

**City of College Park  
Community Services Grant/Sponsorship Application  
(Instructions attached)**

**NOTE:** Return completed application to [gfields@collegeparkmd.gov](mailto:gfields@collegeparkmd.gov). Grant and sponsorship applications will be reviewed by the City Council Grants Subcommittee, with a recommendation to the City Council for consideration at a subsequent City Council meeting.

**A. GENERAL INFORMATION:**

1. Organization & Program Name: \_\_\_\_\_

2. Organization Address: \_\_\_\_\_

3. Is the organization incorporated? \_\_\_\_\_ Is the organization registered in Maryland? \_\_\_\_\_  
(If yes, please provide a copy of proof of incorporation or registration)

4. Is the organization qualified under Internal Revenue Code as a tax-exempt organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If so, under what section of 501(c)? \_\_\_\_\_ Federal ID Number: \_\_\_\_\_

5. Is this organization in compliance with all laws and regulations? [ ] Yes [ ] No

6. Staffing Profile: Identify the number and position/title of staff used to administer this program/event - List Position/Titles and any compensation provided on a separate sheet

Event name/date (if applicable): \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Grant/sponsorship Request: \$ \_\_\_\_\_ (\$2,500 max)

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

[ ] Maintain Existing Program [ ] Expand Existing Program [ ] Start New Program

7. Is this a collaborative program involving other agencies? [ ] Yes [ ] No  
If yes, please provide the names of collaborating agencies and nature of the collaboration on a separate sheet.

8. In what year did this program/event begin operating? \_\_\_\_\_

9. Have you received any funding from the City in the past? [ ] Yes [ ] No  
If yes, what month/year? \_\_\_\_\_/\_\_\_\_\_

If Yes, did you file the required final report? [ ] Yes [ ] No

**B. DESCRIPTION OF PROGRAM/EVENT:** Attach additional pages if needed  
(**Include** purpose; how this will benefit the City and its residents; number of College Park residents benefitted; number of volunteers/staff used; etc.)

**C. FUNDING SUMMARY:**

College Park grant request	\$ _____
Funding from other sources	_____
Additional Funds Yet to be Secured	_____
Total Program Funds	\$ _____

**D. PROGRAM EXPENSES:**

Personnel costs	\$ _____
Equipment purchases	_____
Supplies	_____
Transportation	_____
Equipment rentals	_____
Other expenses (describe: _____)	_____
<b>Total estimated expenses</b>	<b>\$ _____</b>

Expense narrative, if necessary:

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*Signature(s) required on next page*

**CITY OF COLLEGE PARK**  
**Community Service Grant Award**  
**Recipient Required Signoff/Acknowledgement**

We, the authorized representative(s) of the grantee organization, do hereby confirm that any information provided to the City of College Park in connection with this Community Service Grant application/award is true and correct to the best of our knowledge, information, and belief.

We further affirm that we will comply with the Non-Discrimination clause and Hold Harmless Agreement detailed as follows:

**NON-DISCRIMINATION:**

The Grantee certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry, or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation, or any other factors not related to the ability to provide services.

**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 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.

*We hereby affirm, under penalties of perjury, that we have full legal capacity to authorize the disbursement of this grant to our organization and that all information and attachments that have been provided to the City are true and correct to the best of our knowledge. The Grantee invites the City to make all reasonable inspections and investigations as necessary.*

*We have read and understand the requirements for the non-discrimination clause and the Hold Harmless Agreement for this gran.*

Organization: \_\_\_\_\_

Signature of Authorized Representative(s):

\_\_\_\_\_

Printed:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

City of College Park  
**2024 Community Services Grant -Application Instructions**  
**(Deadline: Thursday, February 29, 2024)**

**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.
- Delineate in budget narrative/justification the breakdown of expenses in each line item
- If this program existed previously, provide history of prior effectiveness.
- Non-discrimination clause and Hold Harmless Agreement must be completed before submission.

**APPLICATION SUBMITTAL**

**All grant applications must be received by February 29, 2024 at 5:00 pm.**

Please scan and e-mail the signed application and signed hold harmless agreement to [gfields@collegeparkmd.gov](mailto:gfields@collegeparkmd.gov).

If necessary, applications may be mailed to:

Director of Finance  
City of College Park  
7401 Baltimore Ave. Suite 102  
College Park, Maryland 20740

Questions on application submittal should be directed to Gary Fields, Director of Finance via e-mail at: [gfields@collegeparkmd.gov](mailto:gfields@collegeparkmd.gov).

**REVIEW PROCESS**

All applications will be reviewed by the City Council's Grants subcommittee and make a grant award recommendation to the full Council for approval at a subsequent meeting. It is not necessary for organizations to have a representative present at the City Council meeting.

Decision of award of grants will be based on the program's measurable impact on the City of College Park and its residents. Sign-off of the application's hold-harmless agreement and non-discrimination policy is required before release of payment.

**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.

Activities covered under this 2024 grant are expected to be concluded by December 13, 2024. If this deadline cannot be achieved, an extension request may be submitted to the Director of Finance.

## **FINAL GRANT REPORT**

Following conclusion of activities under this grant, a final report must be submitted within 30 days of the of the last expenditure or obligation of the grant funding. Failure to file final grant reports will disqualify an organization from future grant requests.

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

1. General information
2. Summary of the results of your program/event, including statistics related to participants – especially residents of College Park, specifics of how City funds were used, etc.
3. Describe the program activities conducted
4. Did you meet your goals? If not, why not?
5. Budget comparison – compare budget to actual expenditures and explain any significant differences.

### *2024 COMMUNITY SERVICE GRANTS TIMETABLE*

Grant applications available	February 5, 2024
Grant application deadline	February 29, 2024
Subcommittee review of grant applications	March 2024
Grant award by City Council	March/April 2024
Grant disbursement	March/April 2024
Conclusion of 2024 grant activities	Through December 13, 2024
Final grant report due <i>(30 days following close of grant expenditures)</i>	Through January 13, 2025