

City of St. Petersburg | 2025 Community Impact Summer Enhancement Grant Program Overview

Guidelines

Introduction/Purpose

Grounded in the Mayor's Pillars for Progress—the Community Impact Summer Enhancement Grant represents a citywide investment in the holistic growth and empowerment of St. Petersburg's youth. This grant opportunity supports organizations that offer dynamic and engaging summer programs or projects designed to uplift young people academically, socially, emotionally, and civically.

The grant supports organizations serving youth across the city, particularly those reaching underserved communities. Funding awards may be used to enhance career exploration, civic and environmental engagement, enhancing academic skills, and recreational activities.

Research shows that high-quality summer programs help youth make measurable gains in academic achievement, particularly in math and reading, while also supporting social-emotional growth, wellness, and career readiness. These programs are especially impactful for underserved communities, helping to close opportunity gaps and reduce learning loss. Youth who participate in summer enrichment programs are more likely to stay engaged in school, develop leadership skills, and build confidence. The National Summer Learning Association estimates that every \$1 invested in summer learning yields up to \$5 in long-term community benefits, such as improved academic performance, reduced remediation costs, and increased workforce readiness.

Opportunity Overview

The Community Impact Summer Enhancement Grant Program (CISEGP) will be operated by the Mayor's Office of the City of St. Petersburg. The City intends to award up to \$150,000 in grant funding to support local non-profits and businesses registered with the state of Florida delivering youth programs or summer initiatives.

Funding Priorities

The Community Impact Summer Enhancement Grant Program will provide funding to support programs/projects that align with one of the following four (4) Areas of Focus:

1. Career Exploration
2. Civic and Environmental Engagement
3. Enhancing Academic Skills
4. Recreational Activities

Organizations will indicate in their applications which of these Areas of Focus best represents their program/project and up to \$37,500 will be awarded to the top scoring organization(s) in each of the Areas of Focus as described in the Selection & Review Process below.

Areas of Focus

The proposed activities below are not comprehensive, and applicants are welcome to submit other innovative program/project ideas for consideration, provided that the activities are relevant to the Area of Focus in the sole discretion of the City. All activities, even those not explicitly mentioned, will be reviewed. Applicants are encouraged to highlight program/project activities that directly correspond to the categories outlined below within their applications.

1. Career Exploration

Programs/Projects in this category will assist youth in selecting and preparing for a career through activities including but not limited to

- Career counseling
- Job fairs
- Internships
- Shadowing

2. Civic and Environmental Engagement

Programs/Projects in this category will help youth participate in civic engagement and caring for the environment through activities including but not limited to

- Volunteering
- Community Cleanups
- Civic Education

3. Enhancing Academic Skills

Programs/Projects in this category will enhance youth's academic skills through activities like

- Writing
- Reading Comprehension
- Critical Thinking
- Time Management

4. Recreational Activities

Programs/Projects in this category will provide opportunities for youth to participate in recreation activities including but not limited to

- Physical activities
- Team building activities

Applicant Eligibility

To be eligible to apply, an applicant agency must:

Be an entity registered to do business within the state of Florida or a non-profit corporation, incorporated under the laws of the State of Florida and have an IRS 501 (c)(3) designation at the time of submission of application.

Have been operational for a minimum of one (1) year prior to the application date and have previous experience implementing programs or services within the City of St. Petersburg.

Be in good standing in regard to compliance with existing or past City grants, awards, or programs with no outstanding City debts or liens.

Must not have applied to or received funding from another City grant program for similar programs within this fiscal year (from October 1, 2024, through the current date).

Agree to the terms and conditions contained in the Community Impact Summer Enhancement Grant agreement. No exceptions to the terms and conditions of the agreement will be permitted.

Grant Agreement Disclaimers

The applicant's execution of the Community Impact Summer Enhancement Grant Agreement contemporaneously with the application does not guarantee that the applicant will be selected to receive any funding under this program. The Community Impact Summer Enhancement Grant Agreement—even though executed by the applicant contemporaneously with the application—will not be effective unless it is counter-signed by the City, which may never occur, and will not occur unless the applicant is selected by the City to receive funding. **EACH APPLICANT IS ENCOURAGED TO SEEK THE ADVICE OF AN ATTORNEY PRIOR TO SIGNING THE GRANT AGREEMENT.**

Program/Project Eligibility

Program/Project must be aligned with one of the Areas of Focus.

Program/Project must provide direct services or programs to residents of St. Petersburg, Florida.

Program/Project must not discriminate against anyone because of race, color, religion, gender, national origin, marital status, age, disability, sexual orientation, genetic information or other protected category.

Program/Project must not give priority/preference to individuals or parties affiliated through membership or otherwise with your organization or program/project.

Services provided by your organization must be available to all residents in St. Petersburg, not those solely affiliated with your organization.

Program/Project must be successfully completed on or before August 10, 2025.

The Program/Project must not have received funding from a Community Impact Summer Enhancement Grant in previous years and organizations awarded a Community Impact Summer Enhancement Grant in 2025 will not be eligible to receive a Community Impact Summer Enhancement Grant in 2026.

Application Process

Application period opens: May 30, 2025

Question & answer period: from May 30, 2025 – June 4, 2025 at 5 p.m.; submit all questions to debra.buschman@stpete.org.

Deadline: Submit all applications by **5 pm (EST) on June 6, 2025**, via the OpenGov portal. Late or incomplete applications will not be accepted after this time and date.

Grant Contact:

Debra Buschman
Operations Analyst
Debra.buschman@stpete.org

Selection & Review Process

Applications will be reviewed for responsiveness and completeness to ensure submissions have met the required eligibility guidelines, including submission of all required documentation, a signed Community Impact Summer Enhancement Grant Agreement, and submission of a completed application (note: all application sections must be complete).

Incomplete applications, applications missing required documents, and applicants that do not meet the eligibility criteria will not be moved forward in the grant review and deliberation process.

Selection Process:

- 1) Complete and eligible applications will be reviewed and scored by an inter-departmental Community Impact Summer Enhancement Grant Committee ("Evaluation Committee") based on the standards set forth in the attached CISEG Scoring Rubric. The Evaluation Committee will give final applicant scores and awards on June 13, 2025, at St. Petersburg City Hall Conference Room 100 located at 175 5th St. N, St. Petersburg, Florida, 33701 at 9 a.m. This meeting will be open to the public.
- 2) A sum of the points awarded for each standard will be added together to give each application a total score. Applications must receive a score of 21 or higher in order to be awarded funding.
- 3) After applications have been reviewed, discussions with applicants may or may not be required to clarify any portions of the application. [All inquiries, questions, requests for interpretation, correction, or clarification must be submitted in writing, by e-mail, to \[debra.buschman@stpete.org\]\(mailto:debra.buschman@stpete.org\) and shall arrive not later than June 4, 2025, at 5 p.m.](#)
- 4) Up to \$37,500 will be awarded within each Area of Focus. The top scoring eligible and minimally qualified organization in each Area of Focus will be fully funded for all requested Eligible Costs (as defined herein), then the next highest scoring minimally qualified organization in that Area of Focus will be fully funded for all requested

Eligible Costs until all available funds for the applicable Area of Focus have been awarded.

- 5) If the City does not receive enough eligible and minimally qualified applications (with a total score of 21 or higher) for an Area of Focus, then the Evaluation Committee will split the funds from that Area of Focus into the remaining Areas of Focus, so that an equal amount of funds are available for each and grants may be awarded to next highest scoring minimally qualified organization(s) in the other Areas of Focus until all available funds have been awarded.

The City reserves the right to:

- a. Modify, waive, or otherwise vary these guidelines and the standards set forth in the CISEG Scoring Rubric at any time, including but not limited to, the date schedule and application requirements;
- b. Waive irregularities in the applications;
- c. Reject or refuse any or all applications.

Final Ratings & Award Public Meeting:

St. Petersburg City Hall, Conference Room 100

175 5th St. N, St. Petersburg, Florida 33701

Grant Pre-Award Notification: June 20, 2025

Program/Project Implementation Period: Program/Project must be completed on or before August 10, 2025

Funding Guidelines

Only one application per agency will be accepted.

The grant funding will be split into the four Areas of Focus. Applicant agencies may only apply for funding from one Area of Focus. \$37,500 will be allocated for each category and the City intends to award funds to the highest scoring applicant for each category until funding for that category has been fully awarded (as described in the Selection Process).

The City reserves the authority, at its discretion, to allocate funding for programs/projects at elevated levels, subject to Committee approval, as it deems requisite to fulfill the goals and objectives delineated within the CISEG program's purpose.

Grant Use Guidelines

Applicants shall submit a Program/Project Budget and Narrative with their application. The narrative should describe what each line item in the Budget entails. All costs must be allowable, reasonable, and necessary.

All eligible expenditures must be deemed appropriate by the City.

Eligible Costs

- Direct costs. Tangible program/project materials and supplies (including staff uniforms), program/project marketing and communication materials, cost/purchase of equipment or admission necessary for program/project delivery, transportation of program/project participants (e.g. busses for students), one-time fees for guest speakers, and food expenses (breakfast, lunch, and snacks for participants).
- Remaining Operating Expenses- all expenses not entered in other categories and specifically identified with the program/project.
- Remaining Program/Project Expenses- all expenses not entered in other categories that are specifically identified with the project/program.
- Stipends/Incentives for program/project participants – gift cards are permitted to be provided as an incentive for program/project participants; however, no other form of financial incentives (including but not limited to cash gifts) are permitted.

The City of St. Petersburg will provide payment in the contracted amount that will be spent solely on eligible costs approved by the City. Any funds not spent on or before August 10, 2025, will be immediately returned to the City.

Ineligible Costs

- Indirect costs. Any expenditure not related to the proposed program/project. Administrative costs including but not limited to purchase of computers, office furniture, personnel meals or snacks, travel or entertainment expenses, motorized vehicles or fuel, professional memberships, gift cards (except when used as an incentive for program/project participants) or money orders, lobbying or political activities, bonus or staff incentives, purchase of land or buildings, legal fees, bad debts, contingencies, fines, penalties, lease or mortgage fees, non-expendable equipment over \$1,000, and costs incurred before or after the grant period ends. Awarded agency is responsible for all costs not eligible for reimbursement as determined by applicable Laws.
- Personnel: Administrative- Payments for salaries, wages, fees, and benefits specifically identified within the project or programming, for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff.
- Personnel: Programming- Excluding a one-time payment for a guest speaker, payments for salaries, wages, fees, and benefits specifically identified with the project or programming for programmatic personnel such as teachers, counselors, mentors, childcare employees, etc.
- Personnel Travel Costs (\$) – includes fares, hotel, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, gas, allowances on personal vehicles, car rental costs, etc. For transportation not connected with the travel of personnel and for trucking, shipping or hauling expenses, see “Remaining Operating or Proposal Expenses.” This does not include the transportation of participants as part of the program/project (e.g. busses transporting students).
- Stipends/Incentives for Personnel- includes any amount of money provided to program/project personnel, staff, or volunteers; including but not limited to cash,

checks, gift cards and items purchased with grant funds that are unrelated to facilitating the grant program/project.

The City reserves, at its discretion, the ability to determine eligible or ineligible costs at any time.

Reporting Requirements

Reports

Awarded agency shall submit to the City such data, reports, records, contracts, and other documents relating to the project as the City may require.

INFORMATION DESIGNATED A TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY

All applications (including all documentation and materials attached to applications or provided in connection with this applications) submitted to the City are subject to Florida's public records laws (i.e., Chapter 119, Florida Statutes), which requires disclosure of public records, unless exempt, if a public records request is made. Applications (including all documentation and materials attached to applications or provided in connection with applications (even if in a separate electronic file)) submitted to the City cannot be returned. THE CITY WILL NOT CONSIDER APPLICATIONS IF THE ENTIRE APPLICATION IS LABELED A TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY.

If an applicant believes that its application contains information that is a trade secret (as defined by Florida law) and/or information that is confidential and/or proprietary and therefore exempt from disclosure, then such information must be submitted in a separate electronic file and comply with the following requirements. In addition to submitting the information in a separate envelope, the applicant must include a general description of the information designated as a trade secret and/or confidential and/or proprietary and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request.

The City does not warrant or guarantee that information designated by the applicant as a trade secret and/or confidential and/or proprietary is a trade secret and/or confidential and/or proprietary and exempt from disclosure. The City offers no opinion as to whether the reference to the Florida statute or other law by the applicant is/are correct and/or accurate. Please be aware that the designation of information as a trade secret and/or confidential and/or proprietary may be challenged in court by any person or entity. By designation of information as a trade secret and/or confidential and/or proprietary, the applicant agrees to defend and indemnify the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against any and all claims, demands and actions (whether or not a lawsuit is commenced) arising out of or in connection with applicant's designation of information as a trade secret and/or confidential and/or proprietary and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim, demand or action arising out of or related to proposer's designation of information as a trade secret and/or confidential and/or proprietary.

Failure to comply with the requirements above shall be deemed as a waiver by the applicant to claim that any information in its proposal is a trade secret and/or confidential and/or proprietary, regardless of whether such information is labeled trade secret and/or confidential and/or proprietary. Applicant acknowledges, understands, and agrees that all information in its application (not including information submitted in a separate envelope and designated trade secret and/or confidential and/or proprietary in accordance with the requirements in this section) will be disclosed, without any notice to the applicant, if a public records request is made for such information, and the City shall not be liable to the applicant for such disclosure.

Applicant acknowledges and understands that applicant's application, including the information submitted in a separate envelope and designated trade secret and/or confidential and/or proprietary in accordance with the requirements in this section, will be distributed to City staff and City consultants to allow proposer's entire application, including the information submitted in a separate envelope, to be evaluated.

CITY NOT RESPONSIBLE FOR PREPARATION COSTS

The City will not pay any costs associated with the preparation, submittal, presentation or evaluation of any application.

PROHIBITED COMMUNICATION

The applicant and its employees, agents, contractors, and representatives are prohibited from lobbying City Council, the Mayor, and City staff, relative to applicant's application until the selection and award processes have been completed. Non-compliance with this provision may result in disqualification of the applicant from consideration. Notwithstanding the foregoing, this provision shall not prohibit the applicant from (i) communicating with the City designated point of contact identified in these guidelines; (ii) making presentations at the City's request as a duly noticed public meeting regarding their application, including at evaluation committee meetings; and (iii) providing public comment in accordance with applicable laws and City policies at public meetings where public comment is permitted.

DISQUALIFICATION

The City reserves the right to disqualify applicants at any time upon evidence of collusion with intent to defraud or other illegal practices.

Application Attachments.

In order for an application to be considered complete, Applicants are required to submit a complete application through OpenGov on or before June 6, 2025 at 5 p.m. and the following must be uploaded along with the application in PDF form:

- Resumes for all staff that will be administering the Program/Project
- Program/Project Budget and Narrative (explaining budget line items); all costs must be allowable, reasonable, and necessary to directly support the proposed project.
- Signed W-9
- Certificate of Insurance
- Documentation of level 2 background checks for all staff involved in the Program/Project

- List of organization's current board members
- Documentation that the organization is a registered non-profit or registered to do business in Florida: i.e. IRS Letter of Tax Exemption or documentation of Sunbiz Registration. Please note that the name listed on the grant application must be listed on the Florida Articles of Incorporation as registered agent, managing member, President or CEO.

DRAFT