RESOLUTION CR-14-26

A RESOLUTION TO CREATE THE COMMUNITY GRANT PROGRAM

WHEREAS, in accordance with State Law, the City imposed a tax on lodging for the purpose of providing revenue to convention and visitors bureaus for promoting tourism, conventions, economic development and other projects/events which would enhance the city's appeal to visitors and tourists, and for providing revenue to the City's Community Development Fund; and

WHEREAS, in 2025, Section 192.021 of the Codified Ordinances was amended to distribute a portion of these fund to identified convention and visitors bureaus; and

WHEREAS, the implementation of a Grant Program would better assist in identifying convention and visitors bureaus and their projects/events, to insure that there is appropriate use of these funds.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

SECTION 1. There is hereby created the Community Grant Program, as shown in the attached exhibits

SECTION 2. There is hereby created the Community Events Grant Committee, as follows: two (2) members appointed by the Mayor and three (3) members appointed by Council. The Clerk of Council, Director of Parks & Rec. and Director of Law shall serve as staff support.

SECTION 3. This resolution shall take effect at the earliest opportunity allowed by law.

Ted A. Berry, President of Council

Passed: 05-18-2026

Richard L. Stage, Mayor

Effective: 05-18-2026

Attest:

Tami K. Kelly, MMC, Clerk of Council

I certify that this resolution is correct as to form.

Stephen J. Smith, Director of Law

CR-14-26

COMMUNITY GRANT PROGRAM POLICY

POLICY

Purpose

The purpose of the Community Grant Program is to provide funding to events/projects that enhance the City's appeal to visitors and tourists; encourage overnight stays in our hotels/motels; and increase community enjoyment.

Criteria

The City welcomes grant requests from federally recognized, tax-exempt, not-for-profit organizations (i.e. 501(c)(3)). Grants are made in the areas of:

- Projects/events that enhance Grove City's Town Center
- Projects/events that attract Grove City visitors/tourists/residents
- Special events
- Cultural arts
- Sports events
- Beautification of public property

Priority

The City is interested in funding organizations that demonstrate they have planned their events/projects to meet the Community's purpose, goals and values. Priority is given to projects that:

- Enhance or improve the community experience/culture
- Encourage support of Grove City businesses, restaurants and attractions
- Attract positive coverage in local, regional and national media
- Reach a broad segment of the community and beyond
- Seek multiple sources of support rather than rely on the City as a single funding source
- Yield benefits to the community for the resources invested
- Promote cooperation among event organizers to reduce costs
- Generate overnight stays in Grove City hotels/motels

Limitations

Because the City cannot fund every worthwhile endeavor, resources are directed to those areas where public support will have the greatest impact. The following are not eligible for funding:

- Individuals, staffing, or contract labor (unless otherwise approved in the Agreement)
- Basic operation or maintenance expenses (unless otherwise approved in the Agreement)
- Building repairs, improvements, additions
- Organizations that support political candidates, issues, or political philosophies
- Organizations whose primary purpose is to influence, promote or attempt to initiate legislation
- Organizations in need of funding for travel outside of Grove City
- For-profit ventures
- Budget deficits incurred prior to application submittal
- Endowments

COMMUNITY GRANT PROGRAM POLICY

Requirements

- Submission of the most recent Form 990 to demonstrate the overall financial sustainability of the organization.
- The organization will enter into an Agreement with the City. The Agreement will outline specific items to be funded by the grant and general grant expectations. No funds will be reimbursed for items not included in the Agreement.

Process

The application process must be completed for each event/project by March 31, 2026. Once the application period ends, applications will be reviewed for completeness and eligibility. Applications will then be evaluated for community benefit based on the purpose and criteria set herein. Any funding amount will be recommended to City Council. Funding must be approved by City Council.

Final Report

Award recipients must submit a final report to receive reimbursement no later than 90 days after the event/project has concluded unless otherwise approved by the City. Reimbursements will not be administered until receipt of a completed final report. Organizations may request an additional 30 days to submit the final report in writing.

COMMUNITY GRANT PROGRAM
Agreement

AGREEMENT
BETWEEN THE CITY OF GROVE CITY AND

This Agreement is between the City of Grove City and is executed, delivered and made effective as of _____, _____ by and between the **City of Grove City** an Ohio municipal corporation, with an address of 4035 Broadway, Grove City, Ohio 43123 ("Grantor"), and _____ with an address of _____ ("Grantee").

WHEREAS, the City of Grove City is committed to enhancing local economic development and tourism; and

WHEREAS, the Grantee has submitted an application for grant funding and has been approved to receive a grant to support [insert specific items, events, or projects]; and

WHEREAS, the grant funding has been awarded based on the Grantee's proposal to use the funds for [*insert specific purpose of the event or project*] and its anticipated positive impact on the community and economy; and

WHEREAS, the Grantor is providing a grant of $_____ to the Grantee under the terms set forth in this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. The foregoing Recitals and any Exhibits attached to this Agreement are hereby incorporated into and made a part of this Agreement.

Grantor hereby grants to Grantee $_____ (the "Grant Funds") subject to the conditions set forth herein.

2. The Grantee will use the Grant Funds exclusively for the following purposes: [Insert specific items, events, or projects].

3. The Grantor will not provide any advances or reimbursement for any types of expenses incurred that are not specifically listed in this Agreement. Only those types of expenditures explicitly identified and approved in this Agreement are eligible for advancement/reimbursement. The Grantor will not provide advances/reimbursement for events/projects that have been canceled or materially modified from the written application. Any advance that was provided prior to the event/project being cancelled shall be returned to the Grantor. The Grantor has sole discretion to determine whether a modification is material for purposes of this Section.

4. Prior to Grantor denying reimbursement for an expense submitted by Grantee, Grantor shall make reasonable good faith efforts to explain its reasoning for the denial to Grantee and shall give Grantee a reasonable opportunity to advocate against the denial. However, Grantor retains sole discretion to determine whether the submissions for reimbursement qualify for reimbursement pursuant to the purposes outlined in Section 3 of this Agreement.

5. Grantee shall submit a final report no later than 90 days after the event/project has concluded. Grantee shall include in the final report: attendance breakdown, project/event details, financial reports, promotional materials and photos of the event. Grantor will not administer any reimbursements until Grantor receives from Grantee the final report and determines that it contains the information required herein. Organizations may request an additional 30-day extension in writing.

The following specific documentation is required for the final report, as applicable:

- Organization Information (Name, event/project title, funds approved, email)
- Attendance Breakdown (Projected, actual, method of tracking attendance)
- Actual number of hotel nights the event/project generated, method of tracking hotel nights.
- Event/Project details (Major Challenges, successes, takeaway, ideas to expand event or increase overnight stays, differences from plan to what occurred)
- Financial Report (total event/project cost, revenue report, reimbursement request form, receipts for reimbursement)
- Promotional materials (up to 3 advertising materials to demonstrate recognition of City support)
- Photos of the event/project (5 quality photos of the event/project)

6. Grantee shall provide appropriate recognition of the City for its financial support of the event/project. Such recognition shall be commensurate with the level of funding provided by the Grantor and consistent with Grantee's established sponsorship category, if applicable. The Grantor shall provide the Grantee with a logo to use in all materials, communications and media where sponsors or funding partners are acknowledged. The Grantee shall either (1) use the provided logo or (2) include the language "funded in part by the City of Grove City" on all promotional materials. Any variation from these guidelines must have prior approval.

7. The following expenses are not eligible for grant funding:
   - Individuals, staffing costs or contract labor, unless otherwise approved in Section 2 herein
   - Basic operation or maintenance expenses
   - Building repairs, improvements, additions
   - Organizations that support political candidates or political philosophies
   - Organizations whose primary purpose is to influence, promote, or attempt to initiate legislation
   - Organizations seeking funds for travel outside of Grove City
   - For-profit ventures
   - Budget deficits incurred prior to application submittal
   - Endowments

8. An amount of $_____ will be advanced for:

   _____

   _____

   Any advance shall be returned for any cancelled event/project.

Miscellaneous Provisions

- Successors and Assigns. Neither Party hereto shall have the right to assign this Agreement without the written consent of the other Party. This Agreement shall be binding upon the successors and assigns of the Parties hereto.

- Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be a duplicate original, but all of which, taken together, shall constitute a single instrument.

- Captions. The captions contained in this Agreement are included only for convenience of reference and do not define, limit, explain or modify this Agreement or its interpretation, construction or meaning and are in no way to be construed as a part of this Agreement.

- Severability. If any provision of this Agreement or the application of any provision or any circumstance shall be determined to be invalid or unenforceable, then such determination shall not affect any other provision of this Agreement or the application of said provision to any other person or circumstance, all of which other provisions shall remain in full force and effect.

- Amendments in Writing. No change, amendment, termination or attempted waiver of any of the provisions of this Agreement shall be binding upon any party unless in writing and signed by both parties.

- Venue. The parties hereby consent to the exclusive jurisdiction of the courts of the State of Ohio in Franklin County, and the United States District Court for the Southern District of Ohio, and waive any contention that any such court is an improper venue for enforcement of this Agreement.

- Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

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COMMUNITY GRANT PROGRAM
Agreement

IN TESTIMONY WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, to be effective as of the date first above written.

Signed and acknowledged
in the presence of:

CITY OF GROVE CITY, OHIO

BY: _____ Date: _____
Charles W. Boso, Jr., City Administrator

Grant Recipient Organization

BY: _____ Date: _____

ITS: _____

APPROVED AS TO FORM:

_____
Stephen J. Smith, Director of Law

STANDARD CERTIFICATION OF FUNDS

I hereby certify that the funds required to meet the City's obligation, payment, or expenditure under this agreement have been lawfully appropriated or authorized for such purpose and are free from any obligation now outstanding.

_____ _____
Michael Turner, Director of Finance Date

COMMUNITY GRANT PROGRAM
Application
Applications due by:

APPLICATION FORM
MUST BE FULLY COMPLETED

Application Information

Organization Name:

Organization's Address:
Street Address City, State, Zip

Name of event/project:

Date of event/project:

Location of event/project:

Event/project Contact Person:
Full Name

Contact's Email Address:

Contact's Phone Number:

Federal ID Number:

COMMUNITY GRANT PROGRAM
Application
Applications due by:

Does the organization receive funding from the City of Grove City through another means?

- o Yes
- o No

Please identify other City funding the organization receives:

How many years has the event/project occurred in Grove City?

Event Information

Provide brief description of the event/project:

Describe how the City of Grove City's support will be recognized:

What City services (Police, Service/Street Maintenance, Parks and Ground Maintenance, etc.) are required to implement the event/project?

COMMUNITY GRANT PROGRAM
Application
Applications due by:

Describe how this event/project enhances resident quality of life and supports the City's goals/purpose of the program:

Is there an admission fee for this event/project?

- Yes
- No

What is the admission fee, if any?

Will there be alcohol sales?

- Yes
- No

Who or what organization will be obtaining the alcohol permit?

Funding Information

Grant Amount Requesting:

Total event/project budget:

COMMUNITY GRANT PROGRAM
Application

Applications due by:

Please list all funding sources and sales revenue, aside from this grant, that the organization plans to leverage. Identify all funding sources that are confirmed at the time of submitting this application.

List below or attach an itemized list of each expenditure the grant request will fund:

Expenditure	Amount

Will any individual or for-profit association, corporation, or legal entity receive any portion of the proceeds after expenses from the event/project? _____ Yes _____ No

If yes, please explain:

Event/Project Benefit

Estimated overall attendance:

Estimated number of attendees traveling over 50 miles:

Estimated number of hotel nights this event/project will generate:

How will you be tracking attendance and hotel nights?

COMMUNITY GRANT PROGRAM
Application

Applications due by:

Attachments

- A copy of the Treasury letter certifying tax-exempt status as an organization that is not a private foundation.
- A copy of the organizations most recent W9
- A copy of the organizations most recent Form 990

Certification

Submission of this application does not guarantee availability or permission to use a public area. Please contact Special Event Committee (614-277-3006) to check venue availability and apply for any necessary permits.

I understand the organization will be reimbursed by the City of Grove City upon satisfactory completion of the event/project. I understand that I will be required to submit a final report, original documents and receipts, within 90 days of the event/project completion date, to justify any advance and receive reimbursement. No reimbursements will be made by the City without completion of the event/project documentation.

_____ _____

Applicant Signature *Date*

_____

Applicant Email

COMMUNITY GRANT PROGRAM FINAL REPORT

FINAL REPORT

Must be submitted no later than 90 days after the event/project takes place

Organization Information

Name: _____

Event/Project Name _____

Funds Approved _____

Email _____

Attendance

Projected _____

Actual _____

Method of tracking Attendance _____

Actual # of Hotel stays generated _____

Method of tracking Hotel stays _____

Project Details

Describe major challenges, successes and lessons learned.

_____

_____

_____

_____

COMMUNITY GRANT PROGRAM FINAL REPORT

What, if anything, will be done differently next year to expand the event and/or increase overnight hotel/motel stays?

_____

_____

_____

_____

Was there anything different in your event/project between what was originally planned and what occurred? If so, what was different and why did the change happen?

_____

_____

_____

_____

Finance Report

All expenses approved to be covered by the Community Grant, as outlined in the Agreement, must be listed on the Community Grant Application with relevant receipts included to receive reimbursement and justify any advancement.

1. Total event/project cost: _____

2. Attach a list outlining all revenues earned for the event/project, including but not limited to sponsorship, total revenue earned by participation fees and other grants received. The list should include a description and amount of the revenue received.

3. Please provide a list of all receipts and attach for reimbursement.
   Note: Only attach receipts for items that you are requesting reimbursement. It is not necessary to attach all receipts for the event – only those related to the Grant.

4. Please attach any promotional or advertising materials related to the event/project, including signage used at the event that recognizes the City of Grove City's support.

5. Submit five (5) photos of the event/project.

COMMUNITY GRANT PROGRAM FINAL REPORT

Certification

I certify that, to my knowledge, the information included in this report and any attachments are accurate and consistent with the provisions of the Community Grant requirements.

_____ _____

Full Name Date

_____

Organization Name

Must be submitted no later than 90 days after the event/project takes place.