COMMUNITY GRANT PROGRAM
WINTER 2020
GRANT GUIDELINES
For Small Proposals

SMALL GRANT FOR PROPOSALS up to $5,000.00

PLEASE READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING YOUR APPLICATION

GRANT CYCLE OPENS: JANUARY 2, 2020 at 10:00AM
GRANT CYCLE CLOSES: FEBRUARY 28, 2020 at 5:00PM

Assistance is Available by Contacting:
Acacia Asbell, Director of Grant Programs
aasbell@sbgpartnership.org

Amy Bernstein, Manager, Community Grants & Communications abernstein@sbgpartnership.org

For more information, follow us on social media and visit www.sbgpartnership.org
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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.sbgppartnership.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
- Carroll-Camden Industrial Area
- Cherry Hill
- Federal Hill
- Federal Hill South
- Lakeland
- Mount Winans
- Otterbein
- Pigtown / Washington Village
- Ridgely's Delight
- Riverside
- Saint Paul
- Sharp-Leadenhall
- South Baltimore Neighborhood
- Spring Garden Industrial Area
- Stadium Area
- Westport

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 or Amy Bernstein, Manager, Community Grants & Communications, abernstein@sbgpartnership.org.
APPLICATION PROCESS & INSTRUCTIONS

Technical assistance is available for any applicant who requests it. Contact Amy Bernstein at abernstein@sbgpartnership.org.

PREPARING & SUBMITTING THE APPLICATION

All Community Grant applicants must submit an application online through Submittable—an online form that makes it easy to enter the required information. Paper applications will not be accepted.

Click here to access the application form when you are ready to submit or visit https://sbgpartnership.submittable.com/submit.

IMPORTANT: The application form will not be accessible until January 2, 2019 at 10:00 am. Please allow enough time before the deadline on February 28, 2020 at 5:00PM to gather all the documents and information you will need.

However, you may download the application offline now to review it in advance by visiting https://sbgpartnership.org/community-grants/#grant-resources. Scroll down the page for SMALL GRANT GUIDANCE WINTER 2020 and click on the “download” arrow.

Many of the questions on the Submittable application are self-explanatory or include instructions next to the item. The following items on the grant application may require some advanced planning on your part:

**Question 21:**
**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.

**Question 26:**
**Evaluating Your Program.** Your funders, including SBGP, need to understand how you plan to measure the success of your program and how people are affected by it in measurable ways. The applications asks you to define at least one of each of the following:
A GOAL: a broad statement about the long-term expectation of what should happen as a result of your program. Example: To help participants achieve a healthy weight by the end of 2020.

An OBJECTIVE: describes the results to be achieved and how they will be measured. Example: By December 31, 80% of participants will decrease total body weight by 2% as measured by weekly scale readings.

An OUTPUT: What you will do, e.g., the number of activities, services, events, etc. This may include types, levels, and targets of services to be delivered by the program. Example: Deliver 24 one-hour fitness classes, conduct weigh-ins at each class, and provide each participant with 6 individual nutritional counseling sessions.

An OUTCOME: The specific changes in participants’ behavior, knowledge, skill, condition and/or level of functioning that your program is expected to achieve. Example: All participants will be exposed to the benefits of regular exercise and learn specific ways to make healthier food choices.

Summary Logic Model for Evaluating Your Program

INPUTS: I, We, They...

ACTIVITIES: Went to or received _____...

OUTPUTS: And spent time doing _____...

OUTCOMES: Which is a step towards ______.

Remember to be “SMART”:

SPECIFIC. Includes the who, what, and where.
MEASURABLE. Focus on how much has changed.
ACHIEVABLE. Realistic, given program resources.
RELEVANT. Relates directly to program/activity goals.
TIME-BOUND: Focus on when the objective will be achieved.

Data Collection Methods for Program Evaluation

- Access your own records
- Access partner organization records
- Interview clients/participants (take notes)
- Observe and take notes on participant actions, interactions
- Convene discussion groups (take notes)
- Administer surveys before and after the program
Question 36:
**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.

**PREPARING YOUR GRANT BUDGET**

Question 31 on the application requires you to upload a project budget, using a template we provide (either in Word or Excel). You must use our template—but you may expand it to suit your purpose. The budget should provide sufficient detail showing how you expect to spend SBGP grant funds, specifically. You are strongly encouraged to supply a Budget Narrative to further explain budget line items. See budget template for additional instructions.

You may download either budget template in advance, complete it, and then upload it when you process your application online:

Word Version—Project Budget:

Excel Version—Project Budget:

For sample budgets and sample budget narratives, we encourage you to review this Sample Budget Narrative/Justification:
Question 37:
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 38:
Letters of Partner Commitment 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. While you are not required to have a formal partner on the proposed project, if you do, submit a letter from each partner, indicated their support, especially if they will jointly manage and implement the project with you. 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).

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/or 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 or Amy Bernstein, Manager, Community Grants & Communications, abernstein@sbgpartnership.org.