



## 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 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.