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 Whitnye 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 the core team).

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, applicant must provide a 3-month advance notice and you must meet with Ohio City Inc prior to submitting an application. Contact Whitnye 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 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 (up to 10 in color and 100 in black and white).

Restrictions
- Funds cannot be used to compensate individuals or organizations for their time or be used for an honorarium, speaker fees, trainer fees, or similar fees unless pertinent to the success of the project.
- One funded application per year is permitted. If an application is denied, you are welcome to apply during the next round.
- Ohio City Inc will not provide grants to political entities, for-profit entities, fundraising events, or individuals.

FAQs on next page

Frequently Asked Questions

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

A: OCI can make recommendations and provide guidance to help plan your events (permits, contacts, locations, etc.).

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

A: In most cases, a check can be issued once an application has been selected for funding. Receipts or records of purchases should be saved for OCI to review, if necessary.

Q: How are grant applications evaluated?

A: A Grant Making Committee, made up of Ohio City residents and OCI staff, evaluates all applications that meet the requirements and align with the goals of this program.
- Judging criteria:
    - Promotes engagement among residents
    - Outreach plan reaches diverse audiences
    - Encourages broad participation
    - Project's budgeting expenses are reasonable
    - Fills a programming gap in the community
    - Planning is collaborative
    - Has the potential to result in collaborative engagement
- 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.)

Q: What happens after my project is complete?

A: Applicants have one year to complete their project. Once complete, OCI requires the Project Team to share pictures of the event and the total number of participants. Applicants are permitted to apply again once a project is complete the following year and all follow-up information has been reported.

Grant Application Form begins on next page

Small Grant Application Form

Name of Project:	
Date(s) of Project:	
Project Team	
Lead Applicant Name:	
Lead Applicant Phone:	
Lead Applicant Email:	
Lead Applicant Address:	
Resident Team Member #2:	
Resident Team Member #3:	
Additional Team Members: (optional)	

PROJECT DESCRIPTION

Please help the Small Grant Committee understand the project you would like the funding to support and the goals you hope to achieve by providing a description of the project and answering several specific questions. Please limit additional pages to one sheet.

General Description of Project

What are the larger goals of the project? (Relationship Building, Community Clean-up, filling a specific community need, etc.)	
How will the project 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 project leverage the talents and skills of Ohio City neighbors?	

SUCCESS DRIVERS

How will people learn about this project? In what ways will you market/advertise it?	

What needs to be done to make the project a success?
Please list all the steps and when they need to be accomplished:

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

Budget form on next page

BUDGET

Please complete a draft budget for the entire project 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 project the small grant will support.

NOTE: Column A + Column B = Column C

Expense Categories	A **Amount Requested from OCI**	B **Amount Funded from other sources**	C **Total Amount Required**
Food and Beverage			
Supplies Items to be used to support or be consumed at the project. Please provide a description in the next section.			
Flyer Request OCI will print 10 color and 100 black and white flyers. How many flyers will you need?			
Printing Costs (non-OCI) Please include any printing costs that you will incur in outside of what OCI will provide:			
Permitting Fees List type of permit here:			
Space Rental/Use Fee			
Other Please list additional categories as needed.			
Other			
Other			
Total			

Description of Supplies

For example, "plates, napkins, and cups" or "painting supplies" are supplies. They do not need to be itemized.

Supplies	Description

Thank you for applying for the Ohio City Small Grant. Applicants will be notified with a decision within 10 business days. We look forward to hearing your ideas!