

### Neighborhood Business District Support Fund

The City's Neighborhood Business District Support Fund (NBDSF) provides annual funding to Community Councils, Business Associations, and/or Community Development Corporations for projects and activities that enhance the vibrancy of the recognized neighborhood business districts (NBD).

### What Can Funds Be Used For?

In FY 2025, each eligible NBD entity can receive up to \$3,600. Each approved NBDSF proposal includes activities/projects designed for successful outcomes that positively impact the neighborhood business district. The Department of Community and Economic Development (DCED) has determined that the following uses enhance the neighborhood business districts:

- Organizational Development
- Physical Improvements
- Collaboration between the Neighborhood Business Association, Community Council, and/or Community Development Corporation
- Other projects or activities improving the quality of life/serve public needs that are consistent with the NBDSF Guidelines.

*Refer to the full NBDSF Guidelines for eligible and ineligible uses of funds.*

### Examples of Successful NBDSF projects include:

- Membership drives
- Newsletters
- Beautification and clean-up activities
- Routine parking lot maintenance
- Community events located within the NBD

### Who's Eligible?

There are currently 34 Neighborhood Business Districts recognized in the City of Cincinnati. The Neighborhood Business District Support Fund is an annual process open only to the 34 designated Neighborhood Business Districts. A Community Council, Business Association, Community Development Corporation, or any entity fulfilling the program eligibility requirements, may apply on behalf of the business district.

- Each NBD applicant must adhere to the NBDSF Guidelines and the democratic operation of its organization.
- Each applicant must submit the following when applying for NBDSF funds:
  - **Proof of Non-Profit Registration** with the Ohio Secretary of State.
    - **Certificate of Liability Insurance** proving the applicant has secured Commercial General Liability Insurance, or written commitment to obtain the same with a portion of the NBDSF funding sought, as outlined in the Scope of Work and Budget. Additionally, the City of Cincinnati is named insured on the policy.
    - **Operating Bylaws and Articles of Incorporation** – if updated within the past year
    - **Evidence the Applicant has a bank account or relationship with a Fiscal Agent**
    - **Meeting Minutes & Sign-in Sheets** from the meeting where the NBDSF proposal was introduced, reviewed, and voted on by the neighborhood – including residents and business owners regardless of membership status.

- **Corporate Resolution** authorizing up to three different officers or employees to have the power to execute documents on behalf of the applicant entity.

### How to Apply?

A Neighborhood Business District’s proposal must be approved by residents and business owners residing in that neighborhood before making a presentation to the Cincinnati Neighborhood Business District United (CNBDU). CNBDU is a membership organization comprised of Community Councils, Business Association, and Community Development Corporations from the designated NBDs and other neighborhoods. The General Membership of CNBDU serves as the peer review body that votes to either approve or reject each NBDSF proposal.

### Proposal Review Process & Final Contracts

<b>Submission Deadlines</b>	<b>Review Committee Meeting</b>
October 4, 2024	October 11, 2024
November 1, 2024	November 8, 2024
December 6, 2024	December 13, 2024
January 3, 2025	January 10, 2025
February 7, 2025	February 14, 2025
March 7, 2025	March 14, 2025
April 4, 2025*	April 11, 2025*

*\*final date to propose an amendment to a contract*

- NBDSF Proposal Applications are available on DCED’s website, choosecincy.com under the Neighborhood Services tab.
- NBDSF proposals must be approved in a public forum of community members who represent the interests of the neighborhood business districts. Before presenting to CNBDU, NBDSF proposals are initially presented during an open Community Council, Business Association, or Community Development Corporation meeting allowing community residents and neighborhood businesses to vote on proposed activities/projects.
- Proposal Applications must be submitted to the City’s NBDSF Program Manager by one of the submission deadlines above in order to present at the corresponding CNBDU General Body meeting. After the City’s NBDSF Program Manager receives the approved proposal, the application is reviewed for eligibility. Once reviewed and approved, the proposal is scheduled to be presented at the corresponding CNBDU General Body meeting.
- The proposal is presented to the General Body for vote and recommendation to the City for NBDSF funding.
- Once recommended by the General Body, the proposal’s scope and budget is attached to the City’s NBDSF contract. Once the contract is executed by the City Manager, the applicant/entity can begin spending funds.

## Payment Process:

### **Advanced Payments via Affidavit**

1. Applicants must complete the City's Affidavit of the Grant Activities and Expenditures form (notarized), along with a Claim Voucher Form showing amount requested for advancement.
2. Once all funds are expended, proper support documentation must be submitted to the City's NBDSF Program Manager to show the funds were used according to the Affidavit terms.
3. If any expenses are NOT within the terms of the Affidavit, those funds must be returned to the City.

### Monthly and Final Reports

Each Applicant entity receiving funding for the program year must submit a report by the end of each month after receiving the funding. The report must be submitted to the NBDSF Program Manager and must describe the expenditures during that monthly period. Submission of a Final Report consisting of the project results and expenditure details will also be required by the end of July following the end of the fiscal year. As a part of the process, the entities are to provide copies of all invoices/receipts and cancelled checks/bank statements proving that proper payment was made for all funds expended on approved activities. A Final Report must be received and approved prior to submitting a proposal for the next NBDSF funding cycle.

### Contact

For questions, please email the Program Manager at [darby.schozer@cincinnati-oh.gov](mailto:darby.schozer@cincinnati-oh.gov).