

SHELBY COUNTY COMMISSION

DEPARTMENT OF COMMUNITY SERVICES GRANT PROGRAM



GRANT PROGRAM GUIDELINES | FY 2026

*For questions about these guidelines or potential project ideas, please contact Mindy Dent,
Manager of Community Services at mdent@shelbyal.com.*

I. Program Summary

The purpose of the Community Services Grant (CSG) Program is to build the capacity of nonprofit organizations and public entities within Shelby County to better serve and enhance the quality of life of county residents. The goal of this program is to provide support to projects that 1) bolster and/or expand existing capacity of local organizations; 2) support outreach efforts and encourage inter-agency collaboration; 3) implement new projects or initiatives to address service gaps; and 4) address an unmet need experienced by clients/residents. This program aims to provide funding support efficiently and equitably to a countywide constituency, while being mindful of limited public funding resources. Close attention will be given to geographical distribution of projects throughout the County, and applicants leveraging other governmental or public funds as part of the project will be given additional consideration. Program information for FY2025 is listed in Table 1.

Table 1: FY2025 Program Information

Funds Available for FY2025	\$375,000
Maximum Allowable Grant Request	\$50,000
FY2025 Application Deadline	Friday, October 24, 2025 at 5:00pm CST
Project Selection Type	Competitive
Anticipated Award Date	November 11 th , 2025

II. Program Eligibility Requirements

The Shelby County Community Services Grant (CSG) Program was designed to support projects focused on enhancing the quality of life of Shelby County residents. This program is intended to support new projects and initiatives conducted by public entities to better serve communities, address local needs, and fill existing service gaps. **This program is not designed to support ongoing operational expenses.** This section will outline the eligibility requirements associated with funding of this program. All projects will be expected to be completed in compliance with Alabama Bid Law. Applicants are encouraged to reach out to Mindy Dent, Manager of Community Services, at mdent@shelbyal.com with any questions related to eligibility.

1. **Eligible Applicants:** Public entities located in Shelby County are eligible for this program. This includes, but is not limited to, nonprofit 501(c)3 organizations and public agencies, such as senior centers, and municipalities. Applicants must be located in Shelby County and actively serving Shelby County residents.
2. **Ineligible Entities:** CSG funds cannot be granted to private sector establishments or individuals.
3. **Eligible Projects:** This grant program was intended to support a variety of local projects and was designed to be project-based or to support a specific purchase, event, or initiative. A project is considered eligible if the project 1) bolsters and/or expands the existing capacity of the applicant to serve Shelby County residents; 2) supports the applicant's outreach efforts to increase service; 3) encourages inter-agency collaboration to reduce redundancy and address service gaps; 3) is a new projects or initiatives to address existing service gaps; and/or 4) addresses an unmet need experienced by county residents. The proposed project should be able to be completed by September 1, 2026.

4. *Ineligible Projects:* This program was not designed to support ongoing operational expenditures, and therefore existing staff time and routine expenses such as overhead, rent, typical office supplies, etc. are ineligible to be funded through this program. In addition, CSG funds cannot be used to fund direct payments to individuals or reimbursements on previously implemented projects.
5. *Funding Information & Availability:* Applicants can request up to \$50,000 of CSG funding for proposed projects. Local match is not a requirement of this program; however, applicants with a secured local match will receive additional consideration.

III. Application Procedures

The Shelby County Department of Community Services will receive CSG applications until the due date on **Friday, October 24th, 2025 at 5:00pm**. Additional information about the application process is outlined below:

1. *Application Requirements:* An applicant must complete the CSG online application and, when necessary, provide additional information to the Department of Community Services as needed. The items below are required in the submitted application package:
 - a. Applicant Cover Sheet
 - b. Completed Application
 - c. Project Budget & Cost Estimates
 - d. Match Confirmation Letter Signed by Matching Agency's Executive Officer (if applicable)
 - e. Applicant's Operating Budget
 - f. Supporting Materials (if applicable)
2. *Application Restrictions:* An applicant may receive no more than one Community Services Grant per fiscal year and may submit only one application per grant cycle. An applicant not receiving an award may reapply at the next funding cycle, or at any subsequent time. This reapplication does not guarantee funding of the application request. An applicant may only receive one Community Services Grant award for the project, elements or item(s) described in the application; however, large projects may be broken into phases and each phase submitted in multiple grant cycles.
3. *Match Information:* A local match is considered "secured" if a letter from the entity providing the match is included in the submitted application package for the CSG program. If the applicant is the source of local match funds, the secured match amount should be included in the applicant's cover letter. If the proposed match is being provided from a partnering entity, the applicant will need to include a separate letter from the partnering entity in the application package, signed by the partnering agency's Executive Officer.
4. *Award Information:* Grant amounts awarded will be contingent upon the actual number of qualified applications received and the availability of grant funding within the county fiscal year budget. In the event that the dollar amount requested by applicants exceeds the overall amount of funds available, the Shelby County Commission reserves the right to award an amount less than requested.

IV. Application Submission Process

The applicant should complete the online application form and include required project budget and cost estimates, cover letter, and agency operating budget by **Friday, October 24th, 2025 at 5:00pm**. The application can be accessed directly by visiting csg.shelbyal.com or on the Community Services page located on the Shelby County website at shelbyal.com.

Any questions regarding the Shelby County Community Services Grant Program Guidelines or Application should be directed to Mindy Dent, Manager of Community Services, at mdent@shelbyal.com.

V. Funding Review Process

Grant applications must be submitted online by the deadline to be eligible for application evaluation. A competitive process has been developed to evaluate applications. Evaluation of each application will be made based on needs and resources and to ensure the applicant and the proposed project meet eligibility and guideline requirements. Funding decisions will be based on this evaluation; however, award amounts will in part be based upon availability of program funds.

Proposals recommended for award will then be submitted to the County Manager for consideration and then submitted to the County Commission for final approval. Final decisions remain at the discretion of the Shelby County Commission. The Department of Community Services will contact grantees upon County Commission approval and provide contracts for review and execution. All grant assurances and deliverables must be provided prior to the execution of the grant contracts.