



# CITY OF KENT, OHIO

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## DEPARTMENT OF ECONOMIC DEVELOPMENT

**TO:** Potential *Celebrate Kent!* Program Applicants

**FROM:** Dan Smith, Economic Development Director

**DATE:** May 2, 2011

**SUBJECT:** Economic Development *Celebrate Kent!* Program Request for Proposals

Attached is a Request for Proposals ( RFP) and application related to the above referenced grant program. If you would like for the City to mail you a hard copy of the application, please email me at [smithd@kent-ohio.org](mailto:smithd@kent-ohio.org) with “ED Grant Application” in the Subject Line and I will get out to you right away. Of course, if you have any questions, please do not hesitate to call me. ***The deadline for this year’s round of funding is Friday, May 20, 2011.***

We look forward to reviewing this year’s *Celebrate Kent!* proposals.

Attachments

## REQUEST FOR PROPOSALS

The City of Kent is accepting applications for qualified projects for the FY-2011 round of our ***Celebrate Kent!*** Grant Program. Attached is a brief program description, application and Statement of Success form. Those interested in applying for funding should submit a completed application by **May 20, 2011** to the address listed on the application form.

All applications received will initially be reviewed by the Economic/Community Development Department for eligibility and completeness. Qualifying applications will then be forwarded to the Kent City Council for funding consideration.

Questions related to the ***Celebrate Kent!*** Grant Program should be directed to Dan Smith at 330-676-7582 or via email at [smithd@kent-ohio.org](mailto:smithd@kent-ohio.org).

# *Celebrate Kent!*

## PROGRAM GUIDELINES

### GOAL:

To provide opportunities to celebrate the quality of life enjoyed by the residents of the City of Kent, and share with those outside of the community the attributes that make Kent a unique and exciting place to work, go to school, and to live.

### OBJECTIVES:

1. Attract Kent residents, and those from other communities, to downtown activities and events.
2. Promote the City's attributes to those outside of the city.
3. Create additional commercial opportunities for downtown business concerns.

### PROGRAM REQUIREMENTS:

1. The project should be oriented toward attracting people to downtown Kent.
2. Applicants must be, or represent, a Kent company or agency.
3. Funding is intended to support **verifiable program expenses** (hard costs such as materials, advertisements, flyers, printing, etc.). Funding for administrative purposes (salaries, general office supplies, agency overhead, payment for services provided by applicant employees or representatives, etc.) will not be considered.
4. At the completion of the event(s) the applicant must submit a report to the City of Kent summarizing and documenting the results of the event(s), and whether the stated program goals and objectives were met.
5. Grant funds will be disbursed on a reimbursement basis for eligible expenses as identified in the Program Description and Program Budget, and backed by third-party invoices and receipts for those expenses. No disbursements will be authorized until the receipt of the report mentioned in the previous section has been received by the City of Kent.
6. Each dollar of grant funding must be matched with one-dollar from another source, or two-dollars of in-kind contribution. A combination of both cash and in-kind contributions is permissible; however, separate and distinct accounting procedures must be maintained for each of the two sources. Evidence of all matching contributions, be they in-kind or cash, must be verifiable, and accepted by the City of Kent prior to reimbursement.
7. **All contracts between the City and organization must be signed within 30 days of notification the grant has been accepted as a 2011 Celebrate Kent! recipient.**

In the space provided below, please respond to each of the following application components. Attachments are welcomed; however, they **may not** be substituted for one or more of the application requirements.

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### PROPOSALS SHOULD BE RETURNED TO:

THE CITY OF KENT  
ECONOMIC DEVELOPMENT DEPARTMENT  
215 EAST SUMMIT STREET  
KENT, OHIO 44240  
ATTN.: Dan Smith, Economic Development Director

PHONE: 330-676-7582  
FAX : 330-678-8033  
EMAIL: SMITHD@KENT-OHIO.ORG

## *Celebrate Kent!* APPLICATION

**PROJECT TITLE:** \_\_\_\_\_

**APPLICANT ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TOTAL AMOUNT OF FUNDING REQUEST: \$** \_\_\_\_\_

**PROGRAM DESCRIPTION:** In the space below please provide a general description of the proposed project (Feel free to attach additional sheets if necessary).

**PROJECT BUDGET REQUEST:** Please provide a budget for the proposed project to include: grant monies being requested; the amount and source of additional funding; and a listing of all projected expenses (Feel free to attach additional sheets if necessary).

***Celebrate Kent!***  
**STATEMENT OF SUCCESS**

**(To be completed when requesting expense reimbursement)**

All grant recipients must submit a report at the end of their program activities highlighting the results of their program. Please complete the attached report and submit it to Economic Development Department, 215 East Summit Street, Kent, Ohio 44240, ATTN.: Dan Smith. Feel free to attach additional sheets if necessary. Grant monies may not be disbursed until the attached report has been submitted and approved. Reimbursements may take up to six-weeks to receive.

**PROJECT TITLE:** \_\_\_\_\_

**APPLICANT ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

***Celebrate Kent!* GRANT AMOUNT AWARDED: \$**\_\_\_\_\_

**STATEMENT OF GOALS ACHIEVED:**

**NUMBER OF PEOPLE SERVED:**

**ECONOMIC IMPACT:**

**NON-CITY OF KENT FUNDING SOURCES USED:**