

City of Lima Neighborhood Matching Grant Program 2021



LIMA'S NEIGHBORHOOD MATCHING GRANT APPLICATION AND INSTRUCTION PACKAGE

Application Deadline: **August 30, 2021**

CITY OF LIMA

NEIGHBORHOOD MATCHING GRANT PROGRAM

PURPOSE:

The City of Lima Neighborhood Matching Grant (LNMG) program was established to provide funding for two purposes (1) neighborhood improvements that address neighborhood needs and improve the quality of life in the City of Lima and (2) to address needs of capacity building for associations. The grant program is to provide the neighborhood organization with resources to implement neighborhood enhancement projects or capacity building projects that the neighborhood would not normally be able to fund.

Grant funds are available annually, with awards ranging from \$500 to \$2,500 that are matched dollar for dollar by the applying neighborhood organization using a combination of cash, in-kind contributions and volunteer labor. Requests may be made in increments of \$500. Total grants awarded will not exceed the available funds for this program of \$2,500.

Grant funds can only be used for projects that benefit the entire neighborhood and allow all residents the opportunity to participate. The grant application is available at the City of Lima website at: www.cityhall.lima.oh.us.

WHO IS ELIGIBLE:

Any neighborhood association recognized by the City of Lima, has all required annual paperwork turned in, and is **located within the City of Lima** is eligible. To participate in this grant, it is asked that you kick off your project on **October 2, 2021**. The goal is for multiple neighborhood associations to start their projects at this time in order to enhance the impact on our community. Your neighborhood association has until **November 5, 2021** to complete your project.

GRANT AMOUNT AND ACCESS TO DOLLARS:

The total amount available for this program is \$2,500. An applicant may apply for up to \$2,500. Matching funds must equal or exceed the amount of the funds requested through the program. **Once the grant is awarded and a contract with the City of Lima is signed, an invoice or receipt for the appropriate amount must be presented to the Neighborhood Support Division and the City will issue a check to the organization. If your association has received a grant in the previous year through this program, a current budget must be attached to the grant application to receive funds.**

Eligible Project Guidelines

Eligible projects must meet the following eligibility criteria:

- provide a public benefit to the neighborhood
- have an accountable neighborhood resident serve as the project leader
- directly involve neighborhood residents in all phases
- have goals which can be accomplished in 12 months or less
- take place within the boundaries of the neighborhood

Eligible Neighborhood Organization Guidelines

Eligible neighborhood organizations must meet the following eligibility criteria:

- have no active projects with funds from the Neighborhood Support Division
- operate within the City of Lima limits – to determine if the neighborhood association is within City limits, contact the Neighborhood Support division at 419.221.5177
- be registered with the City of Lima Neighborhood Support Division
- have a majority of the organization's members living in or operating businesses in the neighborhood
- not discriminate and actively seek membership from neighborhood residents
- represent its neighborhood and have democratically elected officers
- have a Tax Identification Number (TIN) or Employer Identification Number (EIN)
- have been organized for at least 6 months before applying for a grant
- match dollar for dollar of the City's contribution with volunteer time, in-kind donations of goods and services and/or financial contributions

Board and Neighborhood Approval

Each neighborhood organization must have its voting members vote on and approve the grant application and neighborhood match contribution before submission.

Meeting minutes must include a motion and vote with the following incorporated in the language:

- the name of the grant project
- motion, vote, and approval to pursue and submit the grant application and neighborhood match contribution to the City
- approval of common property usage (i.e. vacant lot)
- a copy of the minutes documenting the discussion and vote must be submitted with the grant application

Project Team

The Project Team must have a Project Leader, an Alternate Project Leader, Report Coordinator, and a Partner/Volunteer Coordinator for a total of four leadership roles (minimum). All Project Team members are required to attend an orientation session conducted by the Neighborhood Support Division, which is important to ensure that project team members are committed to the success of the project. Additional team members are encouraged to join and help with the community project. There is no limit on the number of people who can help make improvements on your community and improve the quality of life in your neighborhood.

Project Team Roles

Project Leader: serves as the chairman of the team, is the primary contact with Office of Community Affairs staff and cannot serve in other positions on the project team. The Project Leader is responsible for meeting all terms of the grant agreement, including submitting quarterly project reports and a final report to the Office of Community Affairs.

Alternate Project Leader: an active project team member who is willing and capable of taking over Project Leader responsibilities, in the event that the current Project Leader is not able to fulfill their role and responsibilities

Report Coordinator: compiles information, completes and submits quarterly and final reports to the Project Leader for signature.

Partner/Volunteer Coordinator: invites partners to project activities, keeps track of partner cash contributions and in-kind services for quarterly reports, sends the completed project plan and timeline to the partners, and records project volunteer hours for quarterly reports.

Project team members may be changed or replaced at any time during project implementation. It is important to match the skills, expertise, and interests of each project team member's role with the appropriate individual. Therefore, it is valuable for the Project Leader to solicit a diverse group of individuals who can contribute to the success of the project. If these changes are made, please make sure to include them in the final report.

Grant Match

The value of the neighborhood organization's contribution must equal or exceed the total amount requested from the City of Lima. A combination of cash, volunteer labor and/or in-kind goods or services can be used as match.

Limitations on Match

In-kind or cash donations from City of Lima staff or elected officials cannot be counted as match. Professional services and labor must be furnished by established service providers, skilled laborers and/or volunteer laborers/skilled service providers.

Match Component	Definition	Limit
Volunteer Labor	Volunteer labor from volunteers who reside in the defined boundaries of the applying neighborhood, valued at \$25.47 per hour (according to Independent Sector monetary value for 2021)	A minimum of 25% and a maximum of 50% of the grant award is required
In-kind Goods and Services	Supplies, equipment, space or professional services valued at "fair market value" and furnished by legitimate service providers, skilled laborers and/or businesses	Unlimited
Cash/ Donations	Cash contributions or donations, proceeds from neighborhood fundraisers, etc.	Unlimited

APPLICATION DEADLINE:

Applications will be accepted until August 30, 2021 at 5pm.

Applications should be mailed or delivered to: Neighborhood Support, LNMG, 50 Town Square, Lima, Ohio 45801. **Emailed Applications will not be accepted.**

PROJECT SELECTION:

Each project will be evaluated on the basis of how well it addresses the program's main priority of improving and enhancing the physical appearance of neighborhoods and/or building relationships to increase membership. The applicant must also demonstrate ability to meet the required match and indicate if the organization is already receiving financial assistance from the City of Lima. Applicants may not submit an application for more than one project. Grant funds may not be used to replace the organization's current operating budget.

In the event a proposed project requires funding in the future, applicants may submit a competitive proposal for each subsequent fiscal year in accordance with the announcement issued by the city in the subsequent year. Generally, projects will not be funded for more than one year. For those projects that require funding past the first year, other funding sources should be sought for those additional years.

A committee that includes a representative of a nonprofit organization, Department of Community Development, a member of 1 other City Department, and a neighborhood resident will make project selections.

SELECTION NOTIFICATION:

To ensure that the minimum criteria have been met, the Neighborhood Support staff will review applications before sending them to the selection committee. Applicants not meeting the standards will be notified. The remaining applications will be submitted for review to the Selection Committee. Applications will be graded based on the criteria standard contained in this package. Applicants chosen will be asked to sign an agreement and notified to proceed with their projects. All eligible applicants will be notified of the decisions of the Selection Committee. Applicants will be notified no later than **September 15, 2021**.

PROJECT MONITORING:

A mid-way report will be required on **Oct 15, 2021** from each of the neighborhood associations who have accepted this grant. This will include all project and financial updates.

PROJECT COMPLETION:

All projects must be completed by **November 5, 2021**. All final reports must be submitted by **November 13, 2021**.

ADDITIONAL INFORMATION OR TECHNICAL ASSISTANCE:

Applicants having a question about this program may call Neighborhood Support at 419-221-5177.

EVALUATION CRITERIA

Criteria	Priority Weight	Evaluation
Supports Program Mission	25	The program is designed to improve a Neighborhood and build capacity. Projects may include but are not limited to signs, physical improvements, public safety, membership drives, and educational, cultural, or recreational improvements.
Partnership/Cost-sharing Ability	20	Applications should include letters of intent for in-kind donations such as supplies, equipment, space or professional services, which describe their donations. Also, volunteers have committed to selecting and planning the project.
Completion/Effectiveness of Project	15	Requested funds must be sufficient to complete the project within the contract period. If an on-going project, or a project that needs maintenance, continuing funding sources must be available. The project concept will be effective to reach goal of capacity building, and/or neighborhood impact.

Lima's Neighborhood Matching Grant Budget

(Use only whole dollar amounts)

CASH

1	LNMG Grant Request	\$	
	Total Cash from City of Lima		(a) <input style="width: 80%;" type="text"/>

Cash from Partners

2		\$	
	Total Cash from Partners (b)		(b) <input style="width: 80%;" type="text"/>

Total Cash (a + b = c) (c)

IN-KIND CASH VALUE

In-Kind Partners

5		\$	
	Total In-Kind from Partners (d)		(d) <input style="width: 80%;" type="text"/>

7	Volunteer Labor (hrs. x \$25.47)	\$	
	Total Volunteer Labor (hrs. x \$25.47) (e)		(e) <input style="width: 80%;" type="text"/>

Total In-Kind Contributions (d + e = f) (f)

Grand Total Project Revenues (c + f = g) (g)

PROJECT EXPENSES

Cash Expenses

10		\$	
	Total Cash Expenses		(h) <input style="width: 80%;" type="text"/>

In-Kind Service Expenses

12		\$	
	Volunteer Labor from line (e)		
	Total In-Kind Service Expenses (i)		(i) <input style="width: 80%;" type="text"/>

Grand Total Project Expenses (h + i = j) (j)

Project overage or (shortage) (g - j = k) (k)
g = total revenues, j = total expenses, k should balance to 0

Total Neighborhood Match (b + d + e = l) (l)
 LNMG Request from line (m) (m)

Lima's Neighborhood Matching Grant Program

City of Lima
50 Town Square
Lima, Ohio 45801

REQUEST FOR PARTNER CONTRIBUTION (Sample letter)

Dear _____:

Our neighborhood, _____, is applying for a Neighborhood Matching Grant from the City of Lima. We will use the grant to complete a neighborhood improvement project.

The project is: _____

It will address an important need in our community. In order to receive the city's grant, we must match the \$_____ city grant with volunteer time, in-kind donations and/or cash. Our neighborhood will contribute at least 25% of the match in volunteer time, which is valued at \$24.14/hour. Therefore, our total need to qualify for a grant is \$_____. Our matching portion must be documented when we submit our application. All applications must be received by May 29, 2020 at 5pm.

We would like for your business to partner with us by giving a cash or in-kind contribution. All gifts valued at \$25 or more may be tax deductible. We would like the opportunity to discuss the merits of our neighborhood improvement project with you.

Please call me at your earliest convenience at _____.

Sincerely,

President

Lima's Neighborhood Matching Grant Program

City of Lima
50 Town Square
Lima, Ohio 45801

LETTER OF INTENT:

This letter is to confirm that my company/agency

_____ (name)

will participate as a partner with the _____ neighborhood association (name)

in the implementation of its Lima's Neighborhood Matching Grant project. Our contribution will consist of:

(Please check all that apply)

Cash amount: \$ _____

In-kind services/goods:

The market value of my company's in-kind contribution is \$ _____

We look forward to working with this neighborhood on this project.

(Signature)

(Date)

PLEASE PRINT

Name _____

Company _____

Address _____

City/ZIP _____

Phone Number _____

Please join us for

Lima's Neighborhood Matching Grant Program 2021 Pre-application Workshop

**Wednesday August 11, 2021 at LACANIP located at 1440 W Spring Street.
Workshop will start at from 5:30pm**

Learn how to apply for a 2021 Lima Neighborhood Matching Grant.
Your association is encouraged to send several representatives.
This workshop will explain grant requirements, review program changes
and assist applicants with any technical needs.

The pre-application workshop has been scheduled for your convenience. You may send as many
associations members as you would like.

Should your group choose to apply earlier in the year, assistance is available on an individual basis by calling
Neighborhood Support at the number listed below.

For additional information, call 419-221-5177 or email sydni.winkler@cityhall.lima.oh.us.