



January 13, 2025

Dear Oberlin Community Organization:

The City of Oberlin is accepting applications from community organizations for funding contracts to provide service(s) to Oberlin residents for fiscal year 2025. The application form is attached.

The deadline for application submission is Friday, February 14, 2025. Applications must be returned to the Oberlin City Manager's Office at 69 South Main Street in Oberlin or emailed to citymanager@cityofoberlin.com on or before the deadline.

Before submitting your application, please be sure that it is complete and that all items requested in the application are included.

Submission of an application does not guarantee that the City will award a contract or provide funding.

If you have any questions, please contact Interim City Manager Jon Clark at (440) 775-7206 or by email at citymanager@cityofoberlin.com.

Sincerely,

City of Oberlin



CITY OF OBERLIN COMMUNITY ORGANIZATION FUNDING APPLICATION

Calendar Year 2025

APPLICANT INFORMATION

Name of Organization:			
Contact Name:		Title:	
Phone:		Email Address:	
Service Address:			
City:	State:	Zip:	Phone:
Business Address (If Different than Service Address):			
City:	State:	Zip:	Phone:

FINANCIAL INFORMATION

Is your organization part of a larger Federal, State, or Other Agency, Organization or Group? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the following related to the larger Agency, Organization or Group: Name of Larger Agency, Organization or Group:	
Annual Budget: \$	Amount of Funding from Federal, State or Other Agency to serve Oberlin residents:
Does any other governmental unit (not identified above) provide funding to your organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach a list of all governmental units, including the amount of funding provided and funding purpose.</i>	
Your local organization's annual budget: \$	
Amount that goes to Administration: \$	Percentage that goes to Administration: %
Estimated total number of individuals you expect to serve in the calendar year:	
Of that total, provide the number and percentage that are Oberlin residents:	
Number of Oberlin residents:	Percentage of total that are Oberlin residents: %
Provide the cost related to serving Oberlin residents: \$	

FUNDING REQUEST

Did your organization receive funding from the City of Oberlin in the prior calendar year (2024)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach a summary of how the funding was used, including indicators or success as a result of receiving the funding, and provide an accounting of any remaining funds from the previous award. Please also indicate any collaborative measures your organization has taken over the past year.</i>
Current year (2025) funding request: \$ <i>Please attach a summary identifying what specific program(s) and/or service(s) you intend to provide using City funding, if granted, and/or what programs/services would be reduced or eliminated if the funding were not granted. (Limit: 1 Page)</i>
Are the programs/services identified in the request being currently provided by another agency, group or organization in Oberlin? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach a summary identifying the program/service, the organization providing the program/service, and how your organization would complement or extend the program or service for Oberlin residents.</i>



Please provide any additional information that may be valuable in support of your request:

ATTACHMENTS

In addition to any attachments identified in the previous application questions, please attach the following documents to your application:

- Organization’s proposed annual budget
- Most recent audit and/or annual report
- Most recent financial statements
- Names of organization’s Board Members
- Copy of Articles of Incorporation as filed with the Ohio Secretary of State
- Current Certificate of Good Standing
- Evidence of IRS 501(c)(3) tax exempt status, if applicable
- Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. The following must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:
 - o **List as the Certificate Holder:**
City of Oberlin
69 South Main Street
Oberlin, OH 44074
 - o **Additional Insured Endorsement** must contain the following wording:
“The City of Oberlin, together with its selected and appointed officials in their individual and official capacities, it’s employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns are named as additional insured with respect to liability arising out of (program, service, event).”

SIGNATURE

Applicant agrees to submit, upon request of the City of Oberlin, any additional information required to evaluate this funding request. Applicant certifies that all information contained herein and any other information submitted in support of this application is true and correct to the best of their knowledge. Applicant agrees that any false statement or material misrepresentation made in support of this application is cause for denial of issuance of funding.

Signature:	Printed Name:	Date:
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Submit the completed Application and all corresponding documents by **February 14, 2025** via email to: CityManager@CityofOberlin.com

Or mail/deliver to:
City of Oberlin City Manager’s Office
69 South Main Street - Oberlin, OH 44074