

**2025**  
**ST. PETERSBURG POLICE DEPARTMENT**  
**FORFEITURE GRANT PROGRAM**  
**INFORMATION SHEET**



**ST. PETERSBURG POLICE DEPARTMENT  
FLORIDA CONTRABAND FORFEITURE GRANT PROGRAM - 2025**

## **WHAT IS THIS PROGRAM?**

The St. Petersburg Police Department is pleased to announce its 31st Annual Florida Contraband Forfeiture Grant Program. The purpose of this grant program is to provide financial support to neighborhood groups, associations, agencies, and non-profit organizations holding a 501c3 or 501c4 designation which are engaged in projects or programs that address the following areas of concern:

- Neighborhood safety;
- Crime prevention;
- Drug abuse education;
- Drug abuse prevention;
- Drug abuse treatment; or
- School resource officer programs.

The Police Department's grant program provides grants without requiring the Applicant to provide matching funds. There is no restriction on the amount of funding an applicant may request. Additionally, an Applicant may request enough funding to cover their entire program or project, or any component of the program or project.

The grant amount the Police Department will distribute to successful Applicants is within the sole discretion of the Chief of Police and is based, in part, on the amount of funds available.

Each Applicant must fill out one pre-registration form and complete one Proposal per program. Applicants which offer multiple programs should include budgets for each of their different programs in separate Proposals. An Applicant's Proposal may request funding for any new project, ongoing program, or regularly held event, so long as the project, program, or event meets one or all of the eligibility criteria.

## **WHO MAY APPLY?**

The grant program will provide funds to community groups, associations, agencies, or non-profit organizations holding a 501c3 designation which provide services to **residents within the municipal boundaries of the City of St. Petersburg**. No pass-through funding will be allowed.

Applicants will be required to provide a **federal tax identification number** or **social security number**.

To assist you in determining whether your group or organization should apply for funds, you may want to consider the amount of funding available the past five years and the average amount of monies awarded.

<b>Year</b>	<b>Amount Awarded</b>	<b>Programs Funded</b>	<b>Average Award</b>
<b>2020</b>	\$31,603	26	\$1,215.50
<b>2021</b>	\$53,000	25	\$2,120.00
<b>2022</b>	\$58,000	13	\$3,338.46
<b>2023</b>	\$160,000	34	\$4,705.89
<b>2024</b>	\$125,000	23	\$3,737.95

## **WHAT ARE THE MINIMUM APPLICATION ELIGIBILITY CRITERIA?**

Florida law permits funding of programs or projects that address the following issues:

- a. Crime prevention;
- b. Neighborhood safety;
- c. Drug abuse education;
- d. Drug prevention;
- e. Drug treatment; or
- f. School Resource Officer Program(s).

To be considered for funding a program or project must:

1. Fall within the statutory criteria, a. through f. above.
2. Complete and submit the “Pre-Registration for St. Petersburg Police Department Forfeiture Grant” form.
3. Submit a Proposal describing their program or project and providing a detailed, itemized list of items to be purchased with any awarded grant funds.
4. Follow the directions below regarding submission of the Proposal.

Funds shall NOT be awarded for:

1. Salaries, stipends, etc.;
2. Food or beverages;
3. Scholarships;
4. Travel or transportation expenses; or
5. Newsletters, advertising, flyers, pamphlets, blogs, social media, or other communication media.

Any organization which owes monies to the City of St. Petersburg will not receive funding until all debts and obligations are satisfied. Forfeiture Grant funds may not be used to satisfy any debts or obligations previously incurred by the organization.

Any organization which has failed to completely and accurately account for all expenditures arising out of past forfeiture awards will not be eligible to receive additional funding.

All applicants approved for funding will be required to enter into a contract with the City setting forth the terms and conditions under which funds may be expended and outlining all accounting requirements.

## **WHAT ARE THE CRITERIA TO BE SELECTED FOR FUNDING?**

The following criteria will be used to evaluate requests for funding which meet the eligibility criteria. Projects or programs will be rated using the criteria listed below.

1. **TIMELINESS.** All Applicants must return the Pre-Registration form to the Police Department before the posted deadline. Additionally, all Applicants must provide their proposal(s) to the Police Department prior to the posted deadline. An applicant who fails to submit the Pre-Registration form and the Proposal(s) before the deadline date and time will not be considered for funding.
2. **PREPARATION.** The Applicant has produced a proposal that provides a clear understanding of the program or project, including time frames for completion, expected benefits to the community affected,

and how it meets the criteria for the grant. The proposal must include a complete budget with supporting estimates, proper signatures, adequate number of copies, and has complied with all other requests outlined in the application package.

3. PARTICIPATION. The Applicant has a commitment from participants in the program or project as well as the participation and support of community members, neighborhood associations, and local businesses.
4. NEIGHBORHOOD IMPACT. The Applicant should provide a clear understanding of how the program or project addresses a need in the community in addition to identifying the specific benefits to the residents of the neighborhood(s) affected.
5. INDIVIDUAL IMPACT. The program or project should attempt to make as large an impact as possible in each of the participant's lives. Projects of all sizes are welcome to apply for funding, however, the committee would like the grant monies to impact as many people's lives as possible.
6. PROJECT QUALITY. The Applicant has developed a program or project that is well planned, adequately budgeted, and is ready for implementation or is a part of a broader ongoing effort, and includes a well-defined method for demonstrating that the funds are expended appropriately.
7. ORIGINALITY. The Applicant has proposed a project that is original and addresses a problem that is not already being addressed by other entities within that neighborhood. Creative thinking is welcome and encouraged but it must be accompanied by an action plan that has been researched and will succeed when implemented appropriately.
8. QUALIFICATIONS. The Applicant must demonstrate, via clearly stated qualifications, their ability to implement the proposed program or project.
9. PAST PERFORMANCE. Any Applicant who has received grant funds in the past will be required to have fully conformed to the accounting requirements for that grant period before being considered for additional funding. Failure to meet the accounting requirements from a prior grant will eliminate any group from future additional funding.

## **HOW WILL THE POLICE DEPARTMENT DECIDE WHICH PROJECTS ARE FUNDED?**

All proposals that meet the minimum eligibility criteria will be reviewed by the Funding Approval Committee which comprises the Chief of Police and his three Assistant Chiefs. Upon reviewing the proposals, the Chief of Police will make the final determination of awards. **The decision of the Chief of Police will be final.**

## **HOW MAY MY AGENCY OR ORGANIZATION APPLY?**

All Applicants wishing to receive these funds shall apply to the St. Petersburg Police Department Chief of Police for an appropriation via the following procedure:

1. Visit the St. Petersburg Police Department Website at [www.stpete.org/police](http://www.stpete.org/police) and click on the Programs and Services tab for the Forfeiture Grant Program. The documentation can also be found at this City of St. Petersburg website: [https://www.stpete.org/residents/grants\\_loans/police\\_forfeiture\\_grants.php](https://www.stpete.org/residents/grants_loans/police_forfeiture_grants.php).
2. Download the *2025 Police Forfeiture Grant Information Sheet* and read the instructions.
3. Complete the *Pre-Registration Form* and e-mail the completed form **immediately** to the Police Legal Division, at [Police.Legal@stpete.org](mailto:Police.Legal@stpete.org).
4. Complete the *Proposal* for the program or project for which you are requesting the funds. Please review the *Proposal Guidelines*.
5. Turn in the original Proposal and **four (4) additional copies** of the Proposal for a total of five (5) copies of the Proposal to the St. Petersburg Police Department headquarters. Deadline to turn in the Proposal: **Friday, August 29, 2025, at 5:00 PM.**
  - a. Applicants may provide their Proposals by mail or by hand delivery.
  - b. Mailing address: St. Petersburg Police Department, Legal Division, 1301 First Avenue North, St. Petersburg, FL 33705.
  - c. Hand delivery information: Information Desk in the lobby of the St. Petersburg Police Department Headquarters, located at 1301 First Avenue North, St. Petersburg. The lobby is open from 6:00 a.m. until 8:00 p.m., every day.
  - d. Postmarks will **not** be considered when determining the timeliness of an application.
6. E-mail the narrative portion of the proposal describing your program in Microsoft Word format (.docx) as well as a logo or graphic of your organization to the Police Legal Division, at [Police.Legal@stpete.org](mailto:Police.Legal@stpete.org). Your logo will be used in a Powerpoint slideshow to announce your program at the disbursement ceremony.

All proposals must be **RECEIVED** by the Police Department **NO LATER than 5:00 p.m., Friday, August 29, 2025.** **Proposals received after 5:00 PM will not be considered for funding.** *Please plan for hurricane season and all other time-consuming activities or events which may interfere with submission of a timely proposal.* **Proposals must be submitted with four (4) additional copies for a total of five (5) proposals to be considered for funding.**

**WHEN WILL MY AGENCY OR ORGANIZATION RECEIVE FUNDING IF OUR APPLICATION IS APPROVED?**

#### **TIME LINE**

Pre-Registration due: As soon as possible.

Proposal due: **Before 5:00 PM, Friday, August 29, 2025**

Funding Committee

Application review and  
Notifications made:

On or before October 31, 2025

Disbursement Ceremony:

TBD (sometime in January 2026); Successful applicants will be notified via email.

**Additional timeline and deadlines will be provided to successful grant applicants on a later date.**

## **FREQUENTLY ASKED QUESTIONS:**

### ***Is there a deadline to turn in the Pre-Registration form?***

The Pre-Registration form should be turned in as soon as possible. While there is no deadline, the form is used to create a file for each applicant in our database and speeds up the processing of all proposals for review by the Funding Committee.

### ***After submitting the Pre-Registration form, do I wait for authorization to submit my proposal?***

No. The Pre-Registration form is not dispositive in any way. After submitting the Pre-Registration form, you should submit your proposal at any time prior to the application deadline.

### ***What does the Funding Committee use to make funding decisions?***

The Funding Committee will only review the proposals with all attachments that are submitted by Applicants. They do not review the Pre-Registration form, or any documents submitted with the Pre-Registration form. For repeat applicants, the Funding Committee will review performance and accounting of prior year grants. All applicants will be pre-screened to ensure that the organization meets the non-profit designations required for all applicants and that they are current with their tax filings with the IRS.

### ***Can't I just e-mail my proposal to you?***

No. You must turn in one original and four copies for a total of 5 proposals. These copies are used by the Funding Committee Members to decide whether your organization will receive funding. You must e-mail your program description in Word format as well as a logo or graphic but that does not preclude the necessity of submitting 5 copies.

## **WHO CAN I CONTACT IF I HAVE ANY FURTHER QUESTIONS?**

If any applicant has a question or concern not addressed in this information package, they can direct any and all questions to the St. Petersburg Police Department Legal Division. The Legal Division can be reached by calling (727) 892-5427 or by e-mail to: [Police.Legal@stpete.org](mailto:Police.Legal@stpete.org).