



PROGRAM GUIDELINES FOR TIER 2 AND TIER 3 COMMUNITY GRANTS

**PLEASE READ THESE GUIDELINES CAREFULLY
BEFORE COMPLETING YOUR APPLICATION.**

**PROPOSALS MUST BE SUBMITTED BY 11:59 PM
ON WEDNESDAY, FEBRUARY 28, 2018.**

IMPORTANT DATES

Grant Application Available	Tuesday, January 2, 2018 Available online at www.sbgpartnership.org/ our-work/community-grants/
Outreach Meeting To Describe Grants and Answer Questions	Tuesday, January 9, 2018 Southwest Baltimore Charter School 1300 Herkimer Street, in Pigtown Please RSVP to jdrummond@sbgpartnership.org
Proposal Deadline	Wednesday, February 28, 2018, 11:59 PM Late applications will not be accepted. Applications will be accepted online via our web portal. Hard copies and emails will not be accepted.
Notification of Grant Awards	April 2018 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.

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
- Carrol-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

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.

For Tier 2 and Tier 3 grants, we are looking for projects that **create meaningful and measurable change** in one or more of our three priority focus areas:

- **Environmental Sustainability.** Making neighborhoods greener, cleaner, and healthier by improving and upgrading parks and other green space, increasing tree canopies, and assuring clean air and water.
- **Health and Wellness.** Ensuring that all people in the area have equitable opportunities to lead healthy lifestyles by expanding access to healthy foods, wellness programs and space for recreation and physical activity.
- **Community Development and Revitalization.** Improving the quality of neighborhoods by increasing the marketability of properties, stabilizing and improving housing and promoting redevelopment and investment.

THIS DOCUMENT IS ONLY FOR TIER 2 OR TIER 3.

**IF YOU ARE SEEKING A GRANT OF \$5,000 OR LESS,
PLEASE USE THE TIER 1 APPLICATION.**

TIER 1 HAS A TOTALLY DIFFERENT PROCESS.

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 applications. The factors in each tier build upon the previous ones. Thus, while each Tier has its own criteria, the criteria for the previous Tiers apply as well. This means that projects seeking larger amounts of funding need to meet more requirements. There is obviously no penalty for exceeding the minimum criteria for your Tier.

Tier 1: Baseline Criteria	Tier 2: Additional Criteria	Tier 3: Additional Criteria
Does the project result in a high-quality outcome for the District?	Does the project create meaningful and measurable change in one one of our three priority topics under the Strategic Plan?	Does the project leverage additional funding?
Does the project have a realistic plan and timeline?	Does the applicant demonstrate well-organized implementation methods that are likely to accomplish the project in a professional manner?	Is the project self-sustaining (e.g. does it permanently build local capacity, create a durable capital project, or include a realistic plan to attract future funding)?
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/Reedbird Parks
- Mount Winans
- Otterbein
- Pigtown / Washington Village
- Ridgely's Delight
- Riverside
- Saint Paul
- Sharp-Leadenhall
- South Baltimore Neighborhood
- Westport

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FUNDING PROCESS

If the Partnership decides to fund your project, it will be subject to the following requirements:

- **Grant Agreement.** You will need to sign a grant agreement describing the project and detailing the roles and requirements of all parties.
- **Final Scope and Budget.** The Grant agreement will include a final detailed scope of work, and a final budget. It will also include a projected draw schedule, which can be updated over time.
- **Certificate of Good Standing.** You will need to provide a Certificate from the State of Maryland.
- **Payment Process. We do not pay funds in advance.** We will either reimburse you (or your fiscal sponsor) for expenses as they occur, or directly pay a vendor on your behalf. We are glad to work with you to make this as painless and easy as possible.
- **Board Resolution.** We believe it is important for the Board of Directors of your organization to be aware of the award, and be committed to completing the project. Therefore, as part of the grant agreement we will need a board resolution (or equivalent document) confirming their approval of the grant and project.
- **MBE/WBE. ALL PROJECTS OF \$50,000 AND OVER ARE SUBJECT TO CITY MBE/WBE REQUIREMENTS.** Using your budget as a guide, the Office of Minority & Women-Owned Business Enterprise will determine what subcontracting and procurement goals to apply to your project, based upon the specific details of the project itself. Elements of the budget that cannot be subcontracted to certified MBE/WBE firms (e.g. tasks that must be performed by nonprofits, volunteers, or uniquely-qualified contractors) will be exempted. Elements that can be subcontracted will have participation goals assigned to them (typically 27% MBE / 10% WBE). **Projects of \$49,999 and below are automatically exempt.**
- **Final Report.** All grants, regardless of size, will require a process of oversight, including a final report, to make sure that the funds are used as intended.

APPLICATION INSTRUCTIONS

The application consists of a cover letter, application form, proposal narrative, and attachments. **ALL MATERIALS MUST BE FILLED OUT AND SUBMITTED USING OUR ONLINE PORTAL, which you can access from our website, www.sbgpartnership.org/our-work/community-grants/.** (To use the portal, you will need to create an account on submittable.com). To make it easier to enter information, you may want to type your answers in advance and then copy and paste them into the fields provided.

- I. **Cover Letter.** Upload a cover letter on letterhead containing the following information:
 - a. Briefly explain the purpose of the request, the dollar amount requested, along with which Community Grant category (Tier 2 or Tier 3) you are applying for.
 - b. Explain how your organization's proposal aligns with the South Baltimore Gateway Partnership's Strategic Plan.
 - c. Provide the contact person's name, title, daytime telephone number, E-mail address, and fax number.
 - d. For new programs, the letter must be signed by the board president or chairperson and the executive director to demonstrate approval of the request. For convenience, you may submit two letters signed separately. For ongoing programs, you may include a statement in the body of the letter that indicates the board has authorized the executive director to seek the funding requested.

- II. **Online Application.** Fill out the online application questions. If you need help with your application, please email jdrummond@sbgpartnership.org for assistance.

- III. **Proposal Narrative.** (Maximum of 6 pages). Upload a proposal narrative written in 12 point font. The following outline is a guide to the information that should be provided in the proposal narrative. Use and adapt this guide as is appropriate for your organization's request.
 - a. **Organizational Background.** Provide one to two paragraphs that succinctly describe the organization's history, mission, and goals.

 - b. **Purpose of Request and Anticipated Results.**
 - Explain whether this application is for an Existing Project, a New Project, or General Operating Support.

- State the issue or need to be addressed, describe the size and/or severity of the issue or need, and explain the evidence regarding this issue or need. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.
- Describe the program or project. For new programs, describe how the program model was developed. For ongoing programs, describe the program's track record.
- Describe how the project aligns with the South Baltimore Gateway Partnership's Strategic Plan.
- Discuss the anticipated results (outputs and/or outcomes). Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.
 - For general operating support requests, describe how the request will enhance organizational capacity, sustainability, and/or the achievement of measurable results for the organization.
- Indicate what process and/or impact information will be collected to measure and demonstrate success.
 - For general operating support requests, please describe how your organization assesses its overall success and effectiveness

c. Organizational Capacity. Describe the organization's ability to implement the project, or explain the organizational limitations that 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 year.
- Describe how the request will enable the organization to build its capacity, address current limitations, or improve its ability to meet program or organizational goals.
- Describe the organization's current programs and activities, track record, related program or organizational accomplishments, accreditation, awards, or other strengths that enhance capacity or sustainability.
- Describe the organizational structure and board/staff responsibilities. List the names, qualifications, and number of years in their position for key staff and/or volunteers relevant to the current request.
- Indicate links with other organizations doing similar work in your geographic area or on the same issue.

- Describe the organization's relationship with stakeholders, such as community residents, clients, board members, partner organizations, or other constituents.
- Indicate organization affiliation with public agencies, if any.

d. Project Timeline. Please include estimated Start and End Dates and a general overview of the timeframe, including any phases. If your timeline exceeds 12 months, please explain why this is the case. If you are seeking a multi-year grant (meaning you wish to ask for the same amount of money several times in a row) then please explain the rationale for this request. We will consider, but cannot promise to fund, multi-year grants.

e. Additional Narrative Elements for Capital Requests Only. Capital requests are designated for construction, renovation, or improvement of a property. Include information on the following, as applicable to your organization's request:

- Provide a case statement for the project that discusses the feasibility and cost of the capital campaign and its implications in relation to the organization's ongoing operational expenses.
- If additional funds are needed beyond the ones applied for here, specify prospects and naming opportunities.
- Indicate the board's financial participation in the campaign (percent participating and amount contributed).
- Identify regulatory approvals, if required.
- Describe plans for funding the ongoing maintenance of the new capital project.
- Indicate if timing is a factor, or if a "window of opportunity" exists that impacts the success of the campaign.

IV. Letter(s) of Support. Please follow the following guidance:

- The applicant should submit at least one letter of support from each neighborhood where the project takes place.
- If the project affects four or more neighborhoods, then the applicant should provide letters from at least three representative neighborhoods that accurately reflect the demographics and conditions across the project area.
- An applicant may not submit a letter on its own behalf.
- If multiple organizations with slightly different missions work in one neighborhood, then our preference is to receive a letter from the one whose mission relates most directly to the project (or an

explanation of why this is not appropriate or possible in your case).

- If multiple organizations with similar missions work in one neighborhood, then our preference is to receive one letter from each (or an explanation of why this is not appropriate or possible in your case).
- If the project is housed within or affiliated with a local institution (such as a church or a school) that is not the applicant, a separate letter from that institution should also be provided.
- If the applicant is itself a community organization in the neighborhood, then it must get a letter of support from either another community organization working in the neighborhood, a local institution (such as a church or school), or a respected community leader who is not a part of the applicant's leadership.
- Even if you are not soliciting a letter of support from a community organization, we strongly recommend that you inform them of your application for the sake of transparency.
- If the project appears to lack meaningful community backing, or if other questions emerge during the review process, we may request that you provide additional letters of support.

V. Mandatory Attachments. The following attachments are **required** unless otherwise indicated:

a. **Finances.**

- **Organization budget** for current year, including income and expenses. You may supply the organization's budget as currently prepared or use the template provided below.
- **Program (or capital campaign) budget** that includes income, expenses and pending sources of support. You may supply your own budget or use the template provided below.
- **Financial statements for the past two completed years.** These need not be audited, although this is preferred. Explain any significant changes in the budget (percent increase or decrease) that may have occurred. Provide a copy of the organization's most recent IRS Form 990 tax return if audited financials are not available.
- **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.

b. Board of Directors.

- List board members, responsibilities and affiliations.
- Describe the board's financial support of the organization (percent contributing and amount contributed) for the most recently completed fiscal year

c. Tax Exempt Status. A copy of the organization's current IRS determination letter (or the fiscal agent's) indicating 501(c)(3) tax-exempt status.

d. Other Materials (if Applicable).

- 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.
- For full disclosure, please describe any affiliation(s) or potential conflicts of interest among among staff, board members or volunteers at your organization and the South Baltimore Gateway Partnership. Failure to disclose affiliations will be grounds for rejecting this application or terminating a future grant agreement.
- A copy of the organization's registration with the Charitable Organization Division of the Office of the Secretary of State for the State of Maryland, or indicate the reason for exemption.
- A copy of the organization's most recent annual report (if available).

VI. Optional Attachments. You may submit other letters of support, recent newspaper/magazine articles, promotional materials, photographs, architectural plans, and other relevant information not requested above. Please be selective in providing additional attachments.

OPTIONAL BUDGET TEMPLATES

You are welcome to provide budgets in whatever form best represent the project. However, we are providing the following templates in case they are convenient.

A. ORGANIZATION INCOME

For Fiscal Year: __

<u>Source</u>	Amount Committed	Amount Pending*
<i>Grants and Other Support</i>		
Government grants	\$	
Foundations	\$	
Corporations	\$	
United Way or federated campaigns	\$	
Individual contributions	\$	
Fundraising events and products	\$	
Membership income	\$	
In-kind support	\$	
Investment income	\$	
<i>Revenue</i>		
Government contracts	\$	
Earned income	\$	
Other (specify)	\$	
	\$	
	\$	
	\$	
Total Income	\$	

B. ORGANIZATION EXPENSES

For Fiscal Year: _

<u>Item</u>	<u>Amount</u>
Salaries, wages and benefits	\$
Insurance and/or other taxes	\$
Consultants and professional fees	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing and copying	\$
Telephone and fax	\$
Postage and delivery	\$
Rent and utilities	\$
In-kind expenses	\$
Depreciation	\$
Other (specify)	\$
Total Expense	\$
Difference (Income Minus Expenses)	\$

*Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated decision date.

A. PROJECT INCOME: SOURCES OF FUNDS

For Fiscal Year: _

<u>Source</u>	Amount Committed	Amount Pending*
<i>Grants and Other Support</i>		
Government grants	\$	
Foundations	\$	
Corporations	\$	
United Way or federated campaigns	\$	
Individual contributions	\$	
Fundraising events and products	\$	
Membership income	\$	
In-kind support	\$	
Investment income	\$	
<i>Revenue</i>		
Government contracts	\$	
Earned income	\$	
Other (specify)	\$	
	\$	
	\$	
Total Sources	\$	

*Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated decision date.

B. PROJECT EXPENSES: USES OF FUNDS

For Fiscal Year: __

<u>Item</u>	Amount	%FT/PT
Salaries and wages (break down by individual position and indicate full- or part-time.)		
	\$	
	\$	
	\$	
	\$	
SUBTOTAL	\$	
Insurance, benefits & related taxes	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Rent and utilities (if charged to project)	\$	
In-kind expenses	\$	
Indirect Costs	\$	
Other (specify)	\$	
Total Uses	\$	
Difference (Uses Minus Sources)	\$	