

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

Michael Kaper, Executive Director
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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.