



City Revitalization Grant Committee

Award Application

Revised: August 2024

City of Wilmington
69 N. South St.
Wilmington, Ohio 45177

City Revitalization Grant Committee

Purpose and Introduction

The City Revitalization Grant Committee (CRGC) has been established by Wilmington City Council to oversee the distribution of the collected revenues from the Retained Hotel Lodging Tax fund. The Committee's duty is to disperse funds in the forms of grants, projects, and events deemed to be used to bring patronage to Wilmington businesses, promote heritage and attractions, and to contribute to the quality of life for those residing within the City.

Funds of the Retained Hotel Lodging Tax will be designated to the Mayor's Office and used with administrative discretion for quality-of-life improvements and beautification. The CRGC may request a summary of projects and expenses at any time.

The remaining funds of the Retained Hotel Lodging Tax revenue shall be distributed to Wilmington governmental units or non-profits for projects or events that benefit Wilmington citizens. The overall purpose of the grant funds is to support local initiatives that will positively impact economic and community development as well as improve the quality of life within the City of Wilmington. This application guide will provide a clear outline of the application requirements and review process.

Committee Members

City Auditor, or designee

CCRPC Executive Director

Mayor, or designee

Requirements for Application

Who may apply?

Potential applicants are limited to government and non-profit entities located within the City. Organizations or businesses not considered governmental, or non-profit are ineligible for grant funding.

What projects are eligible?

Grant money will only be awarded to projects or events that fulfill the intent of the Council Resolution R23-09 adopted February 16, 2023, which are "in furtherance of community endeavors that enhance and foster community bonds and quality of life; and... to support quality of life, and economic development...."

Projects or events not eligible for funding:

- Those not held within the corporate limits of Wilmington, Ohio
- Event or Project completed prior to date of funding request
- Those whose intended use involves any activity or event that singles out, marginalizes, or seeks to harm any group within the community based on some shared characteristic

Step-by-Step Application Process

Complete and Submit Application

Applicants shall complete (using type) the application attached to this document and email it to mburrell@wilmingtonoh.org. Applicants will be notified once the application is received. If the project/event is eligible for funding consideration, the applicant will be contacted to set up a time to present to the CRGC. Applications are reviewed based on which “application type” is selected (see below).

- **Application Type (for specific timelines, see below for “Timeline and Deadlines”)**

Quarterly Budget Projects: applications submitted for projects seeking and expending funds within the same calendar year (can be expended within Q2-Q4 of a calendar year). If an applicant wants to ensure disbursement of a grant within the same quarter of their application review, the application must be submitted by 4pm of the first business day of the month prior to the quarter of the event. No applications for Q1 of the following calendar year will be eligible under this application type, and applicants should submit by the Annual Budget Project deadline. Applicants wishing to submit for a Quarterly Budget Project cannot be currently receiving Annual Budget Projects.

Annual Budget Projects: applications submitted to support projects and initiatives starting in Q1 of a calendar year and with potential expenditure of Q1-Q4 of an upcoming calendar year. Applicants submitting for Annual Budget Projects are not eligible to submit for a Quarterly Project Budget in the same calendar year as the Annual Budget Project.

Present to Committee

The CRGC will meet following eligible submissions of applications quarterly and no less than annually. Actual presentations to the CRGC will be graded based on the rubrics provided in this document. The presentation should contain, if relevant to the event or project:

- Photographs
- Renderings
- Project or event timelines
- Cost estimates based on professional quotes
- Event permits and approvals (either obtained or still needed)
- Sustainability plan (if annual project or event)
- Other items as identified and requested by the CRGC

Review of Application and Presentation

The CRGC will evaluate the applicant's presentation and application based on the provided rubrics and make a judgement to either recommend or deny the funding request. In the event of a committee member absence or a conflict of interest between an applicant and a committee member, the Mayor and/or the President of Council will stand in as a reviewer with voting rights if necessary.

The CRGC will make one of three motions based on the net score of the rubrics:

- Score is less than 33 - the applicant's request for funding is denied
- Score is between 33 and 98 - the CRGC may approve or table a vote and decide if further information is needed
- Score is 99 or greater - the CRGC will approve the request for funding if funding is available

The decision will be made to fund the project for either the full requested amount or a portion. **Only available funds will be dispersed, and advancements of Retained Hotel Lodging Tax funds will not be made.**

Funding Grant

After the CRGC has given approval, the grant recipient is required to complete the City's vendor establishment process in order to be paid. Granted funds can take up to three weeks to be disbursed and will be disbursed as a check. All awarded monies must be spent within six months of the date of the funded event. Recipients of an award must submit an invoice for the payment to be processed. A sample invoice is included with this application.

Post Project Review

In order to be eligible for future funding requests, the CRGC will require any applicant receiving funds for an event or project to submit materials to review after its completion to assess its success. The applicant is required to prepare a project summary and submit it to the CRGC for this post-review. The summary should include, if available, at least:

- Number of attendees or volunteers
- Community feedback and testimonies
- Pictures
- Receipts or summary of expenditures
- Site visit

Timeline and Deadlines

- Quarterly Budget Projects: applications are due before the first day of the quarter(s) in which the event/project takes place. Applicants seeking funds for Q1 of the following calendar year are required to submit by the Annual Budget Deadline.
- Annual Budget Projects: applications are due by 4pm of the first business day in September for funding requested for the following calendar year (or Q1 of the following year).
- Presentation to Committee – First CRGC meeting of the quarter for which the application is received or prior to the end of Q3 for Annual Budget Projects.
- Proposal Review — Same date as presentation
- Final Decision – Same date as presentation unless additional information is requested
- Distribution of Funds - Three weeks after CRGC approval or January of the calendar year requested for Annual Budget applications.
- Post-Project Review/Summary – Due two weeks after completion of funded event/project

Scoring Rubric

- Attachment One

Application

- Attachment Two

Sample Invoice

- Attachment Three

Project Scoring

Category					
Overall Quality of Proposal/Presentation	0 No preparation	4 Poor preparation	8 Average preparation	10 Excellent preparation	
Organization/Preparedness	0 No plan or preparation	4 A plan is presented but is not thorough enough	8 A plan is presented and covers most of the project's needs	10 An excellent plan is presented	
Statement of Need	0 No clear statement	8 Statement is made but is not clear or convincing	16 Statement is clear and convincing	25 Statement is clear and very well thought out	
Potential Effect on Community	0 Project will have no positive effect	8 Project will have a small positive effect	16 Project will have a significant positive effect	25 Project will have a tremendously positive effect	
Community/Organizational/ Business Support	0 No presentable support	4 Some support	8 Average support	10 Tremendous support	
Match/Contribution	0 No match	4 <50%	8 50 to 75%	10 >75%	
Track Record of Past Grants, Programs, Events, etc.	0 Past projects have gone poorly	4 No track record or poor record	8 Good track record of successful projects	10 Known for successful projects	
				Total Points	

Application for City Revitalization Grant

CONTACT INFORMATION

Name of Government Agency or Non- Profit		Date of Request	
Main Contact		Phone	
Address		E-mail	

ORGANIZATION'S MISSION INFORMATION

What is your organization's mission statement?			
Statement of need: (Please share your organization's project or need and how the funds will be used. Attach additional documentation if needed and include if your project has alternate revenue sources for your project request.)			
Amount requested	\$	Timeframe for Project	Q1 Q2 Q3 Q4
Application Type (circle one)	Annual Budget Project	Quarterly Budget Project	
How will this improve tourism, quality of life, and/or economic development in the City of Wilmington?			

AGREEMENT AND LEGAL DISCLAIMER

PAYMENT: APPROVAL OF THIS REQUEST IS NOT A GUARANTEE YOUR ORGANIZATION WILL RECEIVE THE FULL AMOUNT OF YOUR REQUEST. DISBURSEMENT WILL BE QUARTERLY AND BASED ON THE REMAINING BALANCE IN THE RETAINED HOTEL LODGING EXCISE TAX ACCOUNT FOR THAT QUARTER. FURTHER, THE UNDERSIGNED REPRESENTS THAT THEY HAVE BEEN DULY AUTHORIZED TO BIND THE USER TO THE CITY OF WILMINGTON'S RULES AND REGULATIONS IN REGARD TO THIS GRANT. THE USER OR ITS DESIGNATED OFFICIAL HAS READ AND FULLY UNDERSTANDS AND AGREES TO BE BOUND TO THE TERMS AND CONDITIONS OF THE CITY OF WILMINGTON'S RULES AND REGULATIONS IN REGARD TO THIS GRANT. THE USER ACCEPTS SOLE RESPONSIBILITY AND LIABILITY FOR ANY AND ALL DAMAGES RELATED TO THIS GRANT WHATSOEVER.

HOLD HARMLESS: THE UNDERSIGNED, USER, AND ITS DESIGNATED OFFICIAL SHALL HOLD HARMLESS, DEFEND, AND INDEMNIFY THE CITY OF WILMINGTON, OHIO, ITS ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS, ALL BOARDS, COMMISSIONS AND/OR AUTHORITIES, AND BOARD MEMBERS, INCLUDING EMPLOYEES AND VOLUNTEERS THEREOF AGAINST ALL CLAIMS, SUITS, ACTIONS, COSTS, ATTORNEY FEES, EXPENSES, DAMAGES, JUDGMENTS, OR DECREES, OF EVERY NAME AND DESCRIPTION, BY REASON OF ANY PERSON OR PERSONS OR PROPERTY BEING DAMAGED OR INJURED BY THE UNDERSIGNED, USER, ITS DESIGNATED OFFICIAL, AGENTS, SUBCONTRACTORS, VOLUNTEERS, OR INVITEES ARISING OR GROWING OUT OF THE GRANT, WHETHER BY NEGLIGENCE OR OTHERWISE.

SIGNATURES

Applicant Signature		Applicant Signature	
Name and Title		Name and Title	
Date		Date	

<p>Your organization's name/logo</p>	<p>INVOICE</p>
<p><i>CITY of WILMINGTON CITY REVITALIZATION GRANT</i> 69 N. South St. Wilmington, OH 45177 ATTN: Auditor's Office</p>	
<p>ITEM – Revitalization Grant Award</p>	<p>\$x,xxx.xx</p>
<p>Payment Information: Your organization's name Address Phone # Tax ID#: XX-XXXXXXXX Contact Name and Email</p>	