PSG Micro-Grants Program FAQ's

GENERAL GRANT INFORMATION

What is the purpose of the PSG Micro-Grant Program?	The PSG Micro-Grant Program supports small, grassroots nonprofit organizations in Jacksonville that serve vulnerable adult individuals and families. The program aims to strengthen nonprofits through funding, training, education, grant monitoring, and resources needed to carry out community-focused projects.
What types of services or projects are prioritized?	Projects must support vulnerable adults and families in the following categories: •Acute services •Prevention and Diversion services •Self-Sufficiency and Stability programs
Who can applicants contact with questions?	Address all questions or inquiries via email to: **grants@coj.net**
Can I get a copy of the slide presentation and the documents required to apply for a PSG Micro-Grant?	The application link and the presentation will be posted on the PSG Micro-Grants website by Tuesday, October 27th. You will also find the video link, supplemental application documents, and templates on the site. Link: https://www.jacksonville.gov/departments/finance/grants-and-compliance/psgmicrograntprogram
Can I reapply if my original grant is denied?	There is just one grant submission permitted per organization. The application period ends on November 15th by 11:59 p.m. If grant is denied, you may apply in a future grant cycle, if funded.
How can I contact the PSG Council?	Go to Jacksonville.gov, and type "PSG Council" in the search bar to view the names and email addresses for the PSG Councilmembers.
How many individuals are on the grant scoring council?	There are fifteen people on the Public Service Grant Council. Not all of them will score. Ideally, we are looking for five scorers, starting with the "Most Vulnerable Persons" committee. If any of those MVP committee members are unable to serve due to a conflict, other PSG Council Members can fill in with the scoring process.
Who is on the MVP Committee?	The current MVP (Most Vulnerable Persons) Committee members are: Hamm, Ticker, Geismar, Williams and Henry. The goal is to have 5 scorers. If any member of the MVP Committee is not able to score due to a conflict of interest, they will be replaced with a back up (Diaz de Sandi, Klein or King). Contact information can be found at this link: https://www.jacksonville.gov/departments/finance/grants-and-compliance/public-service-grants/public-service-grant-council.
Will there be courtesy application reviews?	No. We do not have the capacity to offer reviews due to limited capacity and the number of applications expected. Please complete your application early enough to allow time for you to thoroughly review before submitting. Once you submit your application, it is considered final.
How many grants will be awarded?	The funding available is $213,000. Our award structure uses a "high score model". The highest-scored application will receive the first grant award, followed by progressively lower-ranked applications, until the $213,000 in grant funds is exhausted. At a rate of $10,000 to $20,000 per request, we anticipate about ten to twenty awards.
If I am denied my grant, can I be approved for a lesser amount?	No. The application period will close by November 15 and applications won't be accepted after that date. Any agency may apply only once. Scoring will be based on the amount applied for which cannot be changed after submitting your application.
Is it possible to receive a smaller amount of funds than requested?	It is possible if you are the last funded ranked application that receives a partial award. Grant amounts are awarded in the amount applied for based on our ranking system. The last awarded program(s) will receive what remains in the funding pool, which may be lower than you originally requested amount. Example: You apply for $20,000, and when we reach your ranking level, all that remains is $13,000. You would be offered that remaining amount.
Can I apply for this Micro-Grant and also for grants from other City of Jacksonville sources?	You may apply for other City of Jacksonville funding opportunities; however, you cannot request funding from multiple city grants for the same program or expense. Organizations that have received a Public Service Grant (PSG) within the past five years are not eligible for a PSG Micro Grant. The program submitted for a Micro Grant must stand alone and cannot be supported by any other city grant.
What grant can I apply for if my nonprofit revenue last year was over $250,000?	Nonprofits with revenue of $250,000 or more can apply for Public Service Grants. The application window for PSG's has closed, but there will be more opportunities coming up. The city of Jacksonville offers other grant opportunities as well. Visit Jacksonville.gov and type Public Service Grant Program in the search bar. View the materials or recording from the 2026 Application Workshop and Info Session. One of the slides includes links to other city grant opportunities.
What is the total amount of grant funding available?	$216,000 has been allocated for this Micro-Grants program, with $3,000 reserved for cost associated with training the grant recipients. Any funds left over from the cost of training sessions will be returned to the grant awards pool and disbursed following the ranking process.
Can we get a copy of the contract for legal to review in advance, so we don't waste time applying if they don't approve it?	You may submit a public records request to obtain a copy of a contract template.

ELIGIBILITY	
Who is eligible to apply for the PSG Micro-Grant?	Applicants must meet all the following minimum requirements: •Be a 501(c)(3) nonprofit •Have existed for at least one year •Be based in and operating in Duval County •Serve only Duval County residents •Have annual revenue under $250,000 •Serve adults or families (not youth-only programs) •Have not received a PSG grant in the past five years
Does the PSG's revenue percentage method apply in the Micro-Grant application?	No. The PSG's three-year aggregate income calculation does not apply for this grant program. The Micro-Grant application uses only the past year's revenue figure. Only your 2025 filed tax return will apply. If you are not required to file tax return, such as a church, a separate disclosure form is required in lieu of a filed tax return.
What documents are required for a complete application?	Required documents that must be uploaded in **PDF forma**t include: 1) IRS 501(3) Determination Letter 2) Filed 2025 Tax Form (showing revenue under $250,000) 3) Budget Detail - Available at the Micro-Grants website 4) DEI Certification (287.139 FS DEI Certification) -Available at the Micro-Grants website 5) Human Trafficking Affidavit of Compliance with FL Statute Section 787.06 - Available at the Micro-Grants website 6) "Good Standing" Certificate of Status from FL Division of Corporations 7) Charitable Solicitation Registration from the FL Department of Agriculture and Consumer Services *These documents must be submitted by application deadline. In case of issues, you may email them to grants@coj.net explaining the issue in detail no later than November 15, 2026.
Can I use my 2025 tax return as my financial statement, even if it shows no income and expenses?	A financial statement is not required for this grant. As long as you provide proof that the Tax Return was filed, and all the other application criteria is met, you can use your 2025 return. Your income can be from zero dollars up to $249,999.99 and still meet the revenue limitation requirement.
Is the Certificate of Good Standing available on the website or through a link provided by the City of Jacksonville?	The **Certificate of Status** is obtained online through the **Florida Division of Corporations Sunbiz Portal**. Expired documents will not be accepted.
What if I filed an extension for my tax return and the return is not final yet?	We would require proof that your extension request was accepted by the IRS for the 2025 tax year. A copy of your last filed tax return (2024) must be included with the Tax Filing extension form.
How do I obtain DEI and Human Trafficking certificates?	A template for both of these affidavit forms will be posted on the **PSG Micro-Grants** webpage at jacksonville.gov. You must download a completed, signed and notarized copy.
Is there an option to see the full form ahead of online submission?	We will post a sample of the application at the PSG Micro-Grant Program webpage.
What is the difference between a Sunbiz and a Certificate of Status?	Sunbiz.org is the portal for the Florida Division of Corporations where you can search for an entity. It is not a certificate. The **Florida Division of Corporations** provides your registration form for the **Certificate of Status** which is your certificate of good standing. This is the one we require. Refer to the example illustrated in the information session presentation.
How and where does one get the Charitable Solicitation Permit?	Do an online search for "Charitable Solicitation Permit Florida" and you will find the **Department of Agriculture and Consumer Services**. There, you can do your online application for that certification. You must be a 501(c)(3) to apply with some limited exceptions. Expired documents will not be accepted. Any exceptions require a letter from the state.
What is the definition of a "small organization"?	An organization with less than $250,000 a year in revenue.
Is a "brick and mortar" location required?	No. A physical building location for the program is not required for eligibility. If you do not have a program address to put in your application, use the address that you have listed for your Florida Sunbiz.org registration with the Division of Corporations.
My organization is a church. Churches are not required to file taxes. Does this affect our eligibility to apply?	As long as your church can present an exemption letter from the IRS, that will fulfill the tax document requirement. In lieu of a tax return, you will be required to submit the CFO approved form. This can be downloaded from the PSG Micro-Grant website. The COJ Director of Finance approved form for you to submit with that evidence of exemption.
If the group my organization serves is youth and their families, am I eligible to apply? My 501(c)(3) shows "Youth".	Yes. You are eligible if the program you are applying under is serving families that include adults and youth. This grant opportunity excludes organizations that exclusively serve children/youth. You have the opportunity to clarify your service to families in questions 4 through 7 of the application. For youth only grant opportunities, search Kids Hope Alliance on jacksonville.gov.
Our church is a nonprofit, do we qualify?	There are multiple IRS nonprofit designation codes. To be eligible for this grant, an organization must have the **501(c)(3)** designation. No other nonprofit designation is eligible for this particular grant. We do not accept more than one application for an organization.
Is the 990-N postcard acceptable document?	Yes. If the agency filed to the IRS with a 990-N postcard, you must be able to show acceptance by the IRS.
Can I apply for a grant if my personal and 501(c)(3) information is filed in the same return?	No. Your tax report documentation for the grant application cannot include personal income tax information. A 501(c)(3) organization cannot file its taxes using a personal tax return.
Can I use this grant money to start up or create a pilot program?	Yes. You may apply for a new or pilot program as long as your organization meets all other requirements. However, you may not re-grant the awarded funds.
Is a 501(c)(6) organization eligible to apply?	No. Only organizations with a 501(c)(3) status are eligible for this type of grant.

If my organization has a grant application under active scoring and review for the Eastside Community Grant, may we apply for the Micro-Grant, or are we limited to one application?	You may apply if your organization is being scored for an Eastside Community Grant. However, if awarded an Eastside Community Grant, that program requires that your agency not receive additional grant funds for the same program. At the time of awards you will need to decide if you will accept that grant.
Is the requirement to be operating in Florida for at least a year, or in Duval County for at least a year, or just as an agency for a year regardless of location?	The agency itself has to have been in existence for at least a year registered in the State of Florida. In addition, the agency has to be based and operate in Duval County at the time of application. The program it is applying for has to also be located in Duval County and serving residents residing in Duval County. Please email us at grants@coj.net if you need more clarification.
APPLICATION AND DOCUMENTATION	
Will we be contacted when the application is available online?	If you are on our distribution list, you will be receiving notification of the timelines that happen throughout the Micro-Grant program. The link to the application will be available on the City's PSG Micro-Grant website. Application will be open from November 1st through November 15th at 11:59 p.m. to submit your completed application and documents.
Do documents have to be uploaded separately?	Yes. Each document must be uploaded **in PDF format** separately with the specified file name. That is why we have them numbered 1 to 7. You must name each file as instructed in the application instructions. Again, each file must be uploaded in **PDF format**.
Can charts and graphs be included in my grant application?	Unfortunately, the application only allows inclusion of the required document uploads, plus your typed-in answers to the application questions. There is no provision for uploading graphics and other visuals to your submission. Because the text boxes have a character limit of 7,500 letters and spaces, we recommend composing your answers outside the application form first, so you can be sure your most important facts and supporting comments can fit into that limited text box. Some formatting is allowed within the text boxes, such as bullet points, subject to the character limit.
Can the coordinator of the organization fill out the application, if we don't have a president in organization?	Yes. You must upload a corporate resolution signed by the organization's president, COO, CFO or CAO, authorizing you to submit the application on their behalf. We can provide an example of a corporate resolution if you will send us an email request at grants@coj.net.
Can the application be printed out as a blank form for me to fill in?	We have added a "Print" button at the end of the application that allows you to draft your responses before submitting online.
Are there public records that show a completed application and the scores they received, as an example to use?	Since this is a brand-new program, there is no example of a scored application. This program is modeled after the **Safety and Crime Reduction** mini grant program. You may submit a public records request asking for the top applications for the last round of that grant program. We suggest your request be limited to the top three to five applications as you may get charged for large requests. To submit a public records request go to jacksonville.gov and type **public records request** or **public affairs** in the search bar to direct you to the **Public Affairs Office** website.
TIMELINE	
When will the documents be available on the website?	Documents will be available on the Micro-Grants webpage by close of business on 10/27. Go to www.jacksonville.gov, and type "micro-grants" in the search box. You may also access directly by this link: https://www.jacksonville.gov/departments/finance/grants-and-compliance/psgmicrograntprogram
When will the applications be scored?	The application scoring period begins on November 20 and ends on December 7, 2026.
When should we expect to know the application scores?	The final scores and rankings will be published on December 11, 2026.
SCORING	
How many points do you need to score to receive a grant?	There is no particular magic number to receive a grant. With our scoring model, all qualified applicants will be ranked from high score to low. Funds will be awarded using the High Score Model, starting from the top down until funds are exhausted.
In the scoring process, once the allotted funding runs out, will you continue to score the remaining applications?	All of the qualified applications will be scored regardless. The funding will be awarded once the scoring process is completed and ALL qualified applications have been ranked.
POST AWARDS	
What happens after an organization is selected to receive funding?	Recipients will be notified by email and phone. Contracts are executed, required documents are verified, and mandatory orientation workshops are held. The first 50% of funds are disbursed after insurance verification; the remaining funds are released upon approval of valid receipts and documentation.
What reporting requirements do recipients have?	Recipients must submit: •Monthly Financial Reports with receipts and supporting documentation (due the 15th of each month) •A Mid-term Programmatic Report (due 9/15/2027) •A Final Programmatic Report (due 3/15/2028) •Annual Financial Reports (due 11/15/2027 and 11/15/2028) These ensure progress tracking, accountability, and evaluation of outcomes.
Are trainings required for grant recipients?	Yes. Recipients must attend two mandatory training courses provided by the Nonprofit Center of Northeast Florida or another approved provider. Topics include grant writing, budgeting, reporting, program strategy, government funding, contract amendments, and more.
What is the time frame of the two training sessions once the grants are awarded?	The training session timelines ware not set yet, and will depend on topic selected by recipients, scheduling, location, number of attendees, etc. If awarded, we will be in continual communication with your organization to keep you updated on developments in the timeline.

If a grant is awarded, how many people from an organization can come to the trainings?	It will depend on the capacity of the training meeting venue. If space is very limited, we may only allow as few as one person per organization. The more space we have, the more attendees we can accommodate. When the training meetings are announced, we will give specifics on attendance openings.
Can I attend the Micro-Grants training even if my grant request is denied?	It depends on training capacity, some trainings will have limited space, which will be restricted to grant recipients.
How do I properly use funds to distribute food to the clients?	Direct distribution of food to program clients must be documented with valid receipts and with client signatures who receive the food. The signature page should state the purpose of the distribution. This grant money does not cover meals, snacks, beverages, etc. for employee or volunteer events, trainings, etc.
What is considered valid proof of payment?	Proof of payment using grant funds must be a receipt, canceled check, bank statements, or other verifiable confirmation that funds were paid. Virtual payments such as CashApp, Zelle, Paypal, etc. are not considered valid proof of payment.
Am I allowed to pay myself with these funds?	If your position is listed in the compensation block of the Budget Detail for that application category. The funds would be approved to pay for the position, not for a specific individual. We require proof of payment. Whenever a grant application indicates this type of compensation, we scrutinize the reports very thoroughly. Reports must come from a third party, and documentation requirements are quite strict. For example, a separate bank account must be maintained for such payments, and no ATM or other cash-on-demand payments are acceptable as compensation. Grant recipients will get details on this topic in the post-award trainings.
Will you offer any virtual office hours?	We will offer virtual office hours for grant recipients. More information will be provided at the grant orientation training, if awarded.