



# TIER 1 COMMUNITY GRANT PROGRAM GUIDELINES AND APPLICATION

## IMPORTANT DATES

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|--|---|
| <b>Grant Application Available</b>                                 | <b>Tuesday, January 2, 2018</b><br>Available online at <a href="http://www.sbgpartnership.org/our-work/community-grants/">www.sbgpartnership.org/our-work/community-grants/</a>                                   |
| <b>Outreach Meeting</b><br>To Describe Grants and Answer Questions | <b>Tuesday, January 9, 2018</b><br><b>Southwest Baltimore Charter School</b><br>1300 Herkimer Street, in Pigtown<br>Please RSVP to <a href="mailto:jdrummond@sbgpartnership.org">jdrummond@sbgpartnership.org</a> |

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|--|---|
| <b>Grant Writing Workshops</b><br>To Help Tier 1 Applicants Fill Out Their Applications. | <b>#1: Wednesday, January 17, 2018 - Betamore - Fed Hill</b><br><b>#2: Tuesday, January 23, 2018 - WEBINAR</b><br><b>#3: Saturday, January 27, 2018 - Cherry Hill Library</b><br><b>#4: Thursday, February 8, 2018 - Lakeland School</b><br><br>Please RSVP to <a href="mailto:jdrummond@sbgpartnership.org">jdrummond@sbgpartnership.org</a> |
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|-------------------------------------|---|
| <b>Proposal Deadline</b>            | <b>Wednesday, February 28, 2018, 11:59 PM</b><br>Late applications will not be accepted.<br>By Mail:<br>Jillian Drummond, SBGP<br>1111 Light Street, 4th Floor, Baltimore, MD 21230<br>By Email: <a href="mailto:jdrummond@sbgpartnership.org">jdrummond@sbgpartnership.org</a><br>By Web: <a href="http://www.sbgpartnership.submittable.com">www.sbgpartnership.submittable.com</a> |
| <b>Notification of Grant Awards</b> | <b>April 2018</b><br>Exact date subject to change based upon the number of applications received.   |

## **ABOUT US**

In 2015, Baltimore adopted the **South Baltimore Gateway Master Plan**, a sweeping plan to improve neighborhoods across South and Southwest Baltimore that are close to the Casino.

The City then began to implement this plan, with the advice of the Local Development Council (LDC) and funding provided by the Local Impact Grants generated by area casinos.

It soon became clear that another organization was also needed to help spend these funds -- something that could be more flexible, nimble, and entrepreneurial. So in 2016, the **South Baltimore Gateway Partnership** was established. Now the City and the Partnership split Baltimore's share of the Local Impact Grants.

In order to successfully implement this ambitious agenda, we created our own **Strategic Plan** to narrow our focus to three crucial elements of the South Baltimore Gateway Master Plan: **Environmental Sustainability, Health and Wellness**, and **Community Development and Revitalization**. Our Strategic Plan, and the Master Plan, can both be found at [www.sbgpartnership.org](http://www.sbgpartnership.org).

We have also divided our work into three program areas: **Community Grants, Enhanced Services, and Transformational Projects**. This document describes how to apply for Community Grants. (The other two programs are not grants).

We are governed by a Board of Directors comprised principally of residents and business owners. Our neighborhoods include:

- Barre Circle
- Carroll-Camden Industrial Area
- Cherry Hill
- Federal Hill
- Federal Hill South
- Lakeland
- Middle Branch/Reedbriar Parks
- Mount Winans
- Otterbein
- Pigtown / Washington Village
- Ridgely's Delight
- Riverside
- Saint Paul
- Sharp-Leadenhall
- South Baltimore Neighborhood
- Westport

**PORt COVINGTON IS NOT INCLUDED IN OUR DISTRICT.**

## **ABOUT COMMUNITY GRANTS**

We believe nobody understands what a community needs better than its residents and the people already at work there. That's why we offer Community Grants to community groups, nonprofits, schools, churches, and other neighborhood anchors. Grants come in three levels (**Tier 1: Up to \$5,000, Tier 2: Up to \$50,000, and Tier 3: Up to \$100,000**) and are accepted twice per year.

Tier 1 Grants (limit of \$5,000) are very flexible, and have more relaxed criteria. Both Tier 2 Grants (limit of \$50,000) and Tier 3 Grants (limit of \$100,000) have much more specific criteria.

**THIS DOCUMENT, AND THE ATTACHED APPLICATION,  
IS ONLY FOR TIER 1.**

**IF YOU ARE SEEKING A GRANT OF MORE THAN \$5,000,  
PLEASE SEE THE TIER 2 AND TIER 3 PROGRAM GUIDELINES.**

## **HOW COMMUNITY GRANTS ARE EVALUATED**

Community Grant applications are reviewed in a professional and organized manner by a committee of volunteers drawn largely from the Partnership's Board of Directors. Then committee recommendations are voted on by the full board.

To ensure fairness, the committee uses a pre-established rubric to evaluate applications, and follows a strict policy to prevent conflicts of interest. The following chart summarizes the factors that the committee will use to review Tier 1 applications.

| <b>Tier 1: Baseline Criteria</b>  |
|---|
| Does the project result in a high-quality outcome for the District?       |
| Does the project have a realistic plan and timeline?                      |
| Is the budget realistic?  |
| Is the applicant capable of accomplishing the project?                    |
| Does the applicant have partners to help complete or enhance the project? |

## **ELIGIBILITY CRITERIA**

Individuals and for-profit businesses **may not apply** for Community Grants.

In order to be eligible, **applicants must be one of the following:**

- A non-profit organization with 501(c)(3) tax-exempt status;
- A mission-based organization without 501(c)(3) tax exempt status but with a 501(c)(3) fiscal sponsor;
- A faith-based organization proposing a non-religious project; or
- A school or government agency.

In addition:

- Applicants must be **based in** South Baltimore Gateway neighborhoods, **work in** those neighborhoods, or **partner with** an organization based in those neighborhoods.
- The project must **serve or otherwise benefit** the residents, businesses, institutions or organizations of the South Baltimore Gateway Community Impact District.

Our neighborhoods include:

- Barre Circle
- Carroll-Camden Industrial Area
- Cherry Hill
- Federal Hill
- Federal Hill South
- Lakeland
- Middle Branch/Reedbark Parks
- Mount Winans
- Otterbein
- Pigtown / Washington Village
- Ridgely's Delight
- Riverside
- Saint Paul
- Sharp-Leadenhall
- South Baltimore Neighborhood
- Westport

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# **TIER 1 GRANT APPLICATION**

Name(s) of Group(s) or Organization(s) applying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Start/End Dates, from: \_\_\_\_\_ to: \_\_\_\_\_

Location(s) of Project or Activity for which funding is requested:  
\_\_\_\_\_  
\_\_\_\_\_

|  |  |
|--|--|
| <b>Primary</b> Contact Person<br>Name: | <b>Secondary</b> Contact Person<br>Name: |
| Title:                                 | Title:                                   |
| Contact Phone:                         | Contact Phone:                           |
| Contact Email:                         | Contact Email:                           |
| Mailing address:                       | Mailing address:                         |

Organization Website (If Applicable):

**Please Initial Each of the Following:**

I/we understand that a private individual or business may not apply.  
I/we represent the following (mark all that apply):

- Neighborhood / community group
- 501(c)(3) non-profit organization
- Faith-based organization
- School or government agency
- Business association
- PTO
- Other:

I/my organization reside in/is located or works in the South Baltimore Gateway Community Impact District. Specifically, I am/we are associated with the following neighborhoods (check all that apply):

- BARRE CIRCLE
- CARROLL-CAMDEN INDUSTRIAL AREA
- CHERRY HILL
- FEDERAL HILL
- FEDERAL HILL SOUTH
- LAKELAND
- MIDDLE BRANCH/REEDBIRD PARKS
- MOUNT WINANS
- OTTERBEIN
- PIGTOWN/WASHINGTON VILLAGE
- RIDGELY'S DELIGHT
- RIVERSIDE
- SAINT PAUL
- SHARP-LEADENHALL
- SOUTH BALTIMORE NEIGHBORHOOD
- WESTPORT

The activity to be funded is designed to help the residents, businesses, institutions or organizations of the South Baltimore Gateway Community Impact District.

I/we have spoken to the community association where the activities will take place before submitting this proposal and include a letter of support signed by representatives from each community affected by the project.

The person submitting this proposal on behalf of our organization has the legal authority to do so, and has the approval of the organization.

These activities to be funded are not intended to financially benefit any private individual or business.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Answer Each Question:**

1. What is the Project that you are seeking funds for? Provide a brief description.
2. How will this Project improve your community?
3. What specific objective do you want to accomplish? How would you know if you were successful?
4. Who will implement this project? Describe the roles and qualifications of each partner.
5. What specific tasks will take place to complete the project?
6. What will you spend the money on?
7. Have you secured (or identified) any other funding for the Project?
8. What is your organization's total annual budget?

**Please Fill In the Project Budget:**

| <b><u>Item</u></b>                         | <b><u>Amount</u></b> |
|--|----------------------|
| <b>Salaries and Staff Costs</b>            |                      |
|  | \$                   |
|  | \$                   |
|  | \$                   |
| SUBTOTAL                                   | \$                   |
| Insurance, benefits & related taxes        | \$                   |
| Equipment                                  | \$                   |
| Supplies                                   | \$                   |
| Printing and copying                       | \$                   |
| Rent and utilities (if charged to project) | \$                   |
| In-kind expenses                           | \$                   |
| Indirect Costs                             | \$                   |
| Other (specify)                            | \$                   |
| <b>Total Budget</b>                        | \$                   |

If the Total Budget is more than the amount you have asked for, explain where the rest of the money will come from:

**To Submit a Completed Application, You MUST Include:**

- The Project Budget.
- A letter of support from a local community association or organization. If you are a community organization, you must get one from someone else.
- A copy of your IRS 501(c)(3) determination letter (or your fiscal sponsor's letter).
- If the application involves partnering organizations, please provide one of the following:
  - a *letter of commitment* from each of the partners, OR
  - a *description of the roles and responsibilities* for each organization that is signed by all parties.

**You MAY Also Provide:**

- Background information, news articles, or other useful information
- If available, a copy of your organization's most recent annual financial report.