



NEIGHBORHOOD PROJECT FUND – 2015

PROGRAM: The Phoenix Investment Committee has established a small grant program to support activities that improve the quality of life within the Phoenix Project area. **We are especially interested in projects which promote neighborhood pride and build relationships between civic groups, businesses and neighborhood institutions.**

2015 GRANT PRIORITIES OF PHOENIX INVESTORS:

Block Parties: The Neighborhood Fund will sponsor up to 10 block parties in 2015. A grant of \$100 is being made available per block for this purpose.

Neighborhood Schools: Projects that support the Fairview Neighborhood School Center and the community school concept are strongly encouraged.

General Fund: Projects that result in residents contributing to their neighborhood in meaningful ways; projects with a deliberate strategy to include new and previously uninvolved residents; projects that match the dollars they request.

WHO MAY APPLY: Applicants must live or work in the Phoenix target area and 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 Phoenix Project area can be obtained from our website: www.phoenixprojectdayton.org or by calling CityWide and requesting one.

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 fax, email or regular mail.

SUBMIT TO: Amy Clanton
Citywide Development Corporation -OR- Email: AClanton@citywidedev.com
8 North Main Street
Phone: 937-853-2537 Fax: 937-853-2538
Dayton, Ohio 45402

FOR HELP: You can get help filling out the application by contacting Amy Clanton at **Citywide Development** at 853-2537. **You may also download a copy of this application from our website:** www.phoenixprojectdayton.org. **You may complete the form electronically but your entire application may not exceed four pages including budget.**

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

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

Funds can be distributed in three ways: (1) we can pay a vendor directly, upon submission of an invoice; (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 within 10 days; (3) We can reimburse you after the event with submission of receipts. **If you are applying for different grants throughout the year, another grant will not be awarded if all receipts from the previous award have not been turned in.**

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



NEIGHBORHOOD PROJECT FUND APPLICATION 2015

APPLICATIONS MUST BE SUBMITTED AT LEAST FOUR WEEKS BEFORE THE FUNDS WILL BE NEEDED.

Project Title: _____

Group Name: _____

Project Leader: _____

Address: _____

Phone: _____ Email: _____

Project Participants: _____

Amount Requested: _____ Today's Date: _____

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

• TELL US ABOUT YOUR GROUP.

• WHY DO YOU WANT TO DO THE PROJECT AND HOW WILL IT BENEFIT YOUR NEIGHBORHOOD?

• WHAT DO YOU PLAN TO DO?

• WHO WILL BE INVOLVED?

• HOW LONG WILL IT TAKE TO COMPLETE?

Project Start Date: _____ Project End Date: _____

HAVE YOU DONE THIS PROJECT BEFORE? If yes, what lessons did you learn and will you do anything differently this time?

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 a match. One hour of volunteer time equals \$10.00. See budget sample included

3) How many neighborhood volunteers will work on this project? How many hours will they put in?

4) Is there anything else you would like to tell us about your project?

**NEIGHBORHOOD PROJECT FUND
BUDGET FORM (see example below)**

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

Example: Liberty Hill Neighborhood Association Clean Up

Expenses		Revenue	
Item	Total Costs	Neighborhood Project Fund Request	In-Kind donation / Match
Waste Collection Pick UP	350.00	350.00	0
Trash bags and Gloves	50.00	0	\$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

TO BE COMPLETED BY CITYWIDE STAFF

Reviewed by: _____ **Date:** _____

Not approved for funding: _____

Funding approved in the amount of \$ _____