City of Zanesville
Community Development Department

NEIGHBORHOOD GRANT PROGRAM

FY-18
Guidelines and Application

Deadline to Apply:

July 31, 2018

City of Zanesville, Ohio
Neighborhood Grant Program Guidelines

2018 Neighborhood Grant Program Overview

The City of Zanesville established the Neighborhood Grant Program in 2017 to maintain and improve neighborhoods by supporting activities that bring neighbors together and encourage participation. This is a competitive grant program that provides financial support for projects that enhance and strengthen neighborhoods.

Eligible Projects

Eligible Grant projects fall into five categories:

- **Community Building Events**: Examples include neighborhood picnics and holiday events, a block party, outdoor health/recreation (walking, biking, running) events, and an emergency preparedness fair.

- **Physical Improvement Projects:** Small landscaping and beautification projects, playground and minor park improvements, tree planting, and clean-up.

- **Communications and Operations:** Examples include creation of neighborhood website, mailings, newsletters, meeting space, and administrative costs.

- **Neighborhood Identity Projects:** Examples include signage and neighborhood entrance beautification, banners, and public art.

- **Leadership Training and Education:** Examples include sponsorship of board members or residents to leadership and training opportunities such as Community Emergency Response Team (CERT), First Aid, or CPR Training.

How to Apply

Interested applicants should complete and sign a Neighborhood Grant Program application, which must include a description of the project, a project budget, as well as matching grant resources (if applicable). Applications can be submitted by providing a hard copy to the Community Development Department or electronic version to carly.campbell@coz.org.

Applications must provide proof of community support by having the application signed by four community members or organization members who will be involved in the project. For neighborhood organizations, the application must be executed by the organization's President. Applicants should be prepared to start their projects immediately upon receiving notification of the award.

We encourage you to contact the City of Zanesville Community Development Department before you prepare your application. We can offer guidance and assistance to help you submit a successful application.

Community Development Department
(740) 617-4909
401 Market St., Rm 204
Zanesville, OH 43701

Email Contact
Carly Campbell, Redevelopment Administrator: Carly.campbell@coz.org

Eligibility

Neighborhood-based organizations as well as groups of neighbors who do not belong to an organization are eligible for Neighborhood Grant Program funds. The project must take place within the City of Zanesville limits and be open to the public. **Neighborhood Grant funds cannot be used to purchase food and/or alcoholic beverages, cash awards, field trips or admissions, or mobile phones and associated costs.**

While encouraged to participate, Neighborhood Grant Program applications won't be accepted from Schools, Faith-based organizations, Service Organizations, Community Based Non-profits, or For-profit Organizations.

Funding Requirements

The City Council has authorized up to $6,500 to be distributed in 2018. The maximum grant award is $1,000, and any request above $500 must provide matching resources. A neighborhood group can provide its share of a project's cost through any combination of volunteer labor and donations of material, services, and cash.

If your project is awarded Neighborhood Grant funding, a grant agreement will be developed and must be fully signed before the start of a project. We do not fund projects after the fact nor do we reimburse for projects that have already taken place once the application has been submitted.

Grant funds are paid as reimbursements for eligible grant activities when receipts are submitted to the City. After the project is complete, Neighborhood Grant recipients are required to submit a Neighborhood Group Reimbursement Form and actual receipts to the Community Development Department. Reimbursement funds are typically dispersed within two weeks of invoice receipt.

Neighborhood Match

For grant applications requesting $500 or more in Neighborhood Grant Program funds, the applicant must provide a description of matching resources. The Neighborhood Match involves the share of the project's costs through any combination of fundraising, volunteer labor, in-kind contributions, and other types of donations. As shown below, grant projects taking place within the **Neighborhood Grant Target Area** qualify for a 75/25 match, and all other projects require a 50/50 match.

- Option One: 75/25 Match

Applicants with projects targeting the Neighborhood Grant Target Area (see page 3) may apply for a maximum of $1,000 in Neighborhood Grant Program funds to pay for up to 75 percent of a project's cost. The applicant and their community partners must provide the remaining 25 percent.

Example of 75/25 Match:

Total project cost:	$1,200
Grant Funds (75% from Neighborhood Grant Program):	$ 900
Matching Funds (25% from neighborhood organization):	$ 300

- Option Two: 50/50 Match

Applicants with projects targeting other areas of the City may apply for maximum of $1,000 in Neighborhood Grant Program funds to pay for up to 50 percent of a project's cost. The applicant and their community partners must provide the remaining 50 percent.

Example of 50/50 Match:

Total project cost:	$1,200
Grant Funds (50% from Neighborhood Grant Program):	$ 600
Matching Funds (50% from neighborhood organization):	$ 600

Neighborhood Grant Target Area

The City has designated a Neighborhood Grant Target Area to promote community projects that benefit residents within this area. If your project will take place in the Neighborhood Grant Target Area, the project qualifies for a preferred Neighborhood Match, meaning that you may apply for a maximum of $1,000 in Neighborhood Grant Program funds to pay for up to 75 percent of a project's cost. For example, if your total project costs are $800, you may apply for 75% of that total cost (i.e., a $600 grant) and you are responsible for the remaining 25% (i.e., $200 in matching funds). A map of the Neighborhood Target Area can be seen below. *Please note that if you are applying for a grant of less than $500, you are not required to provide proof of Neighborhood Match.*
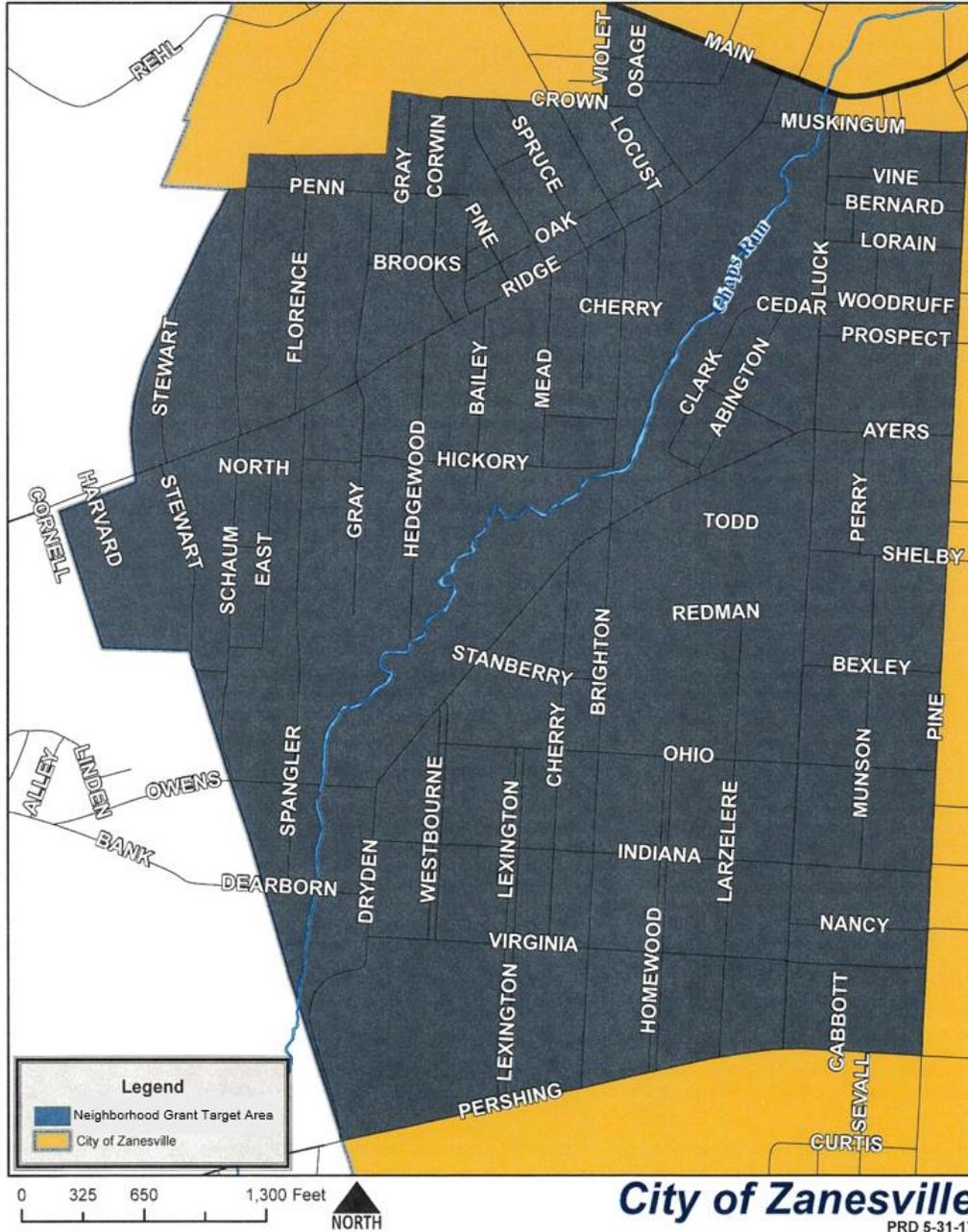
Timeline

As seen in the chart below, the Community Development Department will host two Informational Workshops prior to the application deadline. Grant applications are due on July 31, 2018, and applicants will notified of the City's decision within three weeks of submitting the application. All projects must be completed by November 30, 2018.

If your project is awarded grant funding, a Grant Agreement will be developed, and this agreement must be fully signed before the start of a project. The City does not fund projects after the fact nor do we reimburse for projects that have already taken place once the application has been submitted.

Neighborhood Grant recipients will be provided with a Grant Reimbursement Form. This form must be completed and returned to the Community Development Department by November 30, 2018, along with the actual receipts for the project expenses.

Activity	Date
Informational Workshop #1	**May 25, 2018 3:30-4:30pm** **Location:** City Hall First Floor Conference Room (401 Market Street)
Informational Workshop #2	**June 20, 2018 3:00-4:00pm** **Location:** Hands of Faith Church (607 Brighton Boulevard)
Grant Application Deadline	July 31, 2018
Project Completion Deadline	November 30, 2018
Grant Reimbursement Form Due	November 30, 2018

Application Evaluation Criteria

Applications will be evaluated and reviewed on a total score of 100 points. A desirable application should include completed and detailed sections that let the review committee know that your group has planned well, can organize broad community support and knows how to secure resources needed to complete the project. Applications will be scored based upon the following five criteria:

1) **Project Design (25 Points)**
 Overall project concept, planning and organization, creativity, and project readiness.

2) **Project Benefit (20 points)**
 How the project benefits the community and the number of residents that benefit from the project.

3) **Neighborhood Involvement (20 Points)**
 The number of residents that will be involved with the project. Information about the project group as well as the different types of people and roles that make up your project should be provided.

4) **Outcomes (20 Points)**
 This application should describe the lasting effect of the project, including specific outcomes for the project and how you will measure project success.

5) **Financial Feasibility (15 Points)**
 Cost estimates should be supported and reasonable. For applicants requesting $500 or more, the application provide a description of matching resources, whether in the form of in-kind contributions, volunteer labor, donated materials or professional services, or funding from other sources.

City of Zanesville, Ohio
Neighborhood Grant Program Application

- Attach additional pages if necessary -

Name of Project Leader:_____ **Title (if any):** _____

Name of Organization (if applicable): _____

Amount of Funds Requested: _____
Grants are limited to $1,000 per project.

Address: _____

Daytime Phone:_____ **Evening Phone:** _____

Email: _____

Section 1: Names of Other Project Team Members

Please provide the names of at least four individuals who will also be involved in the project.

1. Name: _____

    Address: _____

    Daytime Phone:_____ Evening Phone: _____

    Email: _____

2. Name: _____

    Address: _____

    Daytime Phone:_____ Evening Phone: _____

    Email: _____

3. Name: _____

    Address: _____

    Daytime Phone:_____ Evening Phone: _____

    Email: _____

4. Name: _____

    Address: _____

    Daytime Phone:_____ Evening Phone: _____

    Email: _____

Section 2: Project Description

Name of Project: _____

Address/location of Project Event / Activity: _____

If you plan to hold an event or activity, what is the expected attendance?

Number of Households Represented:_____   Number of Residents Expected: _____

Project Need and Outcomes

Please provide answers to the questions below. These questions ask you to describe the need and positive outcomes that this project will have on your neighborhood/community. Attach additional page if necessary.

1) **Please briefly describe the project, and state why this activity needed in your community:**

2) **How will this project positively impact the community?**

3) **How will a Neighborhood Grant help you reach the project's goals?**

4) **A) Is this a new project?**

   B) Has this project been funded by a Neighborhood Grant in a previous year?

   C) If you answered yes to either of the above questions, how does this years' project expand the activity?

Section 3: Project Expenditures

Please describe the project's expenses below.

Description of Expenditures	Estimated Expense
	$
	$
	$
	$
	$
	$
Total Costs	**$**

Section 4: Matching Resources

Note that projects taking place within the Neighborhood Grant Target Area may apply for grant funds to pay for up to 75% of a project's cost, and projects targeting all other areas of the City may apply for grant funds to pay for up to 50% of a project's cost.

1) **Will this project take place within the Neighborhood Grant Target Area?**

    Yes _____

    No _____

2) **Description of Matching Resources**

    For applicants requesting $500 or more, please provide a description of matching resources (e.g., in-kind contributions, volunteer labor [currently valued at $12.00/hour], donated materials or professional services, or funding from other sources).

Matching Resource	Explanation	Total
		$
		$
		$
		$
Total Matching Resources		**$**

<u>Section 5: Project Team Signatures</u>

<u>Project Leader / Organization President:</u>

Name: _____

Signature:_____Date:_____

<u>Other Project Members:</u>

Name: _____

Signature:_____Date:_____

Name: _____

Signature:_____Date:_____

Name: _____

Signature:_____Date:_____

Name: _____

Signature:_____Date:_____

Name: _____

Signature:_____Date:_____