



**COMMUNITY
IMPROVEMENT
CORPORATION**
of
Sycamore Township

Hamilton County, OH

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Board of Directors

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Executive Director

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*"Working to promote
economic, commercial
and civic development
in Sycamore Township"*

SYCAMORE TOWNSHIP CIC, INC.

GRANT APPLICATION INSTRUCTIONS

A separate application must be submitted for each individual applying for a grant. Joint applications will not be accepted.

The following items must be submitted with your application in order to have your grant application processed:

- 1) A valid Driver License or valid State ID.
- 2) A Copy of the Taxpayer's W-2 that clearly shows the withholding amount and jurisdiction of the withholding.
- 3) Two other items that show proof of residence in Sycamore Township. Acceptable items include but are not limited to utility bills, real estate tax duplicate, vehicle registration, or any other form that Sycamore Township CIC, Inc. deems appropriate.

Sycamore Township CIC, Inc. will use a variety of methods to determine proof of residency and which may include accessing information held in restricted databases maintained by Lexis Nexis or other data clearing houses.

Grants shall only be approved for the period of residency in Sycamore Township. If you are a part-year resident the grant amount will be prorated to the amount of time you resided in Sycamore Township.

Sycamore Township CIC, Inc. will endeavor to process grant applications in a timely manner with a typical processing time of up to 30 days. You can obtain a status update by providing an email address. Grant checks will either be mailed to the address on the application or they may be picked up at the Township office depending on your preference. Direct deposit is not available.

The grant from Sycamore Township CIC, Inc. is NOT A TAX REFUND. Grant recipients will receive an IRS form 1099 from Sycamore Township CIC, Inc. Sycamore Township CIC, Inc. will not provide any legal or tax advice. It is your responsibility to contact a tax professional if you have any questions or concerns regarding any additional tax implications as a result of the grant. Any information provided including, but not limited to, wages, taxes paid or grant amounts may be subject to Ohio's public records laws including Ohio Revised Code Section 149.43 and 1724.11.