



**City of Zanesville
Community Development Department**

**NEIGHBORHOOD
GRANT PROGRAM**

**FY-21
Guidelines and Application**

Deadline to Apply:

July 30, 2021

2021 Neighborhood Grant Program Overview

The City of Zanesville established the Emergency Repair Grant Program in 2017 to maintain and improve properties in residential and downtown historic districts by supporting property improvements that bring the community together and encourage participation from neighbors. This is a competitive grant program that provides financial support for projects that enhance and strengthen the community.

Eligible Projects

Eligible Grant projects fall into five categories:

- **Community Buildings Improvement Projects:** Street scrapes, sidewalk improvements, ADA compliance upgrades.
- **Residential Improvement Projects:** Painting, roof repair, step repair
- **Neighborhood Cleanup Projects**
- **Neighborhood Tree Plantings**
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How to Apply

Interested applicants should complete and sign a Neighborhood Grant Program application, which must include a description of the project, a project budget, as well as matching grant resources (if applicable). Applications can be submitted by providing a hard copy to the Community Development Department or electronic version to Maria.brent@coz.org.

Applications must provide proof of community support by having the application signed by four community members or organization members who will be involved in the project. For neighborhood organizations, the application must be executed by the organization's President. Applicants should be prepared to start their projects immediately upon receiving notification of the award.

We encourage you to contact the City of Zanesville Community Development Department before you prepare your application. We can offer guidance and assistance to help you submit a successful application.

Community Development Department
(740) 617-4909
401 Market St., Rm 204
Zanesville, OH 43701

Email Contact

Maria Brent, Redevelopment Administrator: Maria.brent@coz.org

Eligibility

Neighborhood-based organizations as well as groups of neighbors who do not belong to an organization are eligible for Neighborhood Grant Program funds. The project must take place within the City of Zanesville limits and be open to the public. **Neighborhood Grant funds cannot be used to purchase food and/or alcoholic beverages, cash awards, field trips or admissions, or mobile phones and associated costs.**

While encouraged to participate, Neighborhood Grant Program applications won't be accepted from Schools, Faith-based organizations, Service Organizations, Community Based Non-profits, or For-profit Organizations.

Funding Requirements

The maximum grant award is \$2,500, and any request above \$1,000 must provide matching resources. A neighborhood group can provide its share of a project's cost through any combination of volunteer labor and donations of material, services, and cash.

If your project is awarded Neighborhood Grant funding, a grant agreement will be developed and must be fully signed before the start of a project. We do not fund projects after the fact nor do we reimburse for projects that have already taken place once the application has been submitted.

Grant funds are paid as reimbursements for eligible grant activities when receipts are submitted to the City. After the project is complete, Neighborhood Grant recipients are required to submit a Neighborhood Group Reimbursement Form and actual receipts to the Community Development Department. Reimbursement funds are typically dispersed within two weeks of invoice receipt.

Neighborhood Match

For grant applications requesting \$1,000 or more in Neighborhood Grant Program funds, the applicant must provide a description of matching resources. The Neighborhood Match involves the share of the project's costs through any combination of fundraising, volunteer labor, in-kind contributions, and other types of donations. As shown below, grant projects taking place within the **Neighborhood Grant Target Area** qualify for a 75/25 match, and all other projects require a 50/50 match.

- Option One: 75/25 Match

Applicants with projects targeting the Neighborhood Grant Target Area (see page 3) may apply for a maximum of \$2,500 in Neighborhood Grant Program funds to pay for up to 75 percent of a project's cost. The applicant and their community partners must provide the remaining 25 percent.

Example of 75/25 Match:

Total project cost:	\$1,200
Grant Funds (75% from Neighborhood Grant Program):	\$ 900
Matching Funds (25% from neighborhood organization):	\$ 300

- Option Two: 50/50 Match

Applicants with projects targeting other areas of the City may apply for maximum of \$2,500 in Neighborhood Grant Program funds to pay for up to 50 percent of a project's cost. The applicant and their community partners must provide the remaining 50 percent.

Example of 50/50 Match:

Total project cost:	\$1,200
Grant Funds (50% from Neighborhood Grant Program):	\$ 600
Matching Funds (50% from neighborhood organization):	\$ 600

Neighborhood Grant Target Area

The City has designated a Neighborhood Grant Target Area to promote community projects that benefit residents within this area. If your project will take place in the Neighborhood Grant Target Area, the project qualifies for a preferred Neighborhood Match, meaning that you may apply for a maximum of \$2,500 in Neighborhood Grant Program funds to pay for up to 75 percent of a project's cost. For example, if your total project costs are \$800, you may apply for 75% of that total cost (i.e., a \$600 grant) and you are responsible for the remaining 25% (i.e., \$200 in matching funds). A map of the Neighborhood Target Area can be seen below. *Please note that if you are applying for a grant of less than \$1,000, you are not required to provide proof of Neighborhood Match.*



Timeline

As seen in the chart below, the Community Development Department will host two Informational Workshops prior to the application deadline. Grant applications are due on July 30, 2021 and applicants will be notified of the City's decision within three weeks of submitting the application. All projects must be completed by November 30, 2021.

If your project is awarded grant funding, a Grant Agreement will be developed, and this agreement must be fully signed before the start of a project. The City does not fund projects after the fact nor do we reimburse for projects that have already taken place once the application has been submitted.

Neighborhood Grant recipients will be provided with a Grant Reimbursement Form. This form must be completed and returned to the Community Development Department by November 30, 2021, along with the actual receipts for the project expenses.

Application Evaluation Criteria

Applications will be evaluated and reviewed on a total score of 100 points. A desirable application should include completed and detailed sections that let the review committee know that your group has planned well, can organize broad community support and knows how to secure resources needed to complete the project. Applications will be scored based upon the following five criteria:

- 1) **Project Design (15 Points)**
Overall project concept, planning and organization, creativity, and project readiness.
- 2) **Project Benefit (30 points)**
How the project benefits the community and the number of residents that benefit from the project. More points have been added to this category for use of local contractors for improvements.
- 3) **Neighborhood Involvement (20 Points)**
The number of residents that will be involved with the project. Information about the project group as well as the different types of people and roles that make up your project should be provided.
- 4) **Outcomes (20 Points)**
This application should describe the lasting effect of the project, including specific outcomes for the project and how you will measure project success.
- 5) **Financial Feasibility (15 Points)**
Cost estimates should be supported and reasonable. For applicants requesting \$1,000 or more, the application provide a description of matching resources, whether in the form of in-kind contributions, volunteer labor, donated materials or professional services, or funding from other sources.

City of Zanesville, Ohio Neighborhood Grant Program Application

- Attach additional pages if necessary -

Name of Project Leader: _____ Title (if any): _____

Name of Organization (if applicable): _____

Amount of Funds Requested: _____

Grants are limited to \$2,500 per project.

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Section 1: Names of Other Project Team Members

Please provide the names of at least four individuals who will also be involved in the project.

1. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

2. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

3. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

4. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Section 2: Project Description

Name of Project: _____

Address/location of Project Event / Activity: _____

If you plan to hold an event or activity, what is the expected attendance?

Number of Households Represented: _____ Number of Residents Expected: _____

Project Need and Outcomes

Please provide answers to the questions below. These questions ask you to describe the need and positive outcomes that this project will have on your neighborhood/community. Attach additional page if necessary.

1) Please briefly describe the project, and state why this activity needed in your community:

2) How will this project positively impact the community?

3) How will a Neighborhood Grant help you reach the project's goals?

4) A) Is this a new project?

B) Has this project been funded by a Neighborhood Grant in a previous year?

C) If you answered yes to either of the above questions, how does this years' project expand the activity?

Section 3: Project Expenditures

Please describe the project's expenses below.

Description of Expenditures	Estimated Expense
	\$
	\$
	\$
	\$
	\$
	\$
Total Costs	\$

Section 4: Matching Resources

Note that projects taking place within the Neighborhood Grant Target Area may apply for grant funds to pay for up to 75% of a project's cost, and projects targeting all other areas of the City may apply for grant funds to pay for up to 50% of a project's cost.

1) Will this project take place within the Neighborhood Grant Target Area?

Yes _____

No _____

2) Description of Matching Resources

For applicants requesting \$1,000 or more, please provide a description of matching resources (e.g., in-kind contributions, volunteer labor [currently valued at \$12.00/hour], donated materials or professional services, or funding from other sources).

Matching Resource	Explanation	Total
		\$
		\$
		\$
		\$
Total Matching Resources		\$

Section 5: Project Team Signatures

Project Leader / Organization President:

Name: _____

Signature: _____ Date: _____

Other Project Members:

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____