

## NEIGHBORHOOD BUSINESS DISTRICT SUPPORT FUND

### Neighborhood Business District Support Fund:

The City's Neighborhood Business District Support Fund (NBDSF) provides annual funding to Community Councils, Business Association, 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 2019, each eligible NBD can receive up to \$3,800. 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 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.
- NBD Promotional Activities

### Examples of Successful NBDSF projects includes:

- 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. The City of Cincinnati is an additional 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 prior to making a presentation to the **Cincinnati Neighborhood Business District United (CNBDU)**. CNBDU is a membership organization comprised of Community Councils, Business Associations, 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>Final Submission Deadline</b>	<b>Review Committee Meeting Date</b>
September 10, 2018	September 14, 2018
October 8, 2018	October 12, 2018
November 5, 2018	November 9, 2018
December 10, 2018	December 14, 2018
January 7, 2019	January 11, 2019
February 4, 2019	February 8, 2019
March 4, 2019	March 8, 2019
April 8, 2019	April 12, 2019

- 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.

- After the City’s NBDSF Manager receives the approved proposal, the content 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.
- After recommended by the General Body, the proposal is attached to the City’s NBDSF contract. Once executed the by the City Manager, the applicant entity can begin spending funds.

**Payment Process**-Applicants may receive payment in two ways:

**1. Reimbursement via Claim Voucher**

- Once a City contract is finalized then the applicants can submit vouchers for payment. ALL vouchers must be submitted with original signatures.
- Any voucher correction or changes must be done by the vendor.
- Once a voucher submission is approved by the City’s NBDSF Manager it is processed for payment.
- All Program funds must be expended by the end of the contract term. No expenses incurred before or after the contract will be reimbursed.

**2. Advanced Payments via Affidavit**

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

**Final Reports:**

Each applicant entity receiving funding for the program year, must submit a Final Report consisting of project results and expenditure details. As 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.