



December 6, 2017

Community Organization:

The City of Oberlin is accepting applications from community organizations for possible contracts related to the provision of service(s) to Oberlin residents for fiscal year 2018.

Applications are available for pick-up at the City of Oberlin's Finance Office, 69 S. Main St.

The deadline for submission is Wednesday, January 24th. Applications must be returned to the Finance Office at 69 S. Main St.

Before your submission, **ensure that the application is complete and that the items listed on page 3 of the application are included with your submission.**

You may also be required to make a presentation to Oberlin City Council and/or to a committee of City Council, and answer any questions, regarding the specifics of your request.

Submission of an application does not guarantee that the City will enter into any contract(s).

Best Regards,

Oberlin City Council

**CITY OF OBERLIN COMMUNITY ORGANIZATION
FUNDING APPLICATION
Calendar Year 2018**

Name of Organization: _____

Contact Name: _____ Phone: _____

Email Address: _____

Service Address:

Business Address if different from
Service Address:

Phone _____

Phone _____

***Is your organization part of a larger Federal,
State, or Other Agency, Organization, or Group?

YES NO (Circle one)

If YES, what is the name and total annual budget
of the larger Agency, Organization, or Group?

Name: _____

Annual Budget: _____

What is your local organization's annual budget? \$ _____

What amount/percentage
goes towards Administration \$ _____ % _____

Prior year (2017) City of Oberlin funding: \$ _____

Current year (2018) request: \$ _____

Estimated number of individuals you expect to serve: _____

How many are Oberlin City residents _____ What is the % of total _____%

Cost related to serving Oberlin residents: \$ _____

If circled "yes" to the above question identified with ***, what amount of funding is received to serve Oberlin residents from Federal, State or Other agency?

\$ _____

Do other Cities, Townships, Villages, or other governmental unit (not already identified above) provide funding to your organization?

YES NO (Circle one)

If YES, on a separate attachment list all governmental units, including the amount of funding and funding purpose.

What specific program(s) or service(s) do you intend to provide with the City's funds, if granted, and/or what would be cut or reduced if the City funding was not granted?

PLEASE ATTACH YOUR RESPONSE, INCLUDING A SUMMARY AND DETAIL DESCRIPTION – please limit to 1 page.

Did your organization receive City of Oberlin funding in the prior calendar year (2017)?
YES NO (circle one)

IF YES, on a separate attachment, indicate how the funding was used, provide indicators of your success as a result of receiving City of Oberlin funding, AND provide an accounting of any funds remaining from your prior award. Also, please include any collaborative measures you have taken over the past year.

Are these programs or services currently also provided by some other agency, group or organization in Oberlin? YES NO (circle one)

If YES, what program or service, and by what agency, group or organization and how does your organization complement or extend the program or service?

Other information you would like to provide regarding your request:

Include the following documents:

- | | |
|--|--|
| -Most recent audit and/or annual report | -Current Insurance certificate * |
| -Most recent financial statements | -Detail of any funding remaining from |
| -Your Organizations proposed budget | last year's city's award |
| -List of your organization's Board Members | -Other items as noted in the application |

*Insurance certificate must, 1) be in the name of the applicant organization; 2) list the City of Oberlin as the certificate holder AND as **additional insured**; 3) cover the period of the funding request; and 4) have a minimum \$1,000,000 liability coverage.

And return no later than January 24, 2018 to:

**Finance Director
City of Oberlin
69 S. Main St.
Oberlin, OH 44074**

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