



City of Annapolis

Office of the Mayor

160 Duke of Gloucester Street
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • www.annapolis.gov

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Community Grant Application Guidelines

Instructions

All applications for funding should be submitted in 12 point font, single-spaced with 1 inch margins. The application should consist of a cover letter, proposal narrative, and attachments. **Organizations making requests for \$5,000 or less need only complete the Cover Letter and Organizational Background sections of the application. All requests over \$5,000 must complete the full application.**

Cover Letter

Include a cover letter on your organization's letterhead that contains the following information.

- a detailed description of the purpose of the request
- the dollar amount requested
- the contact person's name, title, daytime telephone number, E-mail address, and fax number
- the signature of the Chair of the organization's Board of Directors or a statement in the body of the letter that indicates the board has authorized the executive director to seek the funding requested

Proposal Narrative (maximum of 5 pages)

All requests must include narrative for each section listed below. The following outline is also a guide to the information to be provided in the grant report narrative.

1. Organizational Background

Provide one to two paragraphs that succinctly describe the organization's history, mission, goals, activities and accomplishments, population served, and current services.
2. Purpose of Request and Anticipated Results
 - a. State the issue or need to be addressed, describe the size and/or severity of the issue or need, and explain the evidence regarding this issue or need. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.
 - b. Describe the program or project. For new programs, describe how the program model was developed. For ongoing programs, describe the program's track record.
 - c. Identify the specific goals, objectives and performance measures of the project, as identified in the attached Grant Writing Flow Chart.
 - Indicate what process and/or impact information will be collected to measure and demonstrate success.
 - For general operating support requests, please describe how your organization assesses its overall success and effectiveness.
 - d. Explain how the projects activities or outcomes directly and/or indirectly address the issue or need and support achievement of these results.
 - For general support requests, describe how the project will enhance organizational capacity, sustainability, and/or the achievement of measurable results for the organization
 - e. If applicable, provide a timeline for implementing the project.
3. Organizational Capacity
 - a. Describe the organization's ability to implement the request or explain the organizational limitations that funding will address. Include information on the following, as applicable to the request:
 - Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for this year.

- Describe how the request will enable the organization to build its capacity, address current limitations, or improve its ability to meet program or organizational goals.
 - Describe the organization's current programs and activities, track record, related program or organizational accomplishments, accreditation, awards, or other strengths that enhance capacity or sustainability.
 - Describe the organizational structure and board/staff responsibilities. List the names of board members; key staff; and volunteers relevant to the current request.
 - Describe the organization's relationship with stakeholders, such as community residents, clients and/or other constituents.
 - Indicate organization affiliation with federal funds or public agencies.
4. Additional Narrative Elements for Capital Funding Requests Only
- Capital campaign requests are designated for construction, renovation, or improvement of a property. Include information on the following, as applicable to your organization's request:
- a. Provide a case statement for the project that discusses the feasibility and cost of the capital campaign and its implications in relation to the organization's ongoing operational expenses.
 - b. Include a detailed construction budget in addition to the overall project budget listed below.
 - c. Indicate the board's financial participation in the campaign (percent participating and total amount contributed).
 - d. Identify regulatory approvals, if required.
 - e. Describe plans for funding the ongoing maintenance of the new capital project.
 - f. Indicate if timing is a factor or a "window of opportunity" exists that impacts the success of the campaign.

Attachments

The following attachments are **required and must be included in all applications**.

1. Finances
 - a. Financial statements from the two most recently completed years, audited if available. Explain any significant changes in the budget (percent increase or decrease) that may have occurred during this time. Provide a copy of the organization's most recent IRS Form 990 tax return if audited financials are not available.
 - b. Organization budget for current year, including income and expenses. You may supply the organization's budget as currently prepared or use the format attached.
 - c. Program or capital campaign budget that includes income, expenses and pending sources of support. You may supply the budget as currently prepared plus pending support or use the format attached.
 - d. If applicable, provide a short narrative that explains anticipated sources of support, planned fundraising campaigns or events, significant changes in the organization's operating budget, or other financial line items that may be unclear.
2. Board of Directors

List the board members, responsibilities and affiliations.
3. Other
 - a. A copy of the organization's current IRS determination letter (or the fiscal agent's) indicating 501(c)(3) tax-exempt status.
 - b. A copy of the organization's Certificate of Good Standing from the Maryland Department of Assessments and Taxation.
 - c. Copy of the organization's most recent annual report (if available).
 - d. If this request includes partner organizations, please provide a copy of a Memorandum of Understanding or a description of the roles and responsibilities for each organization that is signed by all parties.

Deadline

All completed applications are due by **February 5, 2010**. Mail to above office attention Lyn Farrow, Grants Coordinator.



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Community Grant Application

Program/Project Budget - Current Request

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, you may submit them in their original forms. Attach a narrative explaining the budget, if necessary.

PROGRAM / PROJECT INCOME	Fiscal Year _____	
<u>Source</u>	Amount Committed	Amount Pending *
<i>Support</i>		
Government grants	\$ _____	_____
Foundations	_____	_____
Corporations	_____	_____
United Way or federated campaigns	_____	_____
Individual contributions	_____	_____
Fundraising events and products	_____	_____
Membership income	_____	_____
In-kind support	_____	_____
Investment income	_____	_____
<i>Revenue</i>		
Government contracts	_____	_____
Earned income	_____	_____
Other (specify)	_____	_____
_____	_____	_____
_____	_____	_____
Total Income	\$ _____	_____

* Note: Pending sources of support include those requests currently under consideration.

PROGRAM / PROJECT EXPENSES		
Item	Amount	% FT / PT
Salaries and wages (break down by individual position and indicate full- or part-time.)		
_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
SUBTOTAL	\$ _____	
Insurance, benefits and other related taxes	_____	
Consultants and professional fees	_____	
Travel	_____	
Equipment	_____	
Supplies	_____	
Printing and copying	_____	
Telephone and fax	_____	
Postage and delivery	_____	
Rent and utilities	_____	
In-kind expenses	_____	
Depreciation	_____	
Other (specify)	_____	
_____	_____	
_____	_____	
_____	_____	
Total Expenses	\$ _____	
Difference (Income less Expenses)	\$ _____	

Organization Budget

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, you may submit it in its original forms. Attach a narrative explaining the budget, if necessary.

ORGANIZATION INCOME	Fiscal Year _____
<u>Source</u>	Amount Committed
<i>Support</i>	
Government grants	\$ _____
Foundations	_____
Corporations	_____
United Way or federated campaigns	_____
Individual contributions	_____
Fundraising events and products	_____
Membership income	_____
In-kind support	_____
Investment income	_____
<i>Revenue</i>	
Government contracts	_____
Earned income	_____
Other (specify)	_____
_____	_____
_____	_____
Total Income	\$ _____

ORGANIZATION EXPENSES	Fiscal Year _____
<u>Item</u>	Amount Committed
Government grants	\$ _____
Insurance, benefits and other related taxes	_____
Consultants and professional fees	_____
Travel	_____
Equipment	_____
Supplies	_____
Printing and copying	_____
Telephone and fax	_____
Postage and delivery	_____
Rent and utilities	_____
In-kind expenses	_____
Depreciation	_____
Earned income	_____
Other (specify)	_____
_____	_____
_____	_____
Total Expenses	\$ _____
Difference (Income less Expenses)	\$ _____