project specifically address the needs of youth as described in Section 2.1 above? What is the anticipated reach of this program (e.g., number of youths anticipated to be served, etc.)? (200-word limit)

- What research or evidence-based practices, if any, have been used to inform the design of the proposed grant project? (200-word limit)

2.3. Partnerships and Community Engagement. Respondents will be required to identify any partnerships that have been or will be important to the design and/or delivery of the program, and the extent to which the organization engaged youth or incorporated youth voices in the planning and design of the program. **Note:** Projects are not required to include partnerships, but information as to planned partnerships should be provided within this section. Specifically, respondents will have to answer the following questions:

- What community partners, if any, have been engaged in the design of this project? Will those partners have a role in implementation of the program? If so, what will that role be? (250-word limit)
- How did the organization engage youth in the design of the program (if at all), or otherwise how does the program reflect the lived experiences of the target population? (250-word limit)
- How will the organization recruit youth to participate in the program/receive program services? What is the organization's plan to advertise and engage youth and/or their families to ensure sufficient program participation or achievement of planned service delivery levels? (250-word limit)

Section 3 – Prior Experience and Grant Readiness

Section 3 of the application will include information about the respondent's prior experience working with youth in Durham County providing programs or services similar to those described in **Section 2 – Project Description**, and the organization's overall readiness to manage a grant awarded by Durham County.

3.1. Current Programming. Respondents must provide information regarding the organization's current programming focused on youth in Durham County. Specifically, respondents will have to address:

- What types of services and/or programming does the organization currently provide (or has recently provided) for youth in Durham County? (200-word limit)
- What are the impacts from these programs and/or services on participating youth? (200-word limit)

3.2. Project Experience. Respondents must provide information outlining the organization's experience with the specific activities outlined in the project description. Organizations will have to clarify whether the proposed project is a new program.

- Is the program outlined in this proposal a new or existing program for your organization? (New/Existing)

If the program is an existing program, respondents will have to provide information as to:

- How will previous experience with the program be leveraged to ensure success with the grant funded project? (250-word limit)

- Why is the grant necessary to allow the organization to continue providing or to expand the delivery of existing programming/services, and how will the grant change any elements of program/service delivery (if at all)? (250-word limit)

If the proposed program is a new program or activity for the organization, respondents will have to provide information as to:

- How do the organization's previous experience and expertise equip the organization to implement the activities of the described project? (250-word limit)
- How does the grant project relate to, align, and/or interact with existing programming or services offered by the organization? (250-word limit)

3.3. Project Readiness. Given the 12-month period of performance for the grant, it will be important for a recipient to be ready to quickly implement their proposed project. As such, respondents will be required to provide the following information as part of their proposal:

- What (if any) key steps will need to be completed under the project before programming and/or services are able to be provided to participating youth under the grant (e.g., hiring new staff, procuring equipment or supplies, etc.)? What is the anticipated timeline for completing those steps? (200-word limit)

3.4. Grant Experience. An organization does not need to be a previous recipient of a Durham County grant (or a governmental grant more generally) to be selected as a recipient through this RFP. However, respondents will be required to provide information as to their grant management experience and preparedness for managing a Durham County grant in compliance with applicable requirements. Respondents will have to provide information as to the following:

- Has the organization ever received a governmental grant, either from Durham County or from a Federal, State, or other local government grantor? If so, describe the grant program and the results of the project. (200-word limit)
- Has the organization reviewed and understood the grant information in **Section IV. Important Information**? (Yes/No) Is the organization prepared to meet all of its grant management and reporting obligations as outlined in that section? (Yes/No)
- Durham County will be providing technical assistance related to effective grants management practices for awarded organizations. What topics may be most relevant for your organization for technical assistance? (100-word limit)

Section 4 – Performance Evaluation Plan

As part of the application, respondents will have to provide information on the organization's plan to measure performance of the grant-funded project. This will include providing information on the targeted program outcomes, any performance metrics identified, data collection plans, and reporting frequency. The information provided in this section will be used to develop a performance evaluation plan as part of the Scope of Work within the grant award contract.

4.1. Program Outcomes. Respondents will be required to provide the following information regarding the anticipated program outcomes of the proposed grant program:

- What are the key outcomes for the proposed grant program? (100-word limit)
- What are the most likely obstacles to achieving these targeted outcomes? (100-word limit)

4.2. Performance Metrics and Data Collection Strategy. Respondents will be required to provide the following information regarding potential performance metrics for the proposed program:

- What are the key performance metrics that your organization proposes to use to measure successful accomplishment of the outcomes listed in 4.1 above? Please provide potential metrics for each identified outcome. (200-word limit)
- How will data be collected and stored for the identified key performance metrics? At what frequency will that data be collected? (200-word limit)

Section 5 – Budget and Sustainability

5.1. Budget and Budget Narrative. Respondents will be required to complete a standardized budget template in the Jotform application that will outline anticipated program costs by category (e.g., salary, fringe, service contracts, equipment, etc.), provide the cost basis for each anticipated expenditure, and provide a brief narrative explaining the justification for the cost/relation of the cost to the program; descriptions of the budget categories included in the budget template are provided in the Appendix to this RFP. **All budgeted expenses also must be in compliance with the requirements outlined in the Use of Funds information in Section V. Important Information below.**

5.2. Sustainability. Grant funding will only be provided for up to 12 months to support the proposed projects; there will be no continuation funding provided. Accordingly, respondents will be required to address the following:

- Does the organization expect to continue program activities after the end of the grant period? (Yes/No)
- If yes, what is the organization's plan to support the project after the program's end? What resources will the organization use to continue this work? (100-word limit)

IV. Selection Process and Criteria

1. **Review Panel.** After submission, proposals will be reviewed and scored by a Review Panel of County staff and key partners. Panel members will review applications, evaluate the application against the selection criteria (identified below), and provide a score for that criterion. Scores will then be weighted and totaled using the weights for each criterion below. The County will then select for award the highest scoring proposals until all funding is utilized. **Only the highest scoring proposals will be selected for funding.**

Durham County's OE department will be coordinating the application submission and review process for this RFP and will be responsible for presenting the organizations selected by the panel for County Manager and BOCC approval. However, OE will not be responsible for ultimate selection of award recipients; **all selection decisions will be made by the Review Panel.**

2. Selection Criteria. The Review Panel will utilize a standardized rubric to evaluate each submitted proposal using the below criteria. Each criterion will have an individual weight, with the weights across the six criteria totaling 100%. Proposals will receive a score ranging from 0 to 10, with 0 being not responsive and 10 being highly responsive to the relevant criteria.

1. Project Design (30%)
The first criteria for evaluation of the submitted proposals will evaluate the design of the grant project outlined through the proposal. Reviewers will evaluate the proposed grant project's clarity of design and presentation, the extent to which respondents utilized evidence-based practices in their grant project design, the degree to which the proposed project is aligned with and responsive to the identified community need, the anticipated reach of the program, and the potential impact of successful implementation. Prioritization will not be given to any specific community need; the evaluation will focus on the extent to which the project is designed to address whichever needs were identified in the application.

2. Prior Experience (10%)
The second criteria will be the extent to which the organization has prior experience with programs, projects, and the target population for the proposed project. Whether a proposed grant project is an entirely new initiative for an organization or an expansion or evolution of an existing program, panel members will evaluate whether the organization's previous experience and expertise would indicate a likelihood of project success. Panel members will also consider whether or not an organization has experience managing government grants.

3. Project Feasibility and Readiness (10%)
The third criteria will evaluate the extent to which the proposed project is feasible to initiate and complete within the 12-month performance period for the grant program and the extent to which the organization is prepared to implement the program. Programs that appear more likely to be able to be initiated quickly, and for which there appear to be less obstacles to successful implementation over the life of the project, will receive higher scores.

4. Youth Focus and Engagement (20%)

An important consideration for this grant program is the extent to which the proposed program is youth-centered in its design and implementation. To assess that, reviewers will evaluate whether or not the proposals included youth engagement, voices, and/or lived experiences in the design and planning for the projects; the suitability of the organization's planned youth outreach and engagement strategy to recruit program participants and reach the target population; and the degree to which the organization has recruited or engaged with other stakeholders who may be able to provide broader insight into youth perspectives and/or to broaden youth outreach and participation.

5. Budget Effectiveness and Program Sustainability (15%)

As noted in **Section 5 of III. Grant Application Overview**, program funds must be used in alignment with the requirements outlined in the **Use of Funds** section of **V. Important Information** provided below. Accordingly, reviewers will evaluate the proposed budgets submitted with each application to determine whether the budget includes any unallowable costs or instances of noncompliance with requirements. Reviewers will also analyze proposed costs more generally for overall reasonableness and allocability, as well as alignment with the program components described in the proposal to ensure sufficiency of the planned funding approach for carrying out the project. Finally, reviewers will consider the organization's strategy for continuing program operations following the end of the performance period, prioritizing sustainable activities for lasting impact. Within this analysis, reviewers will consider the degree to which the scope of planned personnel expenditures could impact on the potential sustainability of the project after the award**. While there is currently no cap on the amount of award funds that may be budgeted for personnel expenditures, proposals with a higher percentage of funding used to support salaries and benefits will be considered less sustainable during the evaluation.**

6. Program Evaluation Plan (15%)

The final criteria will require panel members to evaluate the program evaluation plan included in the grant program proposal. Reviewers will analyze the clarity of defined outcomes, the suitability of the identified key performance metrics for each anticipated outcome, and the feasibility and appropriateness of the data collection strategy for each identified performance metric.

V. Important Information

a. Communication with Proposers

The County will provide two identical information sessions on Wednesday November 4, 2026, at 2p.m. (please register at https://tinyurl.com/bdvb3wxt) and Thursday November 5, 2026, at 7p.m. (please register at https://tinyurl.com/jzjretnf). Both sessions will cover the same information, so attendance at both sessions is not required. Attendance at the information session will not impact consideration or scoring of a submitted proposal.

Outside of the information session, any communications must be submitted in writing via email to Julia Hedelman (jhedelman@dconc.gov), Senior Management Analyst, Organizational Effectiveness. All written questions pertaining to the RFP must be received by November 6, 2026; any questions submitted after 5:00pm on November 6, 2026, will not receive a response. Responses to questions will be provided to organizations no later than November 10, 2026. Further communications with respondents will not be made until the Notice of Intent to Fund; organizations should not contact the County to seek a status update between submission and receipt of results.

b. Risk Assessment

Organizations selected for funding will be required to provide information to the County to allow the County to complete a risk assessment prior to the finalization of a grant award contract. This risk assessment will evaluate capacity and risk associated with management of the County grant award. Results will be used to determine whether any special conditions will be placed on the grant award, whether funding will be disbursed through advanced payments or reimbursements, and what oversight activities will be engaged in during the post-award period. Failure to provide information needed for the risk assessment may result in an organization being deemed ineligible for a grant award, despite being selected by the Review Panel and approved by the County Manager and BOCC for funding.

c. Grant Compliance Requirements and County Monitoring

As a recipient of public funds, grant award recipients will be required to ensure compliance with all applicable requirements as outlined in the County's nonprofit grant agreement. These requirements include, among other things, requirements that recipients properly account for all grant funds received from the County, that funds are only used for allowable expenses, and that records are maintained in accordance with grant requirements. By receiving a grant award from Durham County, an organization is agreeing to ensure ongoing compliance with all applicable requirements throughout the entire grant period. While the County will provide ongoing technical assistance to help grant recipients meet applicable requirements, noncompliance with any grant requirement may constitute a material breach of a grant agreement and result in the termination of a grant award, the repayment of grant funds, or both.

During the award period, the County will conduct monitoring of program implementation by the grantee. This monitoring may involve both programmatic and financial components of grant implementation, may be scheduled in advance or occur without advance notice, and may occur multiple times during the grant period. Organizations receiving grant awards agree to cooperate with any County monitoring activities, including providing access to any records related to the grant or making organization staff and/or program participants available for interview (subject to any reasonable limitations necessary to ensure the privacy or protection of any staff, program participants or beneficiaries). Failure to comply

with monitoring requests may result in suspension or termination of a grant award agreement.

d. Use of Funds

Grant recipients can only utilize County funds for expenditures that are reasonable and necessary for implementation of the grant project, aligned with approved program budgets, and which can be sufficiently documented. All expenditures will be reviewed against these criteria and any expenses that do not meet these standards will not be able to be supported by grant funds. Grant recipients will have the opportunity to remedy any identified deficiency or to identify alternative expenditures to apply to the grant in place of a disallowed expenditure. However, continued and ongoing attempts to use grant funds for unallowable or disallowed expenditures may result in suspension or termination of a grant award agreement.

Overhead Expenditures. Recipients cannot budget or expend more than 15% of the grant funds awarded on overhead expenses (e.g., utilities, rent, etc.). Any facility costs in excess of the 15% maximum must be budgeted individually and a written justification provided as part of the budget narrative. Proposed facility costs that exceed the 15% limit may not be approved as part of the grant award at the discretion of the County if found to be unreasonable or unnecessary for execution of the grant project.

Salary Expenditures. All salary expenditures must be reasonable and necessary for the execution of the proposed project. **While this RFP does not establish a limitation on the amount or percentage of funds that can be used for salary expenditures, the overall percentage of proposed fund usage to support salaries will be considered as part of the sustainability criteria during the review process, as outlined in Section IV.2 above.**

Grant funds **may not** be used to support salary increases unless a clearly defined change or increase in job responsibilities for an individual will occur as a result of the project supported through the grant award. Respondents must clearly note where a budget contains a proposed salary increase and provide a written justification for the increase in the budget narrative.

Participant Support Costs. Grant funds where appropriate may be used for expenses needed to facilitate or encourage participation in the program by the targeted population (e.g., transportation expenses and similar costs). However, these expenses must be reasonable and necessary for execution of the project (i.e., clearly connected to the removal of a barrier to participation). Recipients should provide written justification for the need connected to individual types of participant support costs in the budget narrative within a grant application, and all expenses in this category will be reviewed for allowability and reasonableness during the grant period.

***Unallowable Expenditures*.** Without exception, grant funds **may not** be used for the following types of expenditures:

i. Corporate debts/Mortgage payments
ii. Contingencies
iii. Contributions and donations
iv. Entertainment costs
v. Fines and penalties
vi. Interest and other financial costs
vii. Legislative expenses

e. Reporting Requirements

Grant recipients will be required to submit periodic financial and performance reports during the grant performance period, and final reports after the project's end. Financial reports will include important information pertaining to the use of grant funds disbursed by the County, including data on specific expenditures made under the grant. This data will be used by the County to ensure ongoing compliance with applicable requirements pertaining to the use of funds, evaluate reasonableness of expenditures, and to ensure the appropriate management of public funds.

Programmatic reporting will include periodic updates on the status of identified performance metrics within the Performance Evaluation Plan included in the grant agreement contract, and narrative information as to the project status (e.g., deliverables, challenges and obstacles, accomplishments and successes, etc.).

The County will provide each selected recipient with templates to utilize for the required periodic reporting. Failure to provide timely, accurate, and complete reporting, either financial or programmatic, will result in the withholding of further grant disbursements until reporting deficiencies have been identified. **Continued noncompliance with reporting requirements will result in termination of the grant agreement contract**.

f. Supporting Documentation and Record Retention Requirements

Grant recipients will be required to maintain and submit supporting documentation for all expenditures made using grant funds. Failure to provide supporting documentation for an expenditure will result in the County being unable to provide funding to support that expenditure and may require the repayment of funds where advanced funding has been provided. During the award development and orientation process, the County will provide further information to clarify the documentation expectations for different types of expenditures to ensure that organizations are prepared for successful reporting. However, if an organization is unwilling or unable to maintain supporting documentation for expenditures, it is advised not to submit a proposal for funding under this RFP.

In addition to financial documentation, organizations will be expected to maintain key performance documentation as evidence of program activities. As with financial

documentation, the County will provide further information and support for organizations around types of documentation during the orientation process.

Interested organizations should note that all County grant awards include requirements that organizations maintain all records relevant to the grant program for three (3) full years after the end of the performance period. The failure to maintain such records may result in the need to repay grant funds in the event of an audit.

g. Nondiscrimination

Under the terms of Durham County's nonprofit grant agreement contract, any funding recipient must administer all programming and deliver all services funded through the grant in a nondiscriminatory manner and shall not deny, restrict, or condition participation in, or receipt of, any service or benefit on the basis of any protected characteristic (as defined by federal, state, and local law) including, but not limited to, age, race, color, sex, national origin or ancestry, marital or familial status, pregnancy, military or veteran status, religion or lack thereof, disability, or any classification otherwise protected by law. These provisions do not prohibit or prevent an applicant from proposing a program that would include activities or services that are lawfully tailored to, or designed for, specific populations where such targeting is permissible under applicable law and consistent with the approved scope of work.

Projects selected for funding through this RFP will be reviewed by the County Attorney's Office during the grant award contract development process, through which the County Attorney's Office will identify any potential risks of noncompliance with the above provisions. Organizations will be required to address any identified concerns within the grant scope of work prior to finalization of the grant award agreement. Any confirmed violations of the above provisions during the performance of the grant may be ground for suspension or termination of the grant award.

h. Secular Programs Required

All programs shall be secular and grant recipients are obligated to ensure compliance with this requirement by employees or anyone under the organization's control. Grant funds cannot be used to fund religious worship, instruction, or proselytization. Failure to comply with this requirement will result in termination of the grant agreement.

i. Discrepancies and Omissions

Should a proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, they should at once notify the County, and a written Addendum shall be issued. The County will not be responsible for any oral instructions.

j. Conflict of Interest

The consideration, award, and funding of any non-profit agency pursuant to the grant program shall be carried out in a manner consistent with the Code of Ethics for Appointed

and Elected Officials of Durham County, adopted by the Board of County Commissioners on December 13, 2010.

Selected organizations who receive funding must also ensure that no conflicts of interest are present in any use of funds or program activities conducted under the grant award. Grant award contracts will contain required conflict of interest provisions, the violation of which will result in the termination of a grant award and potentially the repayment of grant funds.

k. Public Record

Unless otherwise exempt under applicable law, applications and application materials are public records. All information and materials received from an applicant, whether received in connection with a grant application or in connection with any grant-funded activities performed, are subject to disclosure pursuant to the North Carolina Public Records Act, unless otherwise exempt.

l. Funding Award

Following selection by the review panel, the County Manager will make funding recommendations to the Board of County Commissioners (BOCC). The BOCC will approve final funding for nonprofits.

Following BOCC approval and the completion of a risk assessment, a grant award agreement will be developed by the County's OE department. A revised scope of work and budget reflecting the final award amount will be developed; where insufficient funding exists to fund all selected organizations, the County may require an organization (or organizations) to amend the proposed budget and project scope to account for a lesser grant award amount than requested.

m. Insurance Coverage

Grant recipients will be required to maintain sufficient insurance throughout the grant project period. The County will provide information on mandated insurance standards during the grant agreement development process. Recipient organizations will be required to submit insurance information for review and approval by the County prior to execution of the grant award.

VI. Appendix

a. Budget Category Descriptions

Below are the descriptions of each allowable budget category included in the budget worksheet submitted as a part of the application in Jotform at https://dconc2.jotform.com/262796146830869.

- **Personnel.** This category includes salaries, wages, and fringe benefits of employees of the applicant organization that will be working directly on the project. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Fringe costs should also include employer contributions required by law such as payroll taxes such as FICA, unemployment, and workers compensation. Fringe does not include federal income taxes, employee portion FICA, or other such costs.
- **Technology.** This category includes technology-related costs necessary to support completion of the project's objectives. Examples include phone data plans, Wi-Fi or hotspots, tablets, software, and other digital tools or services.
- **Materials & Supplies.** This category non-technology materials or supplies needed to support completion of the project's objectives. Examples include signage, educational materials, or other tangible items not involving digital or electronic components.
- **Contractual Services.** If the project involves sub-awards to external project partners, the amount they will receive is listed here as a contractual agreement amount. For each subrecipient, enter the subrecipient entity name, if known.
- **Participant Support Costs.** Supports that help participants join or engage in the program (transportation, interpretation, participation related tech like hotspots).
- **Overhead Costs.** This category includes shared operational expenses that support an entire organization (e.g., utilities, rent, etc.) rather than a single specific project. Recipients cannot budget or expend more than 15% of the awarded grant funds on overhead expenses Any facility costs in excess of the 15% maximum must be budgeted individually and a written justification provided as part of the budget narrative.
- **Other Costs.** This category includes any **allowable** expenses that the applicant feels are not able to be included in one of the defined categories. In the narrative section, please provide a specific description for each item(s), and explain how the item(s) supports the project goals and objectives outlined in your application.