

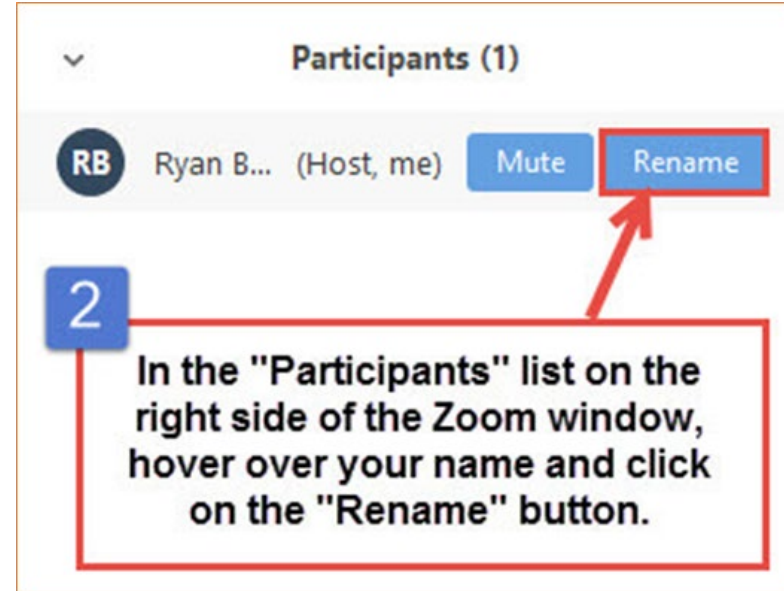
SBCGP Community Grants **Information Session**

Cycle 13

SBCP Information Session- Cycle 13

Thank you for attending. While you wait...

- Rename yourself in the participants list
- Include your name, title, and organization
- For example:
Red Robin Hood, Director, 3 Bears & Company



Agenda

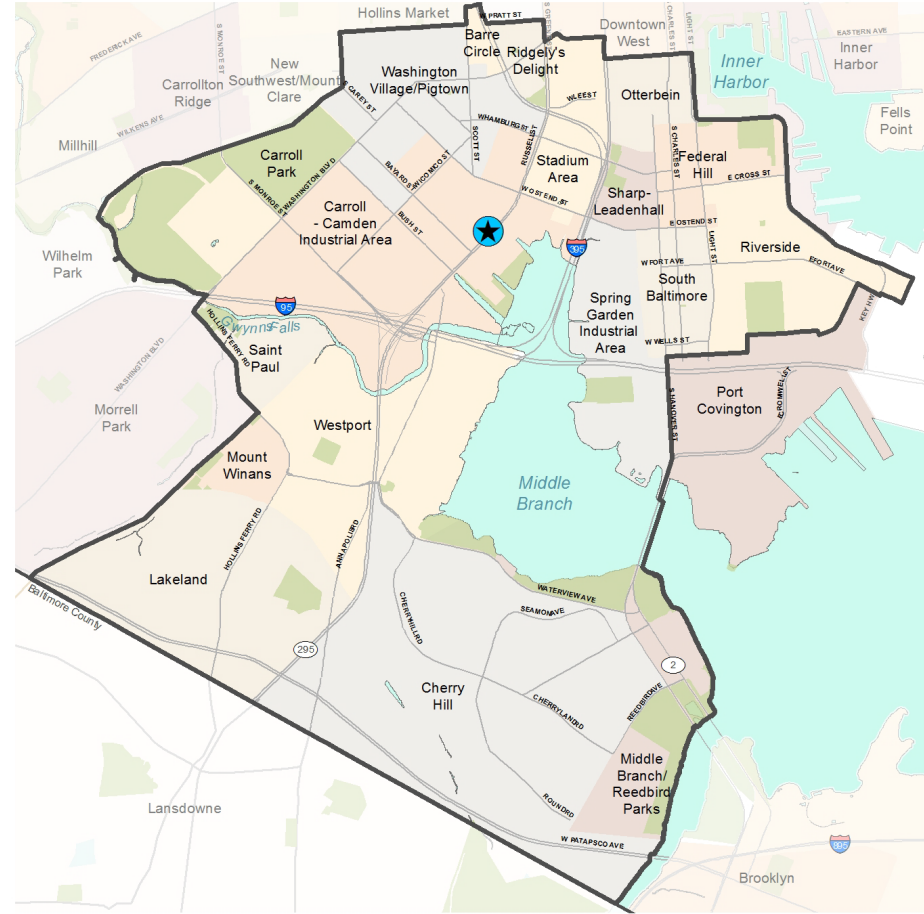
- Learn about SBGP
- Additional opportunities
- Explore the Community Grant Process
- How to write a clear, persuasive grant proposal
- Review timing of community grants
- Large Grant Guidance – Draft MWBE plan
- Questions/Answers

The Partnership Has Three Program Areas:

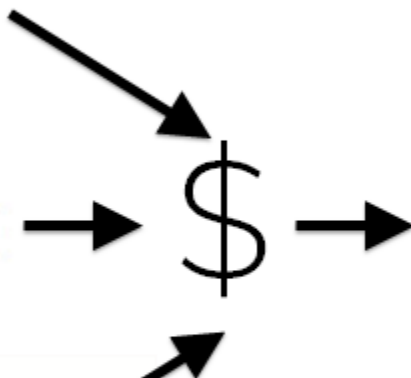
Program Area	%	Approx. FY20 Budget
Community Grants	20%	\$1 Million
Enhanced Services	30%	\$1.5 Million
Transformational Projects	50%	\$2.5 Million

SBGP Neighborhoods

- Barre Circle
- Carroll-Camden Industrial area
- Cherry Hill
- Federal Hill
- Federal Hill South
- Lakeland
- Mount Winans
- Otterbein
- Pigtown / Washington Village
- **Note: Baltimore Peninsula is not included in the SBGP District**
- Ridgely's Delight
- Riverside
- Saint Paul
- Sharp-Leadenhall
- South Baltimore Neighborhood
- Spring Garden Industrial Area
- Stadium Area
- Westport



South Baltimore Gateway Community Impact District



State Pool of
Local Impact
Grants



SBCGP strategic priorities

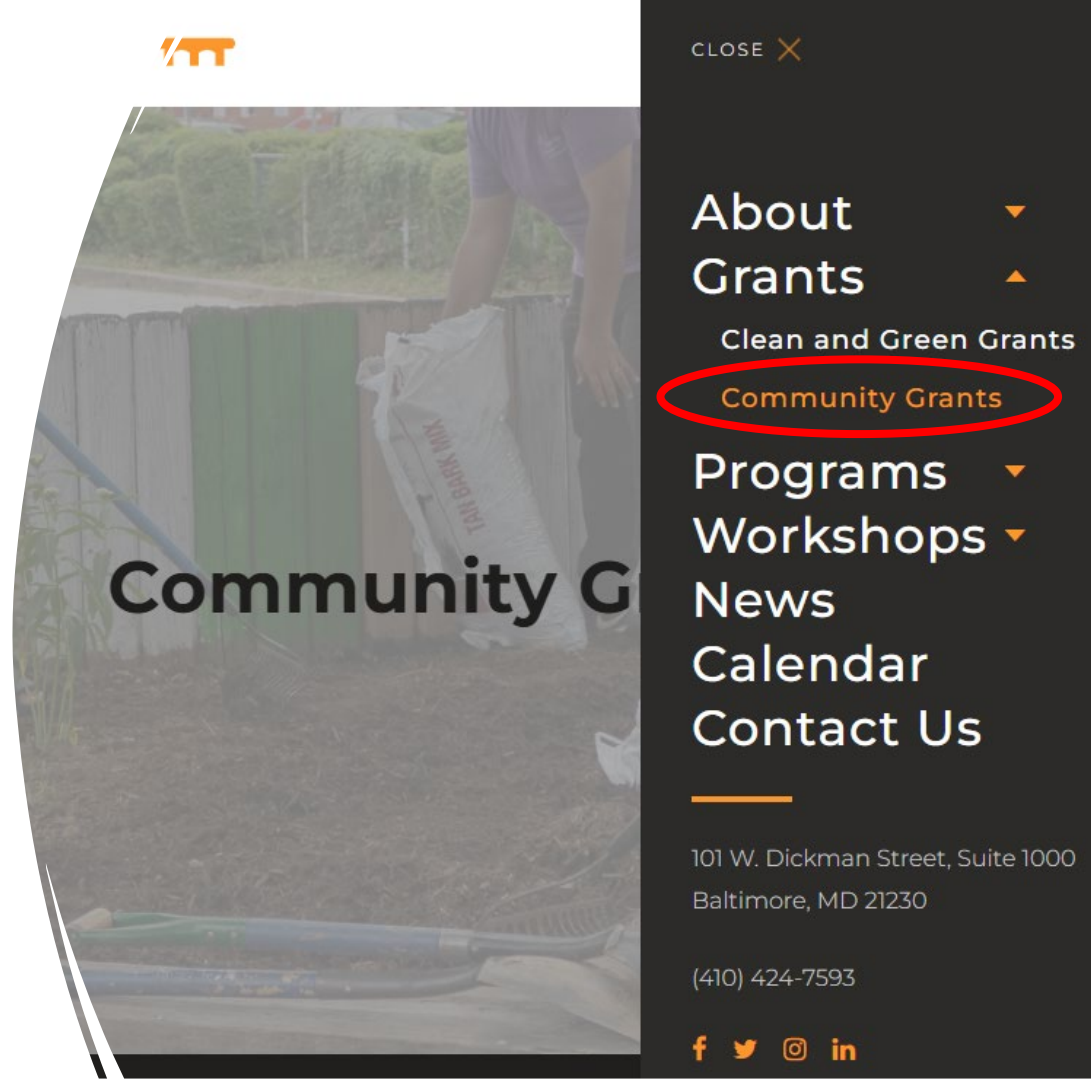
- **Environmental Sustainability:** Improve parks, public spaces, and waterways.
- **Health and Wellness:** Expand access to healthy foods, wellness programs and space for recreation and physical activity.
- **Community Development & Revitalization:** Help neighborhoods to attract the kinds of investment they are looking for.



Visit Community Grants Page for Specific Dates & Resources

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

<https://sbgpartnership.org/community-grants/>



SBGP Community Grant Process



SBGP Winter 2024 Community Grants Cycle

Application opens: January 2 at 10:00am
Technical review deadline (optional): February 14 at 5:00pm
Application deadline: February 29 at 5:00pm

To qualify for a Community Grant (up to \$100K), projects must serve one or more of the following communities:



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

Visit our Community Grants page:
www.sbgpartnership.org/community-grants

Learn more about the
Community Grants program &
application processes at a virtual
Support Session or watch a
Grant Guidance video on our
website!

Info Session #1:
Thursday, Jan. 4, 12:00 - 2:00PM

Info Session #2 :
Thursday, Feb. 1, 6:00 - 8:00PM

Grant Application Drop-in Clinic:
Thursday, Feb. 22, 6:00 - 8:00PM

outreach@sbpartnership.org
443-424-7593

SOUTH BALTIMORE
GATEWAY PARTNERSHIP



Upcoming Community Grant Support Sessions:

Information Session #2:

Thursday, February 1
6:00-8:00PM (Virtual)

Grant Application Drop-in Clinic:

Thursday, February 22
6:00-8:00PM (Virtual)

SOUTH BALTIMORE
GATEWAY PARTNERSHIP





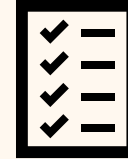
SBGP Winter 2024 Community Grants Cycle

Application opens: January 2 at 10:00am

Technical review deadline (optional): February 14 at 5:00pm

Application deadline: February 29 at 5:00pm

Technical Review Deadline
February 14, 2024 at 5:00PM:



**Applicants can request an
“Eligibility Check/ feedback”
before their application is
reviewed by the SBGP Board, if
submitted before February 14**

Keys to Capacity

Free, professional development
and networking opportunities

Up next:

Bookkeeping & Finances Part 2
with Baltimore Fiscal Partners

January 24, 2024

6:00 – 8:00pm (Hybrid)

In-person at City Garage

101 W. Dickman Street

Baltimore



The Partnership administers four levels of community grants:

- Spark Community Grants – up to \$2,000.00 *new*
- Small Community Grants – up to \$5,000.00
- Medium Community Grants – from \$5,001.00 - \$49,999.99
- Large Community Grants – from \$50,000.00 - \$100,000.00

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

Strategic Priorities Focused

Spark Grants (limit of \$2,000) Small Grants (limit of \$5,000) are very flexible and have more relaxed criteria. Both Medium (limit of \$49,999.99) and Large Grants (limit of \$100,000) have much more specific criteria.

For Medium and Large grants, we are looking for projects that create meaningful change in one or more of our three **SBCP strategic priority focus areas.**



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 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.

Eligibility Criteria continued

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

Baltimore Peninsula is not in the SBGP District.

Submission of Applications

- All applications for funding are completed on the SBGP Submittable online portal: <https://sbgpartnership.submittable.com/submit>
- Grant Cycle closes February 29 at 5:00PM
- SBGP will not consider or review applications that are:
 - Incomplete
 - Not submitted on the SBGP Submittable portal
 - Not submitted by the February 29 at 5:00PM deadline



Questions regarding Eligibility or Submission?



Tips to writing a clear & persuasive application



Project Narrative

Page Limits:

- **Spark Grants:** video narratives cannot exceed 10 minutes,
 - written narrative cannot exceed 2 pages
 - Do NOT submit both written and video narratives
- **Small Grants:** written narrative cannot exceed 3 pages
- **Medium & Large Grants:** cannot exceed 4 pages

Program Narrative

 Specific	 Measurable	 Attainable	 Realistic	 Time-bound
<p>Do: Set real numbers with real deadlines.</p> <p>Don't: Say, "I want more visitors."</p>	<p>Do: Make sure your goal is trackable.</p> <p>Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."</p>	<p>Do: Work towards a goal that is challenging, but possible.</p> <p>Don't: Try to take over the world in one night.</p>	<p>Do: Be honest with yourself- you know what you and your team are capable of.</p> <p>Don't: Forget any hurdles you may have to overcome.</p>	<p>Do: Give yourself a deadline.</p> <p>Don't: Keep pushing towards a goal you might hit, "some day."</p>

- **ACTIVITIES:** Went to or received_____...
- **OUTPUTS:** And spent time doing_____...
- **OUTCOMES:** Which is a step towards_____...



Sample Proposal



PROJECT TITLE: South Baltimore Bookmobile

PROJECT DESCRIPTION

The South Baltimore Bookmobile provides free books to children, adults, senior citizens, and disabled residents in two South Baltimore neighborhoods: Sharp-Leadenhall and Cherry Hill. Grant funds will be used to make five scheduled stops per week (Monday-Thursday and Saturday) at five intersections on a rotating basis, including: A Street and F Street in Cherry Hill; B Avenue and D Avenue in Sharp-Leadenhall; the 3600 block of H Parkway; the Cherry Hill Farmer's Market; and the First Baptist Church at 2400 L Street. The Bookmobile will operate between April 1 and November 30.

Although there are two libraries in South Baltimore (Light St. and Cherry Hill), this project serves hundreds of residents who are living with disabilities, or who are home-bound, or who cannot easily access public transportation. It would be the only mobile library service in South Baltimore.

Goals and Objectives:

1. We will deliver books to at least 125 households during the van's first year of operation.
2. We will measure if people are reading more by asking participants to complete a short survey.
3. We will hire a van driver from one of the communities we serve.
4. We will collect at least 300 books to pack into the mobile van.
5. We will offer community service hours to any local high school student who volunteers time to this project.

What should we include in our book mobile budget?

SBGP PROJECT BUDGET EXPENSE—WORD TEMPLATE

EXPENSES

Personnel	Description	Quantity	Cost	Total
Project stipends				
Consultant(s)				
Guest speaker(s)				
Other:				
Subtotal: Personnel				
Supplies				
Perishable materials				
Durable goods				
Other:				
Subtotal: Supplies				
Events				
Catering or Restaurant				
Other Food & Beverage (not catered)				
Tee shirts and related items				
Awards				
Entertainment Services (e.g., music, moonbounce)				
Other:				
Subtotal: Events				
Communications				
Flyers, Printed Materials				
Mailing Expenses				
Advertising				
Other:				
Subtotal: Comm.				
Miscellaneous				
City permit(s)				
Insurance				
Other:				
Subtotal: Misc.				
TOTAL EXPENSES				

INCOME

Program Income	Description	Quantity	Cost	Total
SBGP				
Other Grant(s)				
Sponsorship(s)				
In-Kind Contributions				
Other:				
TOTAL INCOME				
TOTAL PROJECT BUDGET				

Evaluating your program

Describe the project that you are asking SBGP to fund

Tip: Answer 3 key questions:

- ✓ What does this project do?
- ✓ What need does this project fill?
- ✓ Who benefits from this project?

- **A Goal:** Example: To help participants achieve a healthy weight by the end of 2021.
- **An Objective:** Example: By December 31, 80% of participants will decrease total body weight by 2% as measured by weekly scale readings.
- **An Output:** 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:** Example: All participants will be exposed to the benefits of regular exercise and learn specific ways to make healthier food choices.



Project Narrative:

Ongoing Programs

- Describe the program's track record
 - What worked well?
 - What was improved or lessons learned

Re-applicants

- Describe how the project has changed, expanded or leveraged additional resources
 - i.e., increase in numbers served, populations,
 - leverage of resources/funding,
 - expansion to other communities

Project Narrative: Spark Grant Video Submission

- For Spark Grant applications (under \$2,000: you can submit a video instead of a written project narrative)
- Be sure to include all the project narrative elements requested in video narrative submissions
- Video should not exceed 10 minutes.
 - If exceed, only the first 10 minutes of the video will be reviewed

Free or low-cost software:

- **Vimeo.com**
- **Powerpoint** (has a record option that allows you to talk through powerpoint slides)
- **Adobe Spark Video**
- **iMovie** for apple phones

**For informational purposes only!
SBGP does not endorse or recommend and
specific video development software.**

Additional Questions for Capital Projects

Question #31:

Does the proposed project involve capital construction, expenses, or improvements?

A capital construction or improvement project is the addition of a permanent structural change or restoration of some aspect of property.

- engineering/capital design plans, building or enhancing building/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 or pavement.



Additional Questions for Capital Projects

Question 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, or unsure.

Question 32b: 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, or have a pending agreement.

Additional Questions for Capital Projects

Question 31c: 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.

Project Budget

- Every dollar counts, don't overestimate or underestimate
- Be S.M.A.R.T.
 - Specific
 - Measurable
 - Attainable
 - Realistic
 - Timely



Let's Compare

Line Item	Total
Folders	\$52.00
Laptops	\$148.00
Basketballs	\$50.00
Jump rope and Sports Cones	\$50.00
Pizza	\$40.00
Pizza	\$60.00
Tshirts	\$100.00
Youth Volunteers Stipends	\$200.00
Curriculum	\$300.00
TOTAL Project Expenses	\$1,000

Line Item	Vendor	Total	Description
Folders	Office HANOVER Supplies INC	\$52.00	Folders for students
Laptops	Technology Hanover Supplies INC	\$148.00	2 Laptops (1 for administrative usage and 1 for student use)
Basketballs	Fun Tools Hanover INC	\$50.00	Basketballs for youth sports activities
Jump rope and Sports Cones	Sports Galore Hanover LLC	\$50.00	Jump ropes and cones
Pizza	Pizza Greeters	\$40.00	food for kickoff event
Pizza	Pizza Greeters Inc	\$60.00	Food for closing celebration
Tshirts	Tshirt Printing Hanover INC	\$100.00	T Shirt for students involved
Youth Volunteers Stipends	Youth Hanover INC.	\$200.00	Stipends/ gift card for volunteer appreciation
Curriculum	Sports Wellness Writers LLC	\$300.00	Purchase of curriculum for sports and wellness activities
TOTAL Project Expenses		\$1,000	

Project Budget & Narrative Resources

sbgpartnership.org/community-grants/

Grant Project Budget & Narrative Guidance

↓ DOWNLOAD

Grant Project Budget Template (Microsoft Word)

↓ DOWNLOAD


Grant Project Budget & Narrative Template (Microsoft Word)

↓ DOWNLOAD

Grant Project Budget & Narrative Templates (Excel)

↓ DOWNLOAD

Sample Budget Narrative: (NOTE: The Budget Narrative is the justification of 'how' and/or 'why' a line item helps to meet the program deliverables.)

Direct Project Costs	Amount	Budget Narrative Justification Samples
Program Director	\$XXX.XX	currently oversees the program and will spend 100% of their time hiring, supervising and training staff.  This individual's annual salary is \$26,596.00 and will be covered for the 12 months of the contract.

Partial Funding Guidance

SBGP Review team sometimes elects to partially fund proposals due to neighborhood equity, budget available to award or synergy to other community projects.

Partial Funding Guidance continued



Be specific in requested amount (obtain quotes if needed)



Describe how the project could be broken down in phases (if partially funded)

Example: South Baltimore Bookmobile

Item	Amount	Quantity	Total	Description	Phase
ADA ramp	\$4,712.67	1	\$4,712.67	Addition of ADA accessible ramp	1
Website development	\$1,542.22	1	\$1,542.22	Update to website to expand outreach	1
Staff	\$869.24	1	\$869.24	Staff salary support to provide programming with youth	2
Computers	\$451.40	5	2257.02	Equipment to expand programs	2
Refreshments	\$87.63	1	\$87.63	Food for opening day event	3
Total Requested			\$9468.78		



SBCP processes grant awards
through reimbursement or
direct payments to vendors

Tips for a Credible Budget

- ✓ Think through what you need to purchase to achieve grant goals.
- ✓ The project description should be reflected in the budget.
- ✓ Do not include expenses unrelated to the grant.
- ✓ Show other sources of funds, if applicable.

5 tips for successful grant writing

1. Do your homework! Research, research, research
2. Present a logical solution to a problem
3. Convince funder you know what you are doing
4. Tell the same story in the budget and the proposal narrative
5. Remember that funders are people

<https://learning.candid.org/resources/blog/top-5-tips-for-successful-grant-proposals/>



Questions regarding Narrative or Budget?



How are applications 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.

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.

Spark & Small Grants: Baseline Criteria	Medium Grants: Additional Criteria	Large Grants: Additional Criteria
To what extent does the proposed project result in high-quality outcomes?	Does the project create meaningful change in one of our three priority topics under the Strategic Plan?	Is the project self-perpetuating (e.g. does it build local capacity, create a durable capital project, or include a realistic plan for future funding)?
To what extent does the proposed project plan to measure positive outcomes to the district?	Does the project leverage or maximize other resources from within or outside the SBGP District?	
If executed as intended, does the project have an appropriate implementation plan and timeline?		
Is the budget feasible for the requested grant period?		

SBGP and Neighborhood Equity



Addresses significant disparities among underserved communities and smaller nonprofits



Revitalize neighborhoods that have been historically excluded



All neighborhoods have different, diverse needs



Asset building that improves sense of belonging and ownership

EQUALITY VERSUS EQUITY



In the first image, it is assumed that everyone will benefit from the same supports. They are being treated equally.



In the second image, individuals are given different supports to make it possible for them to have equal access to the game. They are being treated equitably.



In the third image, all can see the game with supports or accommo because the cause of inequity was address The systemic barrier has been removed.

EquityVsEquality.jpg

SBCGP responds to needs across our communities in a fair and just manner that allows us to provide enhanced support to the communities facing the greatest challenges, without ignoring other neighborhoods in the process.

Questions about Proposal Evaluation



Additional Required Documents

Preparing the application

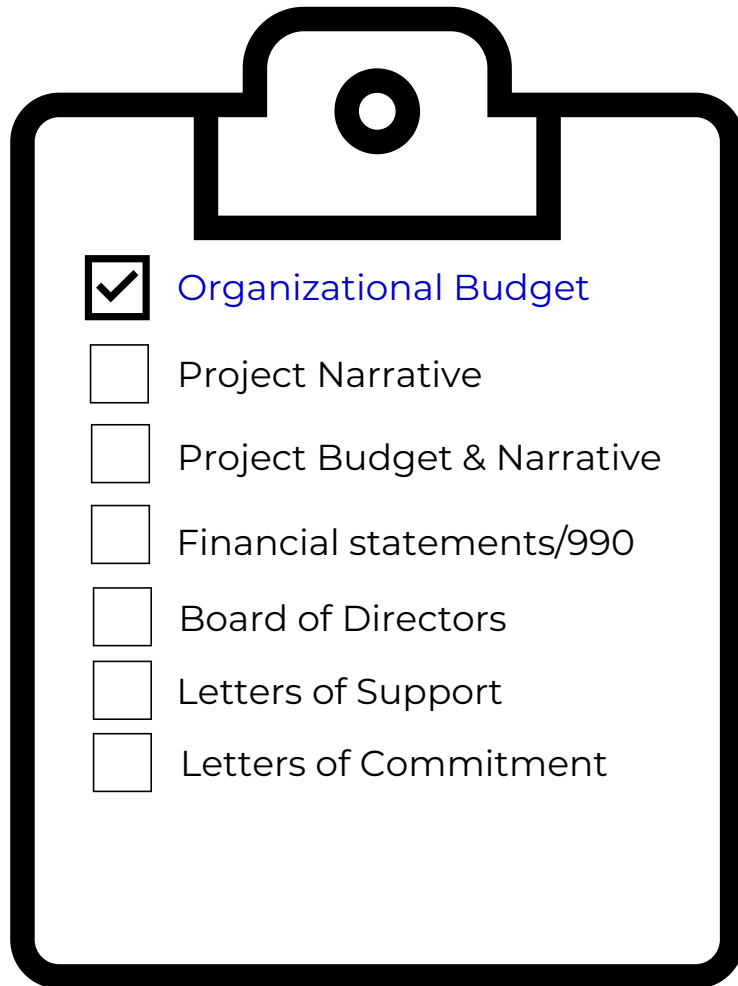
- **Documents Checklist**



Preparing the application

Organizational Budget (Question #23)

- Organizational or Operating Budget is a planning document used to predict expenses and allocate resources for your organization.
- If you have a fiscal sponsor, please provide both the fiscal sponsor's organization budget and the mission-based organization's organizational operating budget.



A clipboard icon with a checklist. The clipboard has a black outline and a white circular clip at the top. The checklist is written in blue text and includes a checked box for 'Organizational Budget' and several unchecked boxes for other items.

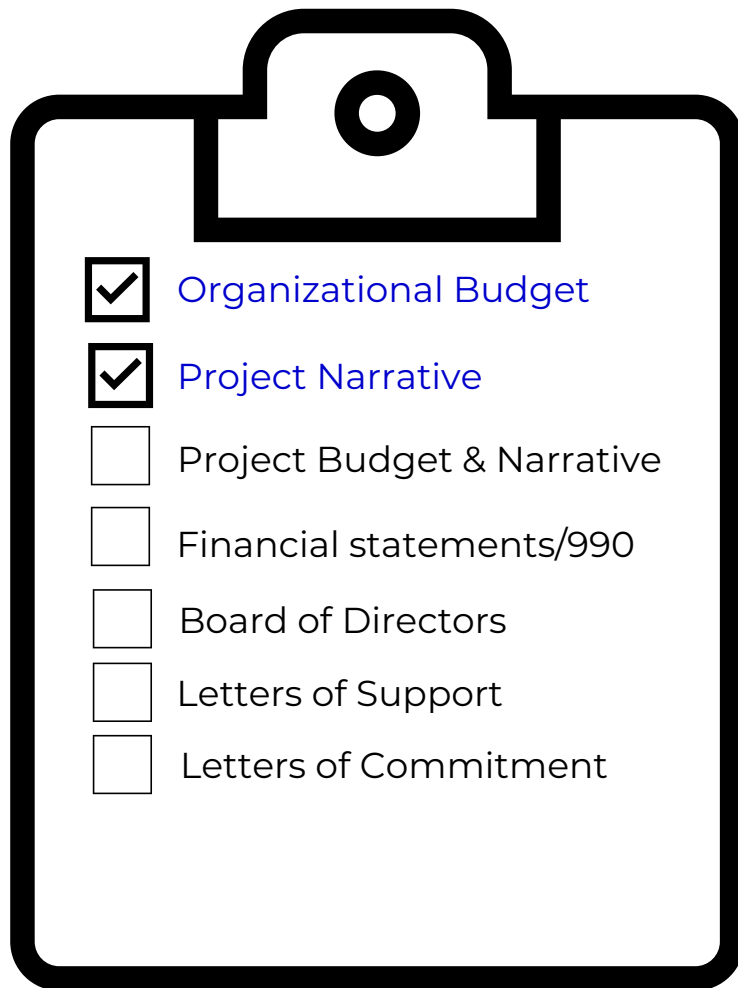
- ☒ Organizational Budget
- ☐ Project Narrative
- ☐ Project Budget & Narrative
- ☐ Financial statements/990
- ☐ Board of Directors
- ☐ Letters of Support
- ☐ Letters of Commitment

Preparing the application

Project Narrative (Question #29)

Please answer ALL 3 questions within your narrative:

- Describe the project that you are asking SBGP to fund,
- High quality outcomes the project will accomplish,
- Plan to measure the impact of the project,
- Additional narrative elements for capital requests only.



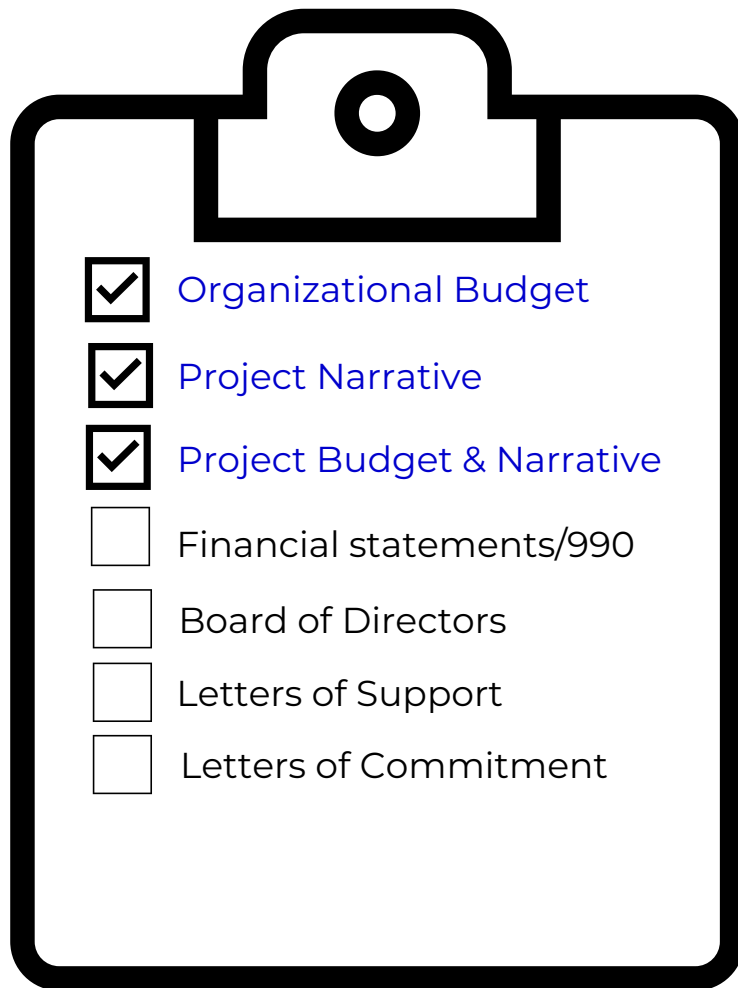
A clipboard icon with a checklist of application requirements. The clipboard has a black outline and a white circular hole at the top. The checklist is as follows:

- ☒ Organizational Budget
- ☒ Project Narrative
- ☐ Project Budget & Narrative
- ☐ Financial statements/990
- ☐ Board of Directors
- ☐ Letters of Support
- ☐ Letters of Commitment

Preparing the application

Project Budget & Narrative (Question #30)

Provide a line-item Budget AND Budget Narrative for the Proposed Project that you are asking SBGP to fund.



A clipboard icon with a black outline and a silver clip at the top. Inside the clipboard is a checklist with six items. The first three items are checked, and the last three are unchecked.

- ☒ Organizational Budget
- ☒ Project Narrative
- ☒ Project Budget & Narrative
- ☐ Financial statements/990
- ☐ Board of Directors
- ☐ Letters of Support
- ☐ Letters of Commitment

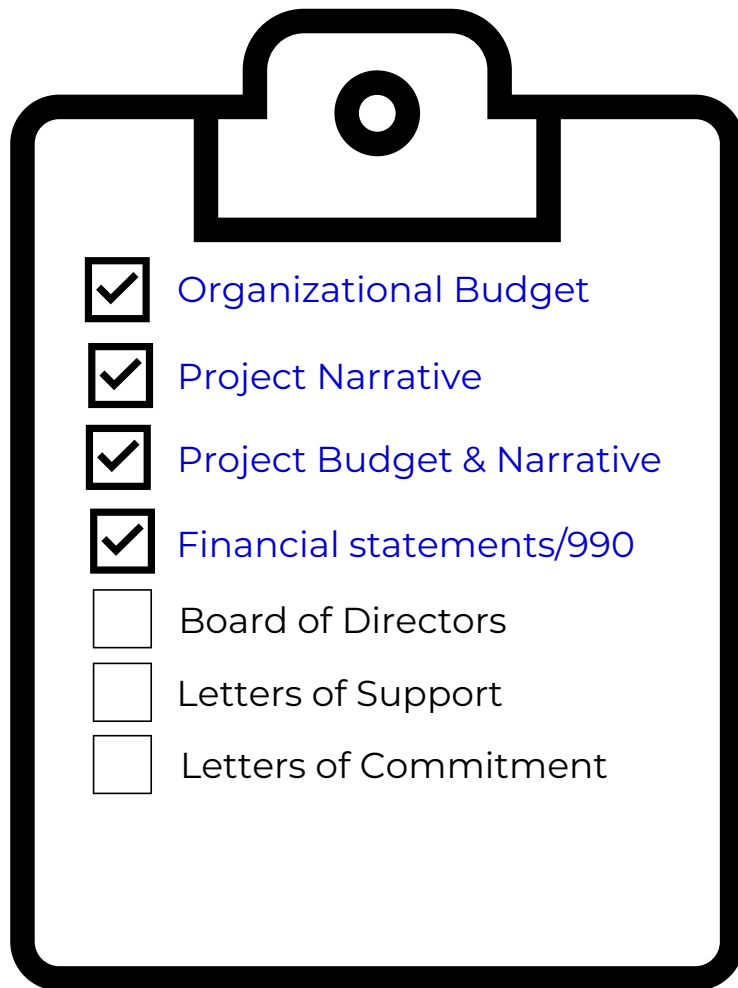
Preparing the application

Financial Statements/ 990 tax returns (Question #38)

Provide audited financial statements from the previous two years.

If applicant does not have audited financial statements, submit one of the following:

- a. Financial statements for two years (non-audited) and 990 form from previous year
- b. the Statement of Financial Position (Balance Sheet) and the Statement of Activities (Income and Expense Statement)
- c. Two completed 990 tax return from previous two years



A clipboard icon with a checklist of application requirements. The clipboard has a black outline and a silver clip at the top. The checklist is as follows:

- ☒ Organizational Budget
- ☒ Project Narrative
- ☒ Project Budget & Narrative
- ☒ Financial statements/990
- ☐ Board of Directors
- ☐ Letters of Support
- ☐ Letters of Commitment

Preparing the application

Board of Directors (Question #39)

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



A clipboard icon with a checklist of items. The clipboard has a black outline and a white circular clip at the top. The checklist is as follows:

- ☒ Organizational Budget
- ☒ Project Narrative
- ☒ Project Budget & Narrative
- ☒ Financial statements/990
- ☒ Board of Directors
- ☐ Letters of Support
- ☐ Letters of Commitment

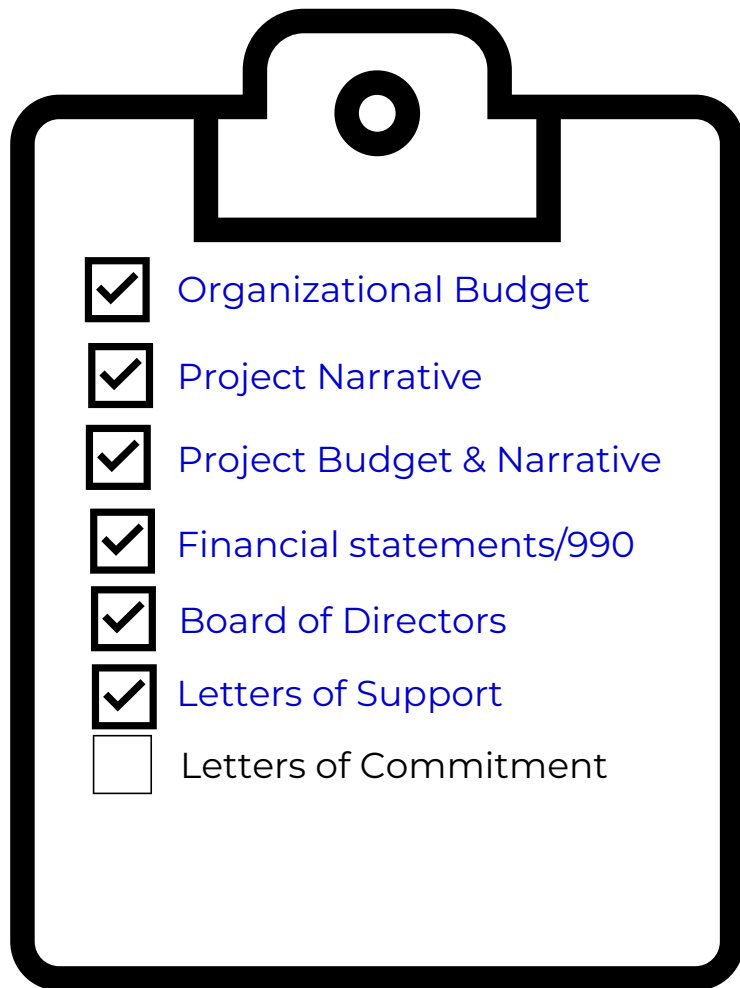
Preparing the application

Letter(s) of Support (Question #41)

A letter of support is **required** from the local community/neighborhood association where your project will take place

Optional letters may come from local religious organizations, businesses, or other informal local groups who support the project.

Seek letters of support early!



Preparing the application

Letter(s) of Commitment (optional) (Question #42)

Letters of Commitment specifically describe how or what your project partners will contribute to your project.

A partner is any other nonprofit, service provider, or business that has formally committed to implementing the project with you.



Timing



Applications open January 2– February 29 at 5:00PM



Eligibility Check Deadline: February 14



Award Notification: May 2024



Orientation in June 2024



Project Duration: July 2024– June 2025

New Community Grants FAQs Sheet

SBGP Community Grants Program Frequently Asked Questions

Can organizations submit multiple applications?

Yes, organizations can submit multiple applications but should keep in mind that they will be competing with themselves. Each application will be separately evaluated and also compared to other applications that have been submitted.

Can organizations submit an application if they have a current Community Grant or Enhanced Services project?

Yes, however, SBGP takes into consideration the equitable distribution of funding across all its programs and communities. SBGP responds to needs across our communities in a fair and just manner that allows us to provide enhanced support to the communities facing the greatest challenges, without ignoring other neighborhoods in the process. SBGP also considers an applicant's previous track record of completing SBGP-awarded projects.

Can an organization apply for a project that is city-wide and not specifically within the SBGP District?

Yes. The organization should outline how many residents of the SBGP District will be served by the city-wide project and funding request should align with the number of residents served within the SBGP District. [Learn about the SBGP District here](#).

Does my organization have to be in the SBGP District?

Your organization does not have to be in the SBGP District, but your project needs to serve or benefit residents of the SBGP District to be eligible for funding. In order to ensure your project has meaningful community backing, Community Grant applications require a letter of support from at least one community association in the SBGP District. See a list below.

How can I submit my application early for an eligibility check?

Submit your application as normal through Submittable by the early submission deadline. SBGP staff will complete a technical review of your application and provide written feedback to you one week before the application deadline and reopen your application for editing. You will then have until the final deadline to update your application materials and add any missing information or documents.

When will award notifications be announced?

Summer grants notifications are announced in late October, and winter grants notifications are announced in May.

Questions



If additional questions or concerns exist, please contact:

Acacia Asbell,
Director, Community Grants
aasbell@sbgpartnership.org

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

Let's Learn about MWBE Participation Goals

(Optional)

<https://smba-d.baltimorecity.gov/>

Large Grant MWBE requirements

Awarded projects \$50,000 or more are subject to meet participation goals for utilization of minority and women's business enterprises (MBEs and WBEs) as determined by the City of Baltimore Minority and Women's Business Opportunity Office (MWBOO)

30A. MWBE Draft Plan

To encourage applicants to explore MWBE requirements as it relates to the proposed project **in advance.**

MWBE Compliance Requirements

MWBOO's default goals of 27% MBE participation and 10% WBE participation

1. Timeline

- Draft Submission, Staff Review & Submission & MWBOO Response

2. Project Budget and Participation Goals


- Submission, Waivers, Participation Goals

3. Statement of Intent Forms

- Submission, City Certification, Subcontracting Maximum, Non-manufacturing supplies

4. Disclosure, Documentation & Compliance

Large Grant Guidance: MWBE Tab

Letter(s) of Support From Community or Neighborhood Association(s)	14
How Community Grants are Evaluated	15
Executing the Grant	16
Guidelines for Compliance with City of Baltimore MBE & WBE Participation	17 -20
 Preparing Budget for MBE & WBE Participation (includes sample budget)	21-24
Documents Checklist	25

Minority & Women's Business Opportunity Office

- Using the proposed project budget and the MWBOO directory, identify potential vendors that may meet the MWBOO's default goals of:
 - 27% MBE participation and
 - 10% WBE participation



MWBE Request for Waivers

- The goals are applicable to the total organizational or 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.

Sample MWBE Plan

New application question 30A

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

Awarded projects \$50,000.00 or more are subject to meet participation goals for utilization of minority and women's business enterprises (MBEs and WBEs) as determined by the City of Baltimore Minority and Women's Business Opportunity Office (MWBOO). A link to the MWBOO directory can also be viewed for more information or identifying vendors:

<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 organizational or 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 large grant proposal can meet MWBOO participation goals.)

Visit the [Large Grant Guidance](#) on the [Community Grant Page](#) for a sample of a draft MWBE budget plan.

30A. 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, .pdf

Using the proposed project budget, include the following information:

- An itemized budget with detailed descriptions of each line item in the budget
- Identify potential vendors from the City of Baltimore MWBOO directory that may meet the MWBOO's default participation goals
- Any requests for waivers or exceptions as it relates to specific project budget line items.

Visit the [Large Grant Guidance](#) on the [Community Grant Page](#) for a sample of a draft MWBE budget plan.

Example: South Baltimore Bookmobile



Item	Amount	Quantity	Total	Description	Phase
ADA ramp	\$14,712.67	1	\$14,712.67	Addition of ada accessible ramp	1
Website development	\$11,542.22	1	\$11,542.22	Update to website to expand outreach	1
Staff	\$1,869.24	1	\$1,869.24	Staff salary support to provide programming with youth	2
Computers	\$1,451.40	20	\$29,028.00	Equipment to expand programs	2
Refreshments	\$1,187.63	1	\$1,187.63	Food for opening day event	3
Total Requested			\$58,339.76		

“ADA Ramp”

Law Department - Minority and Women's Business Opportunity Office
Brandon M. Scott, Mayor

City of
BALTIMORE
Maryland

Search Unavailable



BACK TO...

Home

Law

Certification

MBE/WBE Directory

DOWNLOADS

MBE/WBE Certification Application

MBE/WBE No Change Affidavit

MDOT MBE/WBE Certification Application

Expansion Of Services Request

Maryland State Licensure Agencies

Disparity Study Community Forum Flyer



ALERT: There are common inquiries businesses have about the application process and we invite viewers to read answers to frequently asked questions related to the MWBC process. Please review the [FAQ](#) first since this may answer some questions you have about an application, processing time, how to apply, etc. If a question is not listed on [FAQ](#), please feel free to contact our office directly.

Search for Minority and Women Owned Certified Contractors

Enter full or partial information in ONE of the following fields:

Service Description:

NAICS Code: Separate multiple Codes with spaces.

Owner Last Name:

Owner First Name:

Company Name:

Select type of business OR race

- ☐ Minority Business Enterprise (MBE)
☐ Women's Business Enterprise (WBE)
☐ All

Race

Directory of companies

[View/Save Full Directory of Companies Listed by NAICS codes](#)

MWBOO Certification Directory: Search Results

Search keyword for Service Description: "ada and Type of Business: " at 6/29/2021 2:20:25 PM

---- 1 companies found. [Export the result to Excel](#) OR [Print as PDF](#)

Company:	S B Enterprises, Llc--(M/WBE)--Asian American-- Cert#: 16-370706
Name:	Susan Sheehan
Address:	1272 Indian Landing Road, Millersville, Md 21108-
Phone:	Phone: (443)618-6964 Fax: ()-
Email:	sbenterprises.susan@gmail.com
Description:	Service Description: GROUND PENETRATING RADAR SERVICES, GEOTECHNICAL SERVICES
Expire Date:	Apr 4 2020
Extension Date:	Jan 1 2021

Use your existing budget



Item	Amount	Quantity	Total	Description	Possible MWBE certified vendors available?
ADA ramp	\$14,712.67	1	\$14,712.67	Addition of ADA accessible ramp	
Website development	\$11,542.22	1	\$11,542.22	Update to website to expand outreach	
Staff	\$1,869.24	1	\$1,869.24	Staff salary support to provide programming with youth	
Computers	\$1,451.40	20	\$29,028.00	Equipment to expand programs	
Refreshments	\$1,187.63	1	\$1,187.63	Food for opening day event	
Total Requested			\$58,339.76		

Use your existing budget



Item	Amount	Quantity	Total	Description	Possible MWBE certified vendors available?
ADA ramp	\$14,712.67	1	\$14,712.67	Addition of ADA accessible ramp	<u><i>No vendors on the directory, I searched for "ADA" and "ramp"</i></u>
Website development	\$11,542.22	1	\$11,542.22	Update to website to expand outreach	
Staff	\$1,869.24	1	\$1,869.24	Staff salary support to provide programming with youth	
Computers	\$1,451.40	20	\$29,028.00	Equipment to expand programs	
Refreshments	\$1,187.63	1	\$1,187.63	Food for opening day event	
Total Requested			\$58,339.76		

“Website”

---- 8 companies found. [Export the result to Excel](#) OR [Print as PDF](#)

Company:	Adeo Advocacy, Llc--(WBE)--White-- Cert#: 20-376527
Name:	Jamie Fontaine
Address:	711 W. 40Th Street, Suite 330, Baltimore, Md 21211-
Phone:	Phone: (443)865-7286 Fax: ()-
Email:	jf@adeoadvocacy.com
Description:	Service Description: 541820 - Public Relations Strategic Communications consulting, including media relations, design, print, digital and website production.
Expire Date:	Oct 29 2022
Extension Date:	

Use your existing budget



Item	Amount	Quantity	Total	Description	Possible MWBE certified vendors available?
ADA ramp	\$14,712.67	1	\$14,712.67	Addition of ADA accessible ramp	<u>No, vendors on the directory, I searched for "ADA" and "ramp"</u>
Website development	\$11,542.22	1	\$11,542.22	Update to website to expand outreach	<u>Yes, several potential MWBE vendors on directory</u>
Staff	\$1,869.24	1	\$1,869.24	Staff salary support to provide programming with youth	
Computers	\$1,451.40	20	\$29,028.00	Equipment to expand programs	
Refreshments	\$1,187.63	1	\$1,187.63	Food for opening day event	
Total Requested			\$58,339.76		

Use your existing budget

Item	Amount	Quantity	Total	Description	Possible MWBE certified vendors available?
ADA ramp	\$14,712.67	1	\$14,712.67	Addition of ADA accessible ramp	<u>No, vendors on the directory, I searched for "ADA" and "ramp"</u>
Website development	\$11,542.22	1	\$11,542.22	Update to website to expand outreach	<u>Yes, several potential MWBE vendors on directory</u>
Staff	\$1,869.24	1	\$1,869.24	Staff salary support to provide programming with youth	<u>No, waiver requested - supports existing staff of organization</u>
Computers	\$1,451.40	20	\$29,028.00	Equipment to expand programs	
Refreshments	\$1,187.63	1	\$1,187.63	Food for opening day event	
Total Requested			\$58,339.76		



“Computers”

MWBOO Certification Directory: Search Results

Search keyword for Service Description: "COMPUTER and Type of Business: " at 6/29/2021 2:38:31 PM

---- 122 companies found. [Export the result to Excel](#) OR [Print as PDF](#)

Company:	24/7 Computer Doctors, Llc--(MBE)--African American-- Cert#: 16-368704
Name:	Derrick Wood
Address:	216 N. Crain Highway, Suite 001, Glen Burnie, Md 21061-
Phone:	Phone: (202)359-0735 Fax: (202)905-0325
Email:	dwood@247computerdoctors.com
Description:	Service Description: AUDIO VISUAL; AUDIO; INSTALLATION & MAINTENANCE OF COMMUNICATIONS SYSTEMS; TELECOMMUNICATIONS; COMPUTER SERVICES

Use your existing budget

Item	Amount	Quantity	Total	Description	Possible MWBE certified vendors available?
ADA ramp	\$14,712.67	1	\$14,712.67	Addition of ADA accessible ramp	<u>No, vendors on the directory, I searched for "ADA" and "ramp"</u>
Website development	\$11,542.22	1	\$11,542.22	Update to website to expand outreach	<u>Yes, several potential MWBE vendors on directory</u>
Staff	\$1,869.24	1	\$1,869.24	Staff salary support to provide programming with youth	<u>No, waiver requested - supports existing staff of organization</u>
Computers	\$1,451.40	20	\$29,028.00	Equipment to expand programs	<u>Yes, several potential MWBE vendors on directory</u>
Refreshments	\$1,187.63	1	\$1,187.63	Food for opening day event	
Total Requested			\$58,339.76		



“Refreshments”

MWBOO Certification Directory: Search Results

Search keyword for Service Description: "refreshment and Type of Business: " at 6/29/2021 2:46:43 PM

---- 0 companies found. OR

---- 14 companies found. [Export the result to Excel](#) OR [Print as PDF](#)

Company:	All Pro Vending, Inc. --(MBE)--African American-- Cert#: 14-358490
Name:	David Mcdonald
Address:	814 Glen Allen Drive, Baltimore, Md 21229-
Phone:	Phone: (410)449-0551 Fax: (410)449-0551
Email:	davemcd@allprovending.com
Description:	Service Description: FOOD & BEVERAGE VENDING, TEMPORARY HELP, APPRENTICESHIP TRAINING
Expire Date:	Feb 3 2021
Extension Date:	

Use your existing budget

Item	Amount	Quantity	Total	Description	Possible MWBE certified vendors available?
ADA ramp	\$14,712.67	1	\$14,712.67	Addition of ADA accessible ramp	<u>No, vendors on the directory, I searched for "ADA" and "ramp"</u>
Website development	\$11,542.22	1	\$11,542.22	Update to website to expand outreach	<u>Yes, several potential MWBE vendors on directory</u>
Staff	\$1,869.24	1	\$1,869.24	Staff salary support to provide programming with youth	<u>No, waiver requested - supports existing staff of organization</u>
Computers	\$1,451.40	20	\$29,028.00	Equipment to expand programs	<u>Yes, several potential MWBE vendors on directory</u>
Refreshments	\$1,187.63	1	\$1,187.63	Food for opening day event	<u>No, waiver requested – we need light refreshments and not catered meals</u>
Total Requested			\$58,339.76		

Whoa! We made a draft
MWBE Plan!

Draft MWBE Plan Ready for Submission

Item	Amount	Quantity	Total	Description	Possible MWBE certified vendors available?
ADA ramp	\$14,712.67	1	\$14,712.67	Addition of ADA accessible ramp	<u>No, vendors on the directory, I searched for "ADA" and "ramp"</u>
Website development	\$11,542.22	1	\$11,542.22	Update to website to expand outreach	<u>Yes, several potential MWBE vendors on directory</u>
Staff	\$1,869.24	1	\$1,869.24	Staff salary support to provide programming with youth	<u>No, waiver requested - supports existing staff of organization</u>
Computers	\$1,451.40	20	\$29,028.00	Equipment to expand programs	<u>Yes, several potential MWBE vendors on directory</u>
Refreshments	\$1,187.63	1	\$1,187.63	Food for opening day event	<u>No, waiver requested – we need light refreshments and not catered meals</u>
Total Requested			\$58,339.76		

Impact

- Staff will use the additional MWBE draft plan if proposal is awarded.
 - Will provide feedback to MWBE plan if proposal is rejected.
- MWBE draft plan will not be included within the rubric during this cycle.
- Primary purpose- to encourage proactiveness and save time for implementing projects that will be awarded.

+

•

○

Thanks
for
attending

If additional questions or concerns exist, please contact:

Acacia Asbell,
Director, Community
Grants
aasbell@sbgpartnership.org

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