



City of Dayton

2026 Community Engagement Grants Program Guidelines

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, Neighborhoods and Development. **The maximum grant request is up to \$1,000.00.**

Eligibility

- Applicants are limited to established neighborhood associations, block clubs, priority boards, and business associations located within the City of Dayton.
- No more than one application will be accepted per organization with the maximum grant award not to exceed \$1,000.00.

Match Requirement

Applicants must contribute at least fifty percent of the grant amount in the form of monetary, in-kind donations, or volunteer labor (valued at \$29.95 per hour).

Eligible and Ineligible Expenses

Community engagement grant awards cannot be used to purchase capital equipment of any type (e.g., tables, chairs, stereos, grills, etc.), but you can rent equipment from an equipment vendor.

Awarded grant money cannot be used to purchase alcohol or give-a-ways in the form of gift cards, cash, or checks. However, you can use up to 25% of your awarded grant money to purchase other give-a-way products (e.g. if you are awarded \$1,000, no more than \$250 can be spent on give-a-way products).

Awarded grant money can be used to purchase food and other materials needed to host a community-organizing activity/event like a block party. Additionally, grant money can be used to purchase marketing materials that advertise your neighborhood association, block club, business association, or priority board such as brochures, flyers, and yard signs.

Reporting Requirements

Grant recipients must submit a Post Event Report form to the City of Dayton Department of Planning, Neighborhoods & Development **within 14 days after the scheduled event** or by December 11, 2026, whichever date is sooner. Marketing materials, volunteer service records, and original receipts for expenses must be attached to the final report. Receipts must reflect total grant amount received. **Pictures must be submitted with the final report, digital pictures are preferred.**

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:

- Applicant is a City of Dayton recognized neighborhood association, block club, priority board, or business association, not an individual.
 - If applicant does not possess a federal EIN and a checking account, then they may partner with a fiscal agent that does possess a federal EIN and a checking account.
- As part of the applicant, the fiscal agent must be AAA certified with the City of Dayton in order to receive the grant funds. A vendor application, W9, and an EEO form must be submitted.
- Signatures (petition) from residents must be submitted (51% of affected residents must sign).

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 \$1,000.00)
 - Estimated match amount (at least 50% of the grant)
 - How the project specifically uses requested funding
 - A budget **with the vendors listed** must be submitted

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, the Street Blockage Permit Application must be completed and submitted to the Dayton Police Department.
- If the event requires waste collection services, please complete the Waste Collection Request Form.
- Should the rental location also require electrical services, please complete the Electrical Request Form.

Application Timeline

Applications are available beginning March 2, 2026. Applications can be submitted on an ongoing basis through October 2nd, 2026. The application for an event must be submitted to the Department of Planning, Neighborhoods and Development **six weeks prior to the scheduled event**. All approved funds will be issued to applying organizations **10 days prior to the scheduled event**. If you submit your application less than six weeks prior to the scheduled event, your application will still be considered but there is no guarantee you will receive the grant funds before your scheduled event.

Applications can be submitted on the City of Dayton website at <https://www.daytonohio.gov/205/Community-Engagement-Grants>, mailed or hand-delivered to:

City of Dayton
Department of Planning, Neighborhoods & Development
Community Engagement
Attn: Lily Hannibal
101 W. Third St. – 6th Floor
Dayton, OH 45402

For more information, please contact Lily Hannibal at 937-333-3273 or lilian.hannibal@daytonohio.gov.

Please be advised of the following:

1. This Grant application must be submitted to the Department of Planning, Neighborhoods and Development **six weeks prior to 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**, unless application is submitted less than six weeks before the scheduled event.
4. All Post Event Reports will be kept by the Department of Planning, Neighborhoods and Development and upon request will be forwarded to the Department of Finance or Office of Procurement, Management and Budget for review.