



City of Lima
Neighborhood Make A Difference Mini-Grant Program
(provided through CDBG funds)

2017 Grant Guidelines

The Mini-Grant Program will support programs and activities that strengthen your neighborhood on the national event Make A Difference Day which occurs October 28, 2017, all projects must occur on October 28, 2017 to be eligible. The goal of the mini-grant program is to increase the participation of organizations throughout the city. Neighborhood associations and 501(c)(3) organizations located within the city limits of Lima are eligible to apply for and receive a mini-grant, regardless of the associations or organization's size or budget.

Your project can also be entered to win a Make A Difference Day award through the national program and receive one of 13, \$10,000.00 grants awarded to National Honorees. To find out more about this grant award program and how to register your project please visit www.makeadifferenceday.com. You do not have to register with this program to be eligible for the mini grant.

Please read through the grant guidelines and tips for a successful proposal carefully, and contact the Neighborhood Specialist with any questions.

Mini-grant awards will not exceed \$500. Applicants are encouraged to look for event sponsors in their neighborhood or beyond to generate more funding or to supply in-kind goods that support grant projects.

Applicant neighborhood associations to be eligible must have filed an annual report for 2016 with the Neighborhood Support office (The report covers the year of 2016 but is filed in 2017).

All grant projects must take place in a designated neighborhood (provide boundaries of area on grant application) and must involve the participation of residents located in that particular neighborhood.

Application Procedures

A completed application will consist of three (3) copies of the completed application materials:

- **Cover Page**
- **Project description (limit 2 pages)** *Depending on the scope of your project, your description may be shorter, but please do not exceed the 2-page limit*
- **Budget Detail**

Applicants must submit a W9 form with their completed application.

Application materials are available to **view and print from the City of Lima website at www.cityhall.lima.oh.us**

Applications must be postmarked by August 14, 2017. The grant Deadline to submit is Monday, August 14, 2017; no grant applications will be accepted after this date. All funds must be spent by October 28, 2017.

Applications should be sent to:

City of Lima
Neighborhood Support Mini-Grant
50 Town Square
Lima, Oh 45801

All applicants will receive **notification of decisions by August 28, 2017**. Successful applicants may begin grant-funded preparation activities for their Make A Difference Day Project upon notification. A **one-page final report** that describes the activities and outcomes of the project is required and must include a detailed summary of project expenses. All volunteers that participate with the project must fill out a volunteer information form this will be included with notification letter. **The final report and volunteer forms are due on or before November 10, 2017.** (Successful applicants will receive a final report form with their notification letter. Please save and return this form to the Neighborhood Support address above upon completion of the project.)

Examples of eligible project activities include:

- **All activities must be CDBG eligible**
- Organizing a food drive
- Filling backpacks with donated food or school supplies for giveaways to children or homeless shelters
- Organizing a 5k walk/bike to raise donations for designated neighborhood charities
- Cleanup local park
- Coordinate a recycling event
- Collect and donate books
- Make minor repairs for elderly/disabled residents
- Painting a local recreation center or nonprofit
- Bike donation and clean event
- Clothing drive

The examples of eligible projects and expenses listed above are meant to provide ideas and guidance. If your organization is considering a project that fits the focus of this mini-grant program, but is not listed above, and you have questions about eligibility, please contact the Neighborhood Specialist to discuss the project.

If you have submitted an unsuccessful application (s) in previous years and would like feedback on how to improve your proposal, please contact the Neighborhood Specialist.

Examples of ineligible project activities/expenses:

- Projects with no connection to increasing the quality of life within the neighborhood
- Capital (building) projects – construction of storage areas, ramps, building repairs or improvements
- Costs for food/beverages/alcohol

Budget Information

Proposals that involve raising new funds (through special member donations, fundraisers, or a gift/grant from a local business, etc.) are more competitive during the selection process than projects that use existing funds (bank account funds, membership dues, etc.) Use your mini-grant application as a way to help leverage new funds for your association, either through members, donors, local businesses, or other sources.

Project Selection

A committee of 3 dedicated volunteers will be reviewing and then selecting the grant recipients. This committee will be selected from past and current volunteers not associated with any of the organizations applying.

Neighborhood Specialist

Autumn Swanson

419-221-5177

autumn.swanson@cityhall.lima.oh.us

Tips for Successful Proposals

- **Read the directions and guidelines carefully.**
- **Contact the Neighborhood Specialist** with questions or to have a review of your proposal in advance. (This does not guarantee that you will receive a grant, but may help you to identify problems or provide suggestions to improve your application.)
- Visit www.makeadifferenceday.com for **volunteer leader resource guide** and other very helpful materials- this is recommended. (you do not have to register for the overall award to be eligible for this grant)
- **Follow the application directions** – for example, if asked to provide 3 copies, please provide 3 copies! Incomplete or late applications will be disqualified.
- If you have consulted a professional for guidance and advice on how to plan and implement your project, share that information in the description of your project.
- **Provide enough description** of the project so that it will be understandable to someone who is *not* familiar with the background of the project you're proposing. If you do not provide enough background information, your grant application may not be as competitive. (On the other hand, be careful not to exceed the page limit indicated in the guidelines!)
- **Provide enough detail on your budget:** how much does each item cost? What is the total amount you are requesting? Be sure to add up the total amount requested, as well as any other funding you may use.
- Organizations planning to **raise new funds** (through member donations, fundraisers, or a gift/grant from a local business, etc.) are more competitive than organizations that designate funds from existing sources (bank account, membership dues, etc.)
- Use your mini-grant application as **leverage to raise new funds** in the community, either with members, donors, local businesses, etc.
- **We can only award 10 mini-grants each year** and there are many good projects, so some may not be funded. **If your project is not funded, please consider re-submitting your application or a new project next year!**

Remember to include three (3) copies of your grant application materials. Failure to do so will result in the disqualification of your application!

City of Lima Neighborhood Make A Difference Mini-Grant Program 2017

1. Application Materials – Cover Sheet

Applicant Information		
Date		
Organization's legal name		
DBA		
Legal Address		
Mailing Address		
Contact Name	Contact	
	Email	
Telephone		
Website	Federal	
	ID#	
Project Title		
What City Ward is the organization located in?		
What boundaries is the project located within? (indicate with street name)		
North		South
East	West	
Amount of funds requested		
Number of volunteers to participate		

A complete application consists of three (3) copies of:

1. Cover sheet (this sheet)

2. Project Description (1-2 page description of proposed project/activities)

On a separate sheet, please describe the project that funds will support, if received. In 1 -2 pages describe the background and need for the project, the steps involved in planning and completing the project, and any other information that is important. Describe how the project will help the neighborhood and who will it most impact. Be sure to include a brief section on how other funds will be raised if applicable). Also be sure to explain the intended outcome and the difference the project will make in the neighborhood.

3. Budget detail and total amount of funds requested

On a separate sheet, please provide a list of expenditures, including the equipment, supplies, etc. that you expect to purchase with the grant funds. List the cost or estimated cost of expenditures for the entire project and include the **total amount** you are requesting, up to \$500. (See "tips for successful proposals" and check online for sample proposals for additional guidance.)

Remember to include three (3) copies of your grant application materials and attach W9 form. Failure to do so will result in the disqualification of your application!