

CITY OF ANNAPOLIS

COMMUNITY GRANT PROGRAM

Application and Guidelines

Local Fiscal Year 2020

GAVIN BUCKLEY
MAYOR



COMMUNITY GRANT PROGRAM
Office of Finance
160 Duke of Gloucester Street
Annapolis, MD 21401
410-263-7952

Mayor

Gavin Buckley

City Council

Eleanor "Elly" Tierney, Alderman Ward 1

Frederick M. Paone, Alderman Ward 2

Rhonda Pindell Charles, Alderwoman Ward 3

Sheila M. Finlayson, Alderwoman Ward 4

Marc Rodriguez, Alderman Ward 5

Shaneka Henson, Alderman Ward 6

Rob Savidge, Alderman Ward 7

Ross H. Arnett, III, Alderman Ward 8

FY 2020 Community Grant Application and Guidelines

Charter and Code of the City of Annapolis

Chapter 6.16.060 - Priorities for making operating and/or capital grants to non-profit organizations under the City of Annapolis Community Grant Program.

- A. For the purposes of this section an "operating grant" shall provide support for the day-to-day costs of running the non-profit organization. A "capital grant" shall provide support for the purchase of property, the construction, remodeling, or expansion of a facility, or purchase of equipment by a non-profit organization.
- B. Subject to the availability of funds, the City will consider funding an operating and/or capital grant to a non-profit organization with an application submission that meets one of the following priorities:
1. Provides services that sustain and empower youth, families and individuals to move towards an improved quality of life and self-sufficiency;
 2. Provides programs that preserve and enhance a community's character;
 3. Provides programs that contribute to a vibrant economy; or
 4. Promotes programs that are integral to community revitalization, economic development and environmental sustainability.
- C. There shall be a committee convened to review and evaluate applications submitted to the City of Annapolis for an operating and/or capital grant in accordance with the criteria in Section 6.16.060 D. The committee shall consist of: the Mayor's designated staff person; the Finance Director's designated staff person; and two at large staff persons.
- D. Application qualification criteria:
1. Applicant shall have the administrative and financial capacity to carry out the project successfully and shall be in good standing with the Maryland Department of Assessments and Taxation;
 2. The project shall help meet the goals and objectives set forth in Paragraph B of this section;
 3. The applicant shall demonstrate that the proposed activity shall provide maximum public benefit in relation to cost; and
 4. The applicant shall demonstrate the ability to leverage additional funds.
- E. Grants committee recommendations to Finance Committee.
- The grants committee shall make recommendations to the Finance Committee for its consideration as part of the annual budget process.

(Ord. O-14-08 Amended § 1, 2008)

(Ord. No. O-54-11 Amended, § I, 1-23-2012; Ord. No. O-7-14, § I, 12-22-2014; Ord. No. O-7-15 Amended, § I, 4-27-2015)

Guidelines and Instructions

Applications must be received by **Friday, February 1, 2019 at 4:30 PM**. Applications received after the above date and time will not be considered nor will extensions be permitted. **Faxed or emailed applications will not be accepted.**

Please submit **one original** of the application to:

Office of Finance
City of Annapolis
Attn: Nikki Pletzer
160 Duke of Gloucester Street
Annapolis, Maryland 21401

This application is available on the City's website at www.annapolis.gov. It will be listed under "Finance Department – Forms."

Please complete all forms and answer all questions included in the Application. The application form does not limit the number of words that can be included in each section. However, please answer the questions as concisely as possible in the space provided in the application.

Incomplete applications will be returned to the applicant without further funding consideration. To facilitate photocopying, submit the application on 8 ½" X 11" paper and do not have the application bound in any way, for example, please do not utilize binders, professional spirals or binding, etc.

The following documents are **required and must be included in all applications**:

1. Copy of the last audit or financial statements. If audited financials are not available, please provide a copy of the organization's most recent IRS Form 990 tax return.
2. Organization budget for current year, including income and expenses.
3. Board of Directors including addresses and phone numbers
4. A copy of the organization's (or the fiscal agent's) current IRS determination letter indicating 501(c)(3) tax-exempt status.
5. A copy of the organization's Certificate of Good Standing from the Maryland Department of Assessments and Taxation.
6. A copy of the organization's most recent annual report (if applicable).
7. If this request includes partner organizations, please provide a copy of a Memorandum of Understanding, support letters, or a description of the roles and responsibilities for each organization that is signed by all parties (if applicable).

If you have questions or any concerns, please contact Nikki Pletzer at 410-263-7952 or by email at NJPletzer@annapolis.gov.



City of Annapolis

Office of Finance
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

Finance@annapolis.gov • 410-263-7952 • Fax 410-263-7529 • TDD use MD Relay or 711 • www.annapolis.gov

Community Grant Application

Deadline: February 1, 2019

Organization name _____

Contact _____ Title _____

Address _____

Phone _____ Fax _____ Email _____

Federal ID # _____

Incorporation Date _____ 501(c)(3) Registration date _____

Project title _____

Project location _____

Amount requested \$ _____

Other funds \$ _____

Total project amount \$ _____

Certification

"I certify that I have reviewed this application and that to the best of my knowledge and belief, all the information provided in this application is true."

Signature of Chief Executive Officer

Date

Print name _____ Title _____

Address _____

Phone _____ Fax _____ Email _____

EXECUTIVE SUMMARY

Provide a brief summary of your project. Please be sure to include the following items: purpose of the project, number of people to be served, and how the city grant funds will be used.

PERFORMANCE HISTORY

If you received Community Grant funds last year, please evaluate progress you have made in implementing those projects. Please discuss any factors that may have hindered your progress.

RATIONALE (20 Points)

Describe the issue or problem to be addressed including the size and/or severity of the problem. Provide the demographic data and geographic information used to determine the extent of the problem.

PROJECT DESCRIPTION (30 Points)

Please give a detailed description of the program or project you are proposing. Please include the group of persons you plan to serve and the number of expected participants, the activities or services you will provide and location.

Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program

Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for this year.

TIMELINE (10 Points)

Provide a timeline for implementation and all program/project activities for the project.

Date	Activity

Please indicate how you have determined that the timeline is achievable.

Describe the organization's ability to implement the request.

EVALUATION (20 Points)

Clearly state the specific, goals, objectives, and measurable outcomes of the project/program.

Goals	Objectives	Measurable Outcomes

Describe the impact (long-term effects) you expect will be produced by program/project outcomes.

BUDGET DOCUMENTS (20 Points)

Include a detailed program budget that includes expenses, city funds requested and pending sources of support. **Please use the attached Program/Project Budget Format.**

Outline the organizations plans for securing funding from sources other than those provided by the City of Annapolis and indicate how City of Annapolis' funds will be used to leverage a request for, or use of, other grant funds.

PROJECT BUDGET

Please complete the following budget chart for this project, including all budget items, the total budget for each item, and the funds that are being requested for each line item.

Budget item	City funds requested	Other funds	Source of Other funds (Federal, State, Private)	Is "Other funding" committed or requested?	Total project cost
Salaries/Benefits (list each position)					
	\$	\$			\$
Contract Services					
Rent/Leasing Costs					
Utilities/Telephone (please specify)					
Equipment					
Insurance					
Office Supplies					
Printing/Postage					
Audit/Accounting					
Other (please describe)					
Total Budget	\$	\$			\$

**CITY OF ANNAPOLIS
COMMUNITY GRANT FY 2020**

DOCUMENT CHECK LIST

1 original of application

Recent (within 6 months) Certificate of Good Standing from the Maryland Department of Assessments and Taxation (Call 410-767-1340) to obtain a Certificate)

List of the names of your Board of Directors, with addresses and phone numbers

Copy of your latest audit or financial statement or Federal Tax Form 990

Current operating budget

Signature of Chief Executive Officer

IRS tax-exempt determination letter

Annual Report (if applicable)

MOU (if applicable)

Community Grant Staff Only

All forms are included/complete: Yes No

Reviewer signature _____ Date _____