

**SOUTH BALTIMORE  
GATEWAY PARTNERSHIP**



**FOR SMALL COMMUNITY GRANT PROPOSALS  
UP TO \$5,000**

**WINTER 2019  
GRANT GUIDELINES**

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

**GRANT CYCLE OPENS: JAN. 2, 2019 AT 10:00AM  
GRANT CYCLE CLOSES: FEB. 28, 2019 AT 5:00PM**

Assistance is Available by Contacting:

Amy Bernstein, Technical Support Officer  
[abernstein@sbgpartnership.org](mailto:abernstein@sbgpartnership.org)

Acacia Asbell, Director of Grant Programs  
[aasbell@sbgpartnership.org](mailto:aasbell@sbgpartnership.org)

# CONTENTS

About Us	3
Eligibility Criteria	4
Application Process & Instructions	5
Project Budget Templates (Links)	6
How Community Grants are Evaluated	7
Executing the Grant	8
Application Template (Sample Only)	9

## 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 Horseshoe Casino. The City then began to implement this plan, with the advice of the Local Development Council and funding provided by local impact grants (community grants) generated by area casino revenues.

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, governed by a Board of Directors comprised principally of residents and business owners. Now, the City and the Partnership split Baltimore's share of the local impact grant funds.

In order to successfully implement this ambitious agenda, we created our own Strategic Plan to narrow our focus to three crucial priorities of the South Baltimore Gateway Master Plan:

- Environmental Sustainability
- Health and Wellness
- Community Development and Revitalization.

Guided by these priorities, the Partnership also invests in large-scale and long-term projects that enhance services for the region as well as initiatives that will, over time, have a beneficial, transformational impact on our communities. These are not grant-based programs. This document describes how to apply for Community Grants. (The other two programs are not grants).

Our Strategic Plan, and the Master Plan, can both be found at [www.sbgpartnership.org](http://www.sbgpartnership.org).

### Our Grant Programs

The Partnership administers three levels of community grants:

- **Small Community Grants – up to \$5,000 (the sole focus of this guidance)**
- Medium Community Grants – from \$5,001-\$50,000
- Large Community Grants – from \$50,001-\$100,000

The Small Community Grants program opens a new application cycle twice a year—once in the summer and once in the winter.

## ELIGIBILITY CRITERIA

To be eligible, an applicant 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.
- Individuals and for-profit businesses **may not apply**.

Individuals and for-profit businesses are **not** eligible for community grants. Applicants proposing projects that they or family members will benefit from tangibly or financially are **not** eligible. For example, projects such as home renovations and improvements are excluded.

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 in these neighborhoods:

Barre Circle	Otterbein
Carroll-Camden Industrial Area	Pigtown/Washington Village
Cherry Hill	Ridgely's Delight
Riverside	Lakeland
Federal Hill	South Baltimore
Saint Paul	Stadium Area
Federal Hill South	Westport
Sharp-Leadenhall	Mt. Winans
Spring Garden Industrial Area	

## PORT COVINGTON IS NOT INCLUDED IN OUR DISTRICT

If you are unsure whether your organization, or your proposed project, meets these eligibility requirements, please contact Acacia Asbell, SBGP Community Grants Director, at [aasbell@sbgpartnership.org](mailto:aasbell@sbgpartnership.org) or Amy Bernstein, Technical Support Officer, [abernstein@sbgpartnership.org](mailto:abernstein@sbgpartnership.org).

## APPLICATION PROCESS & INSTRUCTIONS

*Technical assistance is available for any applicant who requests it. Contact Amy Bernstein, Technical Support Officer, at [abernstein@sbgpartnership.org](mailto:abernstein@sbgpartnership.org).*

All Small Community Grants applicants must submit an application online through Submittable –an online form that makes it easy to enter the required information.

Click here to access the application form:

<https://sbgpartnership.submittable.com/submit> (Note: the application form will not be accessible until January 2, 2019 at 10:00 am.)

Many of the questions on the Submittable application are self-explanatory or include instructions next to the item. (A sample application is provided at the end of this guidance.)

Please allow enough time before the deadline to gather all the documents and information you will need. The following items on the grant application may require some advanced planning on your part:

### Question 19:

**Will you be using a Fiscal Sponsor?** If you are not a nonprofit 501(c)3 organization, you need a signed agreement with a qualified Fiscal Sponsor that agrees to manage and disburse grant funds and keep financial records of the project. This can be a nonprofit organization, such as a community association or a church, or a locally designated Fiscal Sponsor, such as Strong City Baltimore or Fusion Partnerships. SBGP can help you identify a Fiscal Sponsor and determine whether you need one. For more information, contact Acacia Asbell, Community Grants Director, at [aasbell@sbgpartnership.org](mailto:aasbell@sbgpartnership.org).

### Question 26:

**List any organization that are your Partners in this project.** A partner is any other nonprofit, service provider, or business that has formally committed to implementing the project with you. You are not required to have a partner on your project—but if you do, please submit a letter from each, as indicated on the application.

### Question 29:

**Project Budget—Expenses and Income.** You must fill out and attach an estimated budget for your project, showing how you expect to spend grant funds, as well as

any other income (including other grants) associated with your project, if applicable. You may complete the SBGP Budget Template in either the Word version or Excel version provided. You may find those templates here (as well as as on the online Submittable application itself). Copy and paste either link into your web browser. You will be prompted to open or save the document:

**Word Version—Project Budget:**

<http://sbgpartnership.com/wp-content/uploads/2018/12/BudgetTemplate-SmallGrant-Cycle4-Winter19c.docx>

**Excel Version—Project Budget:**

<http://sbgpartnership.com/wp-content/uploads/2018/12/BudgetTemplate-SmallGrant-Cycle4-Winter19a.xlsx>

**Question 32:**

**Tax-Exempt Status.** Be sure to locate and/or obtain the standard IRS Determination Letter issued to your 501(c)3 organization. Alternatively, if you are using a fiscal sponsor, you must submit their IRS Determination Letter.

**Question 33:**

**Letter(s) of Support.** A letter of support is REQUIRED from your local community/neighborhood association. If additional neighborhoods benefit from the project, they must also provide support letters. Optional letters may come from local religious organizations, businesses, or other informal local groups who support the project.

**Question 34:**

**Letters of Partner Commitment.** While you are not required to have a formal partner on the proposed project, if you do, then you must submit a letter from each partner, indicated their support, especially if they will jointly manage and implement the project with you.

## 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 Small Community Grants applications.

### **Small Community Grants: Baseline Criteria**

- 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?
- Is the project supported by the affected community?

## EXECUTING THE GRANT

Organizations that are awarded funds will receive an award letter via e-mail. The date on the e-mail is the official start date for the grant. Grant-related expense incurred from that date forward are eligible for reimbursement. The Partnership reserves the right to award less than the full amount requested. Note that all grant activities must be completed within one year from the date of the award.

Grant recipients are 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. **You will be expected to sign and return the agreement within 60 days of the award letter.**
- **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.
- **Interim & Final Report.** All grants, regardless of size, are required to submit interim status reports and a final report, to make sure that the funds are used as intended.

Thank you for reviewing and considering these grant application guidelines. If you have any questions about the application, guidelines, or process, please contact Acacia Asbell, SBGP Community Grants Director, [aasbell@sbgpartnership.org](mailto:aasbell@sbgpartnership.org).



# GRANT APPLICATION TEMPLATE

**FOR GUIDANCE ONLY. YOU MUST SUBMIT AN APPLICATION ONLINE ONLY. VISIT “HOW TO APPLY” ON OUR WEBSITE:**

<http://www.sbgpartnership.org/our-work/community-grants/#apply>

**1. Organization Name \***

The group or organization proposing the project

**2. Executive Director / CEO \***

This individual would be authorized to sign a grant agreement.

**3. Organization Mailing Address & Zipcode \***

If no commercial address, provide address of primary grant applicant, who is listed below. Please provide a street mailing address rather than a post office box.

**4. Organization Description \***

Provide a brief description of your organization's history, mission, and goals.

**5. Website - Optional**

**6. Project Title \***

*Continued next page.*

**7. Total Amount Requested \***

The amount requested should be \$5,000 and under and should appear as the sum of the line items in the Project Budget below.

**8. Primary Point of Contact (Name) \***

This individual takes the lead on administering the grant, if funds are awarded. This need not be your Executive Director or CEO.

**9. Primary Contact E-mail Address \***

**10. Primary Contact Phone Number \***

**11. Secondary Point of Contact (Name) \***

This individual is authorized to answer questions about the grant.

**12. Secondary Contact E-mail Address \***

**13. Secondary Contact Phone Number \***

*Continued next page.*

**14. Additional Contact Person(s)**

Provide name, email, and phone number

**15. Project Start Date (Projected) \***

Provide month, day, and year, if known. Month and year alone are acceptable.

**16. Project End Date (Projected) \***

Provide month, day, and year, if known. Month and year alone are acceptable.

*Continued next page.*

**17. Please select the South Baltimore Neighborhood/s your Organization represents: \***

Port Covington is NOT included in our District.

- Barre Circle
- Carroll-Camden Industrial Area
- Cherry Hill
- Federal Hill
- Federal Hill South
- Lakeland
- Middle Branch / Reedbird Parks
- Mt Winans
- Otterbein
- Pigtown / Washington Village
- Ridgley's Delight
- Riverside
- Saint Paul
- Sharp - Leadenhall
- South Baltimore Neighborhood
- Spring Garden Industrial Area
- Stadium Area
- Westport

**18. Which populations do you serve? (Check all that apply) \***

- Youth (up to 18)
- Adults (18+)
- Seniors

*Continued next page.*

**19. Will you be using a Fiscal Sponsor? \***

If you are not a nonprofit 501(c)3 organization, you need a signed agreement with a qualified Fiscal Sponsor ( a nonprofit 501(c)3 organization) that agrees to manage and disburse grant funds and keep financial records of the project. If you answer "no," continue to Section 2, below. See grant guidance for more information.

**20. Fiscal Sponsor Organization Name \***

(if not applicable, write "NONE")

**21. Fiscal Sponsor Contact Person \***

(if not applicable, write "NONE")

**22. Fiscal Sponsor Phone Number \***

(if not applicable, write "NONE")

**23. Fiscal Sponsor E-mail Address \***

(if not applicable, write "NONE")

**24. Project Description/Scope of Services \***

What kinds of activities and/or services will you provide? What population(s) will benefit? Why is the project needed?

*Continued next page.*

**25. List up to 5 specific goals and outcomes this project will achieve. \***

Examples: Add green space to our neighborhood.  
Improve physical fitness of seniors.

**26. List any organizations that are your PARTNERS in this project.**

A partner is any other nonprofit, service provider, or business that has formally committed to implementing the project with you. You are not required to have a partner. But if you do, then you must upload a commitment letter from each partner. See item 34.

**27. Provide the names, responsibilities, and brief qualifications of up to 5 individuals in YOUR organization who will directly carry out the project. \***

Example: Jane Jones, senior center volunteer, will serve breakfast to participating seniors. She has volunteered at the center for three years. Note: Do not list partner participants here.

**28. Provide a summary schedule for the project. \***

The schedule should show the most important tasks and activities associated with implementing the project, and when they will occur (month and/or day and year), to the best of your knowledge.

*Continued next page.*

**29. Project Budget--Expenses & Income \***

Add files

You must complete one of the budget templates provided here (either Word or Excel). Additional guidance on completing the budget is in the small grant guidance posted on the SBGP website.

<http://sbgpartnership.com/wp-content/uploads/2018/12/BudgetTemplate-SmallGrant-Cycle4-Winter19.docx>

<http://sbgpartnership.com/wp-content/uploads/2018/12/BudgetTemplate-SmallGrant-Cycle4-Winter19.xlsx>

**30. What is your organization's total annual budget? \***

This is your organization's current or larger annual budget, typically separate from the above Project Budget that seeks SBGP support.

**31. Do you have, or plan to obtain, other funds for this project? \***

You are not required to obtain additional funds for this grant. However, if you have done so, or plan to, report that here. If the answer is "none," report that here.

---

**32. Tax Exempt Status**

**A copy of your IRS 501(c)(3) determination letter (or your fiscal sponsor's letter). \***

Add files

Upload a file

*Continued next page.*

### 33. Letter(s) of Support \*

Add files

A letter of support is required from the Community or Neighborhood Association(s) within the SBGP neighborhoods where you will carry out your Project. Please seek these EARLY in your application process - they can take time to acquire. If additional neighborhoods benefit from the project, they must also provide support letters. Optional letters may come from local religious organizations, businesses, or other informal local groups who support the project.

The Grant Guidelines provide guidance as to which organization(s) you should get letter(s) from.

### 34. Letters of Partner Commitment. If the project involves partners, please provide a letter of commitment from each of the partners.

Add files

You are not required to have a partner. However, if one or more partner organizations are committed to contributing staff/volunteer time, materials, meeting space, expertise, or other resources to your project, then your Program Budget above should also indicate their role(s). And a Letter of Commitment is required.

---

### 35. 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.

Add files

By law, the SBGP Board must be composed of residents and business owners in the District, and Staff must work professionally in the District. This means that we may naturally have relationships with groups seeking funding.

This is not necessarily disqualifying, but it requires attention, professionalism and unambiguous disclosure. Please mention anything that you think may be relevant.

*Continued next page.*



**36. A copy of your organization's most recent annual financial report, if available.**

Add files

(if available)

**37. Background information, news articles, video, or other information about your organization or project, if available.**

Add files

(Optional)

**38. Certification of Intent to Apply. You must certify that each and all of the following statements are true:**

\*

- 1. The proposed project will serve or otherwise b...
- 2. The local community association(s) have been...
- 3. The person submitting this proposal on behalf...
- 4. The proposed project is not intended to financi...
- 5. I confirm that I and my organization understand...

Click on each item to read the text.

This concludes the SBGP Small Grant Guidance.