**CITY OF CINCINNATI**

**SAFE AND CLEAN**

**NEIGHBORHOOD FUND**

**GRANT APPLICATION**

Submit Completed Grant Applications Online:

http://www.keepcincinnatibeautiful.org/resources/safe-clean-grants.html

Questions:

Contact Matt Trokan

(513) 352-4387

matt@keepcincinnatibeautiful.org

## Guidelines, Grantmaking Process and Administration

***The Safe and Clean Neighborhood Fund***The intent of City Council in establishing the Safe and Clean Neighborhood Fund is to support and encourage community-based and community-initiated efforts to improve neighborhood safety, eliminate blight, and increase neighborhood livability through neighborhood-level problem solving approaches and projects.

The City will invest up to $50,000 per year. The Safe and Clean Neighborhood Fund will aim to benefit as many communities as possible by providing grants to support neighborhood and community projects that enhance the safety and quality of life in the community. The neighborhood or community must match the grant request with contributions of volunteer labor, donated materials and professional services, and/or cash.

***Goals of the Safe and Clean Neighborhood Fund***There are three goals for the Safe and Clean Neighborhood Fund:

* To provide financial support for one-time costs (not ongoing operating expenses) for neighborhood-led initiatives to improve quality of life within the City’s neighborhoods
* To support and encourage community-based and community-initiated projects
* To improve safety, eliminate blight, and improve livability in the City’s neighborhoods

***Number and Amount of Grants***Through the Safe and Clean Neighborhood Fund, the City of Cincinnati will disburse up to $50,000 each year until the funds are depleted. The maximum grant amount is $10,000 per neighborhood project. Each application is evaluated on its own merit by a joint citizen-administration committee, which then makes its decision. Important application criteria are outlined below.

***Grantmaking Process***Keep Cincinnati Beautiful will convene a five-member Fund Advisory Committee to review grant applications and make recommendations for funding. Composition of the Fund Advisory Committee will be as follows:

* One representative from Keep Cincinnati Beautiful; this representative will also serve as the Fund Advisory Committee’s convener
* One representative from Community Development and Planning
* One representative from the Police Department
* One representative from the City Manager’s office (ex officio member)
* One member from the private sector (representing a broad cross-section of the community) selected by Keep Cincinnati Beautiful

Nominees will serve on the Fund Advisory Committee for one year. In the case of resignation or removal of a representative, Keep Cincinnati Beautiful will replace the representative in time to participate in the upcoming round of application reviews and recommendations.

***To Apply***You are required to meet with Keep Cincinnati Beautiful prior to your grant submission. Applications must be electronically submitted by 5:00 PM on or before the appropriate due date. Applications received after the deadline will not be considered for that round.

We are no longer accepting hardcopy applications. You must submit your application electronically using our online application form. Microsoft Excel is needed to apply. If you do not have access to this program, call Matt at (513) 352-4387.

***Eligibility and Criteria***Grant applications will be accepted from a wide variety of community groups and organizations including neighborhood community councils, neighborhood business district organizations, Citizen on Patrol organizations, Community Problem-Oriented Policing (CPOP) teams and other recognized community organizations such as neighborhood improvement groups, block watch groups, etc. Collaboration between various neighborhood groups and organizations is strongly encouraged.

Funding is awarded for one-time costs associated with projects that improve the safety and livability of a community. Certain expenses are not allowable, including, but not limited to: food and beverages, entertainment, t-shirts and other clothing, personnel costs and stipends. Please call 352-4383 with any specific questions.

Projects must demonstrate measurable outcomes (i.e. changes in the conditions of safety, cleanliness, and livability) as a result of having completed the funded project/program. Grant applications must provide information according to four key selection criteria:

* Severity of the Problem or Condition
* Leverage of Resources (financial, volunteers, etc.)
* Effectiveness of the Proposed Response (including measurable outcomes)
* Partnership/Collaboration

Strengths in the above four criteria will enhance the competitiveness of any proposal. Other guidelines include:

* Projects/programs must demonstrate a focus on “safe” and “clean” which together promote neighborhood livability.
* All projects/programs receiving grants must be implemented within the City of Cincinnati limits.
* Projects/programs requesting funds must show evidence of matching funds from the community. This can take the form of volunteer labor, donated materials or professional services, and/or cash.
* All projects/programs must be initiated in the program year and demonstrate measurable impact within one year from receipt of funds.
* Grantees must comply with the reporting guidelines imposed by the Fund Advisory Committee.

***Application and Disbursement***The Fund Advisory Committee may review applications from citizen and community groups twice per year and make decisions for disbursement. Safe and Clean Neighborhood Funds are awarded on a first come, first served basis, so depending on the volume of grant applications received, funds may be depleted after the first round of applicants. To find out about the Safe and Clean Neighborhood Fund’s status, visit www.keepcincinnatibeautiful.org or call (513) 352-4387. **REMINDER: You are required to meet with Keep Cincinnati Beautiful prior to submitting your grant application.**

***Provided are key application and disbursement dates for 2018:***

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| ACTIVITY | *1st Round* | *2nd Round* |
| Application Deadline | February 2, 5:00 PM | August 3,  5:00 PM |
| Grants funded | Within 30 days | Within 30 days |
| Outcomes reports from grantees | Final report due at project completion | Final report due at project completion |

Grant dollars will be dispersed on a reimbursement basis from submitted invoices. Invoices may only be submitted for materials/services within the approved grant.

A final report is due at the end of the project. **Failure to submit a final report will result in ineligibility to receive future Safe and Clean Neighborhood funds.**

**City of Cincinnati Safe and Clean Neighborhood Fund**

**GRANT APPLICATION**

*(Last updated 12/14)*

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| *Applicant Organization or Group Legal Entity (If different than applicant)*  **NAME:** |
| **ADDRESS:** |
| **CITY/STATE/ZIP:** |
| **PRIMARY CONTACT PERSON:** |
| **PRIMARY CONTACT DAYTIME PHONE:**  **EVENING PHONE:** |
| **PRIMARY CONTACT EMAIL :** |
| **AMOUNT OF GRANT REQUEST (UP TO $10,000):** |
| **VALUE OF DONATED GOODS/SERVICES/TIME (In-Kind):**  **CASH:**  **TOTAL NEIGHBORHOOD MATCH (In-kind + Cash):** |
| **TOTAL BUDGET FOR THIS PROJECT (In-Kind + Cash + Grant Request):** |
| **COMMUNITIES SERVED BY THIS PROGRAM/PROJECT:** |
| **SIGNATURE (S)/ DATE:** |

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| 1. **Briefly (two to four sentences) describe your intended Safe and Clean project along with a short outline of how the requested funds will be used.** |
| 1. **Describe the overall project/program to be funded under this grant, using the SARA Model. (See Appendix for full description of the SARA Model.)**   **a. SCANNING: Identify** **problem(s) such as blight, infrastructure, safety, or other** - using knowledge, police data, maps, or citizen testimony - that need to be alleviated or eliminated to make the neighborhood safer, cleaner and more livable.  (i.e. What is the problem?)  **b. ANALYSIS: Use observations and information technology to uncover problem characteristics and underlying causes**; use the “why” to help shape the response or “what to do".  (i.e. Why does this problem exist?)  **c. RESPONSE: Describe the specific solution(s) to help alleviate or eliminate the problem identified in your community.** Show how this is designed to target the focal problem. (i.e. How are we going to fix this problem?)  **d. ASSESSMENT: Indicate the measurable outcomes this project/program solution will target, and the process for measuring the results.** (i.e. How will we measure success?) |
| 1. **Provide the maintenance plan for the project, including specific information on who is responsible for completing work.** |
| 1. **Provide a timetable for the project/program. Please include specific steps/activities, responsible person/group for carrying out the activities, and anticipated date the steps will be completed.** |
| 1. **Please describe neighborhood involvement in the project/program for both the planning and implementation phases.** |
| 1. **Please indicate the City departments and other governmental agencies (if any) with whom you have worked to analyze the problem and identify the proposed solution. (Feel free to include support data from those agencies.)** |
| 1. **What are the measurable short-term and long-term outcomes of this project/program?** |
| 1. **Please list other funders this proposal has been or will be submitted to. For each, indicate the amount requested, the status of the request (i.e. submitted, pending, funded, or declined), and if funded, specify amount.** |
| 1. **Please attach a project/program budget using forms provided. Utilize whichever categories are appropriate.** |

**APPENDIX**

**Statement of Need: SARA Model**

The SARA Model—Scanning Analysis, Response, and Assessment—has been used for some time in problem-oriented policing (POP) as a methodical process for problem solving. It is an integral part of the community policing underway in the City of Cincinnati and a requirement for Safe and Clean Neighborhood Fund grants.

*The four stages of* ***SARA*** *are:*

1. **Scanning:** spotting problems using knowledge, basic data and electronic maps.
2. **Analysis:** using hunches and information technology to dig deeper into problems’ characteristics and underlying causes.
3. **Response:** devising a solution, working with and as a community, wherever possible.
4. **Assessment:** looking back to see if the solution worked and what lessons can be learned.

* The program/project statement of need must reflect the Scanning and Analysis phases of the SARA Model applied to the community issue the grant is being requested to help solve.
* The statement of how the grant funds will be used must reflect the Response phase of the SARA Model applied to the issue the grant will be used to address.
* The Assessment phase of the SARA Model must be included in the grant request, indicating what the measurable outcomes (results) are, and how they will improve safety, cleanliness and overall livability of the target area against baseline measures prior to the project/program being implemented.

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| **BUDGET SHEET # 1** | | | | | | |
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| **Expenses (describe items)** | **Safe & Clean Neighborhood Fund Request** | **Neighborhood Match: Volunteer** | **Neighborhood Match: In-kind (donated goods & services)** | **Neighborhood Match: Cash** | **Total Budget** | **Other sources not counted as Neighborhood Match** |
| **Supplies & Materials:** |  |  |  |  |  |  |
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| **Subtotal Supplies & Materials:** |  |  |  |  |  |  |
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| **Subtotal Personnel:** |  |  |  |  |  |  |
| **BUDGET SHEET # 2** | | | | | | |
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| **Expenses (describe items)** | **Safe & Clean Neighborhood Fund Request** | **Neighborhood Match:Volunteer** | **Neighborhood Match: In-kind** | **Neighborhood Match: Cash** | **Total Budget** | **Other sources not counted as Neighborhood Match** |
| **Services:** |  |  |  |  |  |  |
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| **Subtotal for Services:** |  |  |  |  |  |  |
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| **Capital:** |  |  |  |  |  |  |
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| **Subtotal for Capital:** |  |  |  |  |  |  |
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| **BUDGET GRAND TOTALS:** |  |  |  |  |  |  |

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| **Match Pledge Form For:** |  |  |  |  |
|  | (Name of Project) | | |  |
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| The individuals, businesses or organizations listed below commit to donate time, materials or services as described below for the above project | | | | |
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| **Name** | **Email Address** | **Item or Number of Hours Pledged** | **Value (Use $22.14/hour for volunteers)** | **Activities** |
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