



2022 Cuyahoga County Supplemental Grant Program

Change in Font Size or Character limit on application WILL result in Disqualification!

Cuyahoga County is pleased to announce our Supplemental Grant Program for 2022. The Supplemental Grant Program is a competitive grant that makes awards to help strengthen cities, encourage regional collaboration and improve quality of life for county residents.

Supplemental Grant applications are open to all 59 Cuyahoga County communities and 501(c) (3) community development corporations incorporated for not less than two years prior to the application deadline set by the Department of Development.

Grant funding obligates both the county and grant awardees to meet certain objectives and adhere to some specific funding requirements. Grant awards are administered on a reimbursement basis only.

	Supplemental Grant
Maximum Grant Award	\$50,000
Total Grants Available	30 (anticipated)
Anticipated Program Term	12 months
Application limit	One per organization/municipality

All applications **must meet a community development need related to the health or welfare** of the community. A Community meeting (in person or virtual) is required!

Soft costs are NOT an eligible expense. Soft costs include, but are not limited to, architectural fees, accounting fees, consulting fees, legal fees, engineering fees, permitting costs. **Administrative fees/cost including Personnel is not an allowable expense.**

Submit applications via email only and in PDF format to kfeighan@cuyahogacounty.us on or before January 21, 2022 at 4:30 p.m.

You may contact Kate at kfeighan@cuyahogacounty.us or (216) 698-2578 for technical assistance or questions during the application period.

Application Details:

The PDF application form is locked and formatted to the standards required by the Cuyahoga County Department of Development. **Change in Font Size/Character limit/Page limit WILL result in Disqualification.**

Each narrative section is limited to one page each. Please be specific and concise in the completion of these three sections.

Complete the entire application and attach all required documentation with your submission.

Evaluation Criteria:

Applications for the Cuyahoga County Supplemental Grants are scored on a 100-point scale.

Activity/Program Description (35 pts. max) Activity summary (35 pts. max) The summary must include **WHAT** the project or activity is, **WHERE** it is located and **WHY** it is needed. Describe **HOW** the activity is innovative or transformative.

Activity Impact (50 pts. max) Applications will explain **HOW** the proposed solution fits strategically with other development activities already planned and underway in the community or surrounding area and; **HOW** funding received would be a catalyst for additional growth. The activity impact should include **WHY** the proposed activity is needed and the **specific outcomes** anticipated to be achieved from the proposed project or activity. Applications should describe **WHO** the activity/project will serve.

Activity Implementation Schedule with Milestones (15 pts. max) The schedule must provide a **specific timeline** of when **legislative, administrative and contractual activities** will occur from inception to completion, including the timing and amount of other funding. Strong applications will demonstrate that milestones are realistic and feasible and **include proposed dates**.

Required Attachments:

1. Evidence of public participation via a community meeting for the proposed activity must include:
 - a. Copy of **dated** advertisement* placed at least 7 days prior to meeting; and
 - b. Copy of **dated** sign in sheet for related public meeting, (screen shot acceptable for virtual); and
 - c. Copy of **dated (at least 7 days after public meeting)** Executive Board or legislative approval

***Dated Advertisement** includes but is not limited to placing a notice in a newspaper, community newsletter, or organizations web site. Submit a copy of the

notice or newsletter page or a screenshot of the website with the date. Make sure the date of the notice is clearly visible.

Required Attachments continued:

2. Cost estimate with supporting documentation
3. Activity location map w/street(s) clearly identified, if applicable
4. 2 pictures of activity location, if applicable
5. Proof of commitments of additional funding to the project, if applicable
6. **Copy of letter from Mayor/City Manager (highest elected official) in support of proposed project**
7. Resolution from council (cities) or Board of Directors (501c3) authorizing the request for funding

Non-profit organizations must also provide:

1. Copy of the IRS tax-exempt determination or affirmation letter.
<https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs>
2. Copy of Business name on file with State of Ohio as verified in the Business Filing Portal <https://www5.sos.state.oh.us/ords/f?p=100:1:.....>
3. Secretary of State of Ohio Certificate of Good Standing.
[https://cogs.sos.state.oh.us/\(S\(xxuit3ulvckmhrlg4gykhbi\)\)/index.aspx](https://cogs.sos.state.oh.us/(S(xxuit3ulvckmhrlg4gykhbi))/index.aspx)

Supplemental Attachments:

Limited to five (5) pages, which provide additional information regarding the impact of the project/activity to the community/neighborhood.

Submit applications via email only and in PDF format to
kfeighan@cuyahogacounty.us
on or before January 21, 2022 at 4:30 p.m.

Each email (labeled, and numbered, ex. 1 of 3) must identify the organizations name and what is being submitted. Specifically - Application, Required docs, Supplemental docs.