



# Create Columbus Grants Program 2013 Application

Please Submit Completed Grant Applications to:

City of Columbus, Office of Mayor Michael Coleman  
Attn: Create Columbus Grants  
90 W. Broad Street  
Columbus, Ohio 43215

OR

Send electronically to:  
[CreateColumbusGrants@gmail.com](mailto:CreateColumbusGrants@gmail.com)

*For questions and more information*

Visit: [Createcolumb.us](http://Createcolumb.us)  
Email: [CreateColumbusGrants@gmail.com](mailto:CreateColumbusGrants@gmail.com)

## Guidelines, Grant Process and Administration

### Create Columbus Commission

In 2007, Mayor Michael B. Coleman, Columbus City Council, and the Columbus Chamber of Commerce established the Create Columbus Commission, an organization of over 30 young professionals dedicated to identifying and implementing selected strategies and tactics that will help Columbus attract and retain young and talented individuals. For the purpose of this grant application, young professionals are broadly defined as individuals between the ages of 18-39, actively working in various professions.

### Mission and Purpose of the Create Columbus Grants

The mission of the Create Columbus Grants Program is to support initiatives by and for young professionals that help make Columbus the best place to live, work, and raise a family.

There are three goals of the Create Columbus Grants program:

1. Improve the young professional experience in the areas of Live, Work, and Play (Career and professional development, culture, sports, art, entertainment, neighborhoods, and transportation)
2. Encourage and support residents to launch innovative, community based initiatives with a specific young professionals component;
3. Provide strategic financial support for one-time costs for events, initiatives or programs that impact young professionals.

### Amount of Grants and Timeline

The City of Columbus will disburse, through the United Way of Central Ohio, nearly \$50,000 for grants in 2013. Applicants can request an amount up to \$10,000, keeping in mind the goal of the program is to provide strategic funding for innovative efforts with broad reach.

The Create Columbus Commission Grants Committee evaluates each application on its own merit. Grant committee recommendations will be presented to the full Create Columbus Commission for discussion and approval. Final decisions are not up to appeal, however applicants may reapply during the next filing period. **Also note, the Create Columbus Commission has the discretion to reduce the amount of a grant request as they see fit.**

Below are key application and disbursement dates for 2013:

Filing Period	July 8, 2013-August 30, 2013
Application deadline	August 30 at 5:00 p.m.
Grant funds distributed by	October 11, 2013
Project must be initiated by	December 1, 2013

Progress Report Due	February 3, 2014
Final Report Due	May 30, 2014

Below are key application and disbursement dates for 2014:

Filing Period	March 3, 2014 – April 30, 2014
Application deadline	April 30, 2014 at 5:00 p.m.
Grant funds distributed by	June 2, 2014
Project must be initiated by	July 18, 2013
Progress Report Due	September 19, 2014
Project Completion Date and Final Report Due	February 2, 2015

**Eligibility and Criteria**

Grant applications will be accepted from young professional groups, nonprofit organizations and community groups. Collaboration between and among young professional groups, community neighborhood groups and nonprofit organizations is encouraged. Student organizations are not eligible to receive Create Columbus Grants.

Please note that the grants must be used to support and/or create initiatives with a specific young professional component. However the application does not need to be submitted by a young professional or group representing young professionals.

Applicants are required to provide their IRS Letter of Designation to confirm 501(c)(3) status. If an applicant is using a fiscal agent, a signed authorization letter from the chair or president of the fiscal agent’s board, along with that organization’s IRS Letter of Designation must be submitted with the grant application. No exceptions.

This is **NOT** a reimbursement grant. All receipts must be dated after grant checks have been issued.

Grant applications must address a need in one of the following categories:

- **Live** (Examples: engage, promote and support both up-and-coming and well-established Columbus neighborhoods through local commissions/organizations, infrastructure additions/improvements, community involvement activities, events, etc.)
- **Work** (Examples: job creation and talent attraction and retention aimed at young professionals, workforce development, start-up creation, increasing available internships, fostering a community appealing to YP entrepreneurs, establishing new young professional groups and commissions, creating jobs for young professionals)

- **Play** (examples: adding to or supporting a dynamic city culture that is unique to Columbus and enhances the arts community, the local sports scene and general entertainment offerings)

Projects must demonstrate measurable outcomes. Quantitative data must be reported to determine effectiveness of the initiative or event. All grantees must submit information according to the five key criteria:

- Necessity of the need of the initiative, program, or event in Columbus
- Leverage of Resources (financial, volunteers, in-kind, etc.)
- Measurable Outcomes (changes the initiative, program, or event will create, measurable improvements, etc.)
- Partnership/Collaboration (are other organizations or community groups working with your organization on this project)
- Lasting Impact of the Project (Whether the initiative, program, or event is meant to be performed once or if it is ongoing in nature)

Strengths in the above five criteria will enhance the competitiveness of any proposal. Other guidelines include:

- Projects must demonstrate a focus on the young professional community
- All projects receiving grants must be implemented within the City of Columbus limits
- Special consideration will be given to projects for which matching funds have been secured
- All projects must be initiated by December 1, 2013
- Projects must be completed by May 30, 2014 and a final report must be submitted at that time.

Below are examples of things that will **NOT** be considered for funding.

Lawn and Garden, Community gardens*	Salaries	Daycare expense	Intramural sports fees
On-going operating expenses	Office supplies and/or school supplies	Transportation fees, rentals and gasoline	Capital items
Field trip fees	Tables and chairs	Office equipment	
Stipends	Mass mailings	Coordinator fees	
Alcohol	Individual Registration & Enrollment fees	Member recruitment parties	

\*The City of Columbus partners with Franklin County and ScottsMiracle-Gro on an annual grant program to develop community gardens in central Ohio. As part of this program, non-profit organizations apply for funding, in-kind product donations and educational classes. For more information, visit [columbus.gov](http://columbus.gov).

### **Partnership Obligations**

All organizations that receive funding are required to use the Create Columbus Commission logo on promotional materials for the event, initiative, or program. The applicant must state in the application where the logo and promotional materials will be used. The Commission will approve all usage.

### **Please Note**

Failure to submit progress reports will result in ineligibility for future funding and grant recipients will be required to return the full amount of awarded funds.

Prior applicants are eligible to apply and receive a Create Columbus grant. However, they will not receive preferential treatment of any kind.

No preferential treatment will be given to organizations that are affiliated with members of the Create Columbus Commission. Alternatively, affiliation with the Create Columbus Commission does not automatically disqualify applicants.

### **To Apply**

**Applications will be accepted from July 8 to August 30. No applications will be accepted after 5:00 p.m. on August 30. No extensions will be granted.**

All applications must be typed on the form provided. Incomplete applications will not be considered for funding. Make certain to answer each question thoroughly and submit your organizations IRS Letter of Designation or your fiscal agents IRS Letter of Designation and signed authorization letter with the application. All applications must be submitted to:

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Attn: Create Columbus Grants

90 W. Broad Street

Columbus, Ohio 43215

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For Questions:

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**GOOD LUCK!**

**City of Columbus  
Create Columbus Commission  
CREATE COLUMBUS GRANT APPLICATION**

**Applications must be typed and completed on the form below.  
Applications are due by 5:00 p.m. on August 30, 2013.  
NOTE: Please limit responses/answers to 200 words or less.**

<b>Organization Name:</b>
<b>President/Chair/Executive Director:</b>
<b>Mission Statement:</b>
<b>Address:</b>
<b>City/State/Zip:</b>
<b>Project Leader:</b>
<b>Project Leader Phone Number:</b>
<b>Project Leader Email:</b>
<b>Grant Topic Area (Please mark the appropriate area)</b> <input type="checkbox"/> Live <input type="checkbox"/> Work <input type="checkbox"/> Play
<b>Project Name:</b>
<b>Have you received Create Columbus Commission funding in the past for this project? (Circle one) YES NO</b>
<b>Does your organization have any affiliation with a Create Columbus Commission member? (Circle one) YES NO</b> <b>If so, please list the member and the affiliation</b>
<b>Funding Request: \$</b>

<b>Total Budget for this Project: \$</b>		
<p><b>All applicants are required to be a 501(c)(3) organization OR must partner with a registered 501(c)(3) fiscal agent. Applicants are required to provide their IRS Letter of Designation to confirm 501(c)(3) status. If an applicant is using a fiscal agent, a signed authorization letter from the chair or president of the fiscal agent's board, along with that organization's IRS Letter of Designation must be submitted with the grant application.</b></p>		
<b>Fiscal Organization Name:</b>		
<b>Employee Identification Number/Federal Tax ID:</b>		
<b>Executive Director:</b>		
<b>Fiscal Agent Email:</b>		
<b>Fiscal Agent Phone Number:</b>		
<b>Fiscal Organization Address:</b>		
<b>City/State/Zip:</b>		
<b>What is the name and geographical boundaries of the area or neighborhood the project will serve?</b>		
<b>Expected start date of the project:</b>		
<b>Expected completion date of the project:</b>		
<p><b>Describe the project to be funded and desired outcomes/goals. Make certain to address the necessity of the need of the initiative, program, or event in the young professional community. How will this initiative, program, or event benefit the young professional community?</b></p>		
<p><b>Timeline for the project. List the key activities, deliverables and/or events as they relate to planning and execution of the project. Provide dates when possible. Add additional boxes as needed.</b></p>		
<b>Activity</b>	<b>Person Responsible</b>	<b>Date to be completed</b>


**Describe the young professional involvement in the project for both the planning and implementation phases.**

**How you are leveraging your resources to create a successful initiative, program, or event (financial, volunteers, in-kind, etc.)?**

**What goals improvements will this initiative, program, or event achieve? How will you measure the success of the project?**

**Please indicate partnerships with City departments, other agencies, and/or organizations with whom you have worked with on this initiative, program, or event (Feel free to include support data from those agencies.)**

**If any, list other funders for this project. For each, indicate the amount requested and the status of the request (submitted, pending, funded, declined). If funded, specify the amount.**

**Please describe the lasting impact of the project (Whether the initiative, program, or event is meant to be performed once or if it is ongoing in nature)**

**Attach a project budget using the form provided. Please consider if you will need to obtain a permit, license, special duty police personnel and/or EMS personnel for the project and the associated cost.**

**If applicable, please indicate how the Create Columbus Commission can be involved with this initiative, program, or event.**

**SIGNATURE(S)/DATE:**

### BUDGET SHEET

Expenses (describe items)	Requested Amount	Other Funding Received
<b>Supplies &amp; Materials:</b>		
<b>Subtotal Supplies &amp; Materials</b>		
<b>Services:</b>		
<b>Subtotal for Services:</b>		
<b>Other:</b>		
<b>Subtotal for Other:</b>		
<b>BUDGET GRAND TOTAL:</b>		