



2021 NSP PROPOSAL FORM
SEND PROPOSAL TO: City of Cincinnati
Dept. of Community and Economic Development
805 Central Avenue, Two Centennial Plaza, Suite 700 Cincinnati, OH 45202

Applicant Information Please print or type.

Council Name	Walnut Hills Area Council	Amount Requested	\$7,987
---------------------	---------------------------	-------------------------	----------------

	NAME	PHONE #	EMAIL
NSP Project Manager	Geoffrey Sutton	(612) 237-8948	geoff@sutton-consulting.com

New Contract (Y/N)	N	Amendment (Y/N)	N
---------------------------	---	------------------------	---

Council's Mailing Address	2640 Kemper Lane, Cincinnati OH 45206
----------------------------------	---------------------------------------

Zip Code	45206	Council President	Kathryne Gardette
-----------------	-------	--------------------------	-------------------

Phone # for Council	(513) 706-4322	Council Email Address	President.whac@wearewalnuthills.org
----------------------------	----------------	------------------------------	-------------------------------------

Attachments to Application

Please attach the following to all new applications:

On file **Proof of Non-Profit Registration** with the Ohio Secretary of State

IIN **Certificate of Liability Insurance** proving the Council has secured commercial general liability insurance and that the City of Cincinnati is an additional named insured on the policy.

N/A **Community Council Bylaws or Constitution** – if updated within the past year.

 Annual Election Meeting Minutes & Sign-In Sheets

 Meeting Minutes & Sign-In Sheets from the meeting where the NSP Proposal was introduced, reviewed and voted on by the Neighborhood – including all residents, regardless of Council membership.

NSP Proposal as voted on at Council Meeting

When and what was the vote on this NSP Proposal?

Date of Meeting	11/12/2020	Number of Yeas		Number of Nays		Total Attendance		Quorum? (Y/N)	
------------------------	------------	-----------------------	--	-----------------------	--	-------------------------	--	----------------------	--

Please attach the Minutes & Sign-In Sheets from this Council meeting to your NSP application. As a reminder – all residents of your neighborhood are eligible to vote on the allocation of NSP funds.

Proposed NSP Projects

List the projects you will undertake in this contract. In the attached scope of services, each project must be described completely, including what you wish to accomplish, how you will accomplish it, and how you will measure and evaluate success. Also, be sure to complete the itemized budget sheet indicating specific expenses for each project.

Project Name	Renewal from last year (Y/N)	Volunteer Hours (Est.)	Start* & End Dates	Budget	Amendment Adjustment**
1 Beautification/ Maintenance	Y	600		\$2019.52	
2 Civic	Y	300		\$1500	
3.Youth	Y	400		\$2100	
4. Safety	Y	100		\$ 100	
5. Membership/ Communications	Y	300		\$2,267.48	
6.					
7.					
8.					
9.					
10.					
TOTALS	n/a	1700	n/a	\$7987	

***Start Date cannot be before your proposal is approved**

****Amendment Adjustment - only fill out if you are submitting a formal amendment**

PROPOSED BUDGET – NSP 2021

Project Name	Direct Personnel Services	Specialty Contracts*	Printing	Fixed Improvements or Equipment**	Postage	Consumable Supplies
1. Beautification	\$1000					\$1019.52
2. Civic	\$300					\$1200
3. Youth	\$200					\$1900
4. Safety			\$100			
5. Membership	\$500		\$500			\$1267.48
6.						
7.						
8.						
9.						
10.						
TOTALS	\$2000		\$600			\$5387

SUPPORTING EXPLANATIONS

*List specific items included in "Specialty Contracts" column. Include dollar amount. (Example: Photo Developing =

**List specific items included in "Fixed Improvements or Equipment" column. Include dollar amount. (Example: Park

***List specific items included in "Mileage or Miscellaneous." Include dollar amounts. (Example: Gas for Lawn Mowe

Detailed Project Information

Fill out a page for each of your proposed projects

PROJECT NAME	
Beautification / Maintenance	
WHAT WE INTEND TO DO	
<p>Maintain and enhance the greenspace and streetscapes in Walnut Hills for a clean, walkable community that can be used for community events and leisure. Create a welcoming presence at entrances to the community not yet marked with signage, murals, etc.</p>	
HOW WE INTEND TO DO IT	
<p>We do this through volunteer efforts, some professional help, and contracting with the Walnut Hills Redevelopment Foundation to employ youth in the summer.</p>	
HOW WE WILL MEASURE SUCCESS	
<p>Our neighborhood green spaces and streets are clean and welcoming.</p>	
VOLUNTEER HOURS NEEDED (EST.)	
600	
PROJECT LEVERAGE (Enter total amount allocated to this activity from Non-NSP sources)	
Total Non-NSP Sources →	AMOUNT (\$) _____

PROJECTED NSP BUDGET DETAIL	
NSP LINE ITEM(s)	NSP AMOUNT (\$)
Youth Flowerpot beautification Project	\$ 1000
Welcome Decoration lower Gilbert Ave	\$ 1000
Consumable supplies	\$ 19.52
	\$
	\$
	\$
	\$

TOTAL NSP PROJECTED BUDGET →	\$ 2019.52
-------------------------------------	-------------------

Detailed Project Information

Fill out a page for each of your proposed projects

PROJECT NAME	
Civic Engagement	
WHAT WE INTEND TO DO	
We intend to promote WHAC presence at events held in the neighborhood.	
HOW WE INTEND TO DO IT	
We will contribute to the administrative costs of the Walnut Hills Food Festival sponsored by the Walnut Hills Area Council We will provide small grants for projects suggested by neighborhood residents. We will sponsor events to reactivate the Five Points Alley southwest of Peebles Corner, a space that has been developed with earlier neighborhood efforts. The space is attractive but underused.	
HOW WE WILL MEASURE SUCCESS	
Attendance at the Walnut Hills Street Food Festival, the Five Points Alley, and attention to mini-grant projects.	
VOLUNTEER HOURS NEEDED (EST.)	
300	
PROJECT LEVERAGE (Enter total amount allocated to this activity from Non-NSP sources)	
Total Non-NSP Sources →	AMOUNT (\$) _____

PROJECTED NSP BUDGET DETAIL	
NSP LINE ITEM(s)	⌈ NSP AMOUNT (\$) ⌋

Street Food Festival sponsorship	\$ 500
Mini-grants for neighborhood projects	\$ 500
5 Points Alley activation	\$ 500
	\$
	\$
	\$
	\$
TOTAL <u>NSP</u> PROJECTED BUDGET →	\$ 1500

Detailed Project Information

Fill out a page for each of your proposed projects

PROJECT NAME
Youth Activities
WHAT WE INTEND TO DO
We sponsored a number of outdoor movie nights in public green spaces in the neighborhood this past summer. They were small but popular. We plan to offer 4 similar movie nights this year, with hopes that we can attract more of our families without serious risk of Covid-19. In addition, we will offer support to the teachers and students through targeted donations to our local public schools, Frederick Douglass and the Spencer Center.
HOW WE INTEND TO DO IT
We will seek some sponsorship for the movie nights to defray the cost of equipment and movie rentals. We will seek free venues from places in the neighborhood that control green space. We will collaborate with the schools to find high-impact projects; past examples include contributions for incentives for attendance, distribution of small school-themed giveaways like water bottles, and sports and recreation equipment.
HOW WE WILL MEASURE SUCCESS
Attendance and enthusiasm at movies; feedback from the schools.

VOLUNTEER HOURS NEEDED (EST.)	
400	
PROJECT LEVERAGE (Enter total amount allocated to this activity from Non-NSP sources)	
Total Non-NSP Sources →	AMOUNT (\$) _____

PROJECTED NSP BUDGET DETAIL	
NSP LINE ITEM(s)	NSP AMOUNT (\$) ¶
Movie nights, 4 @ \$400	\$ 1600
Support for students and teachers	\$ 500
	\$
	\$
	\$
	\$
	\$
TOTAL NSP PROJECTED BUDGET →	\$ 2100

Detailed Project Information

Fill out a page for each of your proposed projects

PROJECT NAME
Safety
WHAT WE INTEND TO DO
The safety committee usually meets monthly. The committee will have access to printed materials as well as the usual social media announcements.
HOW WE INTEND TO DO IT

Pay for printing

HOW WE WILL MEASURE SUCCESS

Distribution on information.

VOLUNTEER HOURS NEEDED (EST.)

100

PROJECT LEVERAGE (Enter total amount allocated to this activity from Non-NSP sources)

Total Non-NSP Sources → AMOUNT (\$) _____

PROJECTED NSP BUDGET DETAIL	
NSP LINE ITEM(s)	NSP AMOUNT (\$)
Safety committee printing	\$ 100
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL NSP PROJECTED BUDGET →	\$ 100

Detailed Project Information

Fill out a page for each of your proposed projects

PROJECT NAME

Membership / Communications

WHAT WE INTEND TO DO

Maintain our social media sites which announce neighborhood activities and projects. Offer sponsorship for the Walnut Hills Weekly newsletter which began as a sheet printed by the Public Library; the Weekly needs wider distribution so we have agreed to subsidize printing costs. Improve publicity about membership using our meetings, social media and Weekly. Pay subscription for Zoom to allow virtual membership, board, and committee meetings.

HOW WE INTEND TO DO IT

Pay for web hosting. Pay for printing for publicity and membership cards.

HOW WE WILL MEASURE SUCCESS

Paid memberships, attendance (in person or virtually) at Council Meetings and at other events publicized by the council.

VOLUNTEER HOURS NEEDED (EST.)

300

PROJECT LEVERAGE (Enter total amount allocated to this activity from Non-NSP sources)

Total Non-NSP Sources →

AMOUNT (\$) _____

PROJECTED NSP BUDGET DETAIL

NSP LINE ITEM(s)	NSP AMOUNT (\$) ¶
Social media and web maintenance	\$ 500
Web Site Hosting	\$ 225
Zoom fees @ \$16.04/mo	\$ 192.48
Walnut Hills Weekly and other printing	\$ 1350
	\$
	\$
	\$
TOTAL NSP PROJECTED BUDGET →	\$ 2,267.48

Detailed Project Information

Fill out a page for each of your proposed projects

PROJECT NAME		
WHAT WE INTEND TO DO		
HOW WE INTEND TO DO IT		
HOW WE WILL MEASURE SUCCESS		
VOLUNTEER HOURS NEEDED (EST.)		
PROJECT LEVERAGE (Enter total amount allocated to this activity from Non-NSP sources)		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Total Non-NSP Sources →</td> <td style="padding: 5px;">AMOUNT (\$) _____</td> </tr> </table>	Total Non-NSP Sources →	AMOUNT (\$) _____
Total Non-NSP Sources →	AMOUNT (\$) _____	

PROJECTED <u>NSP</u> BUDGET DETAIL	
<u>NSP</u> LINE ITEM(s)	∟ <u>NSP</u> AMOUNT (\$) ∟
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL NSP PROJECTED BUDGET →	\$
------------------------------	----

Statement of Detailed Budget

Walnut Hills Area Council

A. Expenses:

Project #1: *Beautification/ Maintenance*

Youth Flowerpot beautification Project	\$1,000
Welcome Decoration lower Gilbert Ave	\$1,000
Consumable supplies	\$ 19.52
Subtotal	\$2,019.52

Project #2: *Civic Engagement*

Street Food Festival Sponsorship	\$ 500
Mini Grants	\$ 500
<u>5 Points Alley activation</u>	<u>\$ 500</u>
Subtotal	\$1,500

Project #3: *Youth*

Support for students and teachers	\$ 500
<u>Movie Nights, 4 @ \$400</u>	<u>\$ 1600</u>
Subtotal	\$ 2100

Project #4: *Safety*

<u>Printing</u>	<u>\$ 100</u>
Subtotal	\$ 100

Project #5: *Membership / Communications*

Social media and web maintenance	\$ 500
Web Site Hosting	\$ 225
Zoom fees @ \$16.04/mo	\$ 192.48
<u>Walnut Hills Weekly and other printing</u>	<u>\$ 1350</u>
Subtotal	\$ 2,267.48

Total Expenses **\$ 7,987.00**

B. Income

City of Cincinnati (Funds Awarded)

\$7,987.0

Total City Funds

\$7,987.0



AUTHORIZED SIGNATURE FORM

This form must be completed and returned to the Department of Community & Economic Development office before any disbursements will be made. Eligible authorized signers on NSP documents are elected officers and trustees. If you have questions, feel free to call the Department of Community & Economic Development. Send this completed form to Department of Community & Economic Development, 805 Central Avenue STE. 700, II Centennial Plaza, Cincinnati, OH 45202. You may also send it to the NSP Coordinator by emailing valerie.mcintosh@cincinnati-oh.gov.

For the 2021 program year, the following persons are authorized to sign NSP documents on behalf of the Community Council. The community hereby assures that each person listed below is an elected officer or trustee of the council.

COUNCIL NAME _____

PRINT NAME _____

ADDRESS _____

PHONE # _____

EMAIL _____

TITLE/POSITION _____

SIGNATURE _____

#####

PRINT NAME _____

ADDRESS _____

PHONE # _____

EMAIL _____

TITLE/POSITION _____

SIGNATURE _____

#####

PRINT NAME _____

ADDRESS _____

PHONE # _____

EMAIL _____

TITLE/POSITION _____

SIGNATURE _____



E. E.O. FORM

Please complete this form and return to the Department of Community and Economic Development office at your earliest convenience:

**Department of Community & Economic Development
805 Central Avenue STE.700
Cincinnati, Ohio 45202**

NAME OF YOUR COMMUNITY COUNCIL

TAX EXEMPTION NUMBER

Please indicate the current composition of your Council's Board:

- Number of Males _____
- Number of Females _____
- Number of Caucasians _____
- Number of African Americans _____
- Number of Hispanics _____
- Number of Asian/Pacific Islanders _____

THANK YOU FOR YOUR COOPERATION!



Neighborhood Support Program

Please complete all information requested below as applicable and send to the following address.
Department of Community & Economic Development, City of Cincinnati,
Centennial Plaza Two, Suite 700, 805 Central Avenue Cincinnati, OH 45202
Contact: NSP Coordinator, valerie.mcintosh@cincinnati-oh.gov, Phone: 513.352.4534

COMMUNITY PROFILE

Community Council

Community Council Phone # _____
Community Council Email _____
Community Council Address _____

President	_____	Phone	_____
Address	_____	Zip	_____
Email Address	_____		

Vice President	_____	Phone	_____
Address	_____	Zip	_____
Email Address	_____		

Secretary	_____	Phone	_____
Address	_____	Zip	_____
Email Address	_____		

Treasurer	_____	Phone	_____
Address	_____	Zip	_____
Email Address	_____		

NSP Manager	_____	Phone	_____
Address	_____	Zip	_____
Email Address	_____		

Newsletter Editor	_____	Phone	_____
Address	_____	Zip	_____
Email Address	_____		

Election Month _____
Monthly Meeting Day & Time _____
Place of Monthly Meeting & Address _____

I hereby certify that the aforementioned information is correct.

X _____ **Title** _____ **Date** _____