



Background

In 2019 Upper Arlington (UA) City Council established the Community Relations Committee (CRC). Its purpose is to “promote understanding, mutual respect and a sense of belonging among all residents to affirm the value of each individual and foster a culture of shared community.”

The CRC Mission and Vision are:

Mission – *Together, we will work to nurture our deep sense of community and neighborliness through activities designed to enhance understanding, appreciation, communication, and mutual respect for all members of our community.*

Vision – *Upper Arlington is an inclusive community of opportunity for all people.*

Innovation Small Grant Program

The City, with guidance from the Community Relations Committee, has established a small grant program to support community-based, innovative approaches to fulfilling the CRC Purpose, Mission, and Vision. UA has the talent, creativity, and commitment to become a national model in community relations. This program is designed to create opportunity spaces for new initiatives, and enhancements to existing community programs and events.

The Community Relations Innovation Small Grant Program is soliciting proposals from qualified applicants which address one or more of the following goals:

- **INFORMATION:** Increase UA residents’ knowledge, understanding, and appreciation of diversity within UA and throughout Central Ohio.
- **IDENTITY:** Increase the number, type, and quality of positive interactions by non-residents with the UA community.
- **INCLUSION:** Increase the sense of belonging and inclusion of all UA citizens with special focus on non-majority residents and those without pre-existing connections to UA.

Evaluation Criteria

Applications will be evaluated using the following criteria:

1. Direct link to one or more of the three goals above
2. Core program elements & activities - intentionally align with the CRC Mission and Purpose
3. Impact - individual and community; sustainability
4. Applicant Capabilities - nondiscriminatory and serving a public purpose
5. Management/Fiscal/Fiduciary Accountability

Award Amounts

Applications will be accepted for grants of up to \$5,000 for one year. The City is not obligated to fund subsequent years. Agencies must apply for funding each year.

Applications Accepted: November 1-December 15, 2023

Complete the attached form and submit it to:

By Mail: City Manager’s Office, City of Upper Arlington, 3600 Tremont Road

By Email: sbeach@uaoh.net

Applicant Evaluation

The City of Upper Arlington reserves the right to fund a lower scored application in order to achieve balance among the goals/aims of the program and minimize overlap/duplication.





Applicant Name:

Applicant Organization:

Program Title:

1. Program Intent & Description *Describe the specific need your program addresses and how it engages and/or enhances understanding of target audiences. (<500 words) - 15 Points*

2. Community Relations Goal(s) Addressed *(check all that apply)*

INFORMATION: Increase UA residents' knowledge, understanding, & appreciation of diversity within UA and throughout Central Ohio.

IDENTITY: Increase the number, type, & quality of positive interactions non-residents have with the UA community.

INCLUSION: Increase the sense of belonging and inclusion of all UA citizens with special focus on non-majority residents and those without pre-existing connections to UA.

3. Program Goals & Activities *(<250 words) - 10 Points*

- Specific goal(s) - specific changes seeking to make
- Activities by quarter(s) in which completed (Q1-4). Attach timeline if possible.



4. Current Environment. *Briefly address the following questions, if relevant (< 250 words) - 10 Points*

- If Applicant offers similar program, how would this grant expand capabilities? *and/or*
- Do other organizations offer similar programs/activities? If so, identify organization(s) and relevant activities. Will this program complement these other programs or compete for similar audiences and/or impact?

5. Applicant Experience & Resources (*< 250 words*) - 10 Points

- List prior activities which demonstrate the capacity of the Program Lead and organization to achieve its goals
- Identify other assets leveraged to support the program (cash, in-kind donations, and/or volunteers)
- Provide evidence of ability to deliver expected results on time and within budget

6. Personnel - paid and volunteer (*< 350 words*) - 10 Points

- Will the Lead Program Individual receive compensation from the grant?
- List at least two other designated program team members. Will they receive compensation from the grant?
- Will the program utilize volunteers? If yes, describe their role(s) and estimate how many.
- Optional: attach resume/CV.



7. Partners & Collaborators. *Briefly address the following questions, if relevant - 10 Points*

- Describe how you have involved community members in the development and planning of the program.
- List any other organizations/groups/individuals that will be meaningfully engaged in the program.
- Briefly identify their respective program roles.
- Insert a table with partners/collaborators and their roles.

8. Participant Engagement (*< 250 words*) - 10 Points

- Describe your target audience for the program. Who will benefit from the program?
- Estimate how many individuals will be engaged in the program, excluding staff & volunteers.
- What experience/data helped you reach this estimated target audience?

9. Evaluation (*< 250 words*) - 10 Points

- What data will the program collect, analyze, maintain, and report at the end of one year? What tools will you use? (*An end of program/annual report is required. The report must include a financial statement of fund expenditures, narrative of program activities, and performance metrics per stated goals.*)

10. Sustainability (< 150 words) - **10 Points**

- What are the next steps for the program after Year 1?
- IF additional funding were available, how would the program be maintained and/or grown?
- Could your organization support the program after this grant ends?

11. Requested Funds & Proposed Budget (Itemized expenditures by categories of personnel, supplies & materials, contracted services, other) - **10 Points**

12. Management/Fiscal Accountability - provide relevant details about your organization per the following (< 150 words) - **5 Points**

- Type of organization, e.g., not-for-profit, faith-based, social service, governmental
- Year organization founded
- Board and/or organizational leadership
- Appropriate fiscal controls, e.g., external audit

Attachments (optional; may or may not be considered in the selection process) Submit additional information to complement descriptions above.

Applicant Signature:

Date:

Signature of Authorized
Agent of Organization:

Date:

Job/Position in Organization:

