

Ohio City Incorporated Small Grant Program

Program Description & Application Instructions

Description and Goals

The Ohio City, Inc. Small Grants Program awards small neighborhood grants up to \$250 for activities that build community and strengthen neighbor relations. Activities can range from neighborhood-wide gatherings, to art classes for youth, to a subscription to Photoshop to run a training for the community, etc. Any neighborhood group/group of individuals are eligible to apply. While specific eligibility requirements are listed below, if you have any questions, please contact Whitney Long Jones at wlongjones@ohiocity.org.

The primary goals of this program are to:

1. Support resident-led projects and activities that build community and address neighborhood issues.
2. Encourage new and/or stronger relationships between residents of Ohio City.
3. Empower residents to take responsibility for building connections and addressing community needs.

Eligibility Requirements

Applicants

- All applications must include a core team of at least 3 Ohio City residents and name one as the lead applicant/primary contact.
 - The lead applicant must be an Ohio City Inc member.
 - Non-Ohio City residents are welcome as additional team members (in addition to cored team).
 - Ohio City, Inc. will not provide grants to political entities, for-profit entities, fundraising events, or individuals.

Timing

- Activities must take place in the future. Funds cannot be used to reimburse for activities which occurred prior to the award.
- Grant funds must be used within one year of award date.
- If applying for an event where alcohol will be present or requiring any kind of permit, application must provide at least 3 months advance notice and you must meet with Ohio City, Inc. prior to submitting application. Contact Whitney Long Jones to schedule an appointment at wlongjones@ohiocity.org.

Location and Inclusiveness

- All activities must take place in the Ohio City Neighborhood.
- All activities must be open and advertised to all Ohio City residents. The project team must make a reasonable effort to reach as many Ohio City residents as possible. Ohio City Inc. will support this effort by:
 - including notifications in the OCI website/newsletter and
 - printing flyers for activities that the project team will be responsible for distributing.

Restrictions

- Funds cannot be used to compensate individuals or organizations for their time or be used for an honorarium, speaker fees, or trainer fees, or similar fees.

FAQs on next page

FAQs

Q: What kind of support can Ohio City Incorporated staff provide?

A: OCI can provide technical assistance for events (permits, contacts, etc.).

Q: Will grants be funded up front or as reimbursements? What kind of documentation is required?

A: Expense requests should include receipts or records of items paid.

Q: How are grant applications evaluated?

A: A Small Grants Committee (made up of Ohio City residents and OCI staff) evaluates all applications that meet the above requirements independently on its own merits and alignment with the stated goals of this program.

Additional considerations include, but are not limited to:

- Preference will be given to new and diverse project teams.
- Preference may be given to events that do not include alcohol.

Q: I want to plan an event with a targeted audience in mind so it may not appeal to everyone in the neighborhood. Is that still eligible?

A: We welcome proposals that are geared towards a specific audience (youth, seniors, young professionals, etc.), but should not exclude any group. (Block parties are not eligible for funding.)

If you have additional questions regarding eligibility, the grant application process, or how to complete the budget form you may contact Ohio City Incorporated (wlongjones@ohiocity.org).

Grant Application Form begins on next page

Small Grant Application Form

Working Name of Activity:	
Proposed date(s) of Activity:	
Applicant Team	
Lead Applicant:	
Resident Team Member:	
Resident Team Member:	
<i>Additional Team Members (optional):</i>	

ACTIVITY DESCRIPTION

Please help the Small Grant Committee understand the activity you'd like the funding to support and the goals you hope to achieve by first providing a description of the activity and then by answering several specific questions.

GENERAL DESCRIPTION OF ACTIVITY	
What are the larger goals of the activity? (Relationship Building, Community Clean-up, filling a specific community need, etc.)	
How will the activity strengthen community bonds and/or building connections and relationships in the neighborhood?	
Will you have other partners? (organizations or individuals) If so, who?	
How will this activity leverage the talents and skills of Ohio City neighbors?	

Success Drivers

How will people learn about this activity? In what ways will you market/advertise it?	
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What needs to be done to make the activity a success?

Please list all the steps and when they need to be accomplished (add more rows if required):

Description of critical activity or milestone for planning, organizing, and/or preparing for the proposed activity	Date to be completed by

Budget form on next page

Budget

Please complete a draft budget for the entire activity you are applying to fund. This budget should include expenses that will be funded from other sources so the application review team can understand what portion of the activity the small grant will support.

Please note: Column A + Column B = Column C

Expense Category	A Amount Requested from OCI	B Amount Funded from other sources	C Total Amount Required
Food			
Supplies (Items to be used to support or be consumed at the activity) Please provide a description of the supplies below.			
Flyer Request OCI will print flyers. Please indicate here how many you will need. (not a \$ amount)			
Printing Costs - Non-OCI Please include here any printing costs (\$) that you will incur in addition to what OCI will be able to do for you			
Fees/Permits Name Permit needed:			
Space Rental/Use Fee			
<i>Other (please list additional categories as needed)</i>			
Total			

Description of Supplies

(for example, “plates, napkins, and cups” or “painting supplies” it does not need to be an itemized list)