

# **CITY OF ANNAPOLIS**

## **COMMUNITY GRANT PROGRAM**

### **Application and Guidelines** *Local Fiscal Year 2014*

**JOSHUA J. COHEN**  
**MAYOR**



**COMMUNITY GRANT PROGRAM**  
*Office of the Mayor*  
*160 Duke of Gloucester Street*  
*Annapolis, MD 21401*  
*410-263-7997*

**Mayor**

**Joshua J. Cohen**

**City Council**

Richard E. Israel, Ward One

Frederick M. Paone, Ward Two

Classie Gillis Hoyle, Ward Three

Sheila M. Finlayson, Ward Four

Vacant, Ward Five

Kenneth Kirby, Ward Six

Ian Pfeiffer, Ward Seven

Ross H. Arnett, III, Ward Eight

# FY 2014 Community Grant Application and Guidelines

## Charter and Code of the City of Annapolis

### 6.16.060 - Standards for making grants to non-profit organizations.

1. Subject to the availability of funds, the City will consider funding a grant to a non-profit with a submission that meets all of the following standards:
  - A. Has quantifiable outcomes.
  - B. Provides plans for securing funding from sources other than those provided by the City of Annapolis.
  - C. Represents a cooperative effort among the applicant, the community, and other private and/or public partners.
  - D. In appropriate circumstances, displays creative ways of helping people help themselves.
  - E. Provides activities in support of the City's goal of providing a system in which all residents of the City of Annapolis have access to services that sustain and enhance the quality of life and are equitable, effective, accountable, and responsive to changing community needs.
2. Application will be independently reviewed and graded according to the standards in section 3. by a committee which shall include a City staff person responsible for writing grants selected by the Mayor or his or her designee, a Finance Department staff member designated by the Finance Director, and two community volunteers designated by the City Council's Finance Committee who have experience as grant reviewers but no affiliation with any of the applicants in the corresponding grant cycle.
3. Review and grading standards:
  - A. Rationale: 20 points;
  - B. Description, i.e., that the goals, objectives, activities, and procedures are complete and clearly stated, methodology is appropriate, and long-term impact in clearly stated: 30 points;
  - C. Timeline is achievable and complete: 10 points;
  - D. Outlines a plan for the evaluation of measurable outcomes: 20 points;
  - E. Budget is included that gives detail as to expense and revenues: 20 points.

*(Ord. O-14-08 Amended § 1, 2008)*

*(Ord. No. O-54-11 Amended, § 1, 1-23-2012)*

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## Guidelines and Instructions

Applications must be received by **Thursday, February 7, 2013 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 and twelve (12) copies** of the application to:

Office of the Mayor  
City of Annapolis  
Attn: Community Grants  
160 Duke of Gloucester  
Annapolis, Maryland 21401

This application is available on the City's website at the address listed below:

<http://www.annapolis.gov/Government/Departments/Mayor/forms/GrantApp.pdf>

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 Eugene Peterson at 410-280-1462 ext. 7825 or by email at [EPeterson@annapolis.gov](mailto:EPeterson@annapolis.gov).

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## 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)

## Community Grant Application

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.



**CITY OF ANNAPOLIS  
COMMUNITY GRANT FY 2014**

**DOCUMENT CHECK LIST**

1 original and 12 copies 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 \_\_\_\_\_