



## City of Gahanna 2023 Community Grant Program

Applications will be available September 1, 2023, for the 2023 City of Gahanna Community Grant Program.

The purpose of the Program is to assist Gahanna-based non-profit organizations accomplish projects or programs that provide direct community-wide benefits to the residents and businesses of Gahanna.

The grant application is available for online submission at [City of Gahanna Community Grants \(lotForm.com\)](https://lotform.com), by emailing a request for the application to [CommunityGrantProgram@Gahanna.gov](mailto:CommunityGrantProgram@Gahanna.gov), or by contacting Sr. Deputy Director of Administrative Services Corey Wybensing at 614-342-4043. Physical copies of the application are also available at the front desk of Gahanna City Hall, located at 200 S. Hamilton Rd., Gahanna.

Applications must be received by the Department of Administrative Services **no later than 4:30 p.m. on Friday, September 15, 2023** to be considered for 2023 funding. Applications received after this date/time will not be considered for 2023 funding. Submissions may be delivered by mail, email, or in person to:

Community Grant Program  
Department of Administrative Services  
City of Gahanna  
200 S. Hamilton Rd.  
Gahanna, Ohio 43230  
[CommunityGrantProgram@Gahanna.gov](mailto:CommunityGrantProgram@Gahanna.gov)

If funding is granted, a notification of award will be issued to the recipient organization. It is the responsibility of the organization to submit to the City any additional paperwork and invoice(s) that may be requested by the Finance Department to fulfill the funding award.

Please note that submission of an application does not guarantee award funding.

Application submissions shall only be made by those legally authorized to act on the organization's behalf.

## Priorities for Grant Funds

The City of Gahanna has dedicated American Rescue Plan Act (ARPA) funds for the 2023 Community Grant Program. The distribution of the funds across the priorities will be reviewed and recommended by a Grants Review Committee (GRC).

A total of \$50,000 is allocated for this Program in 2023. The GRC will award funds as determined to be in the best interests of the Program and the Gahanna community.

Preference will be given to proposals that address the listed priorities below:

- 1a. Basic human necessities such as provision of food and/or clothing for people in need.
- 1b. Mental health services and/or community counseling to assist people with mental or social health issues.
2. Improvement of the Gahanna community.

## Program Guidelines and Requirements

To be eligible for funding, applicants must be an IRS registered non-profit organization based in Gahanna, Ohio, and the organization must directly serve the Gahanna community. Within the designated priorities, preference will be given to eligible organizations whose primary program/initiative serves the area contained within the city limits of Gahanna and/or whose membership is comprised primarily of City of Gahanna residents. Additional consideration will be given to those serving the broader Gahanna-Jefferson School District.

No match of the Community Grant funds is required; however, organizations will be evaluated on total percent of overall budget requested.

Funding should be utilized for direct program costs. No more than ten percent (10%) of awarded funding may be used for administrative costs, such as staff salaries, benefits, utilities, and/or building space.

Applicants may be invited for formal appearance and evaluation to discuss the application by the GRC prior to the recommendation for award. Grant allocations are anticipated to be distributed in the fourth quarter of 2023.

Upon grant close out, recipients may be required to provide a formal presentation on the final program performance and impact to the Gahanna community.

Recipients are subject to grant monitoring by the City of Gahanna Finance Department regarding the use of the Community Grant funds. The City reserves the right to require repayment of the Community Grant Program Funds if the recipient is found to not be utilizing the funding in accordance with the approved award.



**City of Gahanna**  
**2023 Community Grant Program Application**

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Person Phone:** \_\_\_\_\_

**Contact Person Email:** \_\_\_\_\_

**Organization Address** \_\_\_\_\_

**PURPOSE & ACTIVITIES OF THE ORGANIZATION:** \_\_\_\_\_

**AMOUNT REQUESTED IN CALENDAR YEAR 2023:** \_\_\_\_\_

**How will the Community Grant funds be used to directly impact the residents and businesses in Gahanna?** *(Please attach a budget for the program/project and clearly indicate the portion of the budget that is Community Grant funded.)*

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**Are you proposing a multi-year program or project?** *If so, clearly explain the multi-year nature and how it relates to your funding request.*

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**How will your program/project address the City's priorities?**

- 1a. Basic human necessities such as provision of food and/or clothing for people in need.*
- 1b. Mental health services and/or community counseling to assist people with mental or social health issues.*
- 2. Improvement of the Gahanna community.*

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# City of Gahanna

**What is the desired impact? How will you measure the success of the impact?**

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**Please describe the targeted population to benefit from the program or project.** *(Include the percentage of the population that are residents of the City of Gahanna and the percentage that are residents of the Gahanna-Jefferson School District.)*

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**Are you a membership-based organization?** *If so, note the percentage of your membership that are residents of the City of Gahanna and the percentage that are residents/businesses of the Gahanna-Jefferson School District.*

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**Have you received funding from the City of Gahanna in the past (e.g., CARES Act) and/or have you previously received American Rescue Plan Act (ARPA) funds?** *If so, please note when and for what purpose(s).*

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**Please attach the following documents.**

1. Budget for the proposed program or project, clearly indicating the portion that would be funded by the Community Grant
2. Documentation of current non-profit status
3. Most recent financials, including most recent IRS filing, audit, and/or financial review by a CPA, if available