

For reference only – Applications will be accepted electronically at

<https://www.sbgpartnership.org/portal>

Section 1: About the Organization

What is the name of the group or organization proposing the project?

Executive Director/CEO

First Name

Last Name

Email

Organization Mailing Address

Country

Street Address

City

State

Zip/Postal Code

What is the organization's website? (if applicable)

Organization Mission Statement (800 characters)

Are you applying for a Spark Grant, a Small Grant, a Medium Grant or a Large Grant?

Spark Grant (Up to \$2,000.00)

Small Grant (Up to \$5,000.00)

Medium Grant (Below \$49,999.99)

Large Grant (Up to \$100,000.00)

Total Amount Requested

Section 2: Project Team

Who is the primary contact on the project?

First Name

Last Name

Phone

Email

Title

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Who is the secondary contact on the project?

First Name

Last Name

Phone

Email

Title

Additional Contact Person(s) (255 characters)

Section 3: About the Project

Project Title

What is the address(es) where the proposed project will occur?

Project Start Date (Projected)

Project End Date (Projected)

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
- Mount Winans
- Otterbein
- Pigtown / Washington Village
- Ridgely's Delight
- Riverside
- Saint Paul
- Sharp-Leadenhall
- South Baltimore Neighborhood
- Spring Garden Industrial Area
- Stadium Area
- Westport

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What Population do you serve? Select all that apply.

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

What is your Annual Organizational Budget?

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. If you have a fiscal sponsor, please provide BOTH the fiscal sponsor's organizational budget and the mission-based organization's organizational operating budget.

Acceptable file types: .pdf,.doc,.docx,.csv,.zip,.xls,.xlsx,.ppt,.pptx

Please upload your required organizational budget.

Section 4: Fiscal Sponsorship

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.

Will you be using a Fiscal Sponsor?

- Yes
- No

Fiscal Sponsor Contact Information

Fiscal Sponsor Organization Name

First Name

Last Name

Phone

Email

Section 5: Project Narrative

Please refer to SBGP Grant Guidelines to complete the Project Narrative.

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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,**
 - **Purpose of request and anticipated results. Is this for an Existing Project, a New Project, or General Operating Support. State the issue or need to be addressed, describe the size and/or severity of the issue or need, and explain the evidence regarding this issue or need.**
- 2. What the project will accomplish, AND**
 - **What meaningful and measurable changes and/or outcomes will result from this project.**
- 3. How you will measure the impact of the project**
 - **The plan for measuring outcomes and outputs. What data collection methods will be used.**

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.

4. Additional narrative elements for capital requests only.

Capital requests are designated for construction, renovation, or improvement of a property. Include information on the following, as applicable to your organization's request:

- **Provide a case statement for the project that discusses the feasibility and cost of the capital project and its implications in relation to the organization's ongoing operational expenses.**
- **If additional funds are needed beyond the ones applied for here, specify prospects and naming opportunities.**
- **Indicate the board's financial participation in the campaign (percent participating and amount contributed).**
- **Identify regulatory approvals, if required.**
- **Describe plans for funding the ongoing maintenance of the new capital project.**

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Upload Project Narrative (Up to 2 pages for Spark Grant / Up to 3 pages for Small Grant / Up to 4 pages for Medium or Large Grants):

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.

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Upload Budget

Upload Budget Narrative

MBE and WBE Participation Requirements (For Large grants \$50,000 and over only)

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 MWBE 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

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helpful to identify whether the large grant proposal can meet MWBOO participation goals.)

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.**

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Upload a Draft Plan to meet Minority and Women Business Enterprise Participation Goals

Section 6: About Your Project

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.

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

- Yes
- No

1A. 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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1B. 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

1C. 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.

2. 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). Your timeline should align with the term of this grant and begin no earlier the November 2026. (3000 characters)

3. Describe the projects' sustainability plans or efforts. 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. (3000 characters)

4. 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. (3000 characters)

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For example: ABC Organization proposes to engage community organizers in bi-weekly walking book clubs where participants walk a trail while discussing a mental health-centered book selection and end the walk with a 10-minute group meditation practice. This proposed project relates to the SBGP strategic priority, Health and Wellness by exposing up to twenty SBGP community organizers to the benefits of regular exercise, research-based mental health education, and mindfulness practices that result in manageable stress levels for at least 90% of participants.

5. 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. (3000 characters)

6. 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. (3000 characters)

Section 7: Organization Financials and Leadership

Provide audited financial statements for the past two 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 unaudited financial statements from the past two years, the most recent IRS Form 990 tax return AND explanation to why audited financial statements are not available.

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Upload Financial statements for the past two completed years

Upload a list of board members, responsibilities and affiliations. Describe the board's financial support of the organization.

Board Chair First Name

Board Chair Last Name

Board Chair Email

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/>

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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.

Employer Identification Number of Applicant/Fiscal Sponsor

Section 8: Supporting Documents

A letter of support is not required for an application to be reviewed. However, applicants are strongly encouraged to engage with the community and seek out a letter of support from either:

- A community or neighborhood association based within the SBGP district, or
- A 501(c)(3) nonprofit organization that is legally registered and physically located in the SBGP neighborhood(s) where the project will take place.

These letters help affirm that the proposed project has genuine community backing. Applicants should begin outreach early in the application process, as obtaining letters of support may take time and coordination.

Do you have a letter(s) of support from a Community or Neighborhood Association(s) within the SBGP neighborhoods OR a 501c3 nonprofit that is based within the SBGP neighborhoods?

- Yes
- No

If yes, please upload your letter(s) of support.

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If no, please provide a brief explanation of why a letter of support was not submitted within the application.

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.

(Optional) If the project involves partners, please upload a letter of commitment from each of the partners.

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.

Upload Optional Attachments

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.
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.

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.

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

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Upload Full Disclosure

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.