NEIGHBORHOOD PARTNERSHIP PROGRAM

SPONSORED BY

CITY OF AKRON

AKRON COMMUNITY FOUNDATION

Donald L. Plusquellic, Mayor

John T. Petures, Jr., President and CEO

CITY OF AKRON AND AKRON COMMUNITY FOUNDATION

NEIGHBORHOOD PARTNERSHIP PROGRAM

OVERVIEW

The Neighborhood Partnership Program is a neighborhood-based program designed to encourage new, creative neighborhood efforts. The Neighborhood Partnership Program provides matching 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. Additionally, it was developed to stimulate partnerships between the City of Akron, Akron Community Foundation, neighborhood residents and business associations for new creative neighborhood efforts such as safety programs, education initiatives, cleanup projects, and vacant lot improvements.

Neighborhood groups and organizations will compete for grants and must match funds awarded by the City of Akron and Akron Community Foundation with contributions of volunteer time, cash or in-kind donations of goods and services.

Grants ranging from $500 to $7,500 will be awarded annually. The match requirement is $1 for $1 and must be secured before beginning the project.

Applicants will compete on:

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

Applications are due to the City of Akron, Department of Planning and Urban Development, Comprehensive Planning Division, 161 S. High Street, Suite 201, Akron, Ohio, 44308, no later than **November 19, 2012**.

GOALS

The Neighborhood Partnership Program 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.
- Developing partnerships between the City of Akron, Akron Community Foundation, residents and business associations.

ELIGIBLE APPLICANTS

- Block clubs
- Neighborhood-based organizations
- Businesses
- Community development corporations

Applicants may select the boundaries for the project area. Please attach a roster of current Board members with the application.

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.
- Have matching resources (cash, donated goods and services, volunteer time) to cover the funds requested through Neighborhood Partnership. The matching requirement is $1 for $1 match up to $7,500.
- 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.

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.
- Public service activities which are increases in levels of service for current projects.
- Projects which primarily support staff and other costs to a governmental unit or other public agency.
- Projects cannot be an extension or duplication of a social service agency program.
- Construction or rehabilitation of buildings or other structures.
- Computers, copiers and other related equipment.
- 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.

FAITH-BASED ORGANIZATIONS

Organizations may not use City funds to support inherently religious activities such as worship or religious instruction.

MATCHING FUND AND NEIGHBORHOOD CONTRIBUTION

Organizations must match the funds they request from the Program. The value of the neighborhood contribution must be equal to or greater than the Neighborhood Partnership Program dollars requested. Make sure that each element used as match is needed to complete the project.

Matching contributions are not reimbursable funding; however; they may be obtained in a variety of ways:

- Volunteer labor (valued at $10 per hour) – value of neighborhood volunteer time.
- Donated supplies or equipment. (Indicate a dollar amount for donated supplies/equipment.)
- In-kind donated supplies, equipment or professional services.
- Pro-bono professional services valued at the commercial rate of the product or service.
- Cash

Please supply letters or other documents confirming matching resources and/or primary partners.

REVIEW AND SELECTION PROCESS

Approval and Certification Process

All applications will be ranked by the Department of Planning and Urban Development and Akron Community Foundation 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.
- Meets or exceeds the minimum required match.
- 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.

All applicant organizations must either be a 501(C)(3) nonprofit organization, or must work with a 501(C)(3) organization. Applicants using fiscal agents must attach a letter from the fiscal agent showing a willingness to serve in that capacity.

Applicable Federal and City Regulations: Projects under contract with the State, City of Akron will be conducted in accordance with all applicable Federal, and 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. Billings 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.

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. Matching funds must be expended within the period of the grant agreement.

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.

City staff will periodically conduct on-site monitoring of each project. 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: **November 19, 2012**
City of Akron, Department of Planning and Urban Development
Comprehensive Planning Division
161 S. High Street
Suite 201
Akron, OH 44308

Applications must either be received in the office of the Department of Planning and Urban Development by November 19, 2012, or if mailed, must be postmarked by November 19, 2012. Applications postmarked or hand delivered after the due date will not be accepted.

Proposals must be submitted on the form provided, but feel free to provide attachments if additional space is needed. All forms may be downloaded off of the City of Akron's website, Comprehensive Planning Division (www.akronohio.gov/planning).

Applicants must submit one original and three copies of the application form and documentation of matching resources and partners. 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 the City of Akron's Department of Planning and Urban Development. 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) 375-2090.

NEIGHBORHOOD PARTNERSHIP PROGRAM 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 funds and required level of matching resources.
- If agency does not have IRS 501 (C) (3) designation, a fiscal agent has been secured for 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)
  - Roster of Board Members
  - Letters confirming match, partnership, and fiscal agents services
  - Map of targeted neighborhood

☐ Application form, copies, and attachments submitted

State certifications, if applicable.

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