



City of Dayton 2016 Festival Grants Program Guidelines

Overview

The Festival Grants Program supports neighborhood organizations in their efforts to provide quality programming through community-based activities. These grants are awarded to assist with the costs of connecting community members with their neighborhood organizations. The program is administered by the Department of Planning and Community Development. **The maximum grant request is \$500 annually.**

Eligibility

- Applicants are limited to established neighborhood associations, block clubs and business associations located within the city of Dayton.
- No more than 2 applications will be accepted per organization with the maximum grant award not to exceed \$500 annually.

Match Requirement

Applicants must contribute at least 50% of the grant amount in the form of monetary or in-kind donations or volunteer labor (valued at \$12 per hour).

Ineligible Expenses

Festival Grant awards **CANNOT** be used to purchase capital equipment of any type (e.g., tables, chairs, stereos, grills, etc.), give-a-way products (e.g., raffle prizes, gift cards, school supplies) or alcohol. However you **CAN** rent equipment from an equipment vendor.

Reporting Requirements

Grant recipients must submit a Post Event Report form to the City of Dayton Department of Planning & Community Development within 30 days after the scheduled event or by December 31, 2016, whichever date is sooner. Original receipts for expenses must be attached to the final report.

Budget and Financial Considerations

Complete the application and answer in detail describing the use of the requested funding and the available match. Please estimate projected costs to the best of your ability.

Each applicant must meet the following criteria:

- Is a City of Dayton recognized community organization, not an individual
- Has a checking account

As part of the application packet, applicants must submit an IRS W-9 form.

Application Considerations

The application will contain questions related to the following topics:

- Description of your organization/group
- Description of the event including:
 - Amount requested in funds (max \$500)
 - Estimated match amount (at least 50% of grant)
 - How the project specifically use requested funding

Event Location Requirements

- If the event is held in a City of Dayton park, a Special Event Request Form must be completed and submitted to the Department of Public Works.
- If an organization requests to block off a street, Street Blockage Permit Application must be completed and submitted to the Dayton Police Department.
- If your event requires waste collection services, please complete the Waste Collection Request Form.
- Should your rental location also require electrical services, please complete the Electrical Request Form.

Application Timeline

Applications are available beginning April 1, 2016. Applications can be submitted on an ongoing basis through October 31, 2016. The application for an event must be submitted to the Department of Planning & Community Development **30 days prior to the scheduled event**. All approved funds will be issued to applying organizations **10 days prior to the scheduled event**. Applications can be mailed or hand-delivered to:

City of Dayton
Department of Planning & Community Development
Attn: Ken Marcellus
101 W. Third St. – 6th Floor
Dayton, OH 45402

For more information, please contact Ken Marcellus at 333-7381 or ken.marcellus@daytonohio.gov.

Applicant Information

Neighborhood Organization: _____
Contact Name: _____ Application Date: _____
Address: _____ Zip: Code: _____
Email: _____ Phone (Day): _____ Evening: _____

Event Information

Name of Event: _____ Date of Event: _____
Amount Requested: \$ _____ Total Event Cost: \$ _____
Set-up Time: _____ Start Time: _____ End Time: _____
Name of Park / Facility / Street: _____
Location of Park / Facility / Street: _____
Estimated Attendance: Adults _____ Children _____ City Employees _____
Have you conducted this event before? Yes _____ When? _____ No _____
Describe the event: _____

How do you plan to cover your 50% cash or in-kind match? Explain: _____

Describe how you plan to use the Amount Requested. _____

Please be advised of the following:

1. This Grant application must be submitted to the Department of Planning and Community Development **30 days before the scheduled event.**
2. All arrangements for City services needed for this event are to be made by the applicant.
3. All event checks will be issued **10 days prior to the scheduled event.**
4. The attached Post Event Report form is required and must be returned to the Department of Planning and Community Development **within 30 days after the scheduled event.**
5. All Post Event Reports will be kept by the Department of Planning and Community Development and upon request will be forwarded to the Department of Finance or Office of Management and Budget for review.

Date: _____

Signed: _____

Contact

Signed: _____

Association President (sign if different from contact)

Review: To be completed by the Planning & Community Development Department

I hereby certify that the applicant has met the associated guidelines and is eligible to receive \$_____ in requested funds.

Department Staff

Date

Department Director

Date

Post Event Report

Please include the following information:

1. Actual/estimated event Attendance: _____
2. Actual volunteer hours worked: _____
3. Actual in-kind donation amount: _____
4. Actual amount of cash donations received: _____
5. Actual cost of the event: _____
6. Attach receipts for verification of event purchases.
7. Attach any marketing material.
8. Overall rating of the event based on participation and/or non-participation:

9. Overall rating of the event based on location:

10. Overall concerns and/or issues relating to the event:

Date: _____

Signed by: _____
Association President