

Application for 2012 OBERLIN PROMOTIONS GRANT

All applications for calendar year 2012 bed tax funds must be received by:

1:00 PM on February 10, 2012

**at the Oberlin Main Street & Chamber of Commerce office,
13 South Main Street, Second Floor, Oberlin OH 44074.**

Late applications will not be accepted.

OVERVIEW

Funds for Oberlin Promotions Grants (OPG) come from a tax levied on transient lodging (“bed tax”) within the corporate limits of the City of Oberlin. Under Oberlin ordinance 87-80AC, bed tax monies are collected for the purpose of “promoting the City of Oberlin to potential visitors, tourists, and/or special event or meeting participants by means of advertising, news coverage, posters, brochures and other promotional techniques.”

It is anticipated that the City of Oberlin and the Oberlin Main Street & Chamber will enter into an agreement that will allow OMSC to distribute approximately \$10,000 in OPG (bed tax) funds for promotional purposes. Specifically for “events to occur in Oberlin during the 2012 calendar year that attract visitors to Oberlin [with] such funds to be utilized for the marketing and promotion of said events and/or activities.”

ELIGIBILITY

Only bona fide 501(c)(3) nonprofit organizations are eligible to apply for Oberlin Promotions Grant (OPG) funding. Oberlin-based ad hoc groups interested in applying for OPG funding should partner with eligible 501(c)(3) nonprofit organizations.

If OPG funding is requested for an event, such funds must be “utilized for the marketing and promotion of ... events and/or activities” that “attract visitors to Oberlin” and “occur in Oberlin during 2012 calendar year.”

Budget deficits, capital projects, interim financing, religious proselytizing, fundraising, and advocacy are not eligible activities for OPG funding. For-profit entities and private individuals are not eligible for OPG funding.

GRANT REVIEW CRITERIA

Ideal applications for Oberlin Promotions Grant (OPG) funding will propose specific activities or projects that:

- Promote Oberlin to potential visitors, tourists, and/or special event or meeting participants by means of advertising, news coverage, posters, brochures and other promotional techniques

- If OPG funding is requested for an event, such funds must be “utilized for the marketing and promotion of ... events and/or activities” that attract visitors to Oberlin and occur in Oberlin in calendar year 2012
- Demonstrate evidence of thorough project research, planning, professionalism, fiscal responsibility, and community, public, private, and nonprofit collaboration
- Are planned and implemented by an eligible 501(c)(3) nonprofit organization with proven project and financial management experience
- Reference and strengthen one or more of the following positive images and concepts associated with Oberlin: racial and cultural diversity; visual arts; music; drama, dance, and other performing arts; literature; religious diversity; environmental sustainability; carbon-neutral future; local foods; cultural and architectural heritage; entrepreneurialism, creativity, and invention; educational innovation; underground railroad; service-learning; and outdoor recreation

GRANT REVIEW & REPORTING PROCESS

Completed applications for Oberlin Promotions Grant (OPG) funding must be **received by 1:00 PM on Friday, February 10, 2012**, at the Oberlin Main Street & Chamber of Commerce office, 13 South Main Street, second floor, Oberlin OH 44074. *Late applications will not be accepted.*

Applications for OPG funds will be reviewed by a committee organized by the Oberlin Main Street & Chamber, and will include two members of Oberlin City Council. The committee’s recommendations for OPG funding will be delivered to Oberlin City Council no later than March 5, 2012, for consideration for approval by city council.

Organizations receiving 2012 OPG funds will need to submit an OPG project and expenditures report to Main Street Oberlin, Inc., no later than December 1, 2012.

QUESTIONS

If you have any questions about the Oberlin Promotions Grant (bed tax), please contact the Oberlin Main Street & Chamber of Commerce office, located at 13 South Main Street, second floor, in downtown Oberlin. The office telephone is 440-774-6262. Email should be addressed to: contact@oberlin.org. Office hours are Monday through Friday, 10:00 AM to 1:00 PM. We’ll gladly make appointments outside those hours, too. Don’t hesitate to call, email, or stop by – we’re here to help you promote Oberlin!

**OBERLIN PROMOTIONS GRANT
2012 Application**

Application must be **received** by **1:00 PM on Friday, February 10, 2011**,
at the Oberlin Main Street & Chamber of Commerce office,
13 South Main Street, Second Floor
Oberlin OH 44074.

Late applications will not be accepted.

Organization Name: _____
Project Name: _____
Project Contact: _____
Amount Requested: _____

ORGANIZATION

1. Organization's name: _____
 - a. Is this organization a 501(c)(3) nonprofit organization? _____
2. Organization's address: _____
3. Organization's city, state, zip: _____
4. Organization's telephone: _____
5. Organization's email: _____
6. Organization's website: _____
7. Description or mission of the organization: _____

MANAGEMENT

1. Describe the timeline of the project or event. When does it begin and end? When does planning begin? When are major project milestones? _____

2. Name of the project manager or event coordinator: _____

3. Describe the project management experience and qualifications of the project manager: _____

4. Name of the project or event budget manager: _____

5. Describe the fiscal management experience and qualifications of the budget manager: _____

6. Describe the organization's project and fiscal management policies and experience: _____

7. List and describe the role(s) of all other nonprofit organizations, businesses, government entities, clubs, and volunteer groups that are collaborating on this project: _____

AGREEMENT

_____ (Applicant) understands, affirms, and agrees to the following:

Name of Applicant Organization _____

1. That the Applicant is a bona fide 501(c)(3) nonprofit organization and that the Applicant will provide Main Street Oberlin, Inc., a copy of the Applicant’s IRS nonprofit status determination letter, if requested;
2. That, if awarded an Oberlin Promotions Grant (OPG), i.e., bed tax funds, the Applicant will use said funds to promote “the City of Oberlin to potential visitors, tourists, and/or special event or meeting participants by means of advertising, news coverage, posters, brochures and other promotional techniques”;
3. That, if awarded OPG funds, the Applicant acknowledges that if such funds are used for events they may only be spent on the “marketing and promotion of . . . events and activities” that “attract visitors to Oberlin” and “occur in Oberlin during the 2012 calendar year”;
4. That, if awarded OPG funds, the Applicant will acknowledge in public ways that this financial support is received from the City of Oberlin;
5. That, if awarded OPG funds, the Applicant will submit an OPG project and expenditures report to the Oberlin Main Street & Chamber, no later than December 1, 2012; and,
6. That, if awarded OPG funds, the Applicant will keep reasonable records, e.g., canceled checks, invoices, and other financial statements, detailing how OPG funds were spent and that the Applicant will provide copies of those records to the City of Oberlin, if requested.

Signature of Applicant Organization’s President, Executive Director, or Equivalent

Printed Name: _____

Organization Title: _____

Date: _____

Signature of Applicant Organization’s Project or Event Manager

Printed Name: _____

Date: _____