

City of College Park Community Events Micro Grant Program Fiscal Year 2015

Purpose and Eligibility

The City of College Park believes that supporting community activities enhances the community as a whole. In support of that belief, the City has established a Community Events Micro Grant Program for Fiscal Year 2015 (FY15). The Program provides reimbursement of eligible expenses to residents or groups who wish to hold community events such as block parties, picnics, etc. These events must be open to communities within the corporate boundaries of the City of College Park and promote enhanced community engagement. The maximum Community Events Micro Grant Program award per organization for fiscal year 2015 will be **\$500.00**. Fiscal year 2015 commences July 1, 2014 and concludes on June 30, 2015.

Core Values

By their grant-funded programs and activities, successful applicants will address as many of the following core values as possible:

- a. Serve to maintain, improve and enrich the quality of life in the City.
- b. Celebrate, respect and build upon the diversity, legacy and ideals of the City.
- c. Seek to enhance the cultural, artistic, recreational, social or environmental vitality of the City.
- d. Provide a positive impact on the City and/or its residents.
- e. Identify and address community needs.
- f. Complement policies identified in the City's Comprehensive Plan, Housing Plan, Neighborhood Quality of Life goals, or other similarly related program goals.
- g. Create community enhancement models that can be replicated by other organizations within the City.
- h. Collaborate with City businesses and other organizations where possible
- i. Secure additional funding from sources other than the City grant.
- j. Increase community volunteerism.

Strategic Priorities

Grants awarded may:

1. Support collaborative initiatives that increase partnerships among community residents and public or private agencies
2. Improve neighborhood quality of life
3. Support recreational activities for College Park youth, seniors, and families
4. Non-partisan/non-discriminatory activities designed to increase voter registration and turnout.
5. Encourage businesses to provide assistance to community-based organizations
6. Celebrate the diversity of the College Park community
7. Support and/or improve educational opportunities for College Park children
8. Support life-enhancing activities for children and/or adults

9. Build a well-informed, competent citizenry, comprised of people of all ages. Develop the values, knowledge and skills that will contribute to the greater good and civic health of their community.
10. Provide operating funds for an organization whose programs meet one or more of the above listed priorities.

Organizations Ineligible for this Grant Program

- Any organization receiving another direct or beneficial grant from the City of College Park during this fiscal year.
- Any fire company receiving a Fire Department Capital Equipment Grant from the City of College Park during this fiscal year.
- Any for-profit business or organization.

Restrictions

- City funds may not be used for the purchase of alcoholic beverages.
- Cost of City permits are not covered by grant funds.
- All applicable laws and regulations will apply to events funded by City grants, including:
 - Prince George's County Health Department food service rules and regulations.
 - City [noise ordinance](#) limits, the details of which can be found [here](#)
 - Board of License Commissioners (Liquor Board) rules and permits.
 - Fire Prevention Code regulations (e.g., building occupancy capacity, open flame prohibitions/rules, fireworks prohibitions)
- Purchases must be made from businesses located in the City limits, unless your item cannot be purchased in College Park

Location

The preferred locations of community events include neighborhood parks (permits may be required from Prince George's Parks and Recreation) public or private parking lots (with owner's written permission), or public or private open space (with owner's permission).

If closure of a City street is necessary, it shall not be a street serving public transportation. A City street closing application must be included in the grant application package for consideration if necessary. The Street Closing Application and Policy can be found [by selecting this link](#). At least 80% of the residents of a street must provide written acceptance of a street closure for a City funded event.

Applications

- All applications must be submitted on the prescribed form; all sections of the application must be completed. If sections or questions are not applicable, please indicate so with N/A.
- Only an electronic copy of the application will be accepted. You may attach scanned copies of additional printed information, such as brochures, participant lists, volunteer lists, etc.
- Requested information may be provided as separate attachments as long as they reference the appropriate section of the application.
- All goals must be defined in the application.

- Delineate in budget narrative/justification the breakdown of expenses in each line item
- If this event existed previously, provide history of prior effectiveness.

Application Submittal

All grant applications must be received no less than six (6) weeks before the scheduled date of the proposed event. Applications must be e-mailed to publicservices@collegetparkmd.gov. To expedite processing, a signed hold harmless agreement should be submitted along with your application.

Questions on application submittal should be directed to the attention of the Director of Public Services, at 240-487-3570, or by email to publicservices@collegetparkmd.gov.

Selection Process

Proposals that do not strictly adhere to the application guidelines will not be considered. Review and award of grants will be based on the event's predictable impact on the City of College Park and its residents. Collaboration with other organizations and availability of outside funding, from sources other than the City grant, is encouraged. During the application review process, various criteria, as identified on the application form, will be considered.

City staff and Councilmembers representing the neighborhood where an event is proposed will review the grant application and render a decision. If deemed necessary, a worksession review of Community Event Micro Grant Program applications by Mayor and Council may be scheduled following initial review. The applicant will be advised if a worksession discussion is scheduled and is encouraged to have a representative present at the worksession.

Grant Administration

Applicants will be notified of the final determination on their eligibility prior to the event. Grant funds are used to reimburse the individual or organization for eligible expenses (up to \$500) after the event.

Award funds will be distributed by check payable to the party/ies specified on the application upon submission of invoices or receipts and a letter documenting preliminary reporting on the event.

Activities covered under FY15 grants are expected to be concluded by June 30, 2015. Grant awards not implemented during the fiscal year will lapse.

Final Grant Report

The final report must be submitted to the Director of Public Services within ten (10) business days after the event on the prescribed form. Failure to submit final grant reports may adversely affect future grant requests.

