



# City of Dayton Community Engagement Grants Program Guidelines

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## Overview

The Community Engagement 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 \$1,000 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 \$20 per hour).

## Ineligible Expenses

Community Engagement 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, 2020, 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 or a registered non-profit partner

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
- If your organization has conducted other community engagement activity\ies outside of the Community Engagement Grant event.

## **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, 2020. Applications can be submitted on an ongoing basis through November 31, 2020. 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. – 6<sup>th</sup> Floor  
Dayton, OH 45402

For more information, please contact Ken Marcellus at 333-7381 or [ken.marcellus@daytonohio.gov](mailto: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 \_\_\_\_\_  
If yes, describe the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What (describe) other community engagement activity have you convened outside of the Community Engagement Grant 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)

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**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

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# Post Event Report

Please include the following information:

1. Actual/estimated event Attendance: \_\_\_\_\_

2. Actual volunteer hours worked: \_\_\_\_\_  
(Please provide names & 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