

# **Village of Granville, Ohio**

## **Financial Support for Non-Profit Organizations**

### **I. Background**

A. Subject to the availability of funds and after all other operational obligations are projected to be fulfilled, the Village will consider requests for funding from non-profit organizations that provide an overall benefit to the Granville community.

B. Due to limited resources, not all requests can be funded. The Village will evaluate each proposal and will make awards that will most effectively serve the needs, improve the well-being, and enhance the Granville community.

C. Requests will normally be considered during the annual budget process.

D. Prior to the awarding of any such funding, the Village may review the financial position of the organization requesting the funds to determine the entity's ability to carry out the intended purposes for which the Village funding would be provided.

E. An entity that is designated to receive Village funds may be required to enter into a Memorandum of Understanding that would outline the amount of funds to be provided, the timing for the disbursement of the funds, the relative responsibilities of the recipient agency and the Village, and the reporting that will be required to document how the funds were spent and the program accomplishments.

### **II. Funding Philosophy**

A. The Village encourages a goal of self-sufficiency for all community organizations.

B. Village grants are to be used for specific programs and activities, not for general operating assistance or for deficit assistance.

C. An organization may only receive funding assistance for a period of three consecutive years. Following any such three-year period, the organization shall not be eligible for Village funding assistance for a period of at least one year.

D. These requirements may be waived, however, if the organization provides a unique community service that would otherwise not be provided by an alternative organization.

E. It is anticipated that the maximum amount awarded to any one organization will not exceed \$10,000.

### **III. Community Program and Service Criteria**

A. Applications for potential funding should be able to meet or satisfy one or more of the following criteria:

1. Promotes tourism within the Village;

2. Involves entrepreneurial and innovative projects that help to create opportunities for community economic development, employment, or other economic benefits for the Granville community;
3. Supports an essential element of a “Special Community Event” that has significant public appeal and community support.
4. Promotes community heritage through museums or other educational programs;
5. Facilitates community awareness and exposure to the arts through activities or programs related to the performing arts, the fine and visual arts, community theater, or cultural educational programs.
6. Advances community appreciation for and awareness of historic preservation.
7. Provides programming for special populations within the Village such as teens and senior citizens.
8. Demonstrates an ability to effectively provide programs or activities that meet a special community need as determined by the Village Council.

#### **IV. Ineligible Programs, Activities or Events**

##### **A. Village grant funds cannot be used for:**

1. Projects that take place outside of the Village of Granville. (The Village Council may waive this restriction for a project located within Granville Township that will have significant community involvement.);
2. More than 25% of an organization’s total annual budget;
3. Fundraising activities for the organization;
4. The support of specific individuals because grant funds are limited to non-profit organizations;

#### **V. Qualifying Criteria to Request Grant Funding**

- A. The requesting organization must be a nonprofit organization that is located within the Village of Granville. An exception to this requirement may be granted to an organization not located within the Village if there is no nonprofit organization located in the Village that serves the same purpose or provides similar services, programs or activities for Granville residents.
- B. The requesting organization should serve a unique function and provide services that have minimal overlap with or duplication of services provided by other organizations in Granville.

C. The requesting organization should actively serve the needs of a target group within the Village and should have an established record of providing services efficiently and effectively.

D. The requesting organization should have the ability to define their proposed program or activity in measureable terms so that the effective delivery can be verified.

E. The majority of the beneficiaries of a proposed program or activity must be residents of Granville.

F. The requesting organization must be in a position of “good standing” and have no outstanding debt obligations to the Village. Organizations that have overdue deliverables or that have not submitted satisfactory final reports from previous Village funding are not considered to be in “good standing.”

## **VI. Criteria for Evaluating Proposals**

A. The criteria by which each proposal will be evaluated include:

1. Specifics of the proposed program or activity;
2. Clarity of goals and objectives;
3. How will it help meet identified community priorities?
4. Minimal overlap or no duplication of services already provided to the community through other sources;
5. Longevity and performance history of the organization seeking funding;
6. Documented past benefits provided by the organization;
6. Capacity and capability of the organization to successfully provide the proposed services;
7. Availability and amount of funding from other sources;
8. Prior funding history from the Village.

## **VII. Application Process**

A. To encourage broad representation among the grant applicants, the Village will provide public notice of the availability of grant funding on an annual basis. The notice will include details about the eligibility requirements for applicants, the types of programs for which grants may be awarded, the availability of the application materials, the criteria to be used in the evaluation of the proposals, and the deadline for the submittal of applications.

B. An application shall be made on the forms designated by the Village Manager and shall include, at minimum, the following information:

1. Name, location, and principal contact information for the applicant organization;
2. Evidence of non-profit status of the organization;
3. Project name and description (precisely describing the proposed scope of work for the project);
4. Project budget detailing the anticipated total cost of the project, as well as the estimated revenues (detailed by major funding sources) and expenditures (detailed by major expense categories);
5. Specific Information about the organization's intended use of the grant funding, the public benefit to be derived from the proposed project, and the program and service criteria (See Section III) that would be satisfied by the project;
6. Financial information including total revenues (detailed by major funding sources) and total expenditures (detailed by major expense categories) for the preceding fiscal year;
7. Supplemental information that would provide for a greater understanding of the history and mission of the applicant organization, its management capabilities, and its experience in completing similar projects.

### **VIII. Review Process**

#### **A. Step One – Application Review.**

All applications for grant funds received by the Village will be initially reviewed by the Village Manager and Assistant Village Manager. This first level of review is intended to serve two functions:

1. Applications will be reviewed for completeness of information;
2. Applications will be reviewed for consistency with eligibility requirements, potential impact on established program and service objectives, and the financial demand on available resources.

Following the review of the applications and an analysis of available resources, the Village Manager shall provide a recommendation to the Grant Advisory Committee and the Village Council on the maximum amount of funds that should be appropriated for community grants in the upcoming budget year.

#### **B. Step Two – Advisory Committee Review (this is an optional review step that the Council may want to include) (As an alternative, the EFP Committee could also sit as the Grant Advisory Committee)**

The Grant Advisory Committee will be appointed by the Village Council and serve in an advisory role to the Village Council. As such, the recommendations of the Grant Advisory Committee are not to be considered commitments of funding.

The Grant Advisory Committee should consist of members who have had experience with managing, directing, financing, or evaluating community organizations.

The Grant Advisory Committee will review the applications received and make recommendations to the Village Council as to which applications should be funded and the recommended funding level. The recommendations will be based upon an evaluation of the proposed projects in accordance with Section VI (Criteria for Evaluating Proposals).

#### C. Step Three – Village Council Review

Upon the receipt of recommendations from the Grant Advisory Committee and the Village Manager, the Council may elect to support, modify, or decline any organization's funding request.

### **IX. Awards and Responsibility for Performance**

A. Organizations that are selected for grants will be notified in December of each year. Funding will be available after January 1 of the following year.

B. Recipients of grant awards are required to:

1. Provide all necessary documentation, as may be requested by the Village, including but not limited to evidence of private, non-profit status;
2. Enter into an "outcome" based contract agreement, the form and content of which will be defined by the Village Manager.

C. Subsequent to the completion of the project, the recipients will:

1. Provide an accounting of all revenues and expenditures associated with the project;
2. Provide a written summary of the project's outcomes, providing detailed information on whether or in what manner the objectives of the project were attained and the levels of community participation that were realized.