



UNSAAC Grant Application

The University Neighborhood Service Agreement was established to address the unique impact Syracuse University has on the surrounding neighborhoods by enhancing governmental services and maintaining the health, safety, and welfare of the University neighborhood, through police and fire protection, preservation and improvement of housing, community support, and park and public space improvements. The City of Syracuse and Syracuse University recently renewed the Service Agreement for a period of five years, beginning July 1, 2021, allocating a total of \$2.5 million dollars to be used to mitigate the University's impact on surrounding neighborhoods over that time period.

Under the terms of the service agreement, Syracuse University will make annual payments of \$500,000 to the City of Syracuse, of which \$125,000 will be allocated to the City of Syracuse Police Department and applied to the cost of maintaining safety and security neighborhoods within the service agreement borders. The remaining \$375,000 will be used to fund neighborhood projects and services that are in the mutual interest of the neighborhoods, their residents (including students), and the University (the "UNSAAC Grant"). **Eligible non-profit organizations are invited to apply for funding for a project or program within the service agreement borders** (see map on page 2).

Applications for funding are available online here: [UNSAAC Funding Applications FY 2024-2025](#) Completed applications should be submitted electronically to:

City of Syracuse, NBD

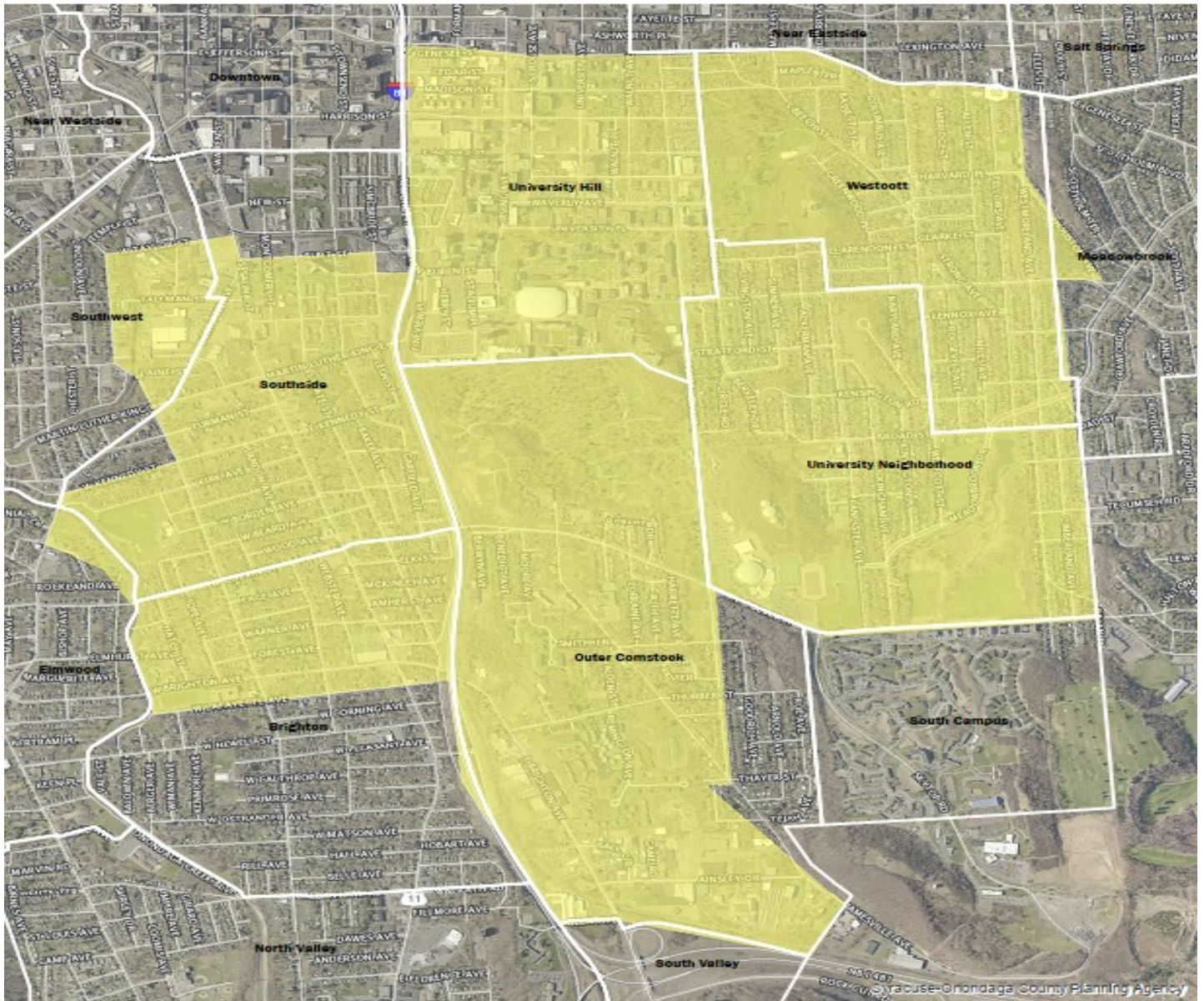
Attn: UNSAAC 2024-2025 Application

teastman@syr.gov

Applications are due no later than 2:00 PM ET on Monday, May 20, 2024.

One application should be submitted *for each project / program*. Please do not combine funding requests.

All required attachments and documentation must be submitted with the application by the deadline to be considered for funding. *Incomplete or late applications will not be considered.*

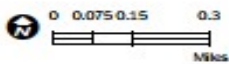


UNSAAC Service Area

This map was prepared by the Department of Neighborhood and Business Development based on current property records and is provided for planning purposes only. Beyond geography, other factors may affect a project's eligibility to receive UNSAAC funds.
MLS | 04/31/2022

MAP KEY

UNSAAC_Service_Area



File Location: Z:\Projects\NBD_PS\Requests\UNSAAC Service Area\UNSAAC Service Area.mxd



UNSAAC Application Overview

General Information and Guidelines

Eligibility. Any organization submitting a grant proposal for UNSAAC funds **must be a 501(c)(3) organization or have a 501(c)(3) fiscal sponsor to receive UNSAAC funding.** Applications should demonstrate how their proposal will be in the mutual interest of the neighborhoods, their residents (including students), and the University. Proposals must be outcome-based and measurable.

UNSAAC's Role. The University Neighborhood Services Agreement Advisory Committee (UNSAAC) consists of ten members representing the included neighborhoods, two members of the Common Council, a representative from the City of Syracuse, and a representative from Syracuse University. The UNSAAC's role is to review proposals and make funding recommendations to the Mayor and the Common Council. UNSAAC is comprised of volunteers and has no granting powers. In any given fiscal year (July 1 through June 30), the UNSAAC budget recommendations may be approved in full, in part, or voted down by the Syracuse Common Council. If a budget is voted down, those funds are not disbursed and are retained in the City's general fund.

Funding and Reporting

Once the UNSAAC budget is approved by the Mayor and the Common Council, selected applicants may proceed with their projects as outlined in their application.

- This application shall apply to UNSAAC Funding received by the City from Syracuse University during Fiscal Year 2024-2025. The funding is intended to be used to support programs and projects in the neighborhoods adjacent to and surrounding Syracuse University. Funding awarded pursuant to this 2024 application process is intended to be used towards program expenses or completion of capital projects occurring or completed during Fiscal Year 2024-2025 (July 1, 2024 through June 30, 2025).
- Funded agencies are **reimbursed for program/project costs as they are incurred** and in accordance with their approved program/project budget.
- **Fiscal cost reports and expense summaries** must be submitted with each reimbursement request along with documentation. *Forms will be provided to funded agencies.*
- **Quarterly progress reports must be submitted** to the Department of Neighborhood and Business Development (NBD) to assure the project is being completed as outlined in the application. *Forms will be provided to funded agencies.*

Application Review

Applications will be evaluated and funding recommended by the University Neighborhood Service Agreement Advisory Committee using the scorecard below:



DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT
CITY OF SYRACUSE, MAYOR BEN WALSH

Scorecard
UNSAAC Funding Application FY 2024-25

Use the point scale to evaluate the criteria below.

1 Not at All	2 Minimally	3 Adequately	4 More than Adequately
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Program _____

Criteria	Score (1 - 4)	Comments
The applicant clearly defines how the project/program will encourage a positive relative relationship between the university and surrounding neighborhoods.		
The proposal addresses one or more of the following priority areas: preservation and improvement of housing, community support, and park and public space improvements.		
The program is outcome-based and measurable.		
The applicant has a clearly defined implementation plan.		
The applicant demonstrates adequate capacity to administer the program effectively.		
The applicant provides a complete and realistic budget for the proposed program.		
The applicant has a history of satisfactory performance with previous grant-funded projects.		
Total Score out of 28		

UNSAAC Grant Application 2024-2025

General Applicant Information

PROGRAM INFORMATION

Program Category (choose one):

Preservation & Improvement of Housing

Community Support

Park & Public Spaces

Program Name: _____ Organization: _____

Program Location / Neighborhood: _____

Program Description:

This Program/Project is

NEW, never funded.

ONGOING, previously funded.

PROGRAM BUDGET

UNSAAC Funding Request: \$ _____

+ All Other Funding Sources \$ _____

= Total Program / Project Budget: \$ _____

LEAD APPLICANT

Applicant must be a 501(c)(3) organization. *If your organization does not have 501(c)(3) tax status, a 501(c)(3) fiscal sponsor must apply as **Lead Applicant** on your behalf.*

Organization: _____ FEIN/TIN: _____

Legal Address: _____ City, ST Zip: _____

Chief Official / Board President

Name: _____ Title: _____

Mailing Address: _____ City, ST Zip: _____

Phone Number: _____ Email Address: _____

Designated Contact Person for this Application

Name: _____ Title: _____

Mailing Address: _____ City, ST Zip: _____

Phone Number: _____ Email Address: _____

Narratives

A. AGENCY/ORGANIZATION BACKGROUND

1. Describe your organization's history, mission and goals.

2. Describe your organizational structure, including staffing and organizational membership (if applicable).

3. Describe your organization's schedule of meetings and activities.

4. Describe your organization's history of applying for, receiving, and administering grant funds from outside sources, if any.

5. Describe your organization's capacity to administer this program.

B. PROGRAM DESCRIPTION

1. Is your organization's proposal a Program/Project Request *or* Capital Project Request?

Program/Project Request for personnel and non-personnel costs necessary to operate the program (*e.g.*, salaries, benefits, travel, rentals).

Capital Project Request (including large scale capital campaigns, repairs and replacements, technology upgrades, and equipment/furnishing purchases)

Is the site of the proposed project owned by the applicant? Yes No*

*If No, you must obtain a **letter of support from the owner** for the capital project.

Owner's Name/Address:

2. Describe the issue your organization plans to address.

a. How does this issue impact the neighborhood and/or University?

b. Other than the proposed project, what program(s) currently address this issue?

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3. Describe your proposed program/project.
 - a. How will it address the issue outlined in Question 2?
 - b. How will your program provide value where those listed in Question 2 do not?
 - c. How will you implement your program? Include details on your staffing plan and implementation timeline.
 - d. If this is a Capital Project request, explain why alternatives to the project are not feasible.

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4. List the goals/objectives of this project and how the outcomes will be measured for each.

5. Describe neighborhood/SU support for the project and how your organization solicited or identified this support (e.g., petitions, letters of support, surveys, or public meetings).

6. If your organization is currently receiving UNSAAC funds and/or received funds in the prior year for a program/project, please provide:

- a. Amount received for this or prior UNSAAC year, and title(s) of project(s).
- b. Outcomes and accomplishments of prior year's project.
- c. Start date and accomplishments for current year's project.
- d. Any other sources of funds for the project.

7. How will this program be sustained once UNSAAC funds are no longer available?

C. EVALUATION

1. How will you adhere to reporting requirements if the grant is funded?

2. Who will be the grant administrator designated to complete reports? Who will submit vouchers for reimbursement?

3. How will you collect data and measure outcomes?

4. How will you report program accomplishments to the public?

Financial Summary

for Fiscal Period Ending _____

Applicant Agency:		
Program Title:		
Submitter Name Title:		

Statement of Support & Expenses

Revenues

Contributions	
Individual	\$ _____
Corporate/Foundation	_____
Government Grants	_____
Program Generated	_____
Membership Dues	_____
Other (specify):	_____
_____	_____
_____	_____

Total Revenues \$

Expenditures

Program	\$ _____
Administration	_____
Fundraising	_____
Other (specify):	_____
_____	_____
_____	_____
_____	_____

Total Expenditures \$

Balance Sheet

Assets

Cash	\$ _____
Securities	_____
Property/Equipment	_____
Other (specify):	_____
_____	_____
_____	_____
_____	_____

Total Assets \$

Liabilities

Current	\$ _____
Long-Term	_____
Total Liabilities	_____

Fund Balances

Restricted	_____
Unrestricted	_____
Total Fund Balances	\$ _____

Total Liabilities + Fund Balances \$

Note: For your Balance Sheet to "balance,"
Total Assets = Total Liabilities + Total Fund Balances



Applicant Attestation



TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS AND DATA IN THIS APPLICATION ARE TRUE AND CORRECT AND ITS SUBMISSION HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT. WITH THIS SUBMISSION, THE AGENCY ALSO AGREES TO FOLLOW ALL RULES AND REGULATIONS AS SET FORTH IN THE SERVICES AND NEIGHBORHOOD SUPPORT AGREEMENT.

Signature (Authorized Official)

Name (Typed or Printed)

Title (Typed or Printed)

Date

Supporting Documentation

Required Attachments:

- List of Board of Directors, officers and titles for applicant organization
- Organizational chart
- IRS Letter of Determination of Status for applicant organization
- 2022 Federal Tax Return
- Financial Summary (*template provided*)
- Detailed Project Budget (*template provided*)
- If prior year funded, a copy of your final program and fiscal reports.*
- If Capital Project, include:*
 - At least three (3) vendor quotes
 - Certificate of title to property being improved
 - Letter from property owner (if not applicant) supporting the capital improvement

Optional Attachments:

- Letters of Support (limit 10)
- Brochures, newspaper clippings, other organizational information

Applications missing required documents will not be considered.