

**COMMUNITY GRANT PROGRAM**

Office of the Treasurer  
4229 Edmonston Road  
Bladensburg, MD 20710  
301-927-704



**Town of Bladensburg  
COMMUNITY GRANT PROGRAM  
Fiscal Year 2018 (FY18) Grant Application and Guidelines**

- A. For the purpose 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 funds to nonprofit organizations to purchase equipment and related supplies, or to make capital improvements (renovations, remodeling, etc.).
  
- B. Subject to the availability of funds, the Town will consider funding an operating and/or capital grant to non-profit organization with an application submission that meets one of the following criteria:
  - 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 Town of Bladensburg. The Committee shall consist of the Mayor’s designated staff person, the Treasurer; 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 Taxation;
  - 2. The project shall help meet the criteria 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 the Mayor and Council
  - 1. The Grant committee shall make recommendations to the Mayor and Council for its consideration as part of the annual budget process.

## **Guidelines and Instructions**

Applications must be received by **Monday, May 1, 2017 at 4:30 PM**. Applications received after the above date and time will not be considered nor will extension be permitted. **Faxed or emailed applications will not be considered.**

**Please submit five (5) copies of the application along with a flash-drive with a copy of the application to:**

**Treasurer's Office  
Town of Bladensburg  
Attn: Vito Tinelli  
4229 Edmonston Road  
Bladensburg, MD 20710**

Grant applications will be available at Town Hall or you can download the application on the Town's website.

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 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.

***Limited funding available, maximum grant funding available per requesting applicant will be \$1,000.***

## **REQUIRED DOCUMENTS**

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

1. **Federal Tax-exempt IRS determination letter** – Copy of most recent IRS determination letter under Section 501 (c) (3) indicating evidence of tax exempt status.
2. **Good Standing Status** – Include most recent copy (2017) of the organizations general entity information showing that it is currently in good standing with the State Department of Assessment & Taxation (SDAT)
3. **Articles of Incorporation** – Include copy of Articles of Incorporation.
4. **Organizations' Bylaws** –include a copy of your organizations bylaws.
5. **Board of Directors** - including addresses, phone numbers and terms.
6. **Organizations Mission Statement** – Include the organizations Mission Statement.
7. **Copy of the last audit or financial statements**- If audited financials are not available, please provide a copy of the organizations most recent IRS 990 tax return.
8. **Organization budget for current year** - including income, expenses and debts.
9. **Form-W9**- Signed request for Taxpayer's Identification Number and Certification.

10. **Insurance Requirement-** Proof of Insurance.

11. **Letter of Support** – Include a minimum of one (1) Letter of Support with original signature from a community group, PTA/PTO, or church located within the radius, as evidence of community need.

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 you have any questions or concerns, please contact Vito Tinelli at 410-927-7048 or by email at [vtinelli@bladensburg.net](mailto:vtinelli@bladensburg.net).

**Community Grant Application**  
**Deadline Monday, May 1, 2017**

Organization Name: \_\_\_\_\_

Executive Director/Officer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Federal ID# \_\_\_\_\_

Incorporation Date \_\_\_\_\_ 501 (c) (3) Registration Date \_\_\_\_\_

Project Title \_\_\_\_\_

Project Location \_\_\_\_\_

Amount Requested                    \$ \_\_\_\_\_

**CERTIFICATION**

***“I certify that*** I have reviewed this application and that to the best of my knowledge all statements and figures contained herein are true, accurate and complete. If your organization does not have a Board of Directors, please indicate “NA” on the signature line and have the Organizations Director sign.

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Provide the following information about your clients based on your most recent data.  
Information current as of (date) \_\_\_\_\_**

**RESIDENCE OF CLIENTS SERVED (*Preference will be given to agencies serving  
Bladensburg residents*)**

Town of Bladensburg \_\_\_\_\_

Prince Georges County \_\_\_\_\_

Port Towns (Edmonston, Cottage City, Colmar Manor) \_\_\_\_\_

**EXECUTIVE SUMMARY** - Provide a brief summary of your project. Please be sure to include the following items: purpose of the project, number of people living in the Town of Bladensburg to be served, and how the Town grant funds will be used.

**PROGRAM INFORMATION** - Describe the overall or general purpose of your agency

**PERFORMANCE HISTORY** - If you received Town Grants last year, please evaluate the progress you have made in implementing the project. Please discuss factors that may have hindered your progress.

**COMMUNITY NEED/POPULATION BEING SERVED**-Describe the issue or community need to be addressed. Provide the demographic data and geographic information used to determine the extent of the problem or the need not being addressed.

**PROJECT DESCRIPTION-** Please provide a detailed description of the program you are proposing. Please include the group of persons you plan to serve; the number of expected participants; and the activities or services you will provide and location of the program/project.

**METHODOLOGY-** 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.

**FUNDING SOURCES** - What efforts have you made to obtain funding from other sources, including fundraising, dues, and any requests to other County/State programs?

**ORGANIZATION CAPABILITIES** - Describe the organizations ability to implement the program/project

**IMPACT** - Describe the impact the Town funds will have on your program/project.

**PROJECT BUDGET**

Please complete the following budget chart for this project, including all budget items, and the total budget for each item.

<b>INCOME SOURCES</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Proposed</b>
<b>Funding Requests from Town of Bladensburg</b>				
Foundations				
Fees Charged				
Individual Contributions				
Fundraising Events				
Membership Dues				
State/Federal Funds				
Other Gov't or Non- profit funds				
In-Kind Support				
Investment Income				
Other (describe)				
Other (describe)				
<b>Total Income</b>				



<b>EXPENSES</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Proposed</b>
Salaries & Wages				
Insurance, benefits & other related taxes				
Consultants and Professional fees (contractual services)				
Supplies/Equipment				
Rent/lease				
Printing & Copying				
Promotion/Advertising				
Telephone/Internet/Web				
Postage				
Rent & Utilities				
Outstanding Debts/Loans (please specify)				
a.				
b.				
c.				
Miscellaneous (please describe)				
Miscellaneous (please describe)				
<b>Total Expenses</b>				

**Obtaining a printout of Good Standing Status**  
**From the Maryland Department of Assessments and Taxation**

Information about business entities can be found at the Maryland State Department of Assessments and Taxation (SDAT) website.

Go to [www.dat.state.md.us](http://www.dat.state.md.us). From the center of the home page, select “Business Data Search”. From the menu in the second block, select “Business Entity Information”. Under “Name Search”, enter the name or part of the name of the entity. There should be no spaces between words, and you should not include the words “the” or “and”. Also, do not include any “tail” such as “Inc.” or “LLC”. If you only search part of the name, follow the part with “%” for a wildcard search. It will give you the entity’s name, status with the SDAT, and whether the entity is in good standing with SDAT.

A printout entity detail from the Maryland Department of Assessments and Taxation webpage indicating the organizations good standing is acceptable. Please note that if the entity is listed as “forfeited” or not in good standing with SDAT, it cannot enter into a contract with the Town of Bladensburg until the forfeiture or lack of good standing is resolved.

**TOWN OF BLADENSBURG  
COMMUNITY GRANT FY2018**

**Attachments to be included with the Grant Application**  
*Identify each document alphabetically*

**DOCUMENT CHECKLIST**

**Please check and make sure you have attached the required documents before submitting your grant application.**

- ATTACHMENT- A** – Federal Tax-Exempt IRS Determination Letter.  
(Organizations Name must match the SDAT Records)
- ATTACHMENT- B** - Good Standing Status with the State of Maryland  
(Organizations Full Legal Name must match the SDAT records)
- ATTACHMENT- C** - Articles of Incorporation  
(Organizations Full Legal Name must match the SDAT records)
- ATTACHMENT- D** - Organizations By-Laws  
(Organizations Full Legal Name must match the SDAT records)
- ATTACHMENT- E** – Board of Directors with names, addresses and terms of office
- ATTACHMENT- F** - Organizations Mission Statement
- ATTACHMENT-G** - Financial Statements
- ATTACHMENT - H** – Copy of budget for current year
- ATTACHMENT-I** - Signed For W-9 Request for Taxpayer-Identification Number & Certification (Organizations Full Legal Name must match SDAT records)
- ATTACHMENT-J** – Insurance requirements/proof of insurance
- ATTACHMENT K** – Letter of Support

***Incomplete application packages will be returned***