2026 Program & Application Overview

June 7, 2025

Hosted by the Human Services Department

www.savannahga.gov/cpp

OVERVIEW

- ➢ Request for Proposals
- ➢ Agency eligibility
- ➢ Evaluation and Scoring Criteria
- ➢ Helpful Tips
- ➢ On-line application process

REQUEST FOR PROPOSALS

Purchase of programs and services

- Assist in achieving the goals and priorities identified by the City of Savannah
- Support and specifically benefit the residents of Savannah, Georgia

Successful proposals will be recommended for funding

- $15,000 to $50,000 for Community Services Contracts
- Up to $200,000 for Homeless Continuum of Care Management
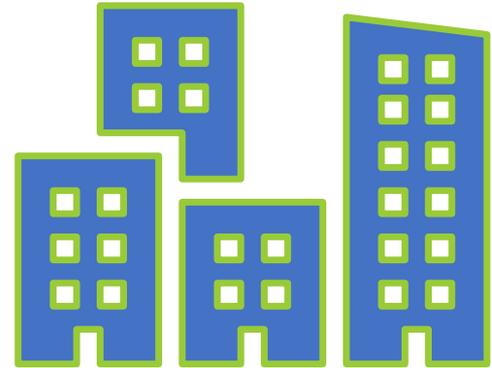
Agencies submitting proposals must meet the following requirements:

AGENCY ELIGIBILITY

➢ Be a legally formed (provide documentation) not-for-profit located within the city and providing services which support and directly benefit residents of Savannah.

➢ Provide proof of the non-profit entity's legal formation. Both non-profit and for-profit corporations are formed in Georgia by filing with the Corporations Division of the Office of Secretary of State.

NOTE: Agencies approved for 2026 must provide proof of IRS federal tax exemption prior to contract execution.

Agencies submitting proposals must meet the following requirements:

AGENCY ELIGIBILITY

➢ 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 Form 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, Form 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.

EVALUATION

- The Community Partnership Program is a competitive process.

- Proposals will be evaluated by one or more selection committees according to the criteria outlined in the Request for Proposals.

- Proposals may or may not be recommended for funding; therefore, agencies should not rely upon or have an expectation of funding from the City of Savannah.

- The final funding decision is made by the Savannah City Council.
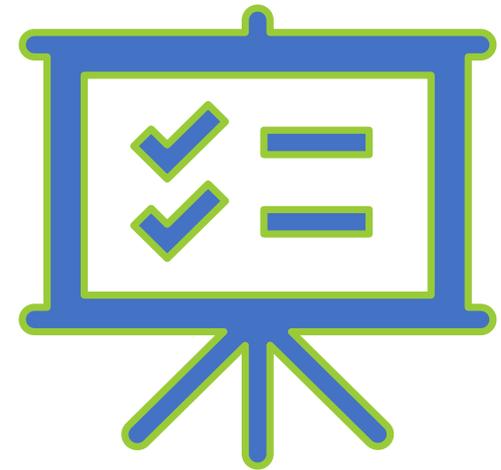
SCORING CRITERIA

▶ **COMMUNITY NEEDS & PROBLEM STATEMENT** **15 points**

Applications should demonstrate knowledge of specific local conditions and 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 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.

▶ **BENEFIT OF PROGRAM/SERVICE TO PARTICIPANTS** **10 points**

The proposed program or service must result in outcomes that addresses community needs.

SCORING CRITERIA (cont'd)

▶ **PROGRAM DESIGN** **20 points**

The program/service must be fully developed and well-defined.

▶ **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.

▶ **OPERATIONAL CAPACITY AND PROGRAM EXPERIENCE** **15 points**

Agencies must demonstrate the capacity to deliver the proposed program or service as evidenced by the agency's years in operation and experience.

▶ **COLLABORATIONS/PARTNERSHIPS** **5 Points**

Collaborations and partnerships which benefit program participants and connect participants to additional resources is a City priority.

HELPFUL TIPS

➢ **Do not repeat the same information in multiple question responses.**

➢ **Funding recommendations are based on information included in the application submitted. If approved, major changes are not permitted.**

➢ **The evaluation committee members may not know your organization. Do not assume they know industry lingo or jargon.**

➢ **Do not falsify information in your application, you may be disqualified.**

HELPFUL TIPS

➤ **BUDGET/FINANCIALS**

- Detailed, clear and consistent throughout the application
- Verified against your last Form 990 and financial statements.

➤ **COST PER PROGRAM PARTICIPANT**

- Total amount requested divided by # served
- This is tax-payer money, consider… would you purchase this service?

➤ **DIVERSE FUNDING SOURCES**

- The City of Savannah should **not** be the sole funding source.

HELPFUL TIPS

HOMELESS ASSISTANCE SERVICES

If your agency is seeking a grant for homeless assistance services, your application **must be submitted through the Emergency Solutions Grant (ESG) application process (closes June 16, 2025, at 5:00PM) or the Day Center Mini-Grant Program application (closes July 28, 2025, at 5:00PM).**

NOTE: The Community Partnership Program **does not fund** homeless assistance programs and activities.

HELPFUL TIPS

APPLICATION SUBMISSION TECHNICAL ASSISTANCE

June 12 – July 21 by email ONLY at: support@neighborlysoftware.com

- Identify Case ID# in subject line

- Include contact name and phone #

- Response usually within 24 hours

NOTE: The software provider will follow-up directly with applicants to resolve any *technical issues* with the on-line application portal.

OFFICE HOURS

APPLICATION QUESTIONS ANSWERED!

Every Monday beginning June 16 through July 21

Located at the Pennsylvania Avenue Resource Center (PARC), **425 Pennsylvania Avenue**

Staff will be available from 1:00 PM – 4:00 PM

NOTE: We are not able to write the application for you, but we can point you in the right direction!

ON-LINE APPLICATION OVERVIEW

GENERAL INSTRUCTIONS

The Portal is hosted by Neighborly Software and is available via any internet connected device. The recommended browser is **Google Chrome**, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link:

www.savannahga.gov/grants

NEW USERS MUST REGISTER FIRST

ACCESSING THE PORTAL

- Register your account by clicking on the Register link.

- Registration will create a username (which is your email address) and password that will be used for future logins. ***The email address you choose will be used for system emails/notifications, so it is recommended you use your work email.***

- The system will validate that you own the registered email by sending a validation link email/code.

NOTE: If you do not receive the system email within two minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

LOGGING IN

- Once registered, you may login (using the same link) by entering the email address and password used during registration.

- By checking "Remember Me?", your web browser will remember your email address for future logins (depending on browser and security settings).

CREATING A NEW APPLICATION

Once logged in, you will see options for creating a new application.

Start a New Application		
Down Payment	Select this option if you are applying for down payment assistance towards the purchase of a home.	Click here to start a new application
CHSA Rental Property Improvement		Click here to start a new application
Construction Infill		Click here to start a new application
Community Partnerships	Select this option if you are applying for Community Partnerships grant funds *Expires 8/5/2022 5:00:00 PM Eastern Standard Time*	Click here to start a new application
Art and Cultural Enrichment	Select this option if you are applying for Art and Cultural Enrichment. *Expires 8/5/2022 5:00:00 PM Eastern Standard Time*	Click here to start a new application
WEAVE-A-DREAM	Applications for the Weave-A-Dream Program are due no later than October 1st, 2021 at 5 PM Eastern Standard Time. *Expires 10/1/2022 5:00:00 PM Eastern Standard Time*	Click here to start a new application

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PLEASE NOTE

1. This is a competitive process and proposals may or may not be recommended for funding.

2. Proposals will be evaluated by selection committees.

3. Programs and services should address the community needs and benefit Savannah residents.

4. Recommendations must be approved by City Council in accordance with the final 2026 Budget.

5. Contracts for services will be executed with selected providers.

6. **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.**

WARNING
DUE DATES ARE CLOSER
THAN THEY APPEAR

ALL proposal materials must be completed and received at the electronic address listed below

BY 5:00 P.M. JULY 28, 2025

www.savannahga.gov/grants

Questions?