

EDIN Communication Grant Proposal from [REDACTED]

1 message

[REDACTED] <[REDACTED]>
To: "edineighborhoods@gmail.com" <edineighborhoods@gmail.com>

Thu, Apr 30, 2020 at 8:44 PM

Hello,

The [REDACTED] Neighborhood would like to apply for a 2020 Communication Grant from EDIN. Please find attached: the application, project narrative, tax exempt document, and two price quotes for the project. Please let me know if the attachments don't work for you, or if you have any questions.

Best regards,

[REDACTED]

 [REDACTED] Grant Application.pdf [REDACTED] Project Narrative.pdf [REDACTED] Sales Tax Exemption Certificate... [REDACTED] Subdivision Es... [REDACTED] Subdivision Est...



East Downtown Indianapolis Neighborhoods Grant Application 2020

Application date: April 30, 2020

SECTION A: NEIGHBORHOOD INFORMATION

| | | | | | |
|------------------------|--------------------|--------|----------------------|-----------|-------|
| Neighborhood Name: | [REDACTED] | | | | |
| EIN #: (if Applicable) | [REDACTED] | | | | |
| Address: | [REDACTED] | | | | |
| City: | Indianapolis | State: | IN | ZIP code: | 46201 |
| Website: | www.[REDACTED].org | Email: | [REDACTED]@gmail.com | | |

Contact information for this application:

| | | | |
|-------|------------|----------|----------------------|
| Name: | [REDACTED] | Phone #: | [REDACTED] |
| | | Email: | [REDACTED]@gmail.com |

If not a 501(c)(3) nonprofit, do you have a fiscal agent? YES NO

Is your organization a registered neighborhood with the Mayor's Office? YES NO

Neighborhood boundaries:

| | | | |
|-------|-------------------|------|-------------------|
| North | [REDACTED] Street | East | [REDACTED] Avenue |
| South | [REDACTED] Street | West | [REDACTED] Drive |

List the current officers for the neighborhood:

| Name | Title | Email |
|------------|------------|------------|
| [REDACTED] | [REDACTED] | [REDACTED] |

SECTION B: GRANT INFORMATION

Type of neighborhood grant requested (check one):

Communication Grant

Image Grant

Please note: Grant project scope should be of a size that can be completed in a year and can be part of a larger project. Details on grant reporting expectations are outlined in Section D.

| | | | |
|-------------------|-------------|---|-------------|
| Amount requested: | \$ 1,000.00 | Total project budget: (If part of a bigger project.) | \$ 1,237.43 |
|-------------------|-------------|---|-------------|

REQUIRED ATTACHMENTS

1. Project Narrative
2. If applicable: Copy of the current IRS Letter of Determination indicating tax-exempt status.
3. If applicable: A copy of the written agreement from fiscal agent including fiscal agent's contact information and EIN.

My organization has previously received grant funding from EDIN. YES NO

If yes, please provide the grant award year:

SECTION C: PROJECT NARRATIVE

Submit the project narrative as a separate document with this completed grant application.
The project narrative should be no longer than three pages of double spaced 12-point font.

Include the following:

- Project summary: Describe how the funds will be used. (20 points)
 - Please provide an in-depth description of any related activities/services.
 - Provide a detailed description for the attached project budget. For each expense and revenue line item listed on the budget, indicate whether this is a new expense for your project or if funding is being requested to cover a current/existing expense.
- Project goals: (15 points)
 - Provide three goals and include how you will measure the success for each goal.
 - Identify key strengths of the neighborhood that your organization serves AND explain how those strengths might contribute to the success of this project.
 - What activities do you intend to engage in or provide to achieve the project goals?
- Project timeline: Provided a timeline for major project milestones. (5 points)
 - Include progress reports (every 6 months) and a final report at project completion.
- Project needs: What neighborhood need or problem that will be addressed by this project? Why is this issue important? (5 points)

SECTION D: CONFIRMATIONS

Please read the following statements and check both the boxes certifying that this application is complete according to the requirements set forth by EDIN.

I have reviewed the EDIN website or spoken with an EDIN representative, and I understand their mission, funding interests, process, and requirements.

I have included with this application any additional materials and attachments required by EDIN.

I certify that if granted funds our organization will comply with reporting required by EDIN. Reporting includes notification of changes in scope, progress reports every six months, a final report upon completion. Reports should include evidence of project progress. (ie meeting minutes, photos, etc.)

Agreement

By signing below, I certify, to the best of my knowledge, that all information included in this grant application is correct. If a grant is awarded to the neighborhood in this application, the proceeds of that grant will be distributed only for the purpose and manner described in this application.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from this funder will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

Signature of Authorized Representative

April 30, 2020

Date

Printed Name & Title of Authorized Representative (e.g. President)

Completed grant applications and attachments should be sent to edineighborhoods@gmail.com. Deadline for all grant applications is April 30,2020.

The [REDACTED] Neighborhood Association is interested in publishing and mailing either a printed newsletter or a postcard. Since not everyone is online or on social media, our primary reason for mailing a newsletter or postcard is to reach all residents of the neighborhood, in order to communicate upcoming neighborhood meetings and events, and other useful information. By doing so, we also hope to increase attendance at neighborhood meetings and events. Our initial goal is to produce one mailing; if successful and if future funding allows, we would like to be able to publish two or more per year.

Our neighborhood board has explored two options - a newsletter or a postcard. Which option we wind up choosing will depend in part on our new board (elections are in July), on the difference in cost, on our ability to provide content for a full newsletter, and possibly also on the ongoing COVID-19 situation. Because of space limitations, for the purposes of this grant proposal we will focus on a newsletter.

Our model for the format and content of the newsletter is one that our neighborhood published until 2010 - an eight-page newsletter, mailed in the week preceding our bimonthly meetings. These newsletters included articles and notices such as: recaps of the previous neighborhood meeting, guests for the next meeting, information about [REDACTED] Neighborhood membership and the website, crime & safety issues, volunteering opportunities, local advertising, home and yard care, news from the city council and mayor's offices, and social and other resources for our neighbors, among other topics. They also often included calendars listing neighborhood and Eastside meetings & events, heavy trash pickup days, and free events in public parks and other places, among other listings.

At the time of the publication of our old newsletter, attendance at neighborhood meetings was approximately 30-40 people. Attendees of these meetings seemed to be interested in and knowledgeable about neighborhood issues, and spoke up at meetings. Tree plantings garnered significant numbers of volunteers. Since losing funding, and therefore the newsletter,

attendance at neighborhood meetings has decreased to about 5-10 people per meeting (mostly board members), less engagement at meetings, and few folks showing up at neighborhood cleanups or other events. While it is difficult to ascertain how much effect the old newsletter had on attendance, etc., it did seem that once the newsletter was lost, a sense of community and connection was lost, as well. Engagement on social media (our neighborhood's Facebook page) in recent years has gone a long way to connect people and provide community, but it does not seem to have much of an effect on getting people to show up, nor does it reach everyone in the neighborhood. In addition to the fact that not everyone is online or on social media, we suspect that having a printed newsletter showing up at their door will mean someone is more likely to read it than a post on social media, stick it on their fridge or put a date on their calendar, and may make it more likely that someone will show up at the next neighborhood meeting.

Our three main goals for this project are: to be able to provide content relevant to our neighbors for one or two, four- to eight-page newsletters; to print and mail the newsletter(s) to all residents of [REDACTED]; and, through the newsletter(s), to engage our residents in a way that will increase attendance at neighborhood meetings and events, and encourage neighbors to get to know each other. Success for the first two goals will be measured by achieving them - by writing, publishing, and mailing at least one newsletter. As for the third goal, increased attendance at meetings and events (and determining whether that increase was related to the newsletter) would let us know if we were successful.

To achieve the goal of providing content for the newsletter, we plan on relying on interested board members for writing and gathering information to publish, as well as reaching out to neighbors and local business owners for volunteers to do the same. Among our neighbors, we have a pool of talent and an interest in community that we hope to foster and tap into for help, and we think this is one way we can encourage folks to get involved. To print and mail

the newsletter, we will hire a local printer or office supply store (see further details below). For the third goal, we aim to provide content similar to that described in paragraph two above, in order to give neighbors the information they need to stay current with local issues, and to interest them in becoming involved; as well as provide dates and times for upcoming neighborhood meetings and events.

Our timeline for publishing the newsletter will be to have it ready and mailed in early January, prior to our first meeting of 2021. Prior to that, we have a goal of October 31, 2020 to have most of the content ready. November 30, 2020 is the deadline for having the newsletter laid out and ready to go to the printer, along with any remaining content.

Attached are copies of the lesser of two quotes that we received from local printers for printing and mailing a newsletter and a postcard. For the newsletter, the quote includes the cost of paper and printing (\$606.61), their cost for mailing services (\$196.60), and postage (\$378.00), for a total of \$1,237.43 (including tax) for 1,800 newsletters. (According to the U.S. Post Office's website, our neighborhood zip+4 codes include 1880 addresses.) However, we are also exploring going through Staples, or another office supply store, for printing the newsletter. By following the first few steps of their online process for ordering copies, it seems to come to \$414.00 for printing. By also working with the post office directly, we may be able to save roughly \$400 for printing and mailing versus the printer and the attached quote. All of these expenses are new, and do not cover a current or existing expense.

We hope that you consider [REDACTED] for one of your 2020 Communication Grants. Our strengths as an organization include a committed board, and consistency hosting bimonthly meetings and annual events such as a chili cook-off, movie night, potluck, and neighborhood cleanup. We would love to be able to mail a newsletter (or postcard) once or twice a year in order to connect with all of our neighbors, and encourage them to become involved, and we think this grant will provide us with the means to get started.



Indiana Department of Revenue
 Indiana Government Center North Indianapolis, Indiana 46204
Indiana Nonprofit Sales Tax Exemption Certificate

(This certificate may not be used to collect sales tax)

Form NP-1
 State Form 51065
 (4-03)

000002

TID: [REDACTED]
 LOC: [REDACTED]
 Corres: [REDACTED]
 Issued: [REDACTED]

1800150540758



INDIANAPOLIS, IN 46201

Organization is **only exempt** from payment of sales tax on purchases for which the organization is granted exemption.

(Detach Here)

Qualifying for sales tax exemption requires the completion and filing of an application form prescribed by the Indiana Department of Revenue. The Taxpayer Identification Number (TID) above must be provided to the retailer if purchases are to be exempt from sales tax. In addition, to qualify for sales tax exemption, such purchases must be used for purposes described in Information Bulletin #10. The TID must be used on Sales Tax Exemption Certificates (ST-105) when making qualified purchases.

The fact that an organization is granted exemption from income tax by the federal government, or that it at one time was granted such an exemption by the State of Indiana, does not necessarily mean that a purchase made by a nonprofit organization is exempt from sales tax.

Requirements for Sales Tax Exempt Purchases by Nonprofit Organizations:

A. Purchases by a Nonprofit Organization for its Own Use:

1. In order to qualify for sales tax exemption on purchases, a nonprofit organization must satisfy the following conditions:
 - (a) The organization must be named or described in IC 6-2.5-5-21(b). Organizations named or described in this Code section are organized and operated exclusively for one or more of the following purposes:

| | | | |
|----------|------------|-------------|-----------|
| Civic | Charitable | Educational | Fraternal |
| Literary | Religious | Scientific | |

- (b) Included in the above general organizational categories are the following specifically named types of nonprofit organizations:

| | | |
|--------------------------|-------------------|-----------------------------|
| Business Leagues | Churches | Convents |
| Fraternities | Labor Unions | Licensed Hospitals |
| Monasteries | Parochial Schools | Pension Trusts |
| Shared Hospital Services | Sororities | Student Cooperative Housing |

2. In order to qualify for sales tax exemption, purchases must be used for the same purposes for which the nonprofit organization is granted exemption.
3. *Purchases for the private benefit of any member, director, or officer of the nonprofit organization, or for any other individual are not eligible for exemption. Purchases used for social purposes are never exempt.*

B. Purchases by Nonprofit Organization for Resale:

Purchases of tangible personal property purchased for resale by nonprofit organizations are eligible for sales tax exemption.



7210 Zionsville Rd • Indpls IN 46268
(317) 328-2565

Please Forward To:
Accounts Payable Department

Estimate

No: **33707**



Date: 10/2/19

E-Mail

Customer PO #:

Location: _____

| Quantity | Description | Amount |
|----------|--|-----------|
| 1,800 | Newsletter Mailer EDDM, 11 x 17 WHITE 100# ENAMEL HOUSE TEXT Gloss, 2 sheets, digitally printed on 2 sides | \$ 606.61 |
| 1,800 | Mailing Services Newsletter - Every Door Direct Mail | \$ 196.60 |
| | Postage - U.S. Mail - Estimated postage .21 each | \$ 378.00 |

| | |
|---|---|
| Sales Rep: Demetrius Taken by: KIM Account Type: COD | SUBTOTAL \$ 1,181.21 TAX \$ 56.22 SHIPPING \$ 0.00 TOTAL \$ 1,237.43 AMOUNT DUE \$ 1,237.43 |
| Received by Signature _____ Date: _____ Date Notified: _____ Response: _____ Initials: _____ | |



7210 Zionsville Rd • Indpls IN 46268
(317) 328-2565

Please Forward To:
Accounts Payable Department

Estimate

No: **33941**



Date: 11/27/19

E-Mail

Customer PO #:

Location: _____

| Quantity | Description | Amount |
|----------|--|-----------|
| 1,800 | Postcard Mailer - Pricing assumes print ready files, 6.25 x 9 WHITE 100# COATED DI COVER Gloss, digitally printed on 2 sides | \$ 921.90 |
| 1,800 | Postcard Mailer - Pricing assumes print ready files, 6.25 x 11 WHITE 100# COATED DI COVER Gloss, digitally printed on 2 sides | \$ 921.90 |
| 1,800 | Mailing Services - For either size card - Every Door Direct Mail | \$ 165.00 |
| | Postage - U.S. Mail - TBD | \$ 0.00 |

Sales Rep: Demetrius
Taken by: KIM
Account Type: COD

Received by _____ Date: _____
Signature _____

Date Notified: _____ Response: _____ Initials: _____