



A NEW DAY.

City of Jacksonville, Florida  
*Donna Deegan, Mayor*

Grants & Contract Compliance Division

Finance Department  
214 N. Hogan Street, Suite 800  
Jacksonville, FL 32202  
(904) 255-8800  
www.coj.net

**Public Service Grant Public Information Session**  
**For Information Only- Application must be submitted online**

<https://www.jacksonville.gov/departments/finance/grants-and-compliance/public-service-grants>

**Deadline for submission is July 1, 2025**

**2026 Public Service Grant Application**

**Entity Information**

Provide the information within each field below.

- Agency Legal Name (as registered with Sunbiz)  
<https://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- Also Known As
- Address
- City
- State
- Zip Code
- Primary Phone
- Fax
- Website
- Tax ID
- Agency's Fiscal Year End date
- Executive Director/or Chief Executive Officer Name (Separate Fields for First & Last)
- ED/or CEO Phone
- ED/or CEO E-mail
- Contact Person for Application (Separate Fields for First & Last)
- Contact Person Job Title
- Contact Person E-mail Address
- Contact Person Phone
- Agency's annual revenue (as shown on filed tax returns) for 2022
- Agency's annual revenue (as shown on filed tax returns) for 2023
- Agency's annual revenue (as shown on filed tax returns) for 2024

Select the PSG Most Vulnerable Persons & Families category(ies) you are applying for (if more than one is selected, you will need to complete sections II-V for each category): **\*See attached PSG Human Services Framework\***

- Acute
- Prevention and Diversion
- Self-Sufficiency and Stability

### **Section I – Community Need and Target Audience**

Provide a description of the following:

- need for the program
- target audience for Most Vulnerable Persons and Needs
- outreach to the target audience
- anticipated impact and success on the target audience
- anticipated number of people served.

**(Maximum 6,000 characters with spaces—equivalent to 3 pages)**

### **Section II – Agency Background, Staff and Board Experience**

Provide a description of the following:

- agency’s board (demographics, length of service and professional experience)
- board’s role in governance
- strategy for board recruitment
- impact of the board’s background, relationship, experience or expertise with the agency
- agency’s executive staff (demographics, length of service and relevant experience and expertise)
- executive/key staff’s plan or process for the implementation of the program
- agency’s mission, history, experiences and accomplishments relative to Most Vulnerable Persons and Needs **\*See attached PSG Human Services Framework\***

**(Maximum 6,000 characters with spaces—equivalent to 3 pages)**

### **Section III.a. – Program Management Expertise and Evaluation (Descriptions)**

Provide a description of the following:

- how the program will be designed and managed
  - how the program’s success and impact will be measured
  - how information will be collected
- AND
- For an existing program, describe:
    - past experiences, successes and achievements

- *may* include one client story;  
OR
  - For a new program, describe:
    - why the agency will be able to successfully manage the program, expected outcomes or goals of the program
    - successes or best practices of similar programs
 AND
  - potential fundraising capacity, plan, strategy, and funding partners for the program
  - how the program will be sustained in future years
- (Maximum 7,500 characters with spaces—equivalent to 4 pages)**

**Section III.b. – Program Management Expertise and Evaluation  
(Information on Non-Compliance)**

Answer the question below:

- Has your agency had a noncompliance incident within the past three years that has resulted in the requesting agency being placed on the Council Auditor's Chapter 118 noncompliance list?
  - Yes
  - No
- If Yes is checked, please list the following with respect to each noncompliance incident:
  - a) the noncompliance dates (e.g., the start date and end date)
  - b) an explanation for the noncompliance

**(No character limit)**

**Section IV- Program Activities**

Provide a description of the following:

- an overview of program activities
- a description of each activity
- how clients enter the program
- how clients' needs are evaluated
- the partnerships strengthening the program

**(Maximum 4,500 characters with spaces—equivalent to 2 pages)**

**Section V.a. – Program Budget and Fiscal Policies (Descriptions)**

Provide a description of the following:

- agency's fiscal policies
- procedures in place for ensuring the best fiscal policies
- how the agency's fiscal health is monitored

- the experience of the staff overseeing the financial monitoring of the program
- The section should include the agency’s budget, with revenue and expenses balanced, and a list of all line items and revenues to operate the program with a brief description of each line item.

**(Maximum 6,000 characters with spaces—equivalent to 3 pages)**

**Section V.b. – Program Budget and Fiscal Policies (Budget Form)**

Using the provided Excel document, please provide the following:

- agency's complete budget for the proposed program including within each provided line item
- Narrative tab should contain a description of each requested PSG funded line item only

Please upload the completed Excel with this information below.

**ELIGIBILITY DOCUMENTS (Chapter 118.805)**

Upload the following documents in each of the fields provided below.

\_\_\_ A copy of Good Standing Certificate from Florida Division of Corporations

<https://dos.fl.gov/sunbiz/manage-business/certification/>

\_\_\_ Charitable Solicitation Permit

<https://csapp.fdacs.gov/csrep/>

\_\_\_ Fiscal Balance Sheets and Statement of Income and Expenses for the last two fiscal years

\_\_\_ Complete tax returns (IRS Forms 990) for last three years

\_\_\_ Certificate of Attendance for Mandatory Application Workshop

\_\_\_ Office of General Counsel Affidavit

\_\_\_ List of Agency’s Board of Directors