



# City of Dayton 2010 Neighborhood Mini-Grant Program Guidelines



## Overview

Dayton's residents and neighborhoods are some of the City's greatest assets. Neighborhoods whose citizens are actively involved in shaping the future are most likely to attract other residents and investments. The Neighborhood Mini-Grant Program provides funding that helps resident/business-driven neighborhood groups engage more residents in their efforts and strengthen their organizations as they plan and complete community improvement projects. The program is administered by the Department of Planning and Community Development.

Neighbors are encouraged to think creatively to determine the types of projects that best address their unique assets and needs; however, a set of selection criteria (listed below) has been established to ensure that key City of Dayton priorities and objectives are fulfilled. Projects could include (but are not limited to): home tours and other marketing events, communications materials and websites, as well as limited public space enhancements.

## Eligibility

- Applicants are limited to established neighborhood associations, block clubs, business associations, or Priority Boards located within the City of Dayton. Successful applications will demonstrate broad community involvement in projects that benefit the neighborhood and City as a whole.
- Only one proposal per organization will be accepted.
- Organizations that received funding through the 2009 Neighborhood Mini-Grant process are eligible to apply; however, priority will be given to applications submitted by organizations who did not receive awards last year.

## Selection Criteria

Applications will be reviewed by a panel of City of Dayton staff members. Reviewers will use a standard rating form to assign a numeric value to each application according to the following criteria:

- *Impact*—How dramatic will the transformation of neighborhood conditions be? (Before and after)
- *Strength of Plan & Measurable Outcomes*—Does the proposal have a clearly defined plan of action with measurable outcomes for success?
- *Leverage*—Will this grant result in significant in-kind contributions, matching funds, outside donations, or sales receipts?

- *Marketing Potential*—Does this proposal include a reasonable plan for communicating the project's successes, lessons learned, photos and stories? Is the project a compelling story worthy of media coverage?
- *Breadth of Community Involvement*—Will this project involve a large, diverse group of neighbors and benefit the neighborhood as a whole?
- *Budget*—Does the project use resources creatively and get the biggest “bang for the buck?” Does the budget presented seem to be an accurate projection of costs?
- *Capacity Building* -Will the project result in increased organizational and individual leadership skills and improved relationships?
- *Partnerships/Collaborations*—Does the project involve collaboration between multiple groups, especially those with different levels of capacity?
- *Maintenance & Sustainability*—Does the proposal identify how the project’s outcomes will be sustained in the future without the City of Dayton incurring maintenance costs?

In addition, proposals will receive ‘bonus’ points for addressing the following topics:

- *Promotion of a ‘Greener Dayton’*—Will this project help promote Dayton as an environmentally sustainable city?
- *Walkability/Bikeability*—Will this project help improve pedestrian connectivity or help establish Dayton as a bicycle-friendly community?
- *Vacant Lots & Structures*—Does this proposal address issues of vacant land or structures in the neighborhood?

### Ineligible Expenses

Mini-grant awards **CANNOT** be used to pay for capital equipment purchases (e.g., lawnmowers, chainsaws, tillers, etc.).

### Reporting Requirements

Grant recipients must submit photos and a report form evaluating the project within sixty (60) days of project completion. In addition, a Neighborhood Mini-Grant Program Committee member will contact you when the project is done to discuss the result. Final invoices will be paid by the City after the reporting forms and proper documentation is received.

### Budget and Financial Considerations

A simple budget form is included in the attached application. Please estimate projected costs to the best of your ability. Grants will be made for reimbursement only, unless other arrangements are approved in advance by the program administrator. Your organization should have its own checking account in order to receive the funds. The City is not able to write the check to an individual. **You may arrange for another non-profit organization to act as a fiscal agent, if necessary.** At the time of application, you must submit an Affirmative Action Assurance form (certifying that you have no employees subject to

compliance) and an IRS W-9 form for your organization (or organization acting as fiscal agent).

### **Physical Improvements on Public or Private Land**

No groups may make physical changes to public right-of-way or land owned by a third party without approval; **therefore, written permissions must be obtained in advance of application**. Groups submitting applications for physical projects **must contact Erin Jeffries by April 30, 2010**, to determine what steps may be required.

### **Application Timeline**

- **MANDATORY WORKSHOP - Saturday, April 10, or Wednesday, April 14, 2010**  
Interested organizations must send a representative to one of these two brief informational sessions:

- Saturday, April 10, 2010, 11:00 a.m.

**OR**

- Wednesday, April 14, 2010, 6:00 p.m.

Workshops will be held at City Hall in the 6<sup>th</sup> Floor Training Room. ***Electronic application packets will be emailed to attendees immediately following each workshop.***

- **DEADLINE FOR PHYSICAL IMPROVEMENTS - Friday, April 30, 2010**  
Organizations submitting applications for **physical improvements** must contact Erin Jeffries (333-3863 or erin.jeffries@cityofdayton.org) by this date to discuss potential permission requirements.
- **APPLICATION DEADLINE - Friday, May 14, 2010 @ 4:30 p.m.**  
**Eight (8) copies of your application are due by 4:30 p.m.** Late and electronic submissions will not be accepted. Applications can be mailed or hand-delivered to:

City of Dayton  
Department of Planning & Community Development  
Attn: Erin Jeffries  
101 W. Third St. - 6<sup>th</sup> Floor  
Dayton, OH 45402

- **GRANT AWARDS ANNOUNCED - Monday, June 7, 2010**
- **PROJECT COMPLETION DEADLINE - Thursday, December 1, 2011**  
All projects must be completed by this date. All reporting forms must be submitted within sixty (60) days of project completion.