

# City of Baltimore

## Human Trafficking Grant Program

### PURPOSE

To provide funding to victim service organizations for victims of human trafficking in Baltimore City. Funding under this program will support trauma informed comprehensive services for all victims of human trafficking -- sex trafficking and labor trafficking, foreign national/U.S. citizen/legal permanent resident (LPR), adult/minor, male/female, and LGBTQ victims of trafficking.

For the purposes of this grant, **human trafficking victims** are persons induced to perform labor or commercial sex act(s) through force, fraud, or coercion. Any person under age 18 involved in a commercial sex act is considered a victim of human trafficking, regardless of whether force, fraud, or coercion was present. A **commercial sex act** means any sex act performed in exchange for anything of value.

Applicants must be based in Baltimore City and demonstrate the ability to provide trauma-informed, victim-centered care for trafficked residents. Examples of eligible services are housing (emergency, short term- long term shelter, rental assistance), victim advocacy, crisis intervention, case management, mental health treatment (individual or group therapy, counseling, psychiatric), substance abuse treatment, transportation, basic needs items (clothing, food, hygiene products), employment and education assistance (tuition, training, school supplies), legal services, immigration services, and direct medical care. Successful applications will describe how services will be tailored to meet the specialized needs of human trafficking victims.

Funding will also support efforts to increase the capacity of local communities to respond to human trafficking victims through the development of interagency partnerships, professional training, and public awareness activities.

### Eligibility:

- Nonprofit organizations based in Baltimore City are eligible to apply.
- Organizations must provide services and resources to individuals who have survived human trafficking and access services in Baltimore City.
- Organizations must be 501(c)(3) or have a fiscal agent.
- The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project.
- No sub-awards or subcontracting allowed.

### GRANT REQUIREMENTS AND RESTRICTIONS

- Grants will range up to \$50,000.
- Grants will be awarded to the organization or the designated fiscal agent.
- Grants must support programs and activities that serve victims who were identified in Baltimore City

- Funds may be used for direct services, public awareness, and operational costs. No more than 10% may be used for personnel.
- Grants must be for activities providing services to the survivors of human trafficking and their families.
- One application and award per organization per grant year.
- As a condition of funding, a site visit maybe required. If a site visit is scheduled, staff working on the project must be present.
- Grant term shall be for one year.
- Grants will be awarded in one lump sum made payable to the 501(c)(3) organization or its fiscal sponsor.
- Grantees will be required to submit a final report after the completion of grant.

## **HOW TO APPLY**

Visit [MOCJ.BaltimoreCity.gov](http://MOCJ.BaltimoreCity.gov) to download an application or contact Thomas Stack, Human Trafficking Coordinator at [Thomas.Stack@BaltimoreCity.gov](mailto:Thomas.Stack@BaltimoreCity.gov).

Applications are due February 22, 2019.

Completed applications must be submitted electronically to [Grants.MOCJ@BaltimoreCity.gov](mailto:Grants.MOCJ@BaltimoreCity.gov)



CATHERINE E. PUGH  
MAYOR

Mayor's Office of Criminal Justice  
Human Trafficking Grant Application

Cover Page

I. Name of Organization: \_\_\_\_\_

II. Address: \_\_\_\_\_ Zip: \_\_\_\_\_

III. Website: \_\_\_\_\_

IV. Email: \_\_\_\_\_ Phone: \_\_\_\_\_

V. Areas in Baltimore City served: \_\_\_\_\_  
\_\_\_\_\_

VI. EIN/Federal Tax Number: \_\_\_\_\_

VII. Activity Start/End Dates: \_\_\_\_\_

VIII. Population Served (circle all that apply):

i. Youth      Adult      Male      Female      LGBTQ

IX. Number of victims served annually (estimated): \_\_\_\_\_

X. Amount Requested: \$ \_\_\_\_\_

XI. Type of support requested:

- Programmatic
- General operating
- Public awareness

XII. Other: \_\_\_\_\_

XIII. If you have a fiscal agent:

a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_ Zip: \_\_\_\_\_

c. Website: \_\_\_\_\_

d. Contact Person: \_\_\_\_\_

e. Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mayor's Office of Criminal Justice  
Human Trafficking Grant Application

- I. Proposal narrative *(Proposals should be written in 12 point font, single-spaced with one inch margins)*
  - a. Organizational Background (1 – 2 paragraphs)
    - i. History and mission
    - ii. If you have a fiscal agent, describe the relationship.
  - b. Purpose of the Request (2 - 5 pages)
    - i. Requests up to \$10,000
      - 1. Describe the size and severity of the need.
      - 2. Describe current programs and activities.
      - 3. Provide the location and demographic information for the population benefiting.
      - 4. Specify the intended use for the funds and how it will support victims of trafficking.
      - 5. Identify the tasks you plan to complete illustrating how the work will be accomplished and success will be measured.
    - ii. Requests of \$10,001 - \$50,000
      - 1. *Answer 1 – 5 above*
      - 2. For ongoing work, provide context about when activities will occur during the period of the grant, including frequency of activity and number of participants. For new projects, provide a timeline for implementation.
      - 3. State the reasons your organization chose this approach to address the need. For new programs, describe how the program model was developed with supporting research or evidence of effectiveness of the model, if available. For ongoing activities describe your past success. Use an appendix, if necessary, for extra information such as detailed results of a program you are replicating.
  - c. Anticipated Results
    - i. For general operating support requests, describe how your organization will assess its overall success and effectiveness during the grant period.
    - ii. For programmatic support requests, include specific output and outcome measures you plan to collect, and how those measures will be used to quantify success.
  - d. Sustainability
    - i. Describe the organizations plans for sustaining the program or project beyond grant funding.
- II. Budget (see attached form). *\*Please note, no more than 10% may be used for indirect costs.*
- III. Attachments
  - a. A copy of the organization's current IRS determination letter (or the fiscal agent's) indicating 501(c)(3) tax-exempt status.
  - b. Letters of support (limit 3).

**Mayor's Office on Criminal Justice  
Human Trafficking Grant Program  
Budget Form**

Line Item Description	Amount Requested	Total Expenses
Personnel		
Fringe/Benefits		
Consultants and Professional Fees		
Travel		
Professional Development		
Equipment		
Supplies		
Rent		
Utilities		
Printing/Copying		
Telephone		
Other (specify)		
<b>Total Costs</b>	<b>\$0</b>	

1. Indirect costs must not exceed 10% of total request
2. Applicants must attach a budget narrative providing how costs were estimated and justifies the need.