

# Miami Valley Fair Housing Center Inclusive Community Fund



## Grant Application for Quality of Life Projects



## Grant Information for Quality of Life Applications

### Mission Statement

The mission of the Miami Valley Fair Housing Center (MVFHC) is to eliminate housing discrimination and ensure equal housing opportunity for all people in our region.

### History

MVFHC is a private, non-profit organization in Dayton Ohio that enjoys 501(c)(3) tax-exempt status from the Internal Revenue Service since 1993. The work under the investigation and resolution that led to the development of the Inclusive Community Fund is a continuation of the critically important work that MVFHC has been engaged in since 2001, addressing the predatory mortgage lending and foreclosure crisis.

### Source of Funds for this Grant Program

Through the work of MVFHC staff in evaluating REO (Real Estate Owned/foreclosed) properties and analyzing their maintenance and marketing for sale, the MVFHC was able to join with several other fair housing organizations in three nationwide fair housing cases alleging differential treatment by lenders in how they marketed and maintained foreclosures in neighborhoods of color versus white neighborhoods. One of those cases, filed against Wells Fargo, reached a resolution in June 2013 in which the MVFHC was a party. This settlement included pass through funds for grants to be administered by the MVFHC in neighborhoods of color impacted by foreclosures.

### Purpose of Funds

Reinvestment in neighborhoods of color to counteract the devastating damage to Dayton area neighborhoods resulting from foreclosure and alleged unlawful marketing and maintenance practices.

MVFHC is soliciting applications from non-profit organizations, neighborhood associations, social or fraternal organizations, or other unincorporated groups in the following program area:

- **Quality of Life Projects in zip code 45417 in the City of Dayton and zip code 45426 in the City of Trotwood:** Examples could include modifying a vacant lot into a pocket park or urban garden; repairing recreational trails used by the neighborhood or adding accessible features/routes for those with disabilities; public arts projects such as murals promoting diversity, civil rights or fair housing; neighborhood beautification projects; or other new, innovative projects.

### Eligibility

Grants are awarded at MVFHC's sole discretion for projects/programs, to organizations which are tax exempt under Section 501(c)(3) of the Internal Revenue Code, **and for this program only, to neighborhood associations, social or fraternal organizations, or other unincorporated groups that may not have a formal structure or tax exempt status**, are consistent with the MVFHC's mission and target the funding purpose for this program. All applicants must meet the grant application criteria.

Proposals must target or work in neighborhoods in zip codes 45417 in the City of Dayton *and* 45426 in the City of Trotwood.

Organizations/groups that already receive significant funds for similar projects are discouraged from applying. MVFHC is seeking to fund projects where there are currently funding gaps or lack of adequate funding. Use this application to apply for new, innovative projects.

Applications must be project specific. **MVFHC is not able to consider any applications for general operating support, neighborhood festivals, block parties, neighborhood meetings or similar events.**

Please read the directions carefully and submit all required items to ensure your application is considered.

### **Funding Cap and Due Date**

*Proposals in this category may be for any amount up to \$5,000 for a project of up to six (6) months in duration. No organization or group will be funded for more than one project under this program.*

Full proposals must be received either by hand delivery or email, no later than 4:30 PM, Friday, April 25, 2014. No applications will be accepted after this date. No faxed copies will be accepted.

### **Questions**

Questions to MVFHC staff about your application are encouraged and accepted until April 23, 2014. Contact: Jim McCarthy, Phone: 937-223-6035. Email: [jim.mccarthy@mvfairhousing.com](mailto:jim.mccarthy@mvfairhousing.com).

## **Applying for a Grant**

### **GENERAL INSTRUCTIONS**

- Type and single-space all proposals (12 point font of your choice) with one inch margins.
- Provide all the information in the order listed.
- All questions relative to the request must be completed in full.
- Submit only one copy of your application with pages sequentially numbered. Do not bind or staple.
- Do not include materials other than those specifically requested at this time.

**APPLICATION COVER SHEET** (Limit of 1 page) – Include the following:

Is this application being submitted by an organized non-profit organization?

If **No**, please refer to Page 7.

If **Yes**, please proceed with the instructions below.

1. Name of Group or Organization (If organized group, provide Full Legal Name).
2. Organization Employer Identification Number.
3. Organization's Mailing Address.
4. Application Contact Person including title, phone and email address.
5. Title of Proposed Project.
6. Dollar Amount Requested.
7. This cover sheet must be signed by the non-profit's CEO/Executive Director and a Board Officer (indicate name and officer position) and on organization letterhead.

## **FOR NON-PROFIT ORGANIZATIONS**

**In addition to the cover page, please provide:**

**COMPLETE PROPOSED PROJECT NARRATIVE** (Limit of 1 pages) – Include the following:

1. Proposed Project Title.
2. Describe how the proposed project will help promote MVFHC's mission.
3. Describe the need for the project and how the need was determined. Please indicate if you are aware of funding from elsewhere to support this project.
4. Indicate any neighborhood(s) or specific target area(s) for the project. This could include the street address, neighborhood name, census tracts, etc.
5. Indicate any particular population to be served through the project.
6. Indicate when the project could start.
7. Provide a plan/timetable for implementation of key tasks to complete the project and staff responsibility for completion.
8. Describe the expected outcome(s), and how you propose to measure and report on activities and outcomes.

**PROVIDE PROJECT BUDGET INFORMATION DETAIL** (Limit of 1 page):

A proposed budget showing costs should be in a chart form and broken out by salaries, fringe benefits and taxes, office supplies, printing, travel, telephone, equipment, payments to contractors/consultants/ sub-recipients, project acquisition, in-kind contributions, and any other expenses (explain).

**OPTIONAL PHOTO PAGE** (Limit of 1 page):

If your project focuses on changes to specific housing, lot, park, etc., you may use an extra page for photo(s) to show the current state of the item, area or need identified. Be sure to date any photos.

**PROVIDE FINANCIAL INFORMATION:**

1. Current annual operating budget.
2. A listing of all grants (funder name, amount and time period of funding) for the previous fiscal year and current year for the applicant organization.
3. A complete copy of the two most recent Form 990s for the organization.
4. A copy of the most recent management report or opinion by an independent auditor. If an audit has not been mandated by law, provide a copy of your financial policies.
5. List all sources of revenue or funding sources for this project, both committed and pending, which include the funded or pending amount and time period for funding. If no other funding is being sought, indicate such.

**PROVIDE LEGAL INFORMATION:**

1. A copy of the IRS determination letter establishing 501(c)(3) status and Employer Identification Number.
2. A list of names, addresses and professional affiliations of the board of directors and board officers.
3. Is the organization currently in litigation for any reason? If yes, explain.
4. Organization by-laws.
5. Articles of Incorporation.

**TIMELINE:**

MVFHC anticipates announcing funded proposals on or before May 30, 2014.

**REVIEW COMMITTEE:**

Grant policies, guidelines, programs, application requirements and funding decisions are the responsibility of the MVFHC. The MVFHC may modify these items at any time at its sole discretion.

The number of projects to be funded will depend on the requested amounts and whether the MVFHC is able to locate additional funding.

**DENIED REQUESTS:**

Unfortunately, the number of applications for funds may exceed the funds available. A denial is not necessarily a reflection of the quality of the grant request or applicant.

**For neighborhood associations, social or fraternal organizations, or other unincorporated groups that may not have a formal structure or tax exempt status**

In addition to the cover page, please provide:

**COMPLETE PROPOSED PROJECT NARRATIVE** (Limit of 1 pages) – Include the following:

1. Proposed Project Title.
2. Describe how the proposed project will help promote MVFHC's mission.
3. Describe the need for the project and how the need was determined. Please indicate if you are aware of funding from elsewhere to support this project.
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5. Indicate any particular population to be served through the project.
6. Indicate when the project could start.
7. Provide a plan/timetable for implementation of key tasks to complete the project and the individuals who will be responsible for execution and completion of the project.
8. Describe the expected outcome(s), and how you propose to measure and report on activities and outcomes.

**PROVIDE PROJECT BUDGET INFORMATION DETAIL** (Limit of 1 page):

A proposed budget showing costs should be in a chart form and broken out by materials, supplies, printing, travel, equipment, payments to contractors/consultants/sub-recipients, in-kind contributions, and any other expenses (explain). MVFHC will make payments for materials, supplies, etc. directly to the vendor – NOT to the applicant.

**OPTIONAL PHOTO PAGE** (Limit of 1 page):

If your project focuses on changes to specific housing, lot, park, etc., you may use an extra page for photo(s) to show the current state of the item, area or need identified. Be sure to date any photos.

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