

2026 Community Partnership Program Guidelines

GRANT OVERVIEW

The Community Partnerships Program (CPP) utilizes a competitive process to purchase programs and services from local non-profit organizations. Programs must further the City's achievement of Priority Areas of Focus: Economic Access & Opportunity, Workforce Development, Youth Development, Health & Wellness, and Public Safety.

Programs must specifically benefit the residents of Savannah. The Community Partnerships Program is divided into two key areas: Community Investments and Homelessness Services System Coordination.

Community Investments (\$15,000 - \$50,000)

Community Investment programs compete under two categories, Established Non-Profits and Developing Non-Profits.

Established Non-Profits meet four or more of the following criteria:

1. Annual budget of \$250,000 or more
2. 5+ years of operation
3. 3+ years of successful grants management experience
4. 3+ years of program management experience
5. Paid staff
6. Established Board of Directors

Developing Non-Profits do not meet Established Non-Profit criteria and must complete Grassroots Organization Workshops (GROW) trainings provided by the City if selected for funding.

Selection committees evaluate proposals and recommend funding in amounts ranging from \$15,000 to \$50,000 for Community Investment contracts. Programs address key issues impacting residents including economic mobility, senior and youth services, food insecurity, health and wellness.

Homelessness Services System Coordination (\$200,000)

Homelessness Services System Coordination funding supports the agency that serves as lead for the Continuum of Care (CoC) which manages the coordinated entry system for participating agencies, and other federally mandated CoC activities. This funding category is capped at \$200,000.

Technical Assistance

The Human Services Department will host information sessions and office hours for interested parties prior to the proposal submission deadline. These sessions will provide an overview of the grant's requirements, agency eligibility, and technical assistance to

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prospective proposers by answering basic questions related to the Request for Proposals and submission requirements.

Technical Assistance Office Hours:

Location: 425 Pennsylvania Avenue, Pennsylvania Avenue Resource Center (PARC)

Dates: Monday June 16, June 23, June 30, and July 7, July 14, July 21, 2025

Time: 1:00p.m. to 4:00p.m.

ELIGIBILITY

Eligible Applicants

Prospective organizations must meet all the following requirements to be eligible for funding consideration. Please note: These criteria only determine the eligibility of organizations to apply for funding and do not guarantee applicants will be recommended or receive funding.

1. Be a legally formed not-for-profit (non-profit) entity located within the city and providing services directly benefitting residents of Savannah, Georgia. All agencies approved for contracts must provide proof of the agency's federal tax exemption from the Internal Revenue Service (IRS) prior to contract execution.
2. Provide proof of the non-profit entity's legal formation. This information can be found on the Corporations Division of the Office of Secretary of State. For more information or to retrieve a copy of the agency's Georgia certificate visit: <https://ecorp.sos.ga.gov/BusinessSearch>
3. Agencies requesting \$25,000 or more must submit a profit and loss statement or financial statements prepared by an Independent Auditor or Certified Public Accountant in accordance with generally accepted auditing principles. For agencies requesting less than \$25,000 a profit and loss statement prepared by the agency and a full copy of the agency's 990 submission to the IRS for the last completed tax season will be accepted. Any areas of concern identified in the agency's profit and loss statement, 990, or summary of reviewed financial statement will be addressed during the proposal review period and in consultation with the City of Savannah's Office of Management and Budget.

Eligible Activities

The Community Partnership Program uses a competitive process to purchase programs and services for City of Savannah residents. All programs must take place in Savannah, Georgia and must be publicly accessible. Proposals submitted in the Community Investments category (\$15,000 - \$50,000) must demonstrate the ability to assist the City of Savannah in addressing a community need. Agencies submitting proposals in the Homelessness Services System Coordination category (Up to \$200,000) must demonstrate the ability to provide all required Continuum of Care services.

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Approved applications are subject to the availability of appropriately budgeted funds as determined by the Office of Management and Budget (OMB) and the approval of the City Manager. Approval of an application does not indicate that all activities included will be funded as requested. The City reserves the right to select certain activities included in the application for funding, during contract negotiation.

Agencies may submit up to three applications for different programs or services. However, each program must serve a separate population. Duplication of program participants and or duplication of funding across other City of Savannah grants or sources is strictly prohibited.

Ineligible Activities

The Community Partnership Program does not fund capital improvements to infrastructure, replacement equipment, religious or political activities, or activities that are restricted to membership. Services provided to a target population, for example a youth program, are acceptable. Pass through of cash disbursements or direct payments to program participants in the form of cash, check, gift card, or payment of invoices on behalf of participants is prohibited. Grant funds may not be used for fundraising activities, to pay existing debts, or make campaign contributions.

The Community Partnership Program **does not fund** homelessness assistance programs. The City of Savannah receives federal entitlement funds from the United States Department of Housing and Urban Development (HUD) to support service programs for people experiencing, or at risk of experiencing homelessness (street outreach, emergency shelter, homeless prevention, rent and utility assistance) and Homeless Management Information Systems (HMIS). If your agency is seeking a grant to provide these services, your application **must be submitted through the Emergency Solutions Program application process** at <http://savannahga.gov/grants>.

If an agency is seeking a grant to provide mini-day center services for people experiencing homelessness, an application must be submitted for a **Day Center Mini-Grant**, available at: <https://www.savannahga.gov/3933/Day-Center-Mini-Grant>.

EVALUATION

Community Partnership Program proposals will be evaluated by one or more selection committees. The selection committees reserve the right to conduct interviews of any or all proposers as deemed necessary.

Proposals will be evaluated according to the following criteria:

Community Needs & Problem Statement 15 Points

Proposed programs must clearly demonstrate the ability to assist the City of Savannah in addressing community needs as outlined in the Community Partnership Program Request for Proposal. Agencies should demonstrate knowledge of specific local conditions and

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needs that the program will address. Provide quantitative data on the people in Savannah experiencing these conditions, quote the source of the data, and give the number of persons/families the proposed program will service.

Budget/Financials

25 Points

The organization's budget must reflect diverse funding sources and a strong capacity to manage resources. It is important that the City of Savannah is not the primary funding source for an agency's programs or the agency itself. Points will be awarded in this category based on the agency's ability to demonstrate diverse funding sources for the proposed program budget. Program budgets must be complete, expenditures itemized, and expenses must align with services provided. The agency's budget should not contain any unexplained or unjustified surpluses or deficiencies.

Benefit of Program/Service to Participants

10 Points

The proposed program or service must result in outcomes that address community needs. Applications should identify the target population to participate in the program or receive services and specify how participants and the broader Savannah community will benefit from the program if successful. The application should indicate what the participants will gain from the program.

Program Design

20 Points

The program or service must be fully developed and well-defined. Successful proposals will provide a clear program narrative, describe key program features, detail the location and hours, identify the target population, and include outreach strategies to inform and engage the public in the program.

Cost per Program Participant

10 Points

This ratio is determined by dividing the total program funding request by the number of participants to be served who reside within the City of Savannah. Agencies are reminded that the City of Savannah is purchasing services that benefit Savannah residents.

Operational Capacity and Past Program Performance

15 Points

Agencies must demonstrate the capacity to deliver the proposed program or service as evidenced by the agency's years in operation, experience operating the proposed or similar program, clients served and past success and performance in the Community Partnership Program. Consideration will also be given to the adequacy of planned program staffing, program oversight, and other support.

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Collaborations/Partnerships

5 Points

Collaborations and partnerships which benefit program participants and connect participants to additional resources is a City priority. Collaborations can be with other agencies, community organizations and/or City departments. To receive points in this category, agencies must submit copies of written agreements and services to be provided. If formal agreements do not exist, partnerships must be documented and submitted in writing.

DISQUALIFICATION

Applications may be disqualified from consideration if the information provided is determined to be false or misleading. Failure to provide proof of 501(c)3 status will automatically disqualify applications.

NOTIFICATION OF AWARDS

Agencies will receive notification of funding recommendation prior to the First Public Hearing of the FY 2026 Proposed Budget. A letter will be forwarded to agencies approved for funding in the FY 2026 Adopted Budget.

POST AWARD ACTIVITIES

Required Training

Agencies approved for funding must attend a Grant Recipient Training Workshop, provided by the Grants & Contracts Division of the Human Services Department, at the beginning of the funding year (usually January). The required training covers program requirements, contract development, quarterly reporting requirements, disbursements and an overview of the reporting software.

Reporting

Agencies submit three Quarterly Performance Reports and one Program Close-out Report due within 15 days of the end of each reporting period.

Disbursements

Disbursements will be made in quarterly increments equal to 25% of the total allocation following approval of Quarterly Reports and verification of performance targets achieved. The first disbursement will be allocated after the First Quarter Report is approved, and the final disbursement will be released after approval of the agency's Final Program Close-out Report. If quarterly program performance targets are not met, the City may make payment equal to the percentage of services provided and performance targets met as described in the grant agreement.

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If program activities and program goals are scheduled to occur later in the year, disbursements will be delayed until the program is underway.

Site Visits and Monitoring

The City may at any time visit program sites to observe activities and management. Observation visits may include interviewing program participants and or staff.

On-site monitoring includes the review of program documents, participant files, verification of participant eligibility, adherence to grant requirements, assessment of program performance, and may include review of grant expenditures or receipts. A monitoring notification letter will be sent before of the visit.

Participation in Capacity Building

Agencies awarded funding are encouraged to participate in capacity building provided by the Community Advancement Leadership Institute (CALI) which provides free and affordable, community-centered training and events. The Non-Profit & Organizational Leadership Development trainings are designed to equip leaders, staff, and volunteers with the essential skills to strengthen and grow non-profit organizations. Participants will gain practical strategies for effective leadership, strategic planning, and fundraising. The trainings focus on sustainable operations, program development, and community engagement.

Sources for demonstrating community needs:

American Community Survey (ACS) - [American Community Survey \(ACS\)](#)

Census Bureau - [Census.gov | U.S. Census Bureau Homepage](#)

Coastal Georgia Indicators Coalition - [Coastal Georgia Indicators Coalition :: Indicators](#)