



## OHIO CITY INCORPORATED SMALL GRANT PROGRAM APPLICATION

### **Small Grant Program:**

Ohio City Incorporated will be awarding small neighborhood grants of up to \$250 to resident-led projects, events, and initiatives in the community. 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.

The goals of this program are:

1. To 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.

### **Requirements/FAQs:**

- All applications must include a team of at least 3 Ohio City residents.
  - The lead applicant must be an Ohio City Inc. member (there is no cost to be a member.)
  - Non-Ohio City residents are welcome as additional team members.
- Only applications for future projects taking place in the Ohio City neighborhood will be considered. (Reimbursements for completed projects are not eligible for funding.)
- We will not provide grants to political entities, for-profit entities, fundraising events, or individuals.
- If applying for an event where alcohol will be present, or one that will require any kind of permit, the applicant must provide at least 3 months advance notice, and must meet with Ohio City Inc. prior to submitting the application. Contact Hattie Kotz to schedule an appointment ([hkotz@ohiocity.org](mailto:hkotz@ohiocity.org)).
- Grant funds must be used within one year of award date.
- All activities must be open and advertised to all Ohio City residents. The project team will make a reasonable effort to reach as many Ohio City residents as possible. Ohio City Inc will support this effort by:
  - Notifications will be included in OCI website/newsletter.
  - OCI can print flyers for activities; project team will be responsible for distributing.

### **Things to keep in mind:**

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

## GRANT APPLICATION

All questions in the grant application and the budget form must be complete upon submission. You may contact Ohio City Incorporated ([wlongjones@ohiocity.org](mailto:wlongjones@ohiocity.org)) with questions and for application assistance.

- Expense requests should include receipts, or records of items paid.
- OCI can provide technical assistance for events (permits, contacts, etc.)

### **Describe the Activity:**

Describe the activity your group would like to do:

- When will the activity take place?
- What are the goals of the activity? (Relationship Building, Community Clean-up, Filling Community Need, etc.)
- How will grant funds be used?
- How will you engage your neighbors?
- Will there be other partners?
- How are you collaborating with other groups? (not required)

Resident leaders involved in the activity:

- 1.
- 2.
- 3.

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

- 1.
- 2.
- 3.

How do you plan to market/advertise your event/activity?

**The Budget—How will the grant funds be used?**

Will there be a need for other funding? (Please include in the budget form.) How do you plan to get other funding?

<b>Expense</b>	<b>Requested from OCI</b>	<b>Total Needed</b>
Food		
Supplies (Items to be used to support the activity)		
Printing (OCI will print flyers. Please indicate here how many you will need. Also includes other printing not done through OCI)		
Fees/Permits		
Space		
Other		
<b>Total</b>		

**Application Submission:**

Applications are accepted on a rolling basis in 2 cycles annually (Spring and Fall.) The grant making committee will review all current applications and award funding to projects at three points throughout each cycle; **Spring:** *March 15<sup>th</sup>, April 15<sup>th</sup>, May 15<sup>th</sup>*    **Fall:** *September 15<sup>th</sup>, October 15<sup>th</sup>, November 15<sup>th</sup>*

Applications for projects taking place at any time of the year may be submitted during either cycle, as long as grant funds are used within one year of award date. Submit your completed application to Hattie Kotz at [hkotz@ohiocity.org](mailto:hkotz@ohiocity.org) or mail to Ohio City Inc. Attn. Hattie Kotz, 2525 Market Ave. Suite A, Cleveland, OH 44113.