

Application for 2024 Richfield Town Trust Residential Grant

To the Applicant for a Richfield Town Trust Residential Grant:

Following is an application form for the Richfield Town Trust Grant for residential properties. We encourage you to read the application carefully and to fill it out completely.

Everyone serving in the Town Trust is a volunteer and serving without pay or any other financial benefit, to help revitalize the historic district of Richfield.

The Mission Statement of the Town Trust Residential Grants is “to provide matching funds for residential projects in Richfield Village Historic Districts I and II that will enhance the properties in a style that matches the existing historic character of the area, increases the life of the structure and contributes to the overall revitalization of the Historic District.”

Grants may be awarded to repair or enhance existing buildings that will be used for residential purposes located in the Richfield historic district. Please refer to the Richfield Village zoning map at richfieldvillageohio.org/DocumentCenter/View/78.

The Town Trust has made available up to \$5,000 for residential grants for 2024. The funds must be matched dollar for dollar by the recipient. The decision of the Richfield Town Trust will be final and it may elect to not award any grants.

The deadline to return this application is December 30, 2023. Please read it carefully. Every question must be answered. Unanswered questions may disqualify the application. The Town Trust will announce recipients in early 2024 and will fund the grant when the work is completed as specified in the application.

The decision of the Richfield Town Trust Grant Committee will be final and it may elect to not award any grants.

If you have questions about this application, you may call me at 330-659-0303.

Sue Serdinak, president
Richfield Town Trust

Grant Eligibility and Criteria

Residential applicants must meet the following eligibility criteria:

- The home must be located in the Village of Richfield Historic District.
- The home must now be utilized as a private residential dwelling. The applicant commits to continuing to use the property strictly as a private residence.
- Government departments or their agencies are ineligible to apply for a Richfield Town Trust Grant.
- The applicant may not be a member of the Grant Awarding Committee or the Town Trust Executive Board.
- The applicant may not have received a Richfield Town Trust grant in the previous year's grant cycle.

Applicant Requirements

The applicant must:

- Be the owner of the property or have written authorization from the owner to submit a grant application.
- Be a United States citizen or have permanent resident status.
- Be able to show how they are going to finance the project/activity.
- Applicant must demonstrate he or she has the capacity and capability (including financial and planning support) to carry the project/activity through to completion.

Recipient Criteria

- The project must abide by relevant laws, regulations, and building codes. Copies of Richfield Village zoning permits (if required by the village) must be submitted along with request for payment or a letter from the zoning inspector stating that a permit is not required.
- Recipient must match the grant dollar for dollar. The Richfield Town Trust will reimburse an amount based on the cost details submitted on paid invoices up to a maximum of fifty (50) percent of the cost of the project and up to the amount of the grant award offered by the Richfield Town Trust.
- When requesting the dollar award for the finished project, it must be shown that the scope and detail of the project matches the scope and detail as described on the grant application. Any change in the scope or detail may disqualify the project for the grant or reduce the amount paid.
- Awards will not be retroactive and will not cover any costs incurred prior to the date an application is approved.
- Recipient may use government funding for the project, but those funds may not be considered as part or all of the matching funds of the recipient.
- The project/activity must add value to the aesthetics of the historic home or an applicant's development plans and has sustainable potential. Funds can only be utilized on the main structure and may not be used for outbuildings.
- The project must be consistent with the Mission of the Richfield Town Trust and the Grant Awards Program.
- If the project cannot be completed by December 2024, the recipient may request in writing an extension of the deadline. The grant deadline may be extended or the grant may be withdrawn and may or may not be awarded to another applicant.
- The recipient will be expected to become a paid member of the Richfield Town Trust and donate at least six hours of service to the organization in the 2024 calendar year, if called upon to do so.

Application Evaluations

Applications will be evaluated by a point system based on the following points:

- Degree of benefit to the community as a whole and the Village of Richfield Historic District.
- Capability of the homeowner to complete the project.
- The degree that the proposed action adds to the significance of the project undertaken.
- The extent to which the project will add to the life, improve aesthetics, and usability of the structure.
- Ability of the project to promote the mission of the Richfield Town Trust.
- Appropriateness of time.
- Cooperation and support from the community and local government.

Conditions for Funding Approved Grants

In order for an approved grant application to be funded the following conditions must be met.

- The project must be completed to the specifications in the proposal, including agreed-upon changes recommended by the Richfield Town Trust that was submitted with the application and approved for a grant by the Richfield Town Trust.
- Any changes to the approved project with regards to specifications and scope must be approved in writing by the Town Trust prior to funding the approved grant.
- The property must be inspected by the Richfield Town Trust to confirm implementation of the agreed upon specifications and scope of the approved grant application.
- Submission of invoices and paid receipts showing the recipient has paid for at least half of the amount of the project.
- The project is completed in the time specified in the approved application.

Town Trust Decision

- The decision of the Richfield Town Trust will be final and not subject to any appeal.
- If a project is not completed by the time specified, funds may not be disbursed.

The Mission Statement of the Town Trust Residential Grants: *To provide matching funds for residential projects in the Richfield Historic District surrounding the west center of Richfield that will enhance the properties in a style that matches the existing historic character of the area, increases the life of the structure and contributes to the overall revitalization of the Historic District.*

Application for 2024 Residential Grant Program

Please print this form and print or type answers for pages 1, 3 and 4 on this form. Answers for page 2 may be submitted on a separate page. Mail or deliver to ScripType Publishing, 4300 W. Streetsboro Rd.

Project Title: _____

Name of Applicant (owner(s) of property) _____

Address: _____

Home Phone number: _____

Cell and/or work phone number _____

E-mail address _____

Name and address of additional owners if different from above:

1. _____
2. _____
3. _____

Amount of funds requested: _____

Estimated total project costs: _____

Expected Project commencement date: _____

Expected Project completion date: _____

Richfield Village Planning and Zoning Director has approved the conceptual plans: Yes _____

Will a building permit be required? Yes _____ or No _____

Are you related to any member of the Town Trust Grant Committee? Yes _____ or No _____

If yes, please supply the name and the relationship: _____

Please type or print answers to the following questions. A separate sheet may be attached for these questions. Feel free to submit photographs or documents that are relevant to the project.

1. Please provide a summary describing the project/activity that this application is for.
2. What do you want this project to achieve?
3. Provide detailed and itemized quotes for work to be completed.
4. How will you fund the project?
5. Explain how the project will benefit the community.
6. How does this project/activity fit with the goals of the Richfield Town Trust, specifically the Mission Statement of the grant program?
7. What level of difference will funding make to your project? For example, will funding assistance enable you to complete the project more efficiently, to do a bigger project, to complete the project more quickly, or create a higher probability of success for your project?
8. Would you have been able to do the project at all without funding assistance? Yes or No?
If no please explain why.

Residential Grant Application continued

Confirmation

If you agree to each point that follows, please initial that point

I/we confirm and agree that:

- I/we have read the guidelines for making an application for a grant from the Richfield Town Trust that outline the procedures, terms, conditions and criteria and I/we understand and agree to these. ___ (Initials)
- The assistance sought in the application does not relate to expenditure that has been incurred prior to the receipt of this application by the Richfield Town Trust. ___ (Initials)
- The matching dollars for this grant will not come from other publicly funded sources. ___ (Initials)
- This application is not being made by a member of the Town Trust Executive Board or the Grant Committee. ___ (Initials)
- The information contained in the attached application is true and correct. There have been no misleading statements, omissions of relevant facts or any misrepresentations made. ___ (Initials)
- The Richfield Town Trust may request additional information as part of the evaluation of the application. ___ (Initials)
- The Richfield Town Trust may carry out checks to verify the contents of any information provided by me/us as part of the application process. ___ (Initials)
- Grants are awarded to a specific project, property and person and are not transferable. ___ (Initials)
- All of the work done in the project will abide by the zoning requirements of the Village of Richfield. ___ (Initials)
- I/we acknowledge the Conditions for Funding Approved Grant Applications. ___ (Initials)

Acknowledgment

The undersigned acknowledges that if a Grant from the Richfield Town Trust is accepted, the Richfield Town Trust may release the following details about the applicant and the grant:

- Name of Grant recipient.
- Amount of Grant.
- Contact details of Grant recipient.
- General statement of the nature of the project/activity as agreed by Grant recipient and the Richfield Town Trust.
- The outcome of the activity assisted (not before six months after the final project report is received)

I/we agree to provide regular reports to the Richfield Town Trust committee on the progress of the project and an accounting of all funds spent, confirmed with paid receipts. After the project is complete, a grant recipient will submit a final report. The final report will describe how the project accomplished its goals and explain how the applicant expended grant funds. Acceptance of the report is at the discretion of Town Trust grant committee and is required for the final payout of the grant.

I/we verify that the project meets the zoning requirements of the Richfield Village Zoning Code. Any project that is in violation of the zoning code will not receive funding.

I/we acknowledge that because funding for the Richfield Town Trust Grant is limited and discretionary, not all applications will be successful. The fact that an application meets eligibility criteria does not guarantee being awarded a grant. Allocation of available funding to eligible applicants will be at the sole discretion of the Richfield Town Trust. Prior to funding of the grant, the Richfield Town Trust Grant Committee will perform an on-site visit.

This confirmation/acknowledgment must be signed by the applicant/owner.

Name (printed) _____

Signature _____

Date: _____