

Community Development Fund Application

This document is for planning purposes only. All applications must be submitted online at <https://sbgpartnership.submittable.com/>

Community Development Fund Application

This application is for nonprofit organizations seeking funding for community-driven real estate projects under the South Baltimore Gateway Partnership's Community Development Fund (CDF). This is a separate program from the SBGP Community Grants Program, with different rules and timing. The CDF accepts applications on a rolling basis, but will not review applications for anything other than community-driven real estate projects. See the CDF page on the SBGP Website (www.sbgpartnership.org (<http://www.sbgpartnership.org>)).

If A Question Can Not Be Answered, Please Explain Why

In this application form, you will be asked a number of very specific questions about your project and your organization. If you do not have an answer for one of these questions, this is not the end of the world. Simply explain clearly why it is not possible to provide an answer to that question. For example, if you are asked for a financial pro forma detailing the costs of your project, and you do not have one, you may explain that you need funding to hire an architect and general contractor, and until those services are secured it is hard to estimate the cost of your project.

1. Organization Name *

Please enter the name of your organization.

2. Executive Director / CEO Name *

First Name

Last Name

3. Organization Mailing List and Zip Code *

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

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. Organizational Mission Statement *

Describe the mission and purpose of your organization.

5. Website (Optional)

6. Project Title *

Limit: 29 characters

7. Total Amount Requested *

\$ USD

Please note: All projects of \$50,000 and over are subject to City of Baltimore MBE/WBE Requirements.

Using your budget as a guide, the Minority and Women's Business Opportunity Office will determine MBE/WBE participation goals for your project. See the grant guidance on the CDF page of our website for more information.

8. Primary Point of Contact *

First Name

Last Name

9. Primary Point of Contact Title *

Title of Primary Point of Contact (I.E. CEO, Director, Board Chair)

10. Primary Contact Phone Number *



11. Primary Contact Email Address *

email@example.com

12. Secondary Point of Contact *

First Name

Last Name

Person to contact if the Primary Contact cannot be reached.

13. Secondary Point of Contact Title *

14. Secondary Point of Contact Phone Number *



15. Secondary Point of Contact Email Address *

16. Additional Contact Person(s) (Optional)

17. Project Start Date (Projected) *

18. Project End Date (Projected) *

19. Please select the South Baltimore Gateway Partnership neighborhood(s) the proposed project will serve *

- 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,
- Spring Garden Industrial Area, Stadium Area, Westport

*Baltimore Peninsula (Port Covington) is not in the South Baltimore Gateway Partnership District

20. What is your Annual Organizational Budget? *

\$ USD

This is the dollar amount of what your organization spends annually.

21. Upload Organizational Budget *

Select up to 4 files to attach. No files have been attached. You may add 4 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip, .adoc, .ai, .bbl, .dae, .dwg, .eps, .fbx, .fdx, .heif, .hevc, .iba, .ibooks, .ltx, .mpp, .mpx, .psd, .step, .stl, .stp, .tex, .vdx, .vsd, .vss, .vst, .vsx, .vtx

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub,

.key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

Provide an outline of the organization's current or larger annual operating budget, typically separate from the above Project Budget that seeks SBGP support. If you have a fiscal sponsor, please provide **both** the fiscal sponsor's organization budget and the mission-based organization's organizational operating budget.

If no budget is available, please upload a document explaining why.

22. Will you be using a Fiscal Sponsor? *

Yes

No

23. Fiscal Sponsor Organization Name (Optional)

Fill in only if you are using a Fiscal Sponsor.

24. Fiscal Sponsor Contact Person (Optional)

First Name

Last Name

Fill in only if you are using a Fiscal Sponsor.

25. Fiscal Sponsor Contact Email (Optional)

Fill in only if you are using a Fiscal Sponsor.

26. Fiscal Sponsor Contact Phone Number (Optional)



Fill in only if you are using a Fiscal Sponsor.

Please refer to SBGP Community Development Fund Grant Guidelines to complete the Project Narrative As you develop the project narrative, please refer to Grant Guidelines, and refer to your Project Budget for details.

ALL Project Narratives should include the following information:

1. Describe the specific project that you are asking SBGP to fund,
2. what the project will accomplish,
3. how you will measure the impact of the project,
4. the project timeline, **and**
5. the organization's capacity to implement the project or explain the organizational limitations that funding will address.

27. Project Narrative (Up to 4 pages) *

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Upload a file. Acceptable file types: .csv, .doc, .docx, .pdf

- A. Describe the project that you are asking SBGP to fund,
- B. what the project will accomplish,
- C. how you will measure the impact of the project,
- D. the project timeline AND
- E. the organization's capacity to implement the project or explain the organizational limitations that funding will address.

28. Project Budget and Budget Narrative *

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

Acceptable file types: .csv, .doc, .docx, .pdf, .txt, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

Please provide a line-item Budget for the Proposed Project that you are asking SBGP to fund. Your budget might include staff/volunteer time, food, materials, etc. Please highlight those line items for which you are requesting SBGP support. Indicate available or potential support from other sources for other line items if possible.

Provide clear explanations of each budget line item in the Budget Narrative. The **Budget Narrative** is the justification of 'how' and/or 'why' a line item helps to meet the program

Guidelines for Compliance with City of Baltimore MBE and WBE Participation Requirements

Projects that are awarded \$50,000.00 or more are required to meet participation goals for the utilization of minority- and woman-owned business enterprises (MBEs and WBEs) as determined by the City of Baltimore Minority and Women’s Business Opportunity Office (MWBOO). A link to the MWBE directory can also be viewed for more information or identifying vendors: <https://smba-d.baltimorecity.gov/> (<https://smba-d.baltimorecity.gov/>)

Using the proposed project budget and the MWBOO directory, include any plans and research conducted to identify potential vendors that may meet the MWBOO's default goals of \$27% MBE participation and 10% WBE participation. The goals are applicable to the total project costs minus any non- discretionary costs (e.g., certain overhead items, financing fees, the cost of land) for which there is no choice or discretion as to where the dollars are being spent.

(You are not expected to reach out to MWBE vendors at the time of the application, but it is helpful to identify whether the project can meet MWBOO participation goals.)

29. Draft Plan to meet Minority and Women Business Enterprise Participation Goals

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Upload a file. Acceptable file types: .csv, .doc, .docx, .pdf

Include the following information:

- a. An itemized budget with detailed descriptions of each line item in the budget.

b. Identify potential vendors from the City of Baltimore MWBOO directory that may meet the MWBOO's default participation goals.

c. Any requests for waivers or exceptions as it relates to specific project budget line items.

*Additional information regarding MWBE requirements can be found in the CDF Grant Guidance.

30. Does the proposed project involve capital construction or improvements? *

Yes

No

A capital construction or improvement project is the addition of a permanent structural change or the restoration of some aspect of a property. This includes the design and permitting fees associated with the proposed change. Capital construction or improvement projects may include but are not limited to engineering/capital design plans, building or enhancing buildings/parks and public spaces directly associated with the project.

30a. Who is the owner of the property where the proposed capital project will take place? *

Please list the name(s) of the owner(s), and also clarify if the property is owned by a City Agency, Private Owner, LLC, Nonprofit, Individual, etc., or if you are Unsure.

30b. Has the applicant obtained an agreement to conduct the proposed capital project with property owner? *

Yes

No

Agreement Pending

For example: Contract, Right of Entry, MOU or leasing agreement, letter of support from owner.

30c. What best describes the current phase of the proposed capital project? *

- 1. Planning Phase/Pre-Development and Programming:** establish goals and objectives, gather pertinent information, and identify strategies
- 2. Design – Conceptual, Schematic, and Design Development Phase:** organization may be working with an architect and a range of consultants including civil, structural, mechanical, and electrical engineers
- 3. Design – Construction Documents Phase:** drawings and specifications are finalized that establish all the information the contractor needs to construct the building
- 4. Bidding or Negotiation Phase:** Drawings and specifications are usually 100% complete before the bidding phase begins. In this phase, depending on the project delivery method, the architect may assist the organization in establishing a list of prospective contractors and agrees on an evaluation method
- 5. Construction Phase – Construction Administration:** development or renovation has begun, site inspections, building/mechanical system adjustments.

31. Project Timeline *

Provide a feasible project implementation timeline that outlines when major project milestones will begin and end throughout the grant period. The timeline should reflect important tasks and activities associated with implementing the project and then they will occur (to the best of your knowledge). Write N/A if you have included an implementation timeline within your Project Narrative above.

32. How will this project be sustained in the long term? (Optional)

Describe how the project will be sustained in the long term or if there is a plan to obtain other funds for this project. May include community sustainability, financial sustainability, or organizational sustainability.

33. Describe if the project creates meaningful and measurable change in one of our SBGP Strategic Priorities.

The SBGP Strategic Plan can be found on the SBGP Website (<https://sbgpartnership.org/wp-content/uploads/2022/05/SBGP-Strategic-Plan-Update-APPROVED-2022-01-19-FINAL-1.pdf>).

34. Organizational Capacity: Describe the organization’s capacity to implement the project or explain the organizational limitations that funding will address. *

Describe if the organization has the expertise, staff and/or resources to successfully complete the project, if the proposed project has been implemented in the past, explain if and/or how the project may expand or change. Write N/A if you have included organizational capacity details within your Project Narrative above.

35. 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. (Optional)

36. Financial statements for the past two completed years *

Choose File

Select up to 4 files to attach. No files have been attached yet. You may add 4 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

Select up to 4 files to attach. You may add 4 more files. Acceptable file types: .csv, .doc, .docx, .pdf
If available, provide financial statements for the past 2 years. Financial statements provide information on actual revenues and expenditures (Statement of Activities), Statement of Financial Position/Balance sheet (assets and liabilities) and Statement of cash flows (where the money is coming from and how it is being spent) throughout the budget year.

If audited financial statements are not available, provide financial statements, the most recent IRS Form 990, AND an explanation to why audited financial statements are not available.

37. Board of Directors *

Choose File

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

Acceptable file types: .csv, .doc, .docx, .pdf

List board members, responsibilities and affiliations. Describe the board's financial support of the organization.

38. Employer Identification Number of Applicant / Fiscal Sponsor

EIN number will be used on the IRS Tax Exempt Organization database to acquire applicants' IRS determination letter to verify nonprofit status. <https://apps.irs.gov/app/eos/>

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; with 501(c)(3) tax-exempt status or a 501(c)(3) fiscal sponsor

Individuals and for-profit businesses may not apply, and you can't use funds for your own personal benefit. 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.

39. Letter(s) of Support from Community or Neighborhood Association(s) within the SBGP neighborhoods *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Select up to 10 files to attach.

Acceptable file types: .pdf, .doc, .docx, .txt, .rtf, .wpf, .odt, .wpd, .csv, .jpg, .jpeg, .gif, .tif, .tiff, .png, .svg, .zip, .xls, .ppt, .pptx, .xlsx, .sib, .mus, .mobi, .epub, .key, .musx

A letter of support is **required** from the Community or Neighborhood Association(s) within the SBGP neighborhoods where you will carry out

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.

If you believe that there is a compelling rationale for **business confidentiality** that prevents from communicating about this project with the community, please provide a written explanation.

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

If you have questions regarding whether the letter of support meets eligibility requirements, please reach out to Neal Friedlander, nfriedlander@sbgpartnership.org (mailto:nfriedlander@sbgpartnership.org). as soon as possible.

40. Letters of Commitment from Partners.

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

If the project involves partners, please provide a letter of commitment from each of the partners.

Please provide Letters of Commitment if there are significant matching funds or in-kind services not yet obtained and which would be required to implement project.

Your Partners should be contributing staff/volunteer time, materials, meeting space, expertise, or other resources to your project. Your Project Budget above should also indicate their role(s).

Select up to 10 files to attach. Acceptable file types: .csv, .doc, .docx, .pdf

41. Optional Attachments.

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

You may submit other letters of support, recent media articles, promotional materials, photographs, audio or video, architectural plans, and other relevant information.

42. Full Disclosure

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

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.

43. South Baltimore Gateway Funding Consortium

- The applicant opts out of the South Baltimore Gateway Funding Consortium, and does not want project information shared with funding partners at this time.

The SBGP Community Development Fund is a member of the South Baltimore Gateway Funding Consortium, a network of funding organizations with access to \$35 million in grant, loan, and tax credit financing. The function of the Consortium is to expand the applicant's access to funding beyond what SBGP alone is able to provide.

By applying to the CDF, the applicant authorizes SBGP to share information about its project with members of the Consortium, with the goal of assisting the applicant in connecting with other funding partners.

If you do not want this assistance, you may indicate this by opting out.

44. 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 benefit the residents, businesses, institutions or organizations of the South Baltimore Gateway Community Impact District.
2. The local community association(s) have been consulted and informed about the proposed project (or that a written explanation of the business rationale for confidentiality has been provided).
3. The person submitting this proposal on behalf of our organization has the legal authority and approval to do so.
4. The proposed project is not intended to financially benefit any private individual or business.
5. If receiving a grant of \$50,000 or more, we will comply with City of Baltimore MBE/WBE requirements.

6. I confirm that I and my organization understand and meet all of the conditions state above.

Save Draft

Submit Form