



CITY OF ONEONTA ONEONTA COMMUNITY INITIATIVE (OCI) PROGRAM GUIDELINES

**ADMINISTERED BY
DESTINATION ONEONTA**

City of Oneonta Representatives:

Mark Drnek, Mayor

Greg Mattice, City Administrator

Judy Pangman, Community Development Director

Virginia Lee, Director of Finance

Destination Oneonta Representatives:

Katrina Van Zandt, Director of Membership & Events

David Kropp, President of Destination Oneonta

Funded by: City of Oneonta, program income released by NYS as miscellaneous revenues

PURPOSE

The purpose of the OCI program is to provide funding of events, projects, and public services that have a public benefit for the Oneonta community, and those projects must be consistent with the Comprehensive Plan.

The City will contract with Destination Oneonta (DO) to manage the OCI program based on the guidelines below.

The Mayor of the City of Oneonta will appoint an OCI Selection Committee consisting of five (5) members from the public. A representative from Destination Oneonta will be the liaison for the OCI committee. The OCI Selection Committee will review applications and select activities for funding.

ELIGIBILITY

1. The project must be located within the City of Oneonta
2. Appropriate zoning and all required permits must be in place for the proposed project
3. Must be consistent with the Comprehensive Plan
4. Must benefit the City of Oneonta community
5. Application must be submitted to DO for the review/approval process
6. All applicants must be one of the following:
 - a. business owners,
 - b. non-profits,
 - c. residents of the City of Oneonta

Eligible uses of funds:

The development of an event and/or activity must have a public benefit. The following eligible uses of funds are consistent with the City's Comprehensive Plan.

ARTS, CULTURE & RECREATION

- Development of events
- Enhancement and Improvement to existing assets
- Year-round outdoor activities
- Generate new and promote existing assets and natural resources

COMMUNITY DEVELOPMENT

- Beautification
- Improvements to city-owned properties
- Promotion of local produce
- Outdoor Activities

PUBLIC SERVICE

- Education programs
- Services for youth
- Services for senior citizens
- Services for homeless persons
- Recreational services

Examples of eligible activities:

- Woodworking supplies to teach youth how to build bird houses
- Quilting supplies to make quilts for warming station
- Gardening supplies to plant flowers or develop community garden
- Materials to improve hiking trails

Ineligible uses of funds:

- The refinancing of existing debt and payment of interest
- Purchase of motor vehicles
- Construction or major renovation of a building
- Cost of Labor exclusive of contractual services
- Cost of Labor affiliated with prevailing wages
- Activities that are inconsistent with, or will detract from the character of the City
- Activities that are reasonably objectionable to the City or do not comply with local zoning regulations or other municipal plans

PROJECT FUNDING

1. The total amount of assistance available per activity will be a minimum of \$200 and a maximum of \$1,000. The maximum number of awards will be twelve (12) per quarter, with the accumulative total of awards not exceeding \$5,000 per quarter, dependent upon available funding. The amount to be provided per application will be determined by the **OCI Selection Committee** based on a review of the application and supporting documentation. The determination of the OCI Selection Committee is final.
2. The OCI Selection Committee will submit the approved application to Destination Oneonta for implementation.
3. If the total project cost exceeds the maximum amount of assistance provided by this program, the applicant is responsible for providing the balance. The balance of the project cost and the source of funds must be documented prior to OCI Selection Committee review and approval and can be in the form of cash or loan.
4. The amount of reimbursement will never exceed the total expenditures incurred.

APPLICATION and AWARD PROCESS:

1. Applications will be processed on a quarterly basis. Application deadlines are the 15th of January, April, July and October
2. Applications must be submitted at least sixty (60) days prior to the event/project date
3. Applications must include:
 - a. Application Form, Detailed Budget, and additional pages, if needed
 - b. Copies of all necessary permits
 - c. Signed Conflict of Interest statement(s) if applicable
 - d. Signed Waivers if required
 - e. Certificates of insurance if required
4. DO will notified all applicants of the OCI Selection Committee's decisions in writing.
5. For approved applicants, a program agreement between DO and the Applicant will be executed prior to the disbursement of any funds. The Agreement will detail the terms and conditions of the program.
6. Selected Applications must be completed within ninety (90) days of application approval.

DISBURSEMENT OF FUNDS:

This is a reimbursement program, or direct payment program via DO. Documentation of purchases via paid receipts, canceled checks and/or comparable sources must be provided to DO with the request for reimbursement, unless costs are directly paid by DO.

All funds will be disbursed based on a single reimbursement request, which must be submitted within (30) days of the completion of the event.

OTHER TERMS AND CONDITIONS:

1. The Applicant is required to comply with all local, State and National laws, regulations, or requirements that would normally and routinely apply.
2. All award volunteers, when the project will be on either City of public property, must agree to sign liability waivers.
3. All activities will be documented with photos and/or videos and provided to DO and the City's Community Development Office, to be used by DO and the City for marketing, promotion, and advertising purposes.

SELECTION COMMITTEE GUIDELINES:

Applications will be measured by the following scoring system:

<u>Measure</u>	<u>Point (s)</u>
1. Applicant meets eligibility	1 point
2. Proposal meets one or more of the eligible Uses of Funds	1-3 points
3. Proposal consistent with Comprehensive Plan (one point for each goal area)	1-3 points
4. Proposal benefits the Oneonta Community	1-5 points

- Minimum of one point within each category is needed for approval.
- A summary report of awards and accomplishments of award will be included in DO's quarterly report.