

# VISTULA NEIGHBORHOOD MINI-GRANT APPLICATION GUIDELINES

## General Funding Priorities:

- Program that addresses social determinants of health and reduces community stressors that collectively impact infant mortality and the disparate impact of communities of color.
- Events/projects/programs are analogous to Vistula neighborhood plan, and benefit neighborhood residents and spaces.
- Build upon organizational and community strengths to achieve positive change in the Vistula neighborhood and among Vistula neighborhood residents.
- Events/projects/programs are in response to growing community challenges or gaps within the Vistula neighborhood.
- Events/projects/programs are creative and innovative in addressing challenges or gaps within the Vistula neighborhood.

## Organizational Eligibility and Restrictions:

### Eligibility

- Program that addresses social determinants of health and reduces community stressors that collectively impact infant mortality and the disparate impact of Vistula neighborhood residents.
- Applicants must either be a grassroots community-based organization, a 501(c)(3) non-profit organization, a religious organization, or a neighborhood institution located within a building or with projects/programs located in a building within the Vistula neighborhood.
- Applicants are non-profit or religious organizations that are not physically located within the Vistula neighborhood but either have events/projects/programs that serve primarily Vistula neighborhood residents or scholarship programs exclusive to Vistula neighborhood residents.
- The funds for awarded projects must be expended within 3 months of receipt.

### Limitations

- Priority will be given for programming expenses and neighborhood improvement.
- Grant funds cannot be used for fundraising expenses.
- Grant funds cannot be used for political purposes.
- Travel and lodging for speakers and/or staff are not allowable costs for community mini-grants.

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## **Priorities Rankings:**

- Highest priority shall be an event/project/program carried out by an organization/church/institution physically that meet the following conditions:
  - The organization/church/institution is located within the Vistula neighborhood.
  - The event/project/program is analogous to the Vistula Neighborhood Improvement Plan.
  - If the event/project/program is consistent with both the strategies and priorities of the Vistula Neighborhood Improvement Plan, it will have a higher priority.
  - The attendees who are anticipated to attend the event/project/program are primarily Vistula neighborhood residents and/or members of neighborhood organizations/churches/institutions that are physically located in the Vistula neighborhood, defined as 70% of the total number of attendees.
  
- For organizations that are not physically located within Vistula neighborhood, only an event/project/program that meets the following conditions is considered a high priority:
  - The event/project/program is located within the Vistula neighborhood.
  - Is consistent with one of the three priorities of the Vistula Neighborhood Improvement Plan, with the exception of scholarships for Vistula residents.\*
  - The attendees who are anticipated to attend the event/project/program are primarily Vistula neighborhood residents and/or members of neighborhood organizations/churches/institutions that are physically located in the Vistula neighborhood, defined as 70% of the total number of attendees.

\* For organizations that propose a scholarship program to an event/project/program, all recipients of the scholarships must be Vistula neighborhood residents and/or members of neighborhood organizations/churches or institutions that are physically located in the Vistula neighborhood.

## **Documentation:**

In order to be considered for a mini-grant, an applicant must provide a Mini-Grant Application and IRS Form W-9.

## **Funding Levels/Award Amounts:**

The funding cap is a maximum of \$1,500 per project to organizations/churches/institutions located in the Vistula neighborhood and serving Vistula neighborhood residents.

- Priority will be given to organizations/churches/institutions physically located within the Vistula neighborhood and whose event/project/program are serving primarily Vistula neighborhood residents and/or members of neighborhood organizations/churches or institutions that are physically located in the Vistula neighborhood (70% of the attendees).
- Organizations/churches/institutions located within the Vistula neighborhood may be eligible for funding for more than one event/project/program within the funding period.

The funding cap is a maximum of \$1,000 per project to organizations/churches/institutions physically located outside the Vistula neighborhood and whose event/project/program are serving primarily Vistula neighborhood residents that meet the following conditions may be eligible for funding:

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- More than 70% of the attendees of the event/project/program are residents of the Vistula neighborhood and/or members of neighborhood organizations/churches or institution that are physically located in the Vistula neighborhood, and

The selection committee reserves the right to adjust the requested amount to successful applicants. All decisions of the Vistula Neighborhood Planning Committee shall be complete.

### **Organizational Obligations:**

Organizations that are awarded funds are obligated to perform the following tasks:

- Organizations awarded funding must attend at least 80% of the Vistula Neighborhood Planning Committee planning and resident meetings and events.
- Organizations awarded funding must be prepared to present verbal updates about their funded mini-grants at each meeting for which they are requested to do so.
- Organizations awarded funds must advertise to their members and/or program participants any and all Vistula Neighborhood Planning Committee resident meetings and events.
- Organizations awarded funds must provide at least five persons to assist in conducting outreach for all Vistula Neighborhood Planning Committee resident meetings, events and outreach efforts.
- Organizations awarded funds must expend funds for the purpose for which the organization for which they were funded and within the deadline identified in the award letter.
- Organizations awarded funds must provide any required periodic reports as required by their award letter and a final report on the form provided by the Vistula Neighborhood Planning Committee within 30 days completion of the project or as otherwise specified within their award letter.

Failure to meet the above each and every stated obligations and any other identified in the award letter may result in cancellation of future payments for stated activity and/or disqualification of any future applications.

### **Submission of Applications**

#### **Application Timelines and Deadline:**

##### Application Deadlines

- There will be one round of application submissions. The total amount of funds to be awarded being \$10,000. Deadline for submission of applications will be March 26, 2021.
- There shall be a continuous application process until March 26, 2021, with applications being reviewed by the committee as they are received in accordance with policy set forth later in the document.
- The fully completed applications will be reviewed in the order that they are received.
- Please note that once all the funding has been allocated, no further applications will be reviewed. Any applications received prior to the application deadline but after the selection committee has allocated all the funds in the round will be returned with a note that all the funds have been allocated and the application was not reviewed.

##### Timelines

- Once an application packet is received, the application packet will be reviewed for completeness. If the application is not complete, it will be returned to the applicant for completion.

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- Applications will be reviewed by staff, and application packet and application packet summary will be forwarded to committee chair for review.
- If the chair finds the application packet to be complete, the chair will forward the application packet to the full committee for review at the next meeting.
- If the chair finds the application packet to be not complete, the chair will send the application back to the applicant contact person with a list of needed items or clarifications.
- If missing items from the original packets or clarifications are deemed complete by chair by 25<sup>th</sup>, the chair will send the application packet to the committee for its consideration at the next meeting.

Interested parties should submit proposals via postal service or hand delivered to:  
Community Mini-Grants Program  
Mailing Address: 1127 N. Huron Street,  
Toledo, Ohio 43604

*Incomplete Mini-Grant Application Packets will be reviewed and returned*

**The Vistula Neighborhood Planning Committee maintains sole discretion in awarding funding for applications based upon its evaluation of submitted materials and ancillary information that may be obtained from external sources. Applications should not include proprietary information as all submissions will be considered public information.**

For more information or for technical assistance, please contact: Program Admin Assistant, (419) 243-2345, [vistulaminigrants@gmail.com](mailto:vistulaminigrants@gmail.com)