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WINTER 2024 Grant Application (Spark Proposals up to \$2,000 and **Small Proposals UP TO \$5,000) Cycle 13**

Visit our Website for Grant Guidance

SBGP Community Grant Winter 2024 Cycle Opens Tuesday, January 2, 2024 at 10:00am and closes Thursday, February 29, 2024 at 5:00pm.

Early Submission: Technical Review/Eligibility Check: Wednesday, February 14

Applicants are encouraged to submit applications by February 14, to request an eligibility check and/or meeting to ensure all documents have been added to the application, prior to full review.

A Letter of Support from Community or Neighborhood Association within the SBGP district is required for all community grant applications.

Visit the SBGP Community Grant page to view or download guidance for the spark, small, medium and large grant applications. (<https://sbgpartnership.org/community-grants/>)
(<https://sbgpartnership.org/community-grants/>)

1. Organization Name*

The group or organization proposing the project.

2. Executive Director/CEO Name*

First Name Last Name

3. Organization Mailing Address and Zip code*

4. Organization Mission Statement*

5. Website - Optional

6. Project Title*

7. Are you applying for a Spark or **Small Grant?***

8. Total Amount Requested *

(Spark Grant requests should **up to** \$2,000.00.

Small Grant requests should be **up to** \$5,000.00)

9. Primary Point of Contact *

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First Name Last Name

10. Primary Point of Contact Title *

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

11. Primary Contact Phone Number *

12. Primary Contact E-mail Address *

13. Secondary Point of Contact *

14. Secondary Point of Contact Title *

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

15. Secondary Contact Phone Number *

16. Secondary Contact E-mail Address *

17. Additional Contact Person(s)

Provide name, title, email, and phone number

18. Project Start Date (Projected) *

Summer Grant Cycle: Announcements will occur early November and Grant Agreements signed in January.

Winter Grant Cycle: Announcements early May and Grant Agreements signed in July.

There is a one-year grant term for community grant projects.

19. Project End Date (Projected)*

20. Please select the South Baltimore Gateway Partnership neighborhood(s) your organization represents or the 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

Mt Winans Otterbein

Pigtown / Washington Village

Ridgley's Delight

Riverside

Saint Paul

Sharp - Leadenhall

South Baltimore Neighborhood

Spring Garden Industrial Area

Stadium Area

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Westport

*Baltimore Peninsula is not in the South Baltimore Gateway Partnership's District.

21. What Population do you serve (Check all that apply)

*Youth (up to 18), Adults (18+) Seniors

22. What is your Annual Organizational Budget?

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

23. Upload Organizational Budget

*Choose File

An organizational/operating budget is a planning document used to predict expenses and allocate resources for your organization. It details both the costs that your organization will incur as well as the revenue you expect to receive over a set period of time.

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.

24. Will you be using a Fiscal Sponsor?

*Yes, No (If you are using a fiscal sponsor, additional questions will appear for the fiscal sponsor's contact information (Questions 24-28))

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.

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 and Liz Van Oeveren, Community Grants Manager at lvanoeveren@sbgpartnership.org

**Please refer to SBGP 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, **AND**
3. how you will measure the impact of the project

Background for Evaluating the impact of your program from the SBGP Guidance:

"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.

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29. Project Narrative (UP TO 3 pages): *Choose File

Upload a file. No files have been attached yet.

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

1. Describe the project that you are asking SBGP to fund,
2. what the project will accomplish, **AND**
3. how you will measure the impact of the project

Project Narratives above 4 pages will be considered ineligible and not eligible for further review consideration.

30. Project Budget AND Budget Narrative*

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, .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 AND Budget Narrative** 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 deliverables.

For sample budgets and budget narratives, visit our Community Grants Page

31. Does the proposed project involve capital construction, expenses, or improvements? * Yes No

Additional questions will appear if the proposed project involves capital expenses

A capital construction or improvement project is the addition of a permanent structural change or the restoration of some aspect of a property. Capital construction or improvement projects may include but not limited to: engineering/capital design plans, building or enhancing buildings/parks and public spaces, carpet replacement, major lighting or landscape projects, pool deck refurbishment, security system upgrades or replacements, exterior painting, painting of garages, stairways, replacement of roof, windows, doors, pavement.

31a. Who is the owner of the property where the proposed capital project will take place?*

Owned by City agency

Owned by Private Owner/LLC

Owned by Nonprofit

Owned by Individual

Unsure

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31b. Has the applicant obtained an agreement to conduct the proposed capital project with property owner? (for example: Right of Entry, MOU or leasing agreement, letter of support from owner)*

Yes

No

Pending Agreement

31c. What best describes the current phase of the proposed capital project?*

1. Planning Phase/Pre-Development and Programming

2. Design – Conceptual, Schematic, and Design Development Phases

3. Design – Construction Documents Phase

4. Bidding or Negotiation Phase

5. Construction Phase – Construction Administration

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.

32. Project Timeline*

Write N/A if you have included an implementation timeline within your Project Narrative above.

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).

33. Describe the project's sustainability plans or efforts. (Optional for Small Grants)

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.,

34. Describe how the project creates meaningful and measurable change in one of our SBGP Strategic Priorities (Optional for Small Grants)

Describe how the project creates meaningful and measurable change in one of our SBGP Strategic Priorities: Environmental Sustainability, Health and Wellness, Community Development and Revitalization.

For example: ABC Organization proposes to deliver 24 one-hour fitness classes that include weigh-ins at each class, 6 individual nutritional counseling sessions and a fresh produce voucher. This proposed project relates to the SBGP strategic priority, Health and Wellness by exposing up to twenty SBGP residents to the benefits of regular exercise, specific ways to make healthier food choices and proven strategies that decrease participants' total body weight by 2%.

35. 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.

36. 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.

37. Financial statements for the past two completed years (Optional for Small Grants)

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, .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 explanation to why audited financial statements are not available.

38. Board of Directors*

Choose File

Upload a file. No files have been attached yet.

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

39. Employer Identification Number of Applicant/Fiscal Sponsor*

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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

A school or government agency.

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.

40. REQUIRED 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: .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 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.

If you have questions regarding whether the letter of support meets eligibility requirements, please reach out to Acacia Asbell, aasbell@sbgpartnership.org as soon as possible.

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41. Letters of Commitment. If the project involves partners, please provide a letter of commitment from each of the partners. (Optional)

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, .pdf

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).

42. Optional Attachments.

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, .pdf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please be selective in providing additional information. You may submit other letters of support, recent media articles, promotional materials, photographs, architectural plans, and other relevant information.

43. Full Disclosure

Choose File

Upload a file. No files have been attached yet.

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

Please describe any affiliation(s) or potential conflicts of interest 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.

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.

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

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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.
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 stated above.

How did you hear about the SBGP Community Grants Program?*

For informational purposes only, will not impact application review.

How many hours did it take you to prepare and submit the application?*

For informational purposes only, will not impact application review.