



CITY OF

MONTGOMERY

A CHARMING PAST. A GLOWING FUTURE.

Service to Community Grant Program

Application and Guidelines

2020-2021

City of Montgomery Service to Community Grant Application Guidelines

The purpose of the Service to the Community Grant program is to provide a fair and consistent method of establishing grant funding for community groups or organizations that have the ideas and the skills necessary to execute creative community projects to benefit and engage citizens in the City of Montgomery.

Service to the community is defined as providing a beneficial service, project, or event that engages or improves the quality of life of Montgomery residents.

The City of Montgomery is a local government agency with the mission “Providing superior services and engaging with you to enhance our community!” As this mission statement states, it takes a partnered approach to provide services to a community, and this grant is one opportunity for Montgomery service organizations to partner with the City for the benefit of our community.

We encourage you to review this document while filling out the grant application.

Funding Criteria

1. All projects must be a creative effort to address an identified issue and build on assets in the community to improve conditions and enhance the quality of life in Montgomery.
2. All projects must be inclusive, bring the community together, and involve the community in the project. All projects/activities must benefit and be open to the general public.
3. Projects must be sponsored by not-for-profit or civic organizations, educational organizations, neighborhood associations, or religious organizations serving the Montgomery community.
4. The project must have a clearly defined plan of action with measurable outcomes for success.
5. We encourage community groups to team up to create transformative change in our city. To encourage groups to work together on joint projects, two or more groups who work together on a single project may submit one grant application. Special consideration will be granted to applications that involve more than one entity.
6. Projects should encourage increased involvement of residents in neighborhood or community activities, may involve a wide variety of participants, including youth, and clearly provide benefits to the entire community.
7. Those projects dedicated to community wellness will receive ten additional bonus points in the scoring process. Community wellness projects, as defined in the WeTHRIVE! Initiative, are programs dedicated to teaching healthy eating, healthy living, and exercise.
8. The project/activity should be enjoyable, build citizen leadership capacity, and provide opportunities to increase social connections among residents.

9. The organization should match the grant with investments of their own funds, other donations or grants, or other in-kind donations, such as labor.
10. The group must agree to report on expenditures, lessons learned, photos, and stories to capture the impact of the project and grant.
11. The proposal must document how this project can be sustained without grant funding.
12. Grantees are encouraged to publicize their project/activity to spread the word on this grant and the good work that they are doing for the community.

Eligibility

Eligible grantees are limited to those not-for-profit or civic organizations, educational organizations, neighborhood associations, or religious organizations serving the Montgomery community. Requests will not be considered from organizations that discriminate based on race, creed, color, age, sex, religion, national origin or veteran status. The grant cannot fund commercial activities or charitable activities that are not directly of service within the City of Montgomery. Special consideration will be given for joint applications submitted by more than one group working together.

Documentation is required that the requested amount of the grant be equally matched from other sources in either cash contributions or in-kind property or equipment contributions. The applicant may also provide up to 50 percent of the matching contribution in service hours by the applicant's members or supporters, to be credited at \$20 per hour. The contributing service work should be specifically described to be considered.

In general, the City of Montgomery will award grants for specific projects rather than operating costs. Eligible Grantees are limited to those local not-for-profits, civic or neighborhood associations serving the Montgomery community. The project must specify in detail how it will benefit the community of Montgomery and engage Montgomery citizens.

Grant applications must be submitted by April 1 of each year to be considered in that year's grant cycle. As a matter of fairness to all applicants, no exceptions to the deadline will be made. Notifications of decisions will be made to applicants within 90 days of April 1. The due date is Wednesday, April 1, 2020.

Financial Need

Recipients with documented outstanding project performance and demonstrated financial need may reapply for the grant but would be limited to a maximum of two consecutive years of funding. Applicants will not be considered for a third consecutive year of funding but could reapply after sitting out a year, unless the City does not receive any other applications by the April 1 deadline.

Agreement and Final Report

The Montgomery City Council must authorize all grants. All grant applications will be reviewed and scored by City Staff and City Council and awarded by City Council by motion. Such grants will require an agreement between the City of Montgomery and the grantee. The agreement shall specify how the funds will be used and require that, upon completion, the grantee gives a detailed report on the outcomes of the projects, including the expenditures and funds remaining. Any funds remaining shall be returned to the City consistent with the grant agreement. Applicants must also provide a plan for recognizing the City of Montgomery for the support provided through this grant.

Snapshot of Timeline

Applications Due: 4:00 p.m. on Wednesday, April 1, 2020.

Funding decisions will be made within 90 days following the application due date.

Project Completion: The date of completion will be made within one (1) year of receiving the grant funds.

Thank you for your interest in the City of Montgomery's Service to Community Grant Program. Please review the enclosed materials carefully and provide all the information requested. Incomplete applications or applications that do not meet the definition of community engagement or service to the community will not be considered.

Application Contents

1. Group Fact Sheet
2. Certifications
3. Application Questionnaire
4. Budget Worksheet

Eligibility Requirements

- Applicants must be a qualified tax-exempt 501 (c) (3) organizations or a registered non-profit with the State of Ohio that serves Montgomery residents, or an organized and identifiable group of citizens that serves Montgomery residents.
- Only one grant application per year will be considered for any one group or organization. More than one group or organization may collaborate on a single grant application.
- Grant requests can be made for all project and activity types that provide engagement or service to the citizens of Montgomery.

Deadline to Submit Applications

Completed applications must be received no later than 4:00 p.m., Wednesday, April 1, 2020. No exceptions will be made. These may be either dropped off or mailed. Emailed applications will not be accepted. Fully completed applications must be typed and not hand-written.

2020-2021 Grant Funding

A maximum of \$2,500 will be awarded to any one applicant in any given year. The City of Montgomery has budgeted \$5,000 for 2020.

The decision to continue funding of the Service to the Community Grant is subject to the appropriation of funds for such purpose by the Montgomery City Council. Funding for the Service to the Community Grant Program may be modified or suspended during times of economic downturn when revenue sources for the City are reduced and/or by City Council consistent with the adopted budget.

Grant Process Timeline

Applications available online	Thursday, January 2, 2020
Pre-application meeting for interested applicants	Thursday, February 20, 2020
Applications are due by 4:00 p.m.	4:00 to 6:00 p.m. at City Hall Wednesday, April 1, 2020
Distribute application packets to the Grant Committee for review	Thursday, April 2, 2020
City staff review of applications	Tuesday, April 7, 2020

Incomplete applications will not be considered, and the applicant will be notified by email.

****The following dates are subject to change based on the Government Affairs Committee of City Council and the City Council schedule. ****

Grant Committee deliberation and award recommendations	Thursday, April 9, 2020
Government Affairs Committee of City Council considers Grant Committee award recommendations	Monday, April 13, 2020
Government Affairs Committee of City Council takes recommendations of grant awards to full City Council for a motion to approve	Wednesday, April 15, 2020
Grant Award notification letters mailed to applicants	Monday, April 20, 2020
Checks presented to grant recipients at the City Council Meeting (7:00 p.m.)	Wednesday, May 6, 2020
The article appears in Montgomery Bulletin notifying the community of grant awards	June newsletter, due May 6, 2020
Checks mailed to grant recipients not present at the City Council meeting	Friday, May 8, 2020
Six-month progress reports due to City of Montgomery for review	Monday, November 2, 2020
Final Report due to the City of Montgomery for review.	Exactly one year after the grant award (May 2021)

Application Checklist

For your application to be considered, please ensure that all the items listed below are in a packet delivered, either by mail or in person, no later than 4:00 p.m., Wednesday, April 1, 2020, to Montgomery City Hall. Questions may be directed to Faith Lynch at 513-792-8358 or flynch@montgomeryohio.org.

Please do not include the cover sheet or pages 1 through 5 of this packet with your submission.

1. Grant application includes:

- a. Group fact sheet _____
- b. Certification _____
- c. Application questionnaire _____
- d. Grant Request budget worksheet _____
- e. Proof of tax-exempt status and/or Articles of Incorporation as a not-for-profit organization, If applicable. _____
- f. Completed W-9 Form _____

Contact:

Faith Lynch
 City of Montgomery
 513-792-8358
flynch@montgomeryohio.org

Deadline: 4:00 p.m., Wednesday, April 1, 2020.

Applications received after the deadline will not be accepted

Group Fact Sheet

Group name: _____

Address: _____

City: _____ Zip: _____

Mailing Address:

City: _____ Zip: _____

Phone: _____ Fax: _____

Contact Person: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Project/Program Title: _____

Project/Program Start Date: _____ Project/Program End Date: _____

Group Fiscal Year End: _____ Federal Tax ID # (EIN) _____



Certification

Groups or organizations applying for the fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving the City of Montgomery Service to Community Grant Program funds.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct.

I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

Name of Group/Organization

Signature of Authorizing Official

Date

Printed Name and Title of Authorizing Official

Application Questionnaire

1. Funding amount requested: _____ Application submitted last fiscal year? _____

Amount requested last year: _____ Amount awarded: _____

List the source and amount of any government funding received for the project or program (include funding received from the City of Montgomery departments outside of this grant application process).

Government Agency	Amount
_____	_____
_____	_____
_____	_____
_____	_____

List all other pending grants related to the project or program to which you are applying for funding.

Partner group	Amount
_____	_____
_____	_____
_____	_____
_____	_____

2. What is your group's mission statement?

3. What is your group's annual budget?

4. Detail the group's history, purpose, accomplishments, and goals.

5. What is the group's primary funding sources (government, private, other, and estimated amounts)?

Source	Amount

6. How does your group meet the City's definition of service to the community as defined on page one (1) of the application?

7. Describe how your group plans to use the funds being requested. Please be as specific as possible including a timeline for the project as well as explaining the sustainability of the project and how that would be managed.

8. How will this project/service have a public purpose and engage citizens of Montgomery for this public purpose?

9. How will you identify residents in need of services, if applicable?

10. Have you received in the past, or currently receiving grant funding, for this or a similar project? If yes, please provide a detailed description.

11. How will awarding funds to your group benefit City of Montgomery residents? Special consideration will be given for joint applications submitted by more than one group working together. You may share a specific example or a brief past “success story.”

12. What is the anticipated number of recipients to be served by the project or program for which grant funds are being requested? _____

13. List other groups providing the same or similar services in the Montgomery area?

14. Is the project or program still feasible if awarded partial funding? (please explain)

15. How will you evaluate the success of the project or program? Please note that your group will be required to submit a six (6) month progress report if awarded funds (see the Grant Process Timeline on page 4).

16. What is your plan to provide recognition to the City of Montgomery for the support provided through this grant?

17. (Bonus) How is this program related to community wellness (WeTHRIVE initiative)? See page 1, #6, under funding criteria.

Grant Request Budget Worksheet

Grant Request is for:

(Name of project/program and group name)

Amount of Grant Request

\$ _____

The period covered by the grant request.

Project/Program Funding Sources

- City of Montgomery \$ _____
- Other governmental entity \$ _____
- Other pending grants \$ _____
- Private business sponsors \$ _____
- Donations, events, fundraising, etc. \$ _____
- Other _____ \$ _____

Total Funding Sources

Project/Program Expenses

- Personnel \$ _____
- Equipment \$ _____
- Materials \$ _____
- Other \$ _____

Total Expenses

\$ _____

Final report

The final report must include an itemized budget with a copy of financial statement or statements of income and expenditures and assets and liabilities. The report must also include lessons learned and the impact of the project and grant.

The final report should include the following information for each expenditure.

1. The amount and check number.
2. The date paid.
3. To whom payment was made.
4. The purpose of the expenditure.
5. Documentation of matching fund, including names and time worked if service hours contributed to matching fund requirements.
6. Documentation of the recognition given to the City of Montgomery for the support provided through this grant.

Question	Points	Points Awarded
Group's history, purpose, accomplishments, and goals	5	
How does the group meet the City's definition of Service to the Community	10	
Describe how your group plans to use the funds requested	15	
How will this project/ service have a public purpose?	15	
How will you identify residents in need of services	10	
Have you received funding in the past?	5	
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	
The anticipated number that will be served	5	
List the other groups involved	5	
Evaluate the success of the program	5	
How will your plan provide recognition to the City of Montgomery?	5	
Bonus: Is this program related to community wellness (WeTHRIVE initiative).	10	
TOTAL Points Awarded	100	

Scoring Sheet