

Neighborhood **SUCCESS** Grants Program



The Raymond John Wean Foundation created the Neighborhood SUCCESS Grants Program to support grassroots groups in small community development projects that improve the quality of life in the neighborhoods of Warren and Youngstown, Ohio, particularly lower income neighborhoods and those at risk of destabilization.

Groups of residents as well as community, school and faith-based based organizations are encouraged to apply. Grants of \$500 to \$5,000 are awarded to support the development and implementation of creative and impactful ideas.

Neighborhood SUCCESS is guided by Grant Making Committees made up of residents, which broadly represent the diversity of cultures, thoughts and ideas expressed in the community-at-large.

Neighborhood SUCCESS projects will:

- Expand resident participation and leadership.
- Encourage communication and cooperation among residents, associations, and/or institutions.
- Build on/leverage financial, human, and material resources that exist in the community.
- Contribute improvements to neighborhood quality of life.

Applications must be sent by mail or hand delivered, and must be received by 5 p.m. on the current deadline — March 15 or September 15 or the next business day if the deadline falls on a weekend or holiday. **NO EXCEPTIONS.** Applications may not be submitted by fax or email.

This form is available for download at www.rjweanfdn.org. You can complete the PDF form in Adobe Acrobat Reader and then print it or print it first and then fill out the form by hand.

Mail or hand deliver this complete application and attachments to:

The Raymond John Wean Foundation
Neighborhood SUCCESS Grants Program
Attention: Jennifer Roller, Program Officer
Urban Affairs and Neighborhoods
108 Main Avenue SW (Huntington Bank Building)
Suite 1005
Warren, Ohio 44481

Telephone: 330.394.3203

www.rjweanfdn.org

How to Apply for a Neighborhood SUCCESS Grant

Grantseekers who are submitting their first application to Neighborhood SUCCESS are required to attend an orientation session. The orientation provides important information on program goals, objectives, and the application process. Orientation sessions are held in February and August. Check the Foundation website for current dates and times.

Eligibility — Groups of residents, neighborhood associations, school affiliated groups (preference given to projects initiated by parents and students), faith-based organizations, and civic and social organizations in the cities of Warren and Youngstown, Ohio, are eligible to apply. In order to apply for a grant groups must qualify as a nonprofit organization under Section 501(c)(3) of the Internal Revenue code. Groups without 501(c)(3) status must identify and partner with an organization that qualifies as a nonprofit organization under Section 501(c)(3) of the Internal Revenue code to serve as its Fiscal Agent (see Fiscal Agent on page 7). Fiscal Agents must provide a letter documenting their agreement to assume that role. This letter along with the proposed Fiscal Agent's IRS Letter of Determination must accompany the grant application.

Required match — Grant seekers are required to match the amount they are seeking with contributions of:

- Volunteer labor, valued at \$12 per person per hour
- Cash
- In-kind donations of goods and services

Neighborhood SUCCESS will not fund individuals or individual businesses and generally will not consider funds for:

- Religious organizations for religious purposes
- Political groups for political purposes
- Government agencies or departments
- Endowment funds
- For-profit entities
- Lobbying efforts

Grantmaking Process — The Grant Making Committees, consisting of area residents, guides the Neighborhood SUCCESS grant process. These committee members represent the diverse cultures and ideas expressed in the community at large. The committee reviews grant applications and makes the final funding decision.

- **Application** — There are two grantmaking cycles a year. Organizations may receive one grant per 12-month funding cycle. First time grantseekers are required to attend The Grantseeker Orientation Session, prior to applying for a grant. However, the Neighborhood SUCCESS Committee encourages all groups of residents, neighborhood, school, and faith-based organizations to attend one of our Grantseeker Orientations. The Orientation provides important information on program goals, objectives and the application process. Applications must be sent by mail or hand delivered, and must be received by 5 p.m. on the current deadline — March 15 or September 15 or the next business day if the deadline falls on a weekend or holiday. **NO EXCEPTIONS.** Applications may not be submitted by fax or email.
- **Review by Grantmaking Committee** — Within three weeks after the application deadline, the Grant Making Committee will review all grant applications. Grantseekers whose applications require clarification will be invited for an interview. Up to three representatives may attend the interview on behalf of the group. Grantseekers should be responsive to requests for additional information, provide visuals, and encourage partners and/or participants to attend.
- **Award Decisions** — Grant award decisions are based on program-established criteria with all projects notified by mail two months after application deadline. Award distribution is approximately three months after the application deadline.
- **Orientation** — Grantees and fiscal agents are required to attend The Grantee Orientation Session before the release of funds. These sessions will outline the fiscal agent/grantee relationship and provide support for the implementation of the project.
- **Implementation** — Projects must be completed within one year of the grant award. Program staff is available to provide assistance in successful grant management.
- **Evaluation** — The Neighborhood SUCCESS Grants Program wants to know how your project went as evaluation serves as a valuable learning tool for both grantees and program staff. Within 30 days after grant activities are complete, but no later than 30 days after the grant term, grantees must provide a report outlining the outcomes and accomplishments (Final Grant Report). This report must be completed prior to a new request. Grantees may be also be asked to participate in in-depth evaluation (Site Visits and Group Learning Conversations). A grantee should cooperate with all requests.

If you have questions about the application or program, please contact:

Jennifer Roller
Neighborhood SUCCESS Grants Program
at 330.394.3203 or email jroller@rjweanfdn.org

Website: www.rjweanfdn.org

Neighborhood SUCCESS Grants Program

Contact Information — Contact person should ideally be the project leader and should be familiar with the application and will be able to respond to phone calls, emails and/or an interview. Provide both a daytime and alternate phone number.

1. Name of Organization/Group _____
 Name of Project _____
 Address (no PO Boxes) _____
 City _____ State _____ Zip _____
 Contact Person _____
 Daytime Phone _____ Alternate Phone _____

Neighborhood — Location of project impact/participation.

2. Neighborhood (select one):
 Warren Northeast Northwest Southeast Southwest Downtown
 Youngstown North South East West Downtown

Organization Type — General classification that best captures the organization's type.

3. Organization Type (select one):
 Arts & culture group Neighborhood association/center Safety group
 Block club or resident's council Community-based organization Faith-based group
 School-affiliated group Merchants or business association Youth organization

Issue Addressed — Which issue best describes the specific type of project/activity/event?

4. What issue does your project address? (select one)
 Arts Availability of Resources Beautification Capacity Building Communications
 Community Event Community Planning Education Family/Resident Life
 Health Issues/Counseling Leadership Development Neighborhood Identity/Pride
 Safety/Security Technology Youth Development

Frequency — Indicate how often the project/event/activity takes place.

5. How often does the project/event/activity occur?
 Daily Weekly Monthly Other _____

Length — Indicate the start date and end date of the project/event/activity.

6. Length of project/event/activity?
 From (start date) _____ to (end date) _____

Summary — Provide a brief summary describing the project/event/activity for which grant funding is being requested.

7. In the space provided, describe your project/event/activity.

Resident Input — Describe how the group obtained resident input to determine that this project/event/activity is a worthwhile contribution to the quality of life in the community.

8. In the space provided, describe how the group obtained resident input.

Goals — Briefly describe what your group wants to achieve or bring about (for example, increase resident planning and activities, provide positive alternatives for youth, empower residents to beautify the neighborhood, etc.)

9. In the space provided, state one or two goals for your project/event/activity.

Strategy — All neighborhoods have resources and assets. Examples might include volunteer efforts of residents; open space, and public buildings such as schools, libraries, and community centers; as well as institutional resources such as businesses, non-profit agencies, and churches. (For example, youth cleaning up the neighborhood, seniors serving as tutors).

10. In the space provided, describe how your group will use community assets and/or resources to achieve the goal(s).

Success — Briefly discuss how you will evaluate the success of the project/event/activity based on the goal(s) identified.

11. In the space provided, discuss how your group will know the project/event/activity was successful.

Active Affiliation — Who will really help? Include the number of residents expected to be actively involved with planning and implementing the project.

12. How many residents are expected to be involved in the project?

Plan _____ Implement _____

Project Details — Outline steps that will be taken to carry out the neighborhood project: Include what has to be done, who will complete it, and when. Include who from the group will be responsible for providing information that may determine the success of the project.

3. Use the following to help outline the specific details of your project.

What has to be done?	Who will complete it?	When?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Partnerships — Partners are integral to every project. Neighborhood SUCCESS Grants Program encourages communication and cooperation among residents, associations, and/or institutions.

List the contact information and describe the participation of those organizations/groups involved in the project. You should attach letters of support and/or commitment from community partners (agencies, schools, etc.) whose cooperation or involvement is necessary to the project's success.

It is important to distinguish between Letters of Support and Letters of Commitment:

Letters of Support — Proclaim that an interested party believes the project is worthwhile. Letters of support may be solicited from community organizations, businesses, schools or anyone else who is a part of the community. These letters do not commit any financial or in-kind support. They are merely to indicate to the funder that the group/organization has established connections with businesses and people who are familiar with your mission and are interested in the success of your project.

Letters of Commitment — Show that an organization/individual believes a project is so worthwhile it is willing to commit personnel or resources to it. Letters of commitment from partners and collaborators indicate that the funding agency is not the only source of financial support for a project. Some examples of commitment are: cash donations, donations of supplies, equipment or other goods, and staff time devoted to the project.

14. List and describe the participation of other organizations/groups involved in your project:

- Contact Person and Title _____
Organization Name _____
Address _____ Phone _____
Role in Project _____
- Contact Person and Title _____
Organization Name _____
Address _____ Phone _____
Role in Project _____
- Contact Person and Title _____
Organization Name _____
Address _____ Phone _____
Role in Project _____
- Contact Person and Title _____
Organization Name _____
Address _____ Phone _____
Role in Project _____

Sustainability — Discuss the group's ability to maintain the project without Neighborhood SUCCESS Grants Program funding or funding at a lesser amount.

15. Discuss how your group will sustain this project/event/activity.

Signatures — This is the name and signature of the primary contact person and another unrelated member, not living within the same household who are mainly responsible for planning and carrying out this project/event/activity. The signatures affirm that the application has been discussed and approved by the decision-making body of the group and that all of the information is accurate. Please provide correct names, addresses, and home phone numbers as they may be contacted by the Grant Making Committee for verification purposes.

16. Required Signatures

- Primary Contact Person (printed name) _____
Signature (print and sign) _____
Address (no P.O. Boxes) _____
City _____ State _____ Zip _____
Phone _____ Email _____
- Second Contact Person (printed name) _____
Signature (print and sign) _____
Address (no P.O. Boxes) _____
City _____ State _____ Zip _____
Phone _____ Email _____

Project Budget (Please use additional sheets if more space is needed.)

To help discover the community resources needed to sustain and expand projects in the future, grantseekers are required to match the grant amount they are seeking. For every grant dollar requested, the group must match at least a dollar of its resources including cash, volunteer time, and donated goods and services.

Section A: In-Kind Sources

17. Provide a complete list of businesses, individuals, churches, schools, etc., donating goods, volunteer time, or services toward this effort. (For the purpose of this program, the value of volunteer time is \$12 per person, per hour.)

18. Total the value of all in-kind sources.

Section A: In-Kind Sources

In-kind Source (specify)	Value
17. _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
18. Total In-Kind	\$ _____

Section B: Cash Sources

19. Provide a complete list of funds, excluding the Neighborhood SUCCESS request, that are going towards this effort (examples include proceeds from a bake sale, a grant received from another funder or group member donations).

20. Total all cash sources.

Section B: Cash Sources

Cash Source (specify)	Amount
19. _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
20. Total Cash	\$ _____

Section C: Grant Request

21. Fill in the amount of the Grant Request.
Add lines 18 and 20 (Total Match). The Total Match must be equal to or greater than the Grant Request.

Section C: Grant Request

21. Neighborhood SUCCESS Grant Request	\$ _____
Total Match (add lines 18 and 20)	\$ _____

Section D: Project Costs

22. **Personnel** may be hired to do a specific portion of the effort. Please identify the service and provide costs associated with this service. Include hourly rate and number of hours. The Grant Making Committee is disinclined to fund proposals whereby a significant portion is used for staff salaries.

23. **Contract workers** may be hired to perform specific functions in a contract relationship and usually for a defined period of time. Please identify the services and provide costs associated with this service.

24. **Materials/Supplies** — Describe what types of supplies are needed for the project/activity/event. Supplies can include, but are not limited to: office supplies, printing, postage, lawn care supplies, books, refreshments, etc. Include the quantity and per unit/item cost. Please attach any quotes, internet pricing, catalog pages, etc.

25. **Equipment** — The Neighborhood SUCCESS Grants Program assumes that equipment needed to undertake a project will be secured from within the community through loan or donation. In certain circumstances, however, applicants may need to include the cost of equipment in their project budgets. These requests will be considered if the equipment is critical to achieving the goals of the project AND the applicants have determined that no resident or institution would be willing to donate the item(s) or use of the item(s). Include the quantity and per unit/item cost.

26. **Fees/Permits** — Space rental, activity permits, etc.

27. **Other** — All items which are not included in the above categories.

28. **Total Project Costs**

Section D: Project Costs (Specify all costs.)

	SUCCESS Grant	Other Cash Sources	Total Cost
22. Personnel Service:	\$ _____	\$ _____	\$ _____

Hourly Rate \$ _____			
No. of Hours _____			
23. Contract Service:	\$ _____	\$ _____	\$ _____

Hourly Rate \$ _____			
No. of Hours _____			
24. Materials/Supplies			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
25. Equipment			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
26. Fees/Permits			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
27. Other			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
28. TOTAL Project Cost	\$ _____	\$ _____	\$ _____

Tax Exempt Status

Select one:

Qualify as a nonprofit organization under Section 501(c)(3) of the Internal Revenue code.

YES — If yes, the following information must be provided with your application:

- Federal Employer Identification Number _____
- Copy of the IRS Letter of Determination

Qualify as a church (by definition) — church includes synagogues, temples, mosques, and similar types of organizations.

YES — If yes, the following information must be provided with your application:

- Copy of the Group Ruling/Group Exemption Letter issued by the IRS or
- Documentation as a subordinate unit under the central organization

NO — Neither qualify as a nonprofit 501(c)(3), nor a church (by definition). The organization must partner with an organization that qualifies to serve as its Fiscal Agent.

Fiscal Agent – An organization that qualifies as a nonprofit organization under Section 501(c)(3) of the Internal Revenue code assuming administrative, financial, and legal responsibility for the project. When considering a fiscal agent, identify an organization with the ability to:

- be accountable for the funds: make sure the funds are spent in accordance with your budget as approved in your application.
- track expenditures and handle receipts.
- determine how and when grantees get money.

The following information must be provided:

Organization who will serve as the fiscal agent _____

Federal Employer Identification Number _____

Contact person name _____

Title _____

Address _____

City _____ State _____ Zip code _____

Phone _____ Email _____

Fiscal agent's organizational purpose _____

- A letter on the fiscal agent's letterhead documenting their agreement to assume that role
- A copy of the fiscal agent's IRS Letter of Determination

Grant Assurances

As an applicant, our organization/group understands that we must meet the following requirements:

- Attend The Grantseeker Orientation Session (required first time grantseekers and optional for previous grantees)
- Submit a complete application and all attachments by the 5 p.m. on March 15 or September 15 or the next business day if the deadline falls on a weekend or holiday.

If funded, our organization/group understands that we must meet the following requirements:

- Secure the match commitment of funds and/or community resources as stated in this application.
- If invited, a member from our group will attend an interview.
- If awarded a grant, a representative from our group will attend the mandatory Grantee Orientation Session.
- Update the Neighborhood SUCCESS Grants Program Officer of any change in budget, scope of project, and/or leadership or contact information.
- Inform the Neighborhood SUCCESS Grants Program Officer of upcoming events throughout the year.
- Cooperate with evaluation requests (Final Grant Report, Site Visits and Group Learning Discussions).
- Complete the project by the date stated in the application.

Checklist

Using this checklist, please assure that your application is complete.

- The Application and Project Budget is complete.
- If you have documentation of matching donations, copies are included.
- If you have letters of support and/or letters of commitment from cooperating organizations, copies are included.
- If you qualify as a nonprofit organization under Section 501(c)(3), the IRS Letter of Determination and the Federal Employer Identification Number are included.
- If the group qualifies as a church (by definition), copy of the Group Ruling/Group Exemption issued by the IRS or documentation as a subordinate unit under the central organization is included.
- If group does not qualify as a nonprofit organization under Section 501(c)(3), the following are included: the IRS Letter of Determination of the fiscal agent and a letter on the fiscal agent's letterhead assuming that role.
- A copy of this application has been made for your records.

Mail or Hand Deliver to:

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Neighborhood SUCCESS Grants Program
Attention: Jennifer Roller
108 Main Avenue SW (Huntington Bank Building)
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Warren, Ohio 44481

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