



GRANTS ADMINISTRATION

SAFER COMMUNITIES GRANT REQUIREMENTS

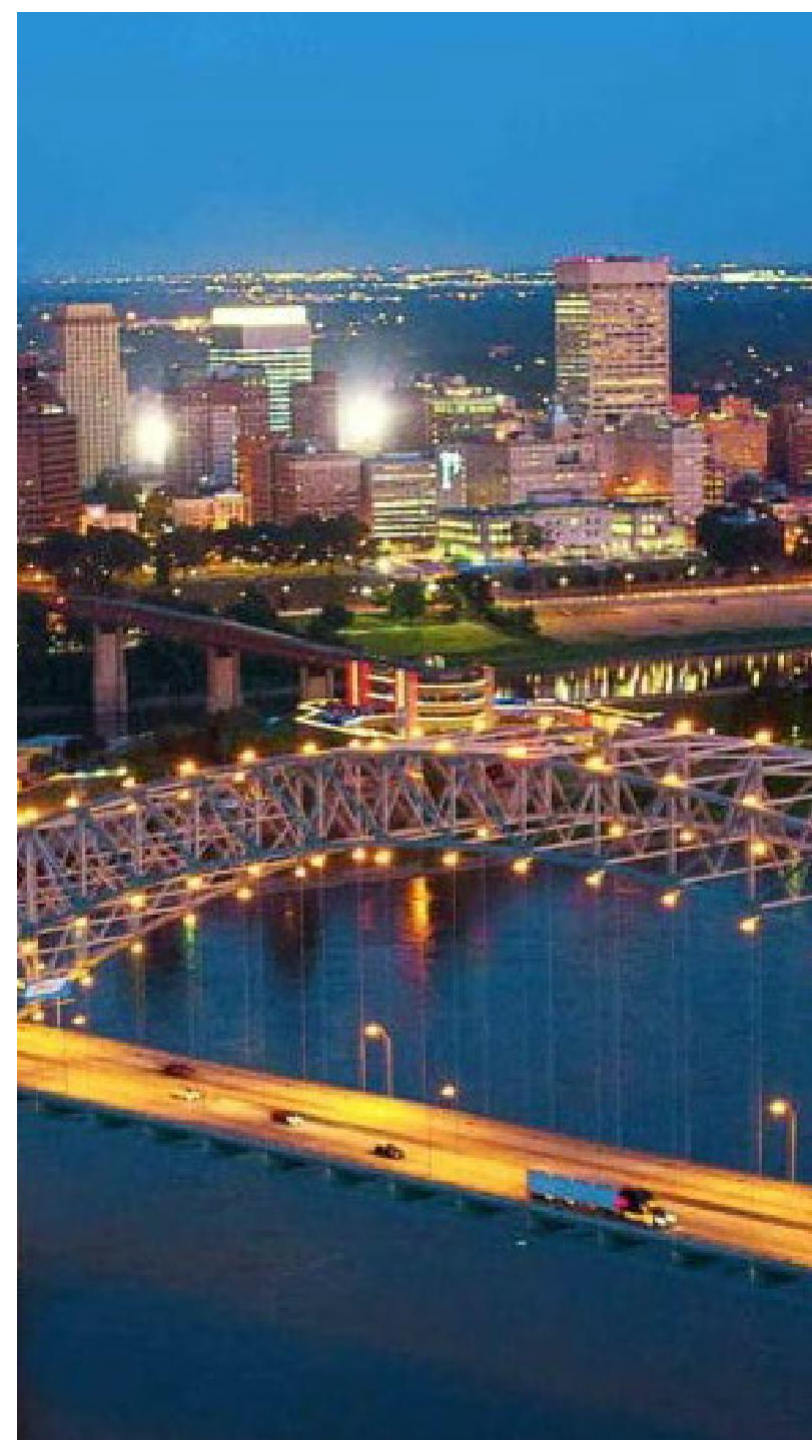
MANAGED BY



JOINT OFFICE OF
NEIGHBORHOOD SAFETY
& ENGAGEMENT

CITY OF MEMPHIS EXECUTIVE DIVISION
SEPTEMBER 15, 2026

City of
MEMPHIS





AGENDA

- Purpose
- Eligibility
- Application Guidance
- What to Expect
- Grantee Do's and Don'ts
- Questions

Presenters: Lydia Brown and
Dianitha Faulkner

City of
MEMPHIS

Meet the Team



Lydia Brown
Joint Office of
Neighborhood Safety
and Engagement
Grants & Contracts
Manager



Temari Lewis
Senior Grants Analyst
City of Memphis



Dianitha Faulkner
Joint Office
of Neighborhood Safety &
Engagement
Community Risk
Contract Compliance Specialist





Safer Communities Grant Definition & Goal

An initiative aimed at reducing violence and fostering safer neighborhoods throughout Memphis. This program recognizes and supports community-based organizations (CBOs) dedicated to creating positive change and addressing the root causes of violence. The goal is to deliver comprehensive safety initiatives for individuals and neighborhoods at varying risk levels of involvement in community violence.



What is The Joint Office of Neighborhood Safety & Engagement?

A government-based entity dedicated to reducing violence through public health approaches and community-driven solutions. Traditionally these types of offices are called Office of Violence Prevention, but all focus on reducing violence, especially gun violence. The Joint Office acts as a bridge for community-based organizations to apply targeted strategies to support community members most at risk of engaging in or becoming victims of violent acts.

What is CVI?

Community Violence Intervention

INTERVENTION



1- 3 Years

Violence reduction in the near term, like harm reduction strategies and gun violence reduction strategies such as intensive case management.

PREVENTION



5 – 10 Years

Long-term violence reduction strategies like mentoring high-risk middle and high school students or cognitive behavior therapy (CBT) workshops.

TECHNICAL TRAINING



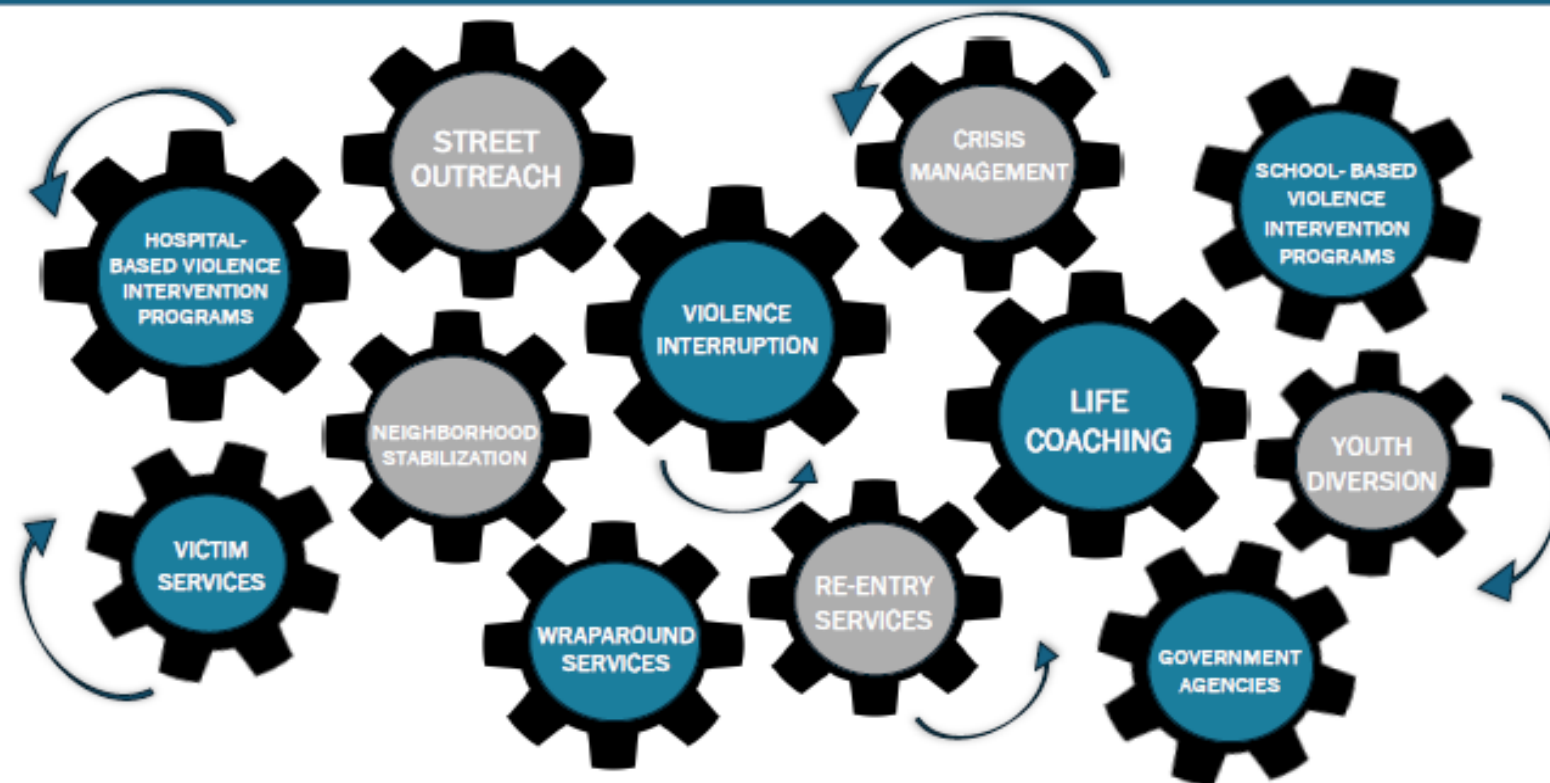
5 – 10 Years

Technical assistance, training, and capacity-building to funded agencies in proposal development, grant management, compliance, and reporting.

COMMUNITY VIOLENCE INTERVENTION(CVI) ECOSYSTEM



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& ENGAGEMENT



Ec•o•sys•tem

/ˈɛkō sistəm/
ECOLÔGY (noun)

1. a biological community of interacting organisms and their physical environment. (in general use) a complex network or interconnected

COMMUNITY VIOLENCE PREVENTION & INTERVENTION ECOSYSTEM



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NEIGHBORHOOD SAFETY
& ENGAGEMENT



Ec • o • sys • tem

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ECOLÖGY (noun)

1. a biological community of interacting organisms and their physical environment. (in general use) a complex network or interconnected

Who is eligible for a Safer Communities Grant?

Applicants must be a tax-exempt 501(c)(3) organization with an official address and active programming located within the City of Memphis. Organizations must have operated under their tax-exempt status for at least one year prior to the application date. Organizations must follow State requirements and provide documentation of current certification status. Use of fiscal agents for Safer Communities Grants is prohibited.

Check your organization's State of TN Business Status

HERE- <https://tncab.tnsos.gov/business-entity-search>

Check your organization's State of TN Charitable Status

HERE- <https://tncab.tnsos.gov/portal/registered-charities-search>

*Applicants must be in good standing
with City of Memphis' Grants
Administration.*





Application Information

[Safer Communities - The City of Memphis](#)

[FY27 Safer Communities RFP](#)

[FY27 Safer Communities Application](#)

[Joint Office of Neighborhood - The City of Memphis](#)



What to Expect

1	2	3	4
A grant analyst may reach out to request additional information: (1) Updated Budget Information (2) Updated Certificate of Insurance (3) Other Items that may need clarification – Secretary of State Information	Award notices will be sent via email from jointoffice@memphistn.gov by the week of October 26th.	A funding agreement will be sent via DocuSign by City of Memphis Grants Admin. Date is to be determined.	After all documents are submitted and approved, payments are disbursed within 45-60 days.



Grants Administration

Funding Agreement Contract

- Please provide the name of the person authorized to sign the contract.
- The contract cannot be signed by anyone other than the person named in the contract.

Additional Agreements

- A site visit is mandatory for all Safer Communities Grantees.
- Grantees may be asked to provide specific services to active City programming.

Bank Account

- 100% Funds must be deposited into one bank account
- Account must be in organization's name
- Checks may be written to pay expenditures (Copies required)
- Transfers out are not allowed
- ATM Withdrawals are not allowed

Certificate of Liability Form

- General Liability Form must be current
- Date of Form must be within 90 days
- Certificate Holder Section must state:
City of Memphis Risk Management
170 North Main 5th floor, Memphis TN 38103
- The address on the form must match the Organization's address

Grants Administration

Reporting

Grant funds may be used for eligible expenses incurred between January 1, 2027, and August 31, 2027. Funds will be distributed in two payments:

- **Initial disbursement upon contract execution**
- **Final disbursement in April 2027**, contingent upon satisfactory mid-year reporting and benchmark completion. All final receipts, documentation, and reports must be submitted by September 30, 2027.

Grant recipients **must** submit a mid-year data report and an end of year report. This report shall include an accounting of funds spent, proof of public use, and current nonprofit status.

If an organization does not submit an approved final grant report at the conclusion of the grant, they will not be able to apply for the next three fiscal years (FY28, FY29, and FY30) should funds be available. The City of Memphis Finance Division may also ask for the return of the funds awarded to the recipient.

Mid-year reports are due April 23, 2027

Final Reports are due September 30, 2027

The Templates cannot be altered & the Expense Report must only include the items in your approved budget



Grantee Do's and Don'ts

- Do spend funds according to the “Approved” budget
- Do report Expenditures that occurred between 1/1/27 - 8/31/27
- Do spend all funds by the reporting due date
- Do maintain adequate record keeping of grant funds (No photo receipts)
- Do provide all documents required to review final reports: receipts and invoices, payroll documentation, bank statements, copies of canceled checks
- Do send ALL Communication to jointoffice@memphistn.gov

- Do Not make bank or ATM cash withdrawals with grant funds
- Do Not use any electronic money transfer application
- Do Not use for personal expenses
- Do Not purchase gift cards with grant funds
- Do Not falsify or create documents for compliance reporting
- Do Not pay from a bank account different from the one receiving funding
- Do Not sign or approve payments to self, family members, or close friends

Budget Tips

Approved Budget Line Items (Example)

Program Materials and Supplies	\$5000
Rent	\$4500
Food for Participants	\$2000
Participant Stipends	\$3000

1. Sam's Receipt

2/7 115488-1 58.20
Pizza – food for
participants

2. Bank Statement – February

2/1 Utilities	300.00
2/2 Phone Co	100.00
2/4 Book Store	95.00
2/7 115488 –1 Sam's	58.20 Pizza/food for participants
2/8 Paper – Walmart	15.25 Prog Materials & Supplies

1. If the receipt is not descriptive, please type or clearly print what the item is and how it is categorized on the approved budget.

2. Highlight all grant items on the bank statement that apply. If the information is not descriptive, please type or clearly print what the item is and how it is categorized on the approved budget.

3. Highlight all grant items on the receipt that apply. All items may not apply. If item is described, the submitter need only to type or clearly print the budget category next to it.

4. All items on this receipt is food for participants – no highlighting required.

3. Walmart Receipt

2/8 Paper 15.25 Prog Materials & Sup
2/8 Hoodie 21.02
2/8 Dust Pan 5.01
2/8 Gum 10pk 7.02

4. Krogers Receipt

Food for Participants

2/5 Apples	15.00
2/5 Bananas	9.00
2/5 Bread	25.00
2/5 Peanut Butter	12.00
2/5 Jelly	11.50

Receipts Requirements

- *Receipts written completely by hand will not be accepted.*
- *Generic receipts/invoices will not be accepted - (where important information is missing, i.e., name of vendor or vendor address, date of purchase, or items purchased).*
- *All receipts must be dated within the grant cycle – 1/1/27 to 8/31/27.*

Questions?



City of
MEMPHIS

THANK YOU

Email questions to:
Jointoffice@memphistn.gov

