



# APPLICATION OVERVIEW

---

## **Grant Defined**

The Sheriff's Office Community Grant is supported through the Law Enforcement Trust Fund (LETF). Pursuant to Ohio Revised Code, a percentage of the LETF will be used for Community Preventive Education Programs (CPEP's). These programs must be supportive of and consistent with our law enforcement efforts, policies and/or initiatives, and align with our Vision and Mission. Applicants must be a 501(c)3 organization and provide services in Clark County, Ohio. The program need to address one or more of the following *Areas of Emphasis*:

- Drug Abuse Education, Prevention, or Treatment
- Crime Prevention or Education
- Educational / Preventative Services for Victims of Crime

## **Clark County Sheriff's Office**

### **Mission:**

Each member of the Clark County Sheriff's Office will provide services with compassion, impartially enforce the laws, preserve the peace, reduce the fear of crime and develop working partnerships in our community to build trust.

### **Vision:**

The Clark County Sheriff's Office strives to become a leading law enforcement organization that utilizes the most efficient and progressive practices, whose staff demonstrates the highest standards of performance and accountability, while fostering public confidence as a community partner.

### **Core Values:**

Respect, Integrity, Professionalism, Service, Teamwork and Excellence

**Grant Application Due Date:** Applications are due by 5:00pm on January 31, 2020. Completed applications must be sent electronically to [wholt@clarkcountyohio.gov](mailto:wholt@clarkcountyohio.gov).

## **Grant Allocation & Reporting Process**

- The one-time grant will be provided in one single payment along with notification of the award.
- All applicants will receive notification by Friday, February 14, 2020. Awards will be sent upon the recipient submitting the award acceptance. Award acceptance forms must be sent electronically to [wholt@clarkcountyohio.gov](mailto:wholt@clarkcountyohio.gov) no later Friday, February 28, 2020.
- Only expenses incurred within the grant period are eligible to be paid with 2020 funds.
- Status Reports must be submitted within 6 months and 12 months following grant payment. The Sheriff's Office will include a reporting form in the award acceptance packet. The Mid-Year Report is due September 14, 2020 (covering 3/1/20 to 8/31/20). The Final Report is due March 19, 2021 (covering 9/1/20 to 2/28/21). These reports will document both fiscal and programmatic activity as it pertains to the grant contract.
- The Sheriff's Office reserves the right not to award any grants if applications do not align with the CCSO *Areas of Emphasis*, outlined above, nor if funds are not available.
- Grant requests are not to exceed \$5,000.
- Unallowable costs include: construction, food and beverage, prizes and awards, telephone and internet costs, and other overhead costs are not eligible for funding under this grant.

## **Questions**

Please direct any questions to Wendy Holt, Grants & Programs Manager.

Phone: 937-521-2054 or Email: [wholt@clarkcountyohio.gov](mailto:wholt@clarkcountyohio.gov)

---



6. List the activities/deliverables that will be accomplished with support from this grant.

7. Provide general time frame for program/activities, with completion dates, if applicable.

GOAL / ACTIVITY

TIMELINE

8. Explain how success will be defined and measured.

9. List the total budget amount for the specific program/goal, as well as the amount being requested from this grant (request not to exceed \$5,000).

SOURCE

AMOUNT

10. Describe how the grant dollars will be used.

**Contact Information**

Name & Title of Primary Contact:

Phone Number of Primary Contact:

E-mail:

**11. Describe the qualifications of the person(s) administering the program:**

**12. Describe your plan for financial sustainability and continuity if funds are awarded:**

**Grant Submission**

- Applications must be submitted electronically: [wholt@clarkcountyohio.gov](mailto:wholt@clarkcountyohio.gov)
- Deadline for the 2020 Grant Application: **January 31, 2020**
- Incomplete applications and those received after the deadline will be disqualified.
- Within 24 hours of application submission, applicants will receive an e-mail acknowledgement that the application has been received.
- All decisions made by the Sheriff and the Sheriff's Office Review Panel are final.
- Your signature below indicates the information provided in this application is accurate to the best of your knowledge and that you authorize the Sheriff's Office to promote your agency via the news and social media if grant is awarded.

***Print Name of Agency Executive/Principal***

***Signature of Agency Executive/Principal***

**\*\* Please save a copy of your completed application, then click on the send button to submit your completed application. A confirmation email will automatically be sent to you which confirms receipt of your application:**