



# CITY OF TOLEDO

## DISTRICT IMPROVEMENT PROGRAM

Toledo City Council has established the District Improvement Program (“DIP”) to enrich the quality of life for individuals, families and business owners throughout the City and empower community members to take steps toward long-term improvements. The purpose of the District Improvement Program is to give community members an opportunity to have direct input and influence into the improvement of their neighborhoods. The emphasis of the program is to help fund capital projects not currently planned by the City that have community-wide benefit.

The program will be funded annually by appropriation of Toledo City Council. The amount appropriated for 2018 is \$125,000 for each of Toledo’s six Council Districts. Applications will be approved for capital projects ONLY.

### **I. Application Process**

Community groups and organizations that are interested in completing a DIP project should submit a proposal containing all of the documents required in Section IV herein to the Department of Neighborhoods and Economic Development.

The Department of Neighborhoods and Economic Development will review the application with the applicant to assure the proposed project meets the minimum requirements of the DIP. If additional information is needed, the applicant will be notified and permitted to submit supplemental information.

Once the Department of Neighborhoods and Economic Development has determined that the application is complete and qualifies for the DIP, the application will be scheduled for review by the DIP Review Committee, which will review the application based on the criteria identified in Section V herein and make a recommendation on the application to City Council.

## **II. Eligible Applicants**

Applications will be accepted from community-based groups and organizations. A community-based group or organization is one whose purpose, at least in part, is to improve the quality of life in an area. Groups may be formed solely for the purpose of completing a DIP project. This can include representatives from churches, schools, business associations, and other institutions operating in that neighborhood.

The following are not eligible for the DIP:

- Single Businesses
- Political Groups
- Individuals
- Organizations that discriminate on the basis of age, gender, race, ethnicity, sexual orientation, disability, national origin, political affiliation, or religious beliefs

## **III. Eligible Projects**

Projects must be a capital project that would be eligible under the City of Toledo's Capital Improvement Program. "Capital Improvement" is defined in Toledo Municipal Code Section 1905.14 as the original construction and/or purchase of any property, asset, or improvement with an estimated life or usefulness of five years or more, including land and interests therein, and including reconstructions, enlargements, and extensions thereof having an estimated life or usefulness of five years or more. The project must have a public benefit. All DIP projects will remain the property of the City of Toledo.

#### **IV. Contents of Proposal**

The following information **must** be included in all proposals. Please pay close attention to the details of your application or the application may not be considered complete.

- Completed Application Form (attached). The application should include a thorough explanation of the following.
  - Purpose and Need – Describe the proposed project. State the goals and objectives of the proposed project. Identify the problems or needs which will be addressed. Identify the population that will benefit from this improvement.
  - Project Location – Describe in detail the location of the proposed project. Identify the property owner and provide, as an attachment, proof of the owner’s permission to complete the proposed project.
  - Implementation – Summarize the plans and timeframe for the implementation of this project. Identify the individual(s) who will be responsible for overseeing the project and briefly describe their qualifications.
  - Support and Sustainability – Identify plans for securing additional funding if needed to complete this project. Also identify plans to secure ongoing support and maintenance for this project.
  - Organizational Background - Provide a brief background and history of the community group or organization, including when and how it was established, its mission or purpose, accomplishments to date and a listing of all current programs and services.
  - Organizational Structure–Provide a list of board members, principal staff, directors, trustees, or key decision makers inside your community group or organization.
  
- Project Budget Attachment – Please attach a one-page project budget, which includes:
  - Projected income and expenses.

- All sources of funding.

## **V. Review Criteria**

The DIP Review Committee will review applications based on the following criteria:

- Feasibility of the project and the proposed budget.
- Compliance with City codes.
- Likelihood the project will address the needs of the neighborhood.
- Longevity of the project.
- Neighborhood involvement in the project.
- Community-wide benefit.

Approval of funding by Toledo City Council will be contingent upon the applicant obtaining all permits and approvals necessary to complete the project. It is advisable that the applicant determine what permits and approvals will be required prior to submitting the application.

## **VI. Submission of Applications**

Applications will be accepted on an ongoing basis and will be considered upon submittal. Awards are subject to funds available for the applicable Council District at the time of application.

Please submit the application and all attachments requested in Section IV to:

**City of Toledo**

**Department of Neighborhoods and Economic Development**

**District Improvement Program**

**One Government Center, Suite 2120**

**Toledo, Ohio 43604**

**419-245-1050**



**Toledo City Council**  
**District Improvement Program**  
**2018 Application**

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**Applicant - Community Group or Organization**

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**Project Contact Person**

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**Mailing Address**

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**Phone**

**E-mail Address**

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**Project Name**

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**Project Location**

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**\$**

**Grant Request**

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**\$**

**Total Project Budget**

1. **Brief Description of the Project.**

2. **Purpose and Need** – State the goals and objectives of the proposed project. Identify the problems or needs which will be addressed. Identify the population that will benefit from this improvement.

3. **Project Location** – Describe in detail the location of the proposed project. Is this project in an area already targeted by the city of Toledo or any other state or federal agency for funding? Identify the property owner and provide, as an attachment, proof of the owner's permission to complete the proposed project.

4. **Support and Sustainability** – Identify plans for securing additional funding if needed to complete this project. Also identify plans to secure ongoing support and maintenance for this project.

5. **Organizational Background** - Provide a brief background and history of the community group or organization applying for the grant. Include when and how it was established, its mission or purpose, accomplishments to date and a listing of all current programs and services.

6. **Organizational Structure** – Provide a list of board members, principal staff, directors, trustees, or key decision makers inside your community group or organization.