



## **Akron City Council**

# **NEIGHBORHOOD PARTNERSHIP**

## **GUIDELINES**

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#### OVERVIEW

The Neighborhood Partnership program is a neighborhood-based program designed to encourage new, creative neighborhood efforts. The Neighborhood Partnership program provides grants to neighborhood organizations for small, innovative neighborhood-based projects. The program was created to strengthen and provide resources to neighborhood-based groups wanting to improve their neighborhoods.

Neighborhood groups and organizations will compete for grants

Grants ranging from \$250 to \$8,000 will be awarded annually. There is no matching requirement for this program, and each ward will receive an equal amount of grant dollars to distribute annually.

#### **Applicants will compete on:**

- The quality of the proposed project.
- Neighborhood participation in the project.
- Ability to build upon existing strengths and assets.

Applications are due to the City of Akron, Akron City Council, Clerk of Council, 166 S. High Street, Room 301, Akron, Ohio, 44308, no later than **July 12, 2019**.

## **GOALS**

Neighborhood Partnership is designed to strengthen and provide resources to neighborhood based groups wanting to improve their neighborhoods. Goals of the program include:

- Fostering relationships between area residents through neighborhood based projects and activities.
- Increasing citizen involvement in neighborhood problem solving.

## **ELIGIBLE APPLICANTS**

- Block clubs
- Neighborhood-based organizations
- Non-profits
- Community development corporations
- Faith-based community partnerships

Applicants may select the boundaries for the project area. If a non-profit, please attach a roster *of current Board members with the application*. Additionally, applicants must be comprised of neighborhood residents and stakeholders. Projects must be held in the same neighborhood.

## **ELIGIBLE PROJECTS** (See Attachment A)

To be eligible, projects must:

- Provide a public, neighborhood benefit to a defined area.
- Have neighborhood involvement in all phases of the project.
- Specify a time frame for completion of the program up to 12 months. Funds are not payable on invoices dated before or after the contract dates. *Event dates must be included with the application.*

## **INELIGIBLE PROJECTS AND EXPENDITURES**

Ineligible projects would consist of the following:

- Lobbying or fund raising activities.
- Public Service activities which are not new services.
- Basic operating and/or administrative support to an organization.
- Projects which primarily support staff and other costs to a governmental unit or other public agency.
- Projects cannot be a duplication of an existing social service agency program.
- Construction or rehabilitation of buildings or other structures.
- Computers, copiers and other related equipment.

## **CHILDREN'S PROGRAMS**

Agencies submitting projects that target youth (day camp) must submit documentation from the State of Ohio demonstrating that they are certified to serve youth. Applicants failing to do so will not be considered for funding.

## **BEAUTIFICATION PROJECTS**

Beautification projects on City-owned property must be coordinated with Keep Akron Beautiful. Organization must contact Keep Akron Beautiful to determine if there are existing projects on the site. This determination must be made before applications are submitted. Evidence of contact must be presented

## **REVIEW AND SELECTION PROCESS**

### **Approval and Certification Process**

All applications will first be reviewed by the appropriate ward councilperson, who will then make a recommendation to a grant selection committee. The grant selection committee will consist of three members of Akron City Council, appointed by the President of Council, three members of the administration, appointed by the Mayor, and the Clerk of Council. The grant selection committee will review recommended grants and make the final decision, based upon the following criteria. The project:

- Is an innovative neighborhood based project which will benefit the designated target area.
- The project promotes a positive neighborhood benefit.
- Involves broad neighborhood participation in the project's identification, development and implementation.
- Maximizes partnerships in the neighborhood through volunteer time, in-kind contributions, cash contributions, the involvement of multiple organizations, etc.
- Agency submitting the proposal has the capacity to carry out the project.
- Budget and time line is realistic.
- Uses existing neighborhood resources in effective and innovative ways without duplicating services.

## **CONTRACT DEVELOPMENT AND MANAGEMENT**

### **Contract Development**

**Contracts:** Projects may begin only upon the execution of a contract. Project contracts will include provisions for reporting and monitoring requirements, insurance obligations and other required conditions. Contracts will not be backdated to allow early start-up.

If the applicant organization is not a 501(C)(3) nonprofit organization, the organization must work with a 501(C)(3) organization as a fiscal agent. Applicants using fiscal agents must attach a letter from the fiscal agent showing a willingness to serve in that capacity. **All fiscal agents must be registered corporation for non-profit and in current standing with the Ohio Secretary of State.** Please include the fiscal agent's State of Ohio certification with application as an additional attachment. The Secretary of State search engine can be found at <https://www5.sos.state.oh.us/ords/f?p=100:1>

**Applicable City Regulations:** Projects under contract with the City of Akron will be conducted in accordance with all applicable City regulations. Applicable regulations will vary, depending on the project and funding source. Some regulatory requirements must be completed before executing a contract for the project.

### **Project Management**

**Billing Procedures:** Funds will be distributed on a reimbursement basis for expenses incurred in accordance with the contract's goals and objectives. Billing for anticipated expenses may be included by special arrangement. Billing schedules may vary for projects, but will generally be either monthly or quarterly. No advances will be given.

**Eligible reimbursements are based on items in your approved Neighborhood Partnership program budget. Requests for reimbursement must be \$250 or greater. Individual receipts should be \$25 or more.**

Any costs incurred before the effective date of the contract or after the termination date of the contract will not be covered by the grant.

**Repeated Funding:** *Applicant organizations that have received funding in previous years through the Neighborhood Partnership program may reapply; however, **applicants that have been funded multiple times must demonstrate that they are building on their previously funded project and are working to continue to expand their use of community resources and assets to support their work so as not to be solely dependent upon program funds.***

**Monitoring and Reporting:** Monthly progress reports and a short final report evaluating the success of the project are required as a condition of receiving reimbursement under the contract. Monthly reports must be submitted in order to be reimbursed project expenses.

Akron City Council Members will periodically conduct on-site monitoring of each project in their designated Ward. This will include observing project activities and a review of files and financial records. Any deficiencies or required corrective actions will be noted in a formal letter to the grant recipient.

## **APPLICATION INSTRUCTIONS**

Application Form Due Date: **July 12, 2019**  
Akron City Council  
166 S. High Street  
Room 301  
Akron, OH 44308

**Applications must either be received in the office of the Akron City Council by July 12, 2019, or if mailed, must be postmarked by July 12, 2019. Applications postmarked or hand delivered after the due date will not be accepted. No exceptions.**

Proposals must be submitted on the form provided, but feel free to provide attachments if additional space is needed. All forms may be downloaded from the Akron City Council website.

Applicants must submit one original and three copies of the application form. It is not necessary to submit more than one copy of non-required supplementary materials. **Applications may not be faxed.**

## **Questions**

The Neighborhood Partnership program is administered by Akron City Council. Technical assistance will be available to answer questions about the development of proposals or the completion of the application. Any questions regarding the program should be directed to (330) 375-2256.

## NEIGHBORHOOD PARTNERSHIP APPLICATION PROCESS CHECKLIST

Provided is a check list to ensure that you have completed all necessary steps in the Neighborhood Partnership process and that you have included all necessary materials with your application.

### APPLICATION:

- ◆ Budget identifies Neighborhood Partnership requested grant funds
- ◆ If the applicant agency is not a IRS 501 (C) (3) organization , a fiscal agent has been secured for the proposed project and a letter verifying this fact has been obtained
- ◆ Application cover sheet has been completed and signed
- ◆ All pages of the application form are completed and in order
- ◆ Application form copied (**original and 3 copies are required - a total of 4 sets**)
- ◆ Attachments to application include:
  - ◆ IRS 501 (C) (3) Letter (for agency or fiscal agent) (**REQUIRED**)
  - ◆ Fiscal agent's State of Ohio non-profit certification (if applicable)
  - ◆ Roster of Board Members
  - ◆ Letters, partnerships, and fiscal agents services
  - ◆ Map of targeted neighborhood
- Application form, copies, and attachments submitted



# EXAMPLES OF PROJECTS

## ATTACHMENT A

### **Eligible Neighborhood Improvement Projects**

- ◆ Community Gardens
- ◆ Play equipment at neighborhood parks or playgrounds
  - ◆ Vacant Lot Cleanups
  - ◆ Neighborhood Cleanups
  - ◆ Beautification Programs

### **Neighborhood Education Initiative Projects**

- ◆ After-school Recreation Programs
  - ◆ Youth Literacy/Art Programs
    - ◆ Tutoring Programs
- ◆ Neighborhood Education Projects
  - ◆ Neighborhood Art Fairs
  - ◆ Parenting Classes
- ◆ Leadership Training for Children
  - ◆ Block Safety Programs
  - ◆ Art Related Activities