



## City of Annapolis

Office of the Mayor

160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

[Mayor@annapolis.gov](mailto:Mayor@annapolis.gov) • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

### Charter and Code of the City of Annapolis Authorizing the Community Grant Program

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

1. 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.
2. 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:
  - a. Provides services that sustain and empower youth, families and individuals to move towards an improved quality of life and self-sufficiency;
  - b. Provides programs that preserve and enhance a community's character;
  - c. Provides programs that contribute to a vibrant economy; or
  - d. Promotes programs that are integral to community revitalization, economic development and environmental sustainability.
3. 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.
4. Application qualification criteria:
  - a. 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;
  - b. The project shall help meet the goals and objectives set forth in Paragraph B of this section;
  - c. The applicant shall demonstrate that the proposed activity shall provide maximum public benefit in relation to cost; and
  - d. The applicant shall demonstrate the ability to leverage additional funds.
5. Grants committee recommendations to Finance Committee.
6. The grants committee shall make recommendations to the Finance Committee for its consideration as part of the annual budget process.



## City of Annapolis

### Office of the Mayor

160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

[Mayor@annapolis.gov](mailto:Mayor@annapolis.gov) • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## FY 2021 Annapolis Community Grant Application Requirements and Guidelines

Applications must be received at the Mayor's Office by **Friday, February 28, 2020 at 4:00 PM**. The Grants committee will not consider applications received after the above date and time.

### Instructions

Complete all parts and questions in the application. Please submit one original application and one copy of all required attachments and the application on 8 1/2 x 11 inch paper, single-spaced with 1 inch margins, in 12 point Times New Roman or Arial font. To facilitate photocopying, please do not have the applications bound in any way. That is, please do not utilize binders, professional spirals or binding, etc.

The application should consist of:

- A Cover Letter
- Program/Project Narrative;
- Budget documents (**See attached template**); and
- All documents listed in the Attachments section of these guidelines.

### Cover Letter

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

- Organization name, address and Federal Tax ID Number;
- A detailed description of the purpose of the request, including the project/program title and location;
- The dollar amount requested;
- The contact person's name, title, daytime telephone number, and e-mail address; **and**
- 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.

### Project Narrative

**Maximum (5) five pages – single spaced, 12 point Times New Roman or Arial Font, only. All requests must include narrative for each section listed below. Please label each section of your narrative with the headings listed below and answer the questions in the order they appear.**

#### **1. Organizational Background**

- a. Provide one to two paragraphs that succinctly describe the organization's history, mission, goals, current program(s), services, accomplishments, and the population served.
- b. If your organization is an affiliate of another organization or you works with a fiscal agent, describe the relationship. **If you are making the request through a fiscal agent, you must include an MOU between the two organizations with the other Attachments in your application package.**

#### **2. Purpose of Request and Anticipated Results**

- a. State the issue and/or need in the City of Annapolis the project/program will address and describe its size and severity. Please provide demographic and geographic information that demonstrates the need or issue affecting a specific community or population in the City.
- b. Identify the specific goals, objectives of the project.

- c. List the tasks and activities you plan to complete that illustrate how you will accomplish the work.
  - Clearly describe the process used to collect data, and to measure and demonstrate success.
  - Describe how your organization assesses its overall success and effectiveness.
  - Identify location of the services, including type of facilities and specific locations.
  - Describe how the project will enhance organizational capacity, sustainability, and/or the achievement of measurable results for the organization.
- d. If applicable, provide a timeline for implementing the project.
- e. Please indicate how these funds will leverage a request for, or use of, other grant funds.

### **3. Organizational Capacity**

- a. Describe the organization's ability to implement the project/program or explain the organizational limitations that the requested 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 fiscal year.
  - Describe the organizational structure and board/staff responsibilities.
  - Describe the organization's relationship with stakeholders, such as community residents, clients and/or other constituents.

### **Budget Documents**

**Please be sure to use the attached sample budget templates as a guide.** Create the spreadsheet using Microsoft Excel or Google Sheets. You may add or remove rows as needed.

- a. Provide an itemized annual budget for your organization for FY2021, including income and expenses.
- b. Provide an itemized program/project budget specific to your request for a community grant. It must include line item detail of expenses and income. Please list secured and pending sources of funding that will support the program/project, including the amount of this request.

### **Attachments**

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

#### **1. Organizational Finances**

- c. 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.
- 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, including responsibilities and affiliations. Please include contact information for the board chair, treasurer and secretary.

#### **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. A 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**

Please submit completed applications by **4:00 PM on February 28, 2020**. The Grants committee will not consider applications received after the above date and time. If you have, questions please feel free to contact Lyn Farrow at (410) 263-7997 or by email at [lfarrow@annapolis.gov](mailto:lfarrow@annapolis.gov). Please mail or hand deliver completed applications to:

Lyn Farrow, Assistant City Manager  
City of Annapolis  
Office of the Mayor  
160 Duke of Gloucester Street  
Annapolis, Maryland 21401

**We will not accept faxed or emailed applications.**

*This application was developed using the ABAG Common Grant Application as a guide.*