

RESOLUTION NO. 26-2023

A RESOLUTION AUTHORIZING AND IMPLEMENTING A PROCEDURE AND POLICY FOR THE COMMUNITY GRANT PROGRAM AND SPONSORSHIPS

WHEREAS, the Village of Plain City Council desires to form a Policy & Procedure Manual in which the operations of Plain City are defined as it relates to various Village administrative tasks and endeavors; and

WHEREAS, a procedure for the operation of the Community Grant Program and Sponsorships within the Policy & Procedure Manual is necessary and shall be known as the Community Grant Program and Sponsorships Policy; and

WHEREAS, staff recommends that the proposed Community Grant Program and Sponsorships Policy, as shown in Exhibit A attached hereto and incorporated herein, be adopted to guide the procedure in which applications are submitted and reviewed as part of the Community Grant Program.

NOW THEREFORE BE IT RESOLVED by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

Section 1. The Village Council hereby approves and authorizes the implementation of the Community Grant Program and Sponsorships Policy, as identified in Exhibit A, and attached hereto and incorporated herein.

Section 2. The Village Administrator is hereby authorized and directed to take any required subsequent action, in accordance with the responsibilities and authority set forth in the Charter, for the Community Grant Program and Sponsorships Policy.

Section 3. This Resolution shall be effective from and after the earliest period provided by law.

Passed: August 28, 2023.

Attest: *Dustin Brien*
Clerk of Council

Jody Carney
Mayor

First reading: August 14, 2023. Vote: ___ yea ___ nay ___ abstain

Second reading: August 28, 2023. Vote: 5 yea ___ nay ___ abstain

Certificate of Publication

The undersigned, being Clerk of Council of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 4.15 of the Codified Ordinances. The posting was done from August 29, 2023 to September 13, 2023 at the Office of the Clerk of Council located at 800 Village Boulevard; being in the Village of Plain City, Ohio, and the Village of Plain City Website at www.plain-city.com.

Date: August 29, 2023

Alesia Rucich
Clerk of Council

Exhibit A



POLICY & PROCEDURE MANUAL

TO: Village of Plain City Employees

FROM: Haley Lupton, Village Administrator

SUBJECT: Community Grant Program and Sponsorships, Section 3.5

ADOPTION DATE: August 28, 2023

First revision.

PROPONENT: Office of the Village Administrator

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1. PURPOSE

To establish the process and procedure in which awards for the Plain City Community Grant Program are reviewed and determined. Annually, the Plain City Council appropriates a portion of the municipality's budget to the Community Grant Program in an effort to support local events that serve the residents of Plain City and increase tourism. Ensuring a reasonable and equitable process in which awards are distributed is an essential requirement to the continuing success of the Community Grant Program.

2. DEFINITIONS

- A. **Appropriation:** The legislative act by which the Village of Plain City Council sets aside funds for the operational needs, and may be specific as required, of the Village of Plain City.

3. RESPONSIBILITY AND AUTHORITY

- A. **Administrator** – It is the responsibility of the Administrator to:
- (1) Review all Community Grant Program applications in accordance with the criteria and priorities set forth herein;
 - (2) Present a recommendation of approval or denial of the application to the Village Council;
 - (3) Present the recommendation from the Personnel & Finance, CIP Committee to the Village Council;
 - (4) Ensure that awarded funds are used in the appropriate manner and consistent with this Policy;
 - (5) Delegate responsibilities, as needed, to the appropriate employee to ensure the efficient operation of the Community Grant Program.
- B. **Clerk of Council** – It is the responsibility of the Clerk of Council to:
- (1) Receive and time stamp all Community Grant Program applications;
 - (2) Review and ensure completeness of said applications;
 - (3) Forward all complete applications to the Village Administrator for review;
 - (4) Comply with all applicable notification deadlines;
 - (5) Other responsibilities as assigned by the Village Administrator.
- C. **Personnel & Finance, CIP Committee** – It is the responsibility of the Personnel & Finance, CIP Committee to:
- (1) Review all Community Grant Program applications in accordance with the criteria and priorities set forth herein;
 - (2) Formalize a recommendation of approval or denial of the application and forward such recommendation to the Village Administrator to be presented to the Village Council.
- D. **Village Council** – It is the responsibility of the Village Council to:
- (1) Approve or deny Community Grant Program applications.

4. POLICY

A. Criteria

- (1) Grant applications are only accepted from tax-exempt, not-for-profit organizations, such as 501(c)(3) entities.
- (2) The event and/or project for which grant funds are applied for must take place within the corporation limits of the Village of Plain City.
- (3) Applications should emphasize the following focus areas:
 - a. Beautification of public property.
 - b. Projects and events that increase the appeal of Plain City to visitors and tourists.
 - c. Cultural art events.
 - d. Other events or projects that focus on the overall enhancement of Plain City.
 - e. Charitable contributions to residents of Plain City.

B. Priority

- (1) Applications that demonstrate effective and intentional event and/or project planning, contain the aforementioned focus areas, and align with the community's goals and values shall receive priority. Applications that refer to the following priorities will receive priority during the review process:
 - a. Encourage support of Plain City businesses and attractions.
 - b. Attract positive coverage in local and regional media.
 - c. Reach a broad segment of the community.
 - d. Seek multiple sources of financial support rather than rely on the Community Grant Program as a single funding source.
 - e. Yield benefits to the community for the resources invested.
 - f. Promote cooperation among event organizers to reduce costs.
 - g. Enhance and improve the community.
 - h. Retain a proven track record of hosting successful and safe events.

C. Limitations

- (1) The following entities are not eligible to receive funding from the Community Grant Program:
 - a. Individuals.
 - b. Organizations whose primary purpose is to support political candidates or political philosophies.
 - c. Organizations whose primary purpose is to influence, promote, or attempt to initiate legislation.
 - d. For-profit ventures and organizations.
 - e. Budget deficits incurred prior to application.
 - f. Endowments.

D. Application Requirements

- (1) The following information must be submitted as part of the Community Grant Program Application:

- a. Event and/or project name.
- b. Event dates, including beginning and end and time of day.
- c. Organization name of the applicant.
- d. Federal Tax ID#.
- e. Organization address.
- f. Name of the contact person within the applying organization.
- g. Email address of the contact person within the applying organization.
- h. Phone number of the contact person within the applying organization.
- i. Selection of the listed criteria and focus areas as set forth in Section 4(A)(3) of this policy. Multiple selections are permitted.
- j. Purpose of event and/or project.
- k. Estimated attendance at the event and/or project.
- l. Total dollar amount requested from the Community Grant Program. If the requested dollar amount exceeds the maximum grant award of \$5,000.00, an explanatory statement must accompany the application.
- m. Description of how the funds, if awarded, will be used. Additional pages may be attached as necessary.
- n. Selection of whether a Special Events Application has been submitted.
- o. Selection of whether the presence and/or assistance of the Plain City Police Department or Public Works Department is required. If either are required, an estimated cost, based on the Special Events Application parameters, must be listed.
- p. Selection of how the applicant desires to receive grant funding, if awarded. Selections shall be listed as "Grant Funding" or "Cost Incurred Forgiveness". Multiple selections are permitted. If multiple selections are made, a delineation must be made in a dollar amount as to how much the applicant desires in grant funding and cost incurred forgiveness.
- q. The most recent copy of the organization's Form 990 - Return of Organization Exempt From Income Tax.
- r. The most recent copy of the organization's W-9.

E. Amounts Awarded

- (1) Awards may be requested in the form of grant funding, or for Village costs incurred during the event to be forgiven. A combination of the award types is permitted.
- (2) Notification of award will be distributed within thirty (30) days after the determination of approval or denial by the Village Council.
- (3) If a grant award is distributed, but the event does not take place, funds must be returned to the Village within thirty (30) days of the date of determination that the event will not take place.
- (4) Funds may be held by the Village and distributed ten (10) days prior to the event.
- (5) The maximum grant award amount is \$5,000.00. The maximum amount may be exceeded with approval of the Village Council. Such conditions of approval for grant awards exceeding the maximum amount are subject to the discretion of the Council.

5. PROCEDURES

A. Review Process

- (1) The application period shall be from January 1 to April 30. If an event and/or project is scheduled to occur within the application period, grant funds must be applied for in the preceding year. For example, an event scheduled to occur on March 31 requires that the grant funds be applied for within the application period of the preceding year. The Village Council reserves the right to amend or suspend the application period. Notice of amendments or suspensions to the application period will be posted on the municipality's website.
- (2) Upon receipt of an application, the Clerk of Council shall confirm all necessary information has been submitted. Applicants may submit additional information if required. Continual submission of an incomplete application subjects the application to immediate rejection.
- (3) Upon the determination of the completeness of an application, the Clerk of Council shall forward the application and all supporting documents to the Village Administrator for review.
- (4) The Village Administrator shall review the application based on the criteria and selection of priority areas listed in Section 4(A) and 4(B).
- (5) The Village Administrator shall present the application to the Personnel & Finance, CIP Committee for their review in accordance with the provisions listed in Section 4(A) and 4(B).
- (6) The Personnel & Finance, CIP Committee shall make a formal recommendation to the Village Council to either approve or deny the application.
- (7) The Village Administrator shall present the application with a recommendation of approval or denial, as well as the recommendation from the Personnel & Finance, CIP Committee, to the Village Council.
- (8) The Village Council, by a majority vote on a motion, shall determine whether to approve or deny the application.
- (9) The Village Council, at its discretion, shall determine the amount to be awarded.
- (10) Notice of approval or denial of an application shall be distributed within thirty (30) days after the determination by Council.

6. COMMUNITY GRANT PROGRAM APPLICATION

A. Continued on next page.

VILLAGE OF PLAIN CITY COMMUNITY GRANT PROGRAM AND APPLICATION

Background:

The Village of Plain City prioritizes civic engagement and resident initiative. The Village Council, each year, designates a portion of the annual budget to support local events that brings visitors to Plain City and promotes local businesses, attract positive coverage of the community, and encourage stays at the Pastime Park Campground.

The total grant amount each year is subject to appropriation and may vary by year. Council approval is required for a grant award. The application period is January 1 to April 30. If an event and/or project is scheduled to occur within the application period, grant funds must be applied for in the preceding year.

Criteria:

The Village welcomes grant requests from tax-exempt, not-for-profit organizations (i.e., 501(c)(3)). All proposed events and/or projects must take place within the Village of Plain City. Grant awards are made in the areas of:

- Beautification of public property.
- Projects/events that appeal to Plain City visitors/tourists.
- Special events.
- Cultural arts.
- Other projects that will enhance Plain City.

Priority:

The Village places an emphasis in providing grant funding to organizations that demonstrate they have planned their projects with respect to the community's goals and values. Priority is given to projects that:

- Encourage support of Plain City businesses, restaurants, and attractions.
- Attract positive coverage in local and regional media.
- Reach a broad segment of the community.
- Seek multiple sources of financial support rather than rely on the Community Grant Program as a single funding source.
- Yield benefits to the community for the resources invested.
- Promote cooperation among event organizers to reduce costs.
- Enhance or improve the community.
- Retain a proven track record of hosting successful and safe events.

Limitations:

The following are not eligible for funding:

- Individuals.
- Organizations whose primary purpose is to support political candidates or political philosophies.
- Organizations whose primary purpose is to influence, promote, or attempt to initiate legislation.
- For-profit ventures.
- Budget deficits incurred prior to application.
- Endowments.

Amounts Awarded:

Awards may be requested in the form of grant funding, or for Village costs incurred during the event to be forgiven. A combination of the award types may also be possible.

Notification of award will be distributed within thirty (30) days after the determination of approval or denial an application. The maximum grant award is \$5,000.00. The maximum amount may be exceeded with approval from the Village Council. Applications requesting an amount over \$5,000.00 must include an explanatory statement. The final amount awarded is at the discretion of the Village Council.

If grants are awarded, but the event does not take place, funds must be returned to the Village. Funds may also be held and granted 10 days before the event.

COMMUNITY GRANT PROGRAM APPLICATION

Event/Project Name(s): _____

Event Date(s): _____

Organization Name: _____

Federal Tax Id #: _____

Organization Address: _____

Contact name: _____

Contact email: _____

Contact phone: _____

What grant criteria does your project/event meet (multiple selections are permitted if applicable):

- Beautification of public property
- Projects/events that appeal to Plain City visitors/tourists
- Other event(s) or project(s) that will enhance Plain City
- Cultural arts
- Charitable contributions to residents of Plain City

Purpose of event: _____

Estimated Attendance: _____

Amount requested from the Village of Plain City: _____

How will the grant be used: _____

Have you submitted a Special Events Application? YES NO N/A

Will you require Plain City Police or Public Works for this event? YES NO

If yes, estimated cost (based on Special Events Application parameters):

\$ _____

How do you wish to receive your grant award:

- Grant Funding
- Cost Incurred Forgiveness

Please attach:

- Copy of the organization's most recent Form 990 – Return of Organization Exempt From Income Tax.
- Most recent W-9.