



**City of Lima**  
**Neighborhood Impact Mini-Grant Program**  
(provided through CDBG funds)

**2020 Grant Guidelines**

The Mini-Grant Program will support programs and activities that strengthen your neighborhood and make a measurable impact on the City of Lima. **All projects must occur during Neighborhood Impact Week the week of September 21-26, 2020 to be eligible.** The goal of the mini-grant program is to increase the participation of volunteers throughout the area. Neighborhood associations who have been recognized by the City of Lima for 2020 and 501(c)(3) organizations located within Allen County, thanks to a partnership with Activate Allen County, are eligible to apply for and receive a mini-grant, regardless of the associations or organization's size or budget. This mini grant program has designated 6 grants for city/county neighborhood associations, and 4 grants for nonprofit 501c3 organizations. However these designations may change based on the number of applications received and the quality of applications. This program will award no more than 10 mini grants.

As part of a special partnership with **Activate Allen County this year, your project may be eligible for an additional amount of funding. There are a limited number of projects (up to 3) that will be given additional funding. Two projects could get \$2,000 in additional monies and 1 project would be eligible for \$1,500.** This funding is being made possible through Paramount Health Advantage in partnership with Activate Allen County. (See attached for eligibility requirements).

**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 2019 with the Neighborhood Support office. You will be notified if you apply and have missing information for your annual recognition.**

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

**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](http://www.cityhall.lima.oh.us) **Applications must be postmarked by June 19, 2020.** The grant Deadline to submit is **Friday, June 19, 2020, by 5:00pm;** no grant applications will be accepted after this date. **All mini grant funds must be spent by September 26, 2020.**

**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 July 3, 2020**. Successful applicants may begin grant-funded preparation activities for their Neighborhood Impact Project upon notification. A **one-page report** that describes the activities and outcomes of the project is required and must include a detailed summary of project expenses. The one page report form is due **September 30, 2020**. 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 October 12, 2020**. (Successful applicants will receive both the one-page Report Form and the 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**
- Create and implement an annual neighborhood day of service
- Revitalize a vacant lot
- Organizing a 5k walk/bike to raise donations for designated neighborhood projects
- 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
- Host a neighborhood training series or learning event (ex. Learn to build a raised garden bed, How to host a neighborhood garage sale)
- Establish a neighborhood youth council

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, commercial 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](mailto:autumn.swanson@cityhall.lima.oh.us)



## Activated Neighborhood

## Challenge 2020



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As part of a special partnership with Activate Allen County this year, your project may be eligible for additional funding. There are a limited number of projects (up to 3) that will be given additional funding (2@ \$2,000 and 1@ \$1,500). This funding is being made possible through Paramount Health Advantage in partnership with Activate Allen County. In order to be eligible for consideration of these additional funds, your project must meet the following criteria:

*(Please note, to apply for the \$500 mini-grants only, these rules/stipulations do not apply)*

- Preference will be given to LACNIP recognized Neighborhood Associations, however, other organizations applications will still be considered
- Projects should be focused on improving the health and well-being of the residents in the identified neighborhood or target group
- Projects should be sustainable, meaning that the impact of the project will last into the future.
- A more detailed budget and project description may be required (than what is required for the mini grant application)
- Prior to awarding of the grants, a meeting with Activate Allen County staff will be completed and the project, sustainability plan, and budget will be discussed
- Activate Allen County staff will be available to assist the additional award winners in execution, promotion and documentation as needed and agreed upon

### 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.)
- **Follow the application directions** – for example, if asked to provide 3 copies, please provide 3 copies! Incomplete or late applications will be disqualified.
- **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!**

## City of Lima Neighborhood Impact Mini-Grant Program 2020

### 1. Application Materials – Cover Sheet

<b>Applicant Information</b>			
<b>Date</b>			
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 <span style="float: right;">South</span>			
East		West	
Amount of funds requested			
Number of volunteers to participate			
<input type="checkbox"/> <b>I want my application considered for Activated Neighborhood Challenge 2020 Grant</b>			

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

1. **Cover sheet** (this sheet)
  - a. **Be sure to check the box for the Activated Challenge 2020 to have your application considered to receive \$2,000 more in additional funds for a larger project.**
2. **Project Description** (1-2 page description of proposed project/activities)
 

On a separate sheet, please describe in detail the project that funds will support, if received. In 1 -2 pages describe the background and need for the project, **what impact will the project have on the neighborhood**, the steps involved in planning and completing the project, how will volunteers be involved with the project, is this project or program sustainable, 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, one link for a downloadable and fillable budget template is <https://templates.office.com/en-au/Event-budget-TM10336274>)

**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!**