

NC Military Affairs Commission

1. Background

a. The Military Presence Stabilization Fund (The Fund) is established as a special fund in the Department of Military and Veterans Affairs (DMVA). Monies shall be used to fund actions designed to make the State less vulnerable to closure pursuant to federal Base Realignment and Closure and related initiatives. The North Carolina Military Affairs Commission (NCMAC) shall approve the use of The Fund for this purpose. In addition, the NCMAC is authorized to use up to \$225,000 of the funds allocated from The Fund to provide grants to local communities or military installations. The authorized amount of \$225,000 is the combined total for all grants that could be awarded.

b. NCMAC Goals:

- Support and enhance North Carolina's existing military installations and missions.
- Increase the economic impact of the military and defense industry in North Carolina.
- Improve the quality of life for Uniformed Service members, Veterans, and their families.
- Provide legislative and state agency coordination for military-related issues.

2. Purpose of Community Grant Program:

To fund grants to local communities and military installations for projects designed to strengthen the State's posture when the Department of Defense (DoD) reviews. Projects can be leveraged to promote, preserve, or enhance military missions and installations in North Carolina. The NCMAC strives to support locally-driven initiatives that support the NCMAC's goals and build on regional and State assets to spur a thriving and prosperous military presence within North Carolina.

3. Criteria for selection:

a. Applicants must be a military installation, local community government, or a Non-Governmental Organization (NGO) that can demonstrate a direct and ongoing relationship to a military installation and/or local community government and that relationship must fulfill the primary purpose of the Community Grant Program.

b. The NCMAC shall only consider initiatives that directly support, sustain, protect, and enhance North Carolina's military communities or installations.

c. Projects must improve the military compatible value of the installation or the local communities' ability to support the military installation, personnel and then families.

d. Projects must have a clearly defined, measurable outcome in support of the NCMAC mission and goals.

FY 2020-2021 Grant Funding Application

4. Process:

- a. Applicants for NCMAC grant consideration shall:
 1. Submit a NCMAC Program Project Application (Attachment A):
 2. Submit a Budget and Financial Report Form (Attachment B):
 3. Submit a Project Timeline with Milestones; and
 4. Submit a draft press release announcing the grant award.
- b. When scheduled, the applicant must be prepared to present the project proposal upon request to the Grant Review Committee (GRC). (See Timeline in Sec 6.)
- c. Grant approval requires a majority vote at the full NCMAC meeting. If an application is approved but cannot be funded in the current Fiscal Year, the application will be carried forward to assist in the development of the NCMAC's budget for the next fiscal year.

5. Conflict of Interest:

Every applicant should identify for the NCMAC any conflicts of interest existing at the time of its application or up to and until the grant agreement is executed. Municipalities that are sole applicants should also inquire of any business or non-profit corporation with which they are coordinating the project(s) proposed in the application whether the businesses or non-profit corporations are aware of any such conflicts of interest. Finally, throughout the administration of any grant, each grant recipient has the duty to promptly inform NCMAC of any conflict of interest in the administration of the grant of which it becomes aware.

6. NCMAC FY 2020-2021 Grants Timeline:

Apr 6, 2020	Applications due no later than 11:59 PM EDT.
Apr 13-17, 2020	Review of Applications: NCMAC administrator from DMVA will review all applications for completeness and eligibility. GRC reviews all eligible applications, presentations and provide a priority list of proposed grant recipients and grant amounts to the NCMAC.
Apr 20-24, 2020	NCMAC GRC convenes to review grant applicants. Optional: Presentations from proposed grant recipients during the week.
Apr 28, 2020	GRC forwards recommendation to the Executive Steering Group (ESG).
May 12, 2020	Recommendations out to NCMAC members.
May 19, 2020	NCMAC approves final recipients and amounts for FY 2020-2021 grants. Optional: Presentations by grant recipient finalist(s) at full meeting of the NCMAC.

FY 2020-2021 Grant Funding Application

May 20, 2020

FY 2020-2021 Community Grant recipients announced.

7. Use of Funds:

- a. All expenditures shall be in accordance with the State of North Carolina's procurement requirements, rules and regulations up to the sum of two hundred twenty-five thousand dollars (\$225,000) and may be used to provide grants to local communities and/or military installations.
- b. These funds shall only be used for actual project expenses and shall not be used to pay for lobbying, salaries, travel or other administrative costs.
- c. Local matching funds are not required but will be considered. Cash and in-kind contributions shall be evaluated on a pro rata and or per capita basis based on the requesting organization's ability to contribute.

8. Contracting:

- a. DMVA will provide administrative support for NCMAC's management of the grant.
- b. Payment shall be made on a lump sum basis or increments, in accordance with the approved Project Timeline with Milestones.
- c. All grant contracts are for a period of one year from signing. Project extensions shall be considered on a case-by-case basis and applicants shall request an extension in writing 30 days prior to the expiration date.

9. Reporting Requirements:

- a. The grant recipient must prepare and file quarterly progress reports in accordance with the Project milestone schedule to the Grant Manager and NCMAC Grant Administrator.
- b. The NCMAC administrator from DMVA will forward each project's progress report to the NCMAC Finance Committee, who shall present it at the quarterly NCMAC meeting.
- c. The progress report will include how funds have been expended and what has been accomplished during the quarter.

10. Guidance to Applicants:

- a. The applicant shall submit a grant funding application directly to the NCMAC administrator from DMVA via email and NCMAC administrator from DMVA will send the applicant and acknowledgement of receipt via email. The NCMAC administrator from DMVA will forward the application(s) to the NCMAC Chair and Vice Chair or GRC as directed.

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- b. NCMAC will not provide grants or cooperative agreements to individual or to for-profit entities.
- c. Projects should be accomplished within one year (12 months) of contracting. If the project is expected to take longer than one year to complete, then the applicant must justify a grant extension request.
- d. Presentations to the GRC will include the grant proposal, clear support of the criteria listed above, details of the proposed project, expected deliverables and total funding requested.
- e. Presentations are limited to maximum of 15 minutes.
- f. The GRC will provide recommendations to the ESG.
- g. A second presentation may be required at the full NCMAC meeting.
- h. Upon conclusion of the presentations, the NCMC members will approve grantee selection and grant amounts to be awarded.

Point of Contact: NC Military Affairs Commission
ATTN: Department of Military and Veterans Affairs

For questions contact: Kelly Jackson

Email: kelly.jackson@milvets.nc.gov

Phone: 984-204-8331

Attachment A

NCMAC Community Grants Program Project Application

All applications shall contain the project information in the format below:

1. Project Title:

2. Organization Name:

Point of Contact:

Title:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Website:

Grant Manager Information (if different from above):

Name:

Title:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

3. NCMAC Sponsor: _____

4. Project Criteria (Check applicable ones and describe how this is accomplished):

____Project directly supports, sustains, protects and enhances North Carolina's military communities or installations.

____Project has clearly defined, measurable outcomes. Applicant must identify return on investment, number of persons directly impacted, benefits accrued, current or future costs avoided, etc.

____Project supports NCMAC Strategic Plan. Applicant must identify NCMAC Strategic Plan goals.

____Project provides benefit the communities' ability to support the military installation, personnel and their families.

____Project is leveraged by other funding sources, either actual funds or in-kind contributions.

____Project is related to a Joint Land Use Study (JLUS) or other similar (e.g. Encroachment Control Plans recommendation.

5. Summary of Project to include the following:

a. Project Scope (Applicant must define selected Project Criteria in Section 4)

b. Organization and Project Management

c. Objectives and Deliverables.

d. Direct correlation to NCMAC criteria and expected benefit to the state (Return on Investment).

e. Performance Measures.

f. Budget and Financial Reporting Form (Attachment B).

g. Plan of Action and Milestones submit as Attachment C.

Attachment B

Budget and Financial Report Form

1. DMVA Grant Assistance Requested \$ _____

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2. Local Contribution \$ _____

Local Cash: \$ _____

Other Cash (source): \$ _____

Local In-Kind \$ _____

Funding Source: _____

TOTAL COST: \$ _____

3. Project relation to other local/state/federal budgets:

Circle one related/ not related. If “related,” explain how.

4. Amount of other leveraged funding/contributions:

Federal: _____ Local: _____ Other: _____

State: _____ Private: _____

5. Estimate length of project:

Start date: _____ End date: _____

(Note: Projects should be accomplished within one year of contracting. If the project is expected to take longer than one year to complete, then the applicant should justify the longer time period.)

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6. Proposed Summary Budget: This form below shall be completed and included with application.

	Grant Assistance Requested	Local Cash Contribution	Local In-Kind Contribution	TOTAL
Grant Costs:				
TOTAL BUDGET	\$	\$	\$	\$

Additional Project Tasks

NOT Included in this Proposal

Additional Project Cost

\$ _____

\$ _____

TOTAL ADDITIONAL COST _____

\$ _____

