DaVINCI COLLABORATIVE

2015 Neighborhood Project Fund

Program: The DaVinci Investors have established a small grant program to support activities that improve the quality of life within the DaVinci community redevelopment area. **We are especially interested in projects which promote neighborhood pride and build relationships between residents, civic groups, businesses and neighborhood institutions.**

Grant: The Neighborhood Project Fund will support activities that encourage positive neighborhood interaction through resident-organized events. We seek projects that result in residents contributing to their neighborhoods in meaningful ways. We are also interested in projects with a deliberate strategy to include new and previously uninvolved residents of the community.

Who May Apply: Applicants must: (1) live or work in the DaVinci redevelopment area -AND- (2) represent a block club, civic group, neighborhood association, or other community-oriented group or institution in the neighborhood. Outside groups must partner with a local organization to be considered. A map of the DaVinci Project area can be obtained from our website: www.citywidedev.com or by calling CityWide and requesting one.

For Help: You can get help filling out the application by contacting Andy Badinghaus
by phone at: 937.853.2535   -or-   by email at: abadinghaus@citywidedev.com.

Deadline: Applications **MUST be turned in at least four weeks before the money will be needed**. No exceptions will be made. Applications may be sent by email or regular mail.

Submit To: **Email:**   -OR-   Andy Badinghaus
abadinghaus@citywidedev.com   Citywide Development Corporation
8 North Main Street
Dayton, Ohio 45402

Selection: Applicants will be **notified by email within two weeks of submission** whether their request has been approved.

Award: **Funds are limited. The Neighborhood Project Fund is designed to support small grant requests of under $500.** Applicants are strongly encouraged to contribute to the projects they propose. Contributions may include a cash commitment and/or services, equipment, supplies and volunteer hours. Receipts for funds spent will be required. **Volunteer hours can be used as match. One hour of volunteer time equals $10.00.**

Award Process: Funds can be distributed in three ways: (1) We can pay a vendor directly, upon submission of an invoice (for example, to a food vendor you may use); (2) We can write a check to your organization for the full amount. You must then submit all receipts related to the activity documenting costs; (3) We can reimburse you after an event with submission of receipts.

Evaluation: Photos and event materials are welcome. DaVinci project staff may attend your event. **You may be asked to complete a brief evaluation form.**

Neighborhood Project Fund – APPLICATION

*Applications <u>must</u> be submitted **at least four weeks before the funds will be needed.**

Project Title: _____

Group Name: _____

Project Leader: _____

Address: _____

Phone: _____ *Email:* _____

Amount Requested: _____ *Today's Date:* _____

INSTRUCTIONS: *Please answer the questions below. Be brief and concise.*

1) Tell us about your group.

2) Please describe the project and how it will benefit your neighborhood.

3) List the project's major objectives/goals and activities.

4) Who will be leading the project? How many other people will be involved? Describe roles and responsibilities.

5) Project Start Date: _____   Project End Date: _____

6) Is there anything else you would like us to know about the project?

BUDGET QUESTIONS: *Answer these questions and complete the form on the next page.*

1) How much money do you need? (list amount) How will you use the grant money if awarded? List what you will buy/rent, how much it costs, and how it will be used.

2) Do you have any other funds/donations for this project? If yes, please list what they are and how they will be used. **Volunteer hours can be used as match. One hour of volunteer time equals $10.00. See budget sample included with this packet.**

3) Number of volunteers expected to help with this project: _____

   How many total hours will they put in? _____

Expenses		Revenue		
Item	**Total Costs**	**Neighborhood Project Fund**	**In-Kind donation/Match**	**In-Kind Source**
Waste Collection Pick UP	350.00	350.00	-	
Trash bags and Gloves	50.00	-	50.00	Wal-Mart
Pizza /Pop	100.00	100.00	-	
Neighborhood Volunteers (10 people for 2 hours x $10 per hour)	200.00	-	200.00	
TOTAL COSTS:	$ 700.00	$ 450.00	$ 250.00	

BUDGET FORM: *fill in and submit with application*

Expenses		Revenue		
Item	**Total Costs**	**Neighborhood Project Fund**	**In-Kind donation/Match**	**In-Kind Source**
TOTAL COSTS:				

TO BE COMPLETED BY CITYWIDE STAFF:

Reviewed by: _____ **Date:** _____

_____ *Recommended for funding in the amount of:* $_____

_____ *Not Recommended for funding*

CityWide Approval: _____ **Date:** _____