

**City of College Park
Community Services Grant Application – FY2021**

NOTE: Return completed application to the Finance Director for the City of College Park by January 29, 2021. These grant applications will be reviewed by the City Council Grants Subcommittee in early February. They will make a recommendation to the City Council for consideration at a February 2021 meeting. Approved Community Service Grants are expected to be paid by the end of February. A hold-harmless agreement is required from recipients prior to payment of the grant.

A. GENERAL INFORMATION:

Organization & Program Name: _____

Organization Address: _____

Event name/date (if applicable): _____

City/State/Zip: _____

Contact Person/Title: _____

Telephone Number: _____ FAX Number: _____

E-mail Address: _____

Grant Request: \$ _____

Sponsorship Request: \$ _____

Sponsorship Request non-monetary/in-kind services: *brief description of services requested*

Use of awarded funds: Will these funds/services be used to: (check the appropriate box)

Maintain Existing Program Expand Existing Program Start New Program

1. Is this a collaborative program involving other agencies? Yes No
2. If yes, please provide the name of collaborating agencies and the nature of the collaboration

B. DESCRIPTION OF PROGRAM OR EVENT FOR WHICH YOU ARE REQUESTING FUNDS/ASSISTANCE: (include the purpose; how this will benefit the City and its residents; number of College Park residents benefitted; number of volunteers/staff used; etc.)

C. ORGANIZATIONAL STRUCTURE:

1. Number of current board members? _____

2. In what year did this program/event begin operating? _____

4. Is the organization incorporated? _____
Is the organization registered in Maryland? _____
(Please provide a copy of proof of incorporation or registration)

5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? _____ If so, under what section of 501(c)? _____

Federal Identification Number: _____

6. Is this organization in compliance with all laws and regulations? Yes No

7. Staffing Profile: Identify the number and position/title of staff used to administer this program/event:
List Position/Titles and any compensation provided:

D. PRIOR CITY FUNDING:

1. Have you received any funding from the City in the past? Yes No
If yes, what month/year? ____/____
2. If Yes, did you file a final report? Yes No

E. FUNDING SUMMARY:

College Park grant request \$ _____

Funding from other sources _____

Additional Funds Yet to be Secured _____

Total Program Funds \$ _____

F. PROGRAM EXPENSES:

Personnel costs \$ _____

Consulting fees _____

Equipment purchases _____

Supplies _____

Transportation _____

Equipment rentals _____

Other services (describe: _____) _____

Other expenses (describe: _____) _____

Total estimated expenses \$ _____

Expense narrative, if necessary:

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Signature/Date

Signature/Date

Printed Name/Title

Printed Name/Title

For reviewer use:

RE: FY2021 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, _____ does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: _____

Signature of
Authorized
Representative: _____

Printed Name: _____

Title: _____

Date: _____

City of College Park
FY2021 Community Services Grant -Application Instructions
(Deadline: Friday, January 29, 2021, 5:00 pm)

See the Grants and Sponsorships Policy for further detail on purpose and eligibility; ineligible organizations; and other general information.

APPLICATIONS

- All applications must be submitted on the prescribed form. Only one copy of the application is required. To be considered, all sections of the application must be completed. If sections or questions are not applicable, please indicate so with N/A.
- Requested information may be provided on separate sheets if the separate sheets reference the appropriate section and question numbers.
- You may attach additional printed information, such as brochures, participant lists, volunteer lists, etc.
- Materials submitted with applications will not be returned.
- All goals must be defined in the application and be measurable.
- Delineate in budget narrative/justification the breakdown of expenses in each line item
- If this program existed previously, provide history of prior effectiveness.

APPLICATION SUBMITTAL

All grant applications must be received by January 29, 2021 at 5:00 pm.

Please scan and e-mail the signed application and signed hold harmless agreement to gfields@collegeparkmd.gov.

If necessary, applications may be mailed to:

Director of Finance
City of College Park
8400 Baltimore Ave. Suite 375
College Park, Maryland 20740

Questions on application submittal should be directed to Gary Fields, Director of Finance via e-mail at: gfields@collegeparkmd.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 program's measurable impact on the City of College Park and its residents. During the grant review process, points will be awarded for various criteria (as identified on the application form). Upon final decision on the grant application by the City Council, you will be notified of the result.

A Mayor & Council-appointed subcommittee will review the grant applications and make a grant award recommendation to the full Council. Worksession review of community services grant applications by Mayor & Council will be scheduled following subcommittee review. It is not necessary for you to have a representative present at the worksession.

GRANT ADMINISTRATION

Unless other arrangements are made with the Director of Finance, grant awards will be disbursed to the recipient organizations by check following Mayor & Council award. If requested, grant awards can be used to reimburse individuals or entities for grant-related expenses.

Activities covered under this FY2021 grant are expected to be concluded by October 1, 2021. If this deadline cannot be achieved, an extension request may be submitted to the Director of Finance. Grant awards not implemented by the conclusion date will lapse unless an extension has been granted.

FINAL GRANT REPORT

Following conclusion of activities under this grant, a final report must be submitted to the Director of Finance by October 31, 2021 on the prescribed form. Failure to file final grant reports may adversely affect future grant requests.

The final grant report should include the following information on the prescribed form:

1. General information
2. Outline of the goals and objectives you set out to accomplish through your program and report outcomes
3. Describe the program activities conducted to achieve these objectives. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?
4. Did you meet your goals? If not, why not?
5. Budget comparison – compare budget to actual expenditures and explain any significant differences

TENTATIVE FY2021 COMMUNITY SERVICE GRANTS TIMETABLE

Grant applications available	January 4, 2021
Grant application deadline	January 29, 2021
Subcommittee review of grant applications	Early February 2021
Grant award by City Council	February 23, 2021
Grant disbursement (assuming hold harmless agreement has been received)	End of February, 2021
Conclusion of FY2021 grant activities	October 1, 2021
Final grant report due	October 31, 2021

City of College Park
Grants and Sponsorship Policy

I. GRANTS

A. General

The Mayor and Council believe that funding grants to support certain community organizations/events serves a vital function to help support various civic services or projects that might not otherwise be provided. The criteria for funding should be clearly defined, and equally and transparently applied to all applicants/grantees.

It is the Mayor and Council's intention and goal that these grants fund worthwhile services and projects to help make the City of College Park ("City") a better place to live by enhancing the quality of life for our residents. The objective of this policy covers a broad spectrum to assure that grants and assistance provided by the City are:

1. transparent,
2. free of conflicts of interest,
3. maintaining accountability for taxpayers' resources,
4. suited to the City's goals, and
5. not discriminatory against any group or individual.

All grants are discretionary, as approved by the Mayor and City Council and authorized in each budget cycle for an upcoming fiscal year. A grant is an annual appropriation and is not a commitment by the City to continue funding in future years. Grants are intended to be supplementary to an organization's main source of revenue and should not be considered as its primary source of funding.

Grants can be awarded only to not-for-profit organizations and not to individuals. To be eligible, the organization must be incorporated or registered in the State of Maryland and have two or more members.

This policy covers Direct Grants, Community Services Grants, and City Sponsorships. The City has separate policies in place for Public School Education Grants, Community Events Micro-Grants, and Facility Rental Fee Reductions/Waivers.

Organizations are eligible for only one grant/sponsorship per fiscal year.

All grant and sponsorship recipients are required to sign a "Hold-Harmless" Agreement prior to receiving any funds.

B. Categories/Types of Funding Provided

1) Direct Grants:

Direct Grants are ongoing funding for general operating expenses of organizations that provide vital programs/community services for residents. These grants are separate, named budget lines receiving annual funding in various amounts. There is no application required but an annual/final report must be filed. Direct Grants may be used for ongoing operating or capital expenses.

As of FY2020 the Direct Grants include:

College Park City-University Partnership
Meals on Wheels of College Park
Volunteer Fire Departments (3)
College Park Community Foundation
Miss College Park Scholarships

College Park Arts Exchange
College Park Boys & Girls Club
UMD IFC Tailgate Program
Lakeland Comm. Heritage Project
Neighbors Helping Neighbors

2) Community Services Grants:

Community Services Grants are for organizations providing community services to College Park residents. These grants also fund community projects or special events that will be hosted by an organization to introduce or enhance a programming opportunity within the City. Grant awards typically range from \$1,000 to \$3,000, but may exceed that amount. The total Community Services grants awarded in a fiscal year shall not exceed \$10,000 or the amount budgeted in the current fiscal year. These grants are made based on applications submitted in December of each fiscal year. Grants are awarded (not funded) in January/February and approved and funded in the following fiscal year City Budget. Other grant requests/applications may be brought to the City Council during the fiscal year for approval but the total amount awarded shall not exceed the Community Services Grants line item in the budget.

C. Reporting Requirements and Funding for Direct Grants and Community Services Grants

All grant/sponsorship recipients must submit a post-project report ("final report") within three (3) months after completion of the service, project, or special event for which the grant was awarded that articulates the success of the project and how the funds were spent. Reports must be submitted on the Grant/Sponsorship Reporting Form (see attached).

Direct Grant final reports from the year just ended (June 30) are due by July 31 in order to receive the current year grant funds in August. Late reports may be filed until September 30, with funding delayed to the month following receipt of the final report.

Organizations that have not submitted their report within the required timeline will forfeit their opportunity to receive future grants/sponsorships from the City until a report is filed and accepted.

D. Eligibility Criteria

The eligibility criteria support the stated objectives of this policy: transparency, no conflicts of interest, accountability and non-discrimination. Applicant/grantee must:

1. Provide services, events, products, etc. that benefit the City and its residents and extend services to the general public in College Park, and must not exclude anyone by reason of race, religion, sexual orientation, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information or political affiliation
2. Demonstrate that the services, events, products, etc. meet a need/demand in the City and do not duplicate or compete with an existing City or private service/program/event, but may complement an existing service

3. Release annual financial statements or where none are available, financial statements that have been verified as correct by two signing officers.
4. Be in good standing with the City, i.e.- not in arrears on any applicable taxes, licenses, fees, etc.
5. Show evidence that the organization needs the funding from the City
6. Provide public acknowledgement of the City's grant donation/sponsorship where applicable (i.e. in programs, etc.)
7. Understand that the grant/sponsorship is not an automatic ongoing source of funding
8. Demonstrate that the activity for which a grant is requested will be organized without financial gain for its members or directors. The grant may not be used to pay a member of the organization to act as a Director or provider of the service. Only eligible expense reimbursement is allowed.
9. Have clear goals and performance measures that will show the anticipated impact of the activities
10. Have an accountability system/mechanism for evaluation and be able to report/provide:
 - a. Number of College Park residents served
 - b. Evidence of results/outcomes
 - c. Number of local volunteers
 - d. Financial information

E. Ineligible Recipients

The following are ineligible recipients:

1. Other governmental organizations, political organizations or organizations with political affiliations
2. Schools or School Boards (other than Public School Education grants)
3. Organizations that do not provide services in the City
4. National or state organizations unless a local chapter exists to serve College Park residents
5. Programs that have any of the following characteristics:
 - a. activities/ideals may violate or infringe on constitutional rights or general laws
 - b. are related to promoting of a faith and/or requiring adherence to a faith
 - c. activities or outcomes are inconsistent with City Goals
 - d. do not comply with the City's commitment to equity, diversity and human rights
 - e. a critical mass of participants are not residents of College Park

F. Application process

The application rules and procedures for Community Services grants are available on the City's website. Direct Grant recipients are not required to apply.

For grant and sponsorship requests that come to the City's attention outside of the established timelines, the following procedures should be followed for a program/organization grant/sponsorship request to be considered:

- 1) Submit a written application to the City's Finance Director. The application can be found on the City's website: <https://www.collegeparkmd.gov/payandapply#grants>
- 2) The Finance Director will forward the application to the Grants Subcommittee. The Grants Subcommittee, after review, will refer the application to the City Council for approval (on consent agenda or after worksession) or denial.
- 3) If a City Council Worksession is recommended by the subcommittee, the appropriate follow-up will be scheduled as necessary.
- 4) If the grant/sponsorship is approved, City staff will contact the organization to discuss follow-up action needed, and timing thereof.

II. SPONSORSHIPS

A. General

The above-referenced criteria and guidelines for Grants shall also apply to Sponsorships. A sponsorship is the contribution of financial and/or "in-kind" support that the City provides for the purpose of partnering or supporting the provision of community programs, events, activities, or services, that may contribute to the economic, social, sporting, environmental or cultural needs of the City. Sponsorships are entered into to help achieve public purpose or community objectives.

Sponsorships can be awarded to not for profit and for profit organizations but not to individuals. To be eligible, the organization must be incorporated or registered in the State of Maryland and have two or more members

B. Type of funding provided

Sponsorships are similar to grants, but the main distinguishing feature is that they are more of a partnering or joint venture with an organization or program that, in addition to providing services and benefits to City residents and businesses, provides an advertising/promotional benefit for the City of College Park.

Organizations seeking City sponsorship should follow the application process noted in section I(F).

C. Principles

The Mayor and City Council acknowledge that sponsorship can provide significant benefits to the City and the community, and will consider sponsorship opportunities where the following principles apply:

1. A sponsorship agreement outlining the full terms and conditions of the agreement will be recorded in writing and signed by both parties.

2. The Mayor and City Council will not sponsor any event/organization that is related to parties engaged in current or pending legal proceedings involving the City.
3. On all sponsorships, appropriate due diligence on the recipient is to be undertaken.
4. Sponsorship does not include implied endorsement by the City of the sponsored' s goods or services or use of the City logo to promote their products/services unless authorized.
5. The City reserves the right to withdraw a sponsorship for failure to comply with the spirit of this policy and/or written sponsorship agreement.
6. Sponsorships will be complementary to the City's vision, values, policies and strategies.
7. There should not be any real or perceived conflict between the objectives and mission of the sponsored event or service and City.
8. Sponsorships should not promote:
 - a. the use of tobacco products;
 - b. gambling; or
 - c. irresponsible drinking.
9. The City will not enter into sponsorship with parties who:
 - a. Are involved in unlawful activities;
 - b. Do not share the City's views on promoting a diverse, tolerant and inclusive community;
 - c. Are political parties;
 - d. Are considered to be an unsuitable partner for reasons it sees fit to apply in the context of this policy;
 - e. Offer programs that may present a hazard to the community;
 - f. Are not in good standing with the City, i.e., in arrears on any applicable taxes, licenses, fees, etc.
10. It is inappropriate for any City Council member or City employee, or their relatives, to receive personal benefit or financial rewards for their involvement in the solicitation, negotiation, authorization or execution of a sponsorship agreement.

D. Sponsorship Agreement

Sponsorship agreements must be in writing and signed by both parties. Agreements should include:

1. The purpose of the sponsorship.
2. Specific services, products or funds to be provided by the City and the reciprocal benefits, including, where practical, a dollar value of services or products
3. The responsibilities and expectations of each party for the project and any special conditions which may apply.
4. Indemnification of the City.