



**City of Zanesville  
Community Development Department**

**Community Improvement  
Grant Program**

**FY-22  
Guidelines and Application**

**Deadline to Apply:**

**First Round Deadline:**

**July 1, 2022**

**Final Deadline:**

**September 30, 2022**

## **2022 Community Improvement Grant Program Overview**

The City of Zanesville established the Community Improvement Grant Program in 2022 to maintain and improve owner occupied residential properties and Downtown Commercial Properties by supporting property improvements. This is a competitive grant program that provides financial support for projects that enhance and strengthen the community.

Community events and programs that are free and open to the public are also welcome to apply. Fundraisers are not ineligible.

### **Eligible Projects**

Eligible Grant projects fall into three categories; this list is not exhaustive but serves as examples of previous projects.

- **Commercial Building Improvement Projects:**

*Examples of Eligible Projects:*

Commercial Streetscapes  
ADA compliance implementations  
Exterior repairs to the property  
Interior improvements on a case by case basis

- **Residential Improvement Projects:**

*Examples of Eligible Projects:*

House painting  
Repair work of porches  
Step repair  
Sidewalk repairs  
Roof repair  
Deck repairs  
Interior improvements on a case by case basis

- **Community Events** *Fundraisers are ineligible*

### **How to Apply**

Interested applicants should complete and sign a Community Improvement 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](mailto:Maria.brent@coz.org).

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

#### Email Contact

Maria Brent, Redevelopment Administrator: [Maria.brent@coz.org](mailto:Maria.brent@coz.org)

## Eligibility

Eligible Projects must fall into one of the three categories listed below:

- Owner occupied residential properties;
- Commercial structures in Downtown Zanesville; or
- Community Events and Programs

## Funding Requirements

The maximum grant award is \$2,500, and all requests must provide all documentation for project expenses and receipts must be provided in order to receive reimbursement. An applicant 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 Community Improvement 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, Community Improvement Grant recipients are required to submit a Grant Reimbursement Form and actual receipts to the Community Development Department. Reimbursement funds are typically dispersed within two weeks of invoice receipt.

**\*Incomplete applications shall not be considered.**

## Timeline

Grant applications are accepted on a rolling basis and applicants will be notified of the City's decision within two to four weeks of submitting the application. All projects must be completed by **November 30, 2022**.

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.

Property Improvement 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, 2022**, along with the actual receipts for the project expenses.

A request for \$2,500.00 does not guarantee that an applicant will be funded at the maximum reward level. A maximum grant request may be rewarded a lower level of funding based on a variety of factors including the availability of funds and the strength of the applicatio

- 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: \_\_\_\_\_

**Property Owner Information**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **Section 2: Project Description**

**Project:** \_\_\_\_\_

**Project location and Address:** \_\_\_\_\_

### **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:**

**2) Briefly describe the need of the project (provide pictures if possible)**

**3) Has this organization or person received funding through this program before?**

**4) Describe the end result of the project:**

**5) Other information that may help in application evaluating process?**

### Section 3: Project Expenditures

*Please describe the project's expenses below.*

Description of Expenditures	Estimated Expense
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Costs</b>	<b>\$</b>

*This is a reimbursable grant program and all receipts must be submitted for reimbursement.*

Description of Match	Amount of Match

*Describe types of match*

- Volunteer hours valued at \$12 per hour
- Cash as the actual amount spent
- Donation of materials on actual amount spent