

**Fairfield County Land Bank**  
**210 East Main Street, Lancaster, OH 43130**  
**(740) 652-7146**

*Michael Kaper, Executive Director*  
[Michael.Kaper@FairfieldCountyOhio.gov](mailto:Michael.Kaper@FairfieldCountyOhio.gov)

**Mini-Grant Application to Promote the *Land Bank Mission***

**Land Bank Mission:** The mission of the Fairfield County Land Bank is to strategically acquire properties, return them to productive use, reduce blight, increase property values, support community goals, and improve the quality of life for residents.

**Step 1: Provide General Information**

Name of Organization (Local Government or Non-Profit Organization): \_\_\_\_\_  
Contact Person/Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Total Project Cost: \_\_\_\_\_  
Amount of Mini-Grant Requested: \_\_\_\_\_  
20% Match (of project costs) for Mini-Grants over \$5,000 but not more than \$15,000: \_\_\_\_\_

**Step 2: Describe the project** - Project Name: \_\_\_\_\_  
Summary of the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Step 3: Evaluate support of the Land Bank Mission** - The project supports the Land Bank Mission by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Step 4: Prepare documentation**

Checklist for mini-grants up to \$5,000, include:

- \_\_\_\_\_ Application
- \_\_\_\_\_ Proof of local government or non-profit status; if a non-profit, include a listing of board members and officers
- \_\_\_\_\_ Project timeline
- \_\_\_\_\_ Full project budget
- \_\_\_\_\_ Evidence of total project cost estimate (from a licensed contractor and/or other sources)
- \_\_\_\_\_ At least one letter of support

For mini-grants more than \$5,000 but not more than \$15,000, *also* include:

\_\_\_\_\_ A letter from the organization indicating the 20% match (of project costs) is available; if in-kind contributions are used as the match, an explanation of the in-kind contribution is required

**Step 5: Sign the application**

*By signing this application, I certify that I am an authorized representative of the organization. I acknowledge grant proceeds will be provided on a reimbursement basis (one time) when receipts or other proof of payment is provided. I also acknowledge the organization will participate in communications about the project recognizing the Fairfield County Land Bank participation.*

Signature and Certification: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 6: Deliver the application and packet** - Deliver the application and packet to Michael Kaper, Executive Director of the Fairfield County Land Bank, by mail, in person, or by email. A response will be made within 30 days of receipt.

*Limited mini-grants are available, and applications will be reviewed on a first come, first served basis.*