

CITY OF COLLEGE PARK
FY2015 Community Services Grants
May 2015

**CITY OF COLLEGE PARK
FY2015 Community Services Grants**

Organization	Program	FY2015 Grant Request	Grant Award (\$20,000 budget)
The National Museum of Language, Inc.	Language camp and events	2,500	2,500
Lakeland Community Heritage Project	Lakeland Heritage weekend	2,500	2,500
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	2,500
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	2,500
College Park Woods Swim Club	Senior summer day camp	2,500	2,500
Embry Center for Family Life	Lakeland All-Stars basketball program	2,500	2,500
College Park Center for Faith & Community	College Park community library	2,000	2,000
B-Roll Media & Arts Inc.	Photography, audio engineering classes for students	2,500	1,500
TOTALS		\$ 19,500	\$ 18,500

CITY OF COLLEGE PARK
FY2015 Community Services Grants
Scoring Matrix

Subcommittee Member: _____ - COLLECTIVE -

Organization	Program	FY2014 Grant Request	Previous Grant	FY2014 Final Rpt.	Organiz Structure (max. 1 point)	Funding Summ (max. 2 points)	Need Statement (max. 7 points)	Program Impact (max. 7 points)	Organiz Evaluation (max. 2 points)	Collaboration (max. 1 point)	TOTAL (max. 20 points)	FY2015 Grant Award	
National Museum of Language	Language camp and events	2,500	FY14	Y								2,500	
Lakeland Comm Heritage Project	Lakeland Heritage events	2,500	FY14	Y								2,500	
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	FY14	Y								2,500	
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	FY14	Y								2,500	
College Park Woods Swim Club	Senior summer day camp	2,500	FY14	Y								2,500	
Embry Center for Family Life	Lakeland All-Stars basketball program	2,500	FY14	Y								2,500	
College Park Center for Faith & Community	College Park Community Library	2,000	FY14	Y								2,000	
B-Roll Media & Arts Inc.	Photography, audio engineering classes for students	2,500										1,500	
		<u>19,500</u> (\$20,000 budget)											<u>18,500</u> (\$20,000 budget)

City of College Park
FY2015 Community Services Grant Criteria
(Deadline: Thursday, May 21, 2015, 5:00 pm)

PURPOSE AND ELIGIBILITY

The purpose of the City of College Park Community Services Grant is to provide opportunities for community-based programs and projects within the City of College Park. The City of College Park (“City”) believes that supporting community activities enhances the community as a whole. The City will provide grants to fund programs and activities that promote enhanced community opportunities for its residents. The maximum community services grant award per organization for fiscal year 2015 is **\$2,500**. Community services grants are only awarded to organizations, not to individuals.

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 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. Address identifiable community needs
- f. Complement City policies identified in the City’s Comprehensive Plan, Housing Plan or other stated program goals
- g. Create community enhancement models that can be replicated by other organizations within the City
- h. Collaborate with other organizations where possible
- i. Secure additional funding from sources other than the City grant

Strategic Priorities

Grants awarded may:

1. Support collaborative initiatives that increase partnerships between community residents and public or private agencies
2. Improve neighborhood quality of life
3. Support recreational activities for College Park youth
4. 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 civic education (Definition: A well-informed, competent citizenry, comprised of people of all ages, must develop the values, knowledge and skills that will contribute to the greater good and civic health of their community.)
10. Increase community volunteerism
11. 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 a direct or beneficial grant from the City during this fiscal year
- Any organization receiving a Public School Education Grant from the City during this fiscal year
- Any fire company receiving a Fire Department Capital Equipment Grant from the City during this fiscal year

APPLICATIONS

- All applications must be submitted on the prescribed form. Only one copy of the application is required. In order 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 as long as 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 no later than Thursday, May 21, 2015 at 5:00 pm, addressed as follows:

Director of Finance
City of College Park
4500 Knox Road
College Park, Maryland 20740-3390

Applications may be mailed or hand delivered to the above address, e-mailed to sgroh@collegetparkmd.gov or FAXed to 301-864-8941. To expedite processing, a signed hold harmless agreement should be submitted along with your application.

Questions on application submittal should be directed to Steve Groh, Director of Finance, at 240-487-3510, FAX 301-864-8941, E-mail: sgroh@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 program's measurable 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 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 FY2015 grant are expected to be concluded by October 31, 2015. 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 December 15, 2015 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 in order 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

FY2015 PROJECTED GRANT TIMETABLE

Grant applications distributed	Tuesday, April 21, 2015
Grant application deadline	Thursday, May 21, 2015 at 5:00 pm
Subcommittee review of grant applications	late May, 2015
Worksession review of applications by City Council	June 2, 2015
Grant award by City Council	June 9, 2015
Grant disbursement, assuming hold harmless agreement has been received	June 12, 2015
Conclusion of FY2015 grant activities, or submit request for extension	October 31, 2015
Final grant report due	December 15, 2015

FY2015 Community Services Grants

Organization: THE NATIONAL MUSEUM OF LANGUAGE, INC.

Grant request: \$2,500.00

Purpose: "Around the Language World"
Language camp and events

**City of College Park
FY2015 Community Services Grant Application
(Deadline: Thursday May 19, 2015, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: THE NATIONAL MUSEUM OF LANGUAGE

Organization Address: PO Box 453

City/State/Zip: GREENBELT, MD 20768-0453

Program Name (if different): Around the Language World (Language Camp and Events)

Contact Person/Title: John J. Smith, President

Telephone Number: 202.257.1066_ FAX Number: 301.864.7071

E-mail Address: jjs204@columbia.edu ; info@languagemuseum.org

Grant Request: \$ 2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

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.



May 19, 2015

Signature/Date

John J. Smith, President

B. ORGANIZATIONAL STRUCTURE (1 point):

- 1. Number of current board members? 9
- 2, In what year did the organization begin operating? 1971
- 3. In what year did *this program* begin operating? 2011
- 4. Is the organization incorporated? Yes If so, in what state? MD
- 5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? yes If so, under what section of 501(c)? 501[c] (3)

Federal Identification Number: 52-2085197

- 6. Is this organization in compliance with all laws and regulations? [X] Yes [] No
- 7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:
List Position/Titles:

The NML has a part-time administrative assistant, Linda Thompson, a retired secondary school language teacher, who will be available full-time for the entire time the Summer Camp is in session. In addition, we draw upon our numerous volunteer professional educators and regular docents, and plan to compensate select language experts for each language-specific program. Additionally, Dr. Pat Barr-Harrison, one of our Trustees, a long-time educator and language teaching consultant, will supervise the entire operation.

The NML recently hired a part-time contractor to serve as Social Media Manager. This person devotes approximately 20 hours per month moderating the NML blog, writing articles, accepting Facebook members, posting news of NML events and links to website exhibits, posting images from exhibits and events and other tasks as directed by the NML Board of Trustees.

- 8. How many volunteers are used to administer *this program*? 5-10

C. FUNDING SUMMARY (2 points):

Grant Request	<u>\$2,500</u>
Funds Secured from Other Sources	<u>\$3,700</u>
Total Program Funds	<u>\$6,200</u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

- 1. Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

This program addresses a need for low-cost / tuition-free summer enrichment for the children of residents. The target recipient of program services is the elementary school student who has not yet decided on a course of language study for middle or high school, and the high school student who is considering whether to continue his or her language study at the college level. The summer camp program for elementary school students will present a variety of languages and cultures to participants, which will inform their choice of a language to pursue in their middle or high school program.

The NML *Around the Language World Internship* program for high school students will enlighten students of the career options available to those who have proficiency in a second language. Many students, especially those in high school, are not aware of the variety of opportunities that will open up to them with their mastery of a second language. Language and culture study often leads to the participant taking advantage of school study-abroad or exchange programs, which impart knowledge of cultural differences. Even those who do not get to a high level of proficiency in a language can subsequently reap the benefits of having intercultural understanding as they enter our diverse workplaces.

The expanded summer language camp program is intended to serve approximately 40 elementary school students during the summer sessions themselves. During the school-year portion of the program, it is estimated that more students will be served, as our interns will present to large groups at their home schools at the end of each school semester. These presentations, reviewed and approved by the NML professional program staff, will give language and culture knowledge to about 50 students per event, thus potentially having an impact on between 250 and 500 students in area schools.

- 2. Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The National Museum of Language will use funding from this grant to expand our "*Around the Language World*" summer camp for students entering grades 4 and 5, and to expand our current internship program to include between 5 and 10 high school students.

The program builds an awareness among students and families about the wonders of language, languages and culture from the perspective of various communal practices: such as celebrations, music, and foods; traditional customs and ceremonies; family beliefs; and products made, used and sold in select regions of the world, using interactive presentations, games, stories, and hands-on artifacts to introduce children to a new language and culture each day. As part of the summer camp, basic language instruction and cultural activities are provided by experienced language educators and museum staff. For three of the past four years, the day camp was held at our former exhibit hall in College Park, MD limiting the attendance to 15 students. Last year the NML in collaboration with the College Park Community Center conducted the camp at the center allowing for 40 students. We also plan to conduct between 5 and 10 school-year culminating

Around the Language World Internship presentations, to which we hope to attract at least 50 students each time, potentially reaching 500 students during the course of the year.

The NML internship program model was initiated in the current school year. A student interested in language chooses a research focus and conducts research guided by NML professional program staff, assisted by language specialists. A culminating presentation is made by the intern to his or her school, providing information on language and culture. This focus on learning in depth about languages and cultures is a unique opportunity. The 2015-2016 school year program will offer internships to between 5 and 10 students, who will be known as *Around the Language World Interns*. These school-year internships will be available to students in Prince Georges and Montgomery Counties, Maryland.

We plan to maintain the duration of our camp to a one-week session and maintain the total number of students enrolled to approximately 40 students and to expand our internship program for high school students during the school year.

The grant will enable us to:

- compensate language education professionals for their time and expertise,
- support curriculum design and planning,
- provide instructional materials and supplies for students,
- publicize the camp at local area schools, community centers and libraries
- organize the NML *Around the Language World Internships* program to train high school students in language study and research
- offer a stipend to awardees of the NML *Around the Language World Internships*
- maintain a tuition free experience for all.

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. See D. 2 above

Students participating in the National Museum of Language's *Around the Language World* program gain insights into the languages and cultures of nations that are key to understanding political and social changes affecting their lives. These cultures include those whose major languages include Arabic, Chinese, Spanish, Japanese, and Korean.

One result of early exposure to language and culture is the expansion of one's perspective on the world; appreciation for other cultures is likely to open doors to international connections that are of critical importance to citizens of a shrinking global environment. In addition, scientific studies show that bilinguals have great mental facility in some tasks and develop a deeper understanding of their own language through the study of a second language. Teachers attest to the current trend of students lacking knowledge of English grammar. Foreign language teachers are finding themselves filling the need for understanding of grammatical structures not only in the language they teach, but also in English. Another area where language learners benefit is the expansion of their vocabulary; many words in English are of Latin or Romance language origin; knowing one of

these languages can help develop the student's English vocabulary and result in higher scores on college entrance examinations.

The benefits of having a second language continue throughout life; aside from the aforementioned career benefits, the onset and severity of dementia and Alzheimer's disease are influenced by knowledge of a second language. For these reasons, we hope that the participants in the National Museum of Language's *Around the Language World* camps will enjoy life-long benefits from their exploration of language and culture.

E. PROGRAM ACTION PLAN:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. HRS. PER MO.</u>	<u>TARGET DATES</u>
Enlist language education professionals to assist with the program; prepare participation agreements and contracts for payment	15 hours	April – May 2015
Hold regular meetings of staff to carry out process of curriculum design and planning	30 hours	May – June 2015
Purchase supplies and prepare instructional materials	20 hours	June 2015
Publicize the camp and internship program at local area schools, community centers and libraries	35 hours	April – June 2015: Summer program
Develop on-line registration for intern program and post to the NML site	10 hours	July 2015
Transport materials and supplies to location of camp and set up	8 hours	Day before camp session begins in July 2015
Put on camp	15 hours/camp session	July 2015
Conduct program evaluation survey interviews	15 hours	Mid-week and end of camp session
Review and accept applications for internship program	30 hours	July – August 2015
Arrange and oversee internships with accepted students	20 hours	Ongoing from July 2015 – May 2016
Carry out internship presentations at schools during school year	18 hours/session	September 2015 – May 2016
Deliver program evaluation survey to participants and analyze feedback	15 hours	August 2015 – June 2016

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

The National Museum of Language has a website at which online program evaluation questionnaires are housed. These are automatically integrated into an online database accessible by all officers of the museum. In addition to the online evaluation, the program committee has developed paper-and-pencil evaluation forms that can be given to camp participants at the mid-point and end of each session. As the staff of the language camp are experienced educators, they are sensitive to the needs of individual participants and can be counted on to maintain a discerning eye to monitor the mood and interactions of the camp participants. This has been found to help avoid potentially less than satisfactory experiences among campers in past program events. Observers at the *Around the Language World* camp have been welcomed and included Chinese visiting scholars from the University of Maryland, teachers of Arabic, and graduate students of linguistics who served as aides for particular language activities and shared their observations with camp organizers. Parents have also been a source of program evaluation on an informal basis when they report to camp staff members about the responses of their children.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

The *Around the Language World* camp has been held for four consecutive years by the National Museum of Language. The registration for the five-day camp has seen a maximum of 40 participants. Participants explored four languages and cultures over the course of the camp sessions: Chinese, (mainland China); French (France, Senegal); Spanish (Spain, Mexico); & Arabic (Egypt). This year we intend to include a Native American language (TBD). Consultants from the areas of interest came and shared their expertise with the children, who were entering grades 4 or 5 in the fall.

A student internship program was piloted for two years with students in Howard County and Prince George's County. The participating interns worked with an NML professional program staff member to develop a research focus, carry out language-related research and present at a culminating event to peers and teachers. These internship presentations were then shared online through the NML website and social media outlets.

H. COLLABORATION (1 point):

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.
 - a. Prince George's County Department of Parks and Recreation Services College Park Community Center Staff.

Last year, the NML collaborated with the staff of the College Park Community Center to use Center facilities for the summer camp. This allowed the NML to more than double the number of students attending the camp and also solved other logistical problems that the NML faced when using the former NML exhibit space in downtown College Park. Center staff also assisted with student supervision allowing the NML staff and volunteers to focus on educational content.

b. Prince George’s County Schools

The NML will work with local schools to recruit students to work as interns and use school facilities for interns to conduct research, and prepare and present the intern presentations. This model has been proven during the two-year pilot program.

I. **TIMELY GRANT REPORT**

1. Did you receive an FY2014 Community Services Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2014? [X] Yes [] No
3. If a final grant report was not filed for FY2014, please contact Stephen Groh, Director of Finance, at 240-487-3510 to obtain a form or send an e-mail to sgroh@collegeparkmd.gov.

J. **BUDGET NARRATIVE:** Describe how line item totals in Program Budget, Item K, were determined.

The National Museum of Language applied for, and received grants from the Prince George’s County Council (\$2,000) and the College Park Community Foundation (\$700) to aid in the support of the 2015 – 2016 *Around the Language World* program.

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	<u>\$2,500</u>
Foundations, other grants	<u>\$2,700</u>
NML Member Contributions	<u>\$1,000</u>
TOTAL RECEIPTS	\$ <u>6,200</u>

Expenses to be covered by College Park Community Services Grant

Qty	Item	Cost	Total
10	Language instructors	\$150 stipend	<u>\$1500.00</u>
5	Educational consultants	\$70	<u>\$350.00</u>
1	Poster paper and ink for printing posters & fliers for local schools & libraries; camp handouts	\$200	<u>\$200.00</u>
50	Binders for printed materials for participants	\$9	<u>\$450.00</u>
		Total:	<u>\$2500.00</u>

Additional Expenses: (To be covered by already approved grants and NML Funds)

Qty	Item	Cost	Total
10	Internship stipends offered to high school student interns	\$150	<u>\$1500</u>
1	Small portable LCD projector for video displays	\$200	<u>\$200</u>
3	Pop-up display signs (3' x 8')	\$150	<u>\$450</u>
5	Docent reimbursements for mileage	\$50	<u>\$250</u>
3	Small newspaper ads	\$180	<u>\$340</u>
3	Notices on Facebook, the NML Blog, Twitter, and other social media. Includes posting of after the fact articles on the camp and school-year programs	\$500	<u>\$500</u>
		Total:	<u>\$3,200.00</u>

Expenses to be covered by Museum member Donations

Qty	Item	Cost	Total
1	Refreshments for camp participants	\$120 / week	\$120
10	Printing handouts for intern presentations	\$24	\$240
10	Travel to five – ten school-year presentations	\$14 / event	\$140
		Total:	\$500

TOTAL EXPENSES

\$6,200

NET SURPLUS / (DEFICIT)

(\$ \$2,500)

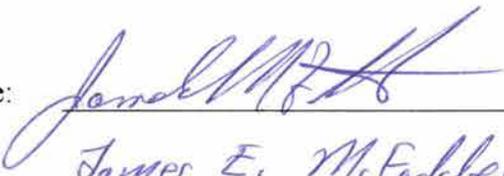
RE: FY2015 Community Services Grant

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, THE NATIONAL MUSEUM of LANGUAGE 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: The National Museum of Language

Signature of Authorized Representative: 

Printed Name: James E. McFadden

Title: NML, Treasurer & Board Member

Date: 19 May, 2015

FY2015 Community Services Grants

Organization: LAKELAND COMMUNITY HERITAGE PROJECT
Grant request: \$2,500.00
Purpose: Lakeland Heritage weekend

City of College Park
FY2015 Community Services Grant Application
(Deadline: Thursday, May 21, 2015, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Lakeland Community Heritage Project

Organization Address: 5011 Navahoe Street

City/State/Zip: College Park, MD 20740

Program Name (if different): Lakeland Heritage Weekend

Contact Person/Title: Maxine Gross, Chairperson

Telephone Number: 240-643-7264 FAX Number:

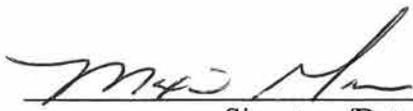
E-mail Address: Maxine.a.gross@gmail.com

Grant Request: \$ 2500.00

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

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

Maxine Gross, Chair

Printed Name/Title



Signature/Date

Mary Sies, Secretary

Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 9
2. In what year did the organization begin operating? 2007
3. In what year did *this program* begin operating? 2007
4. Is the organization incorporated? yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? yes If so, under what section of 501(c)? yes

Federal Identification Number: 77-0694736

6. Is this organization in compliance with all laws and regulations? [X] Yes [] No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:
List Position/Titles:
Maxine Gross, Program Coordinator
George Randall, Logistics Coordination
Mary Sies and Delphine Gross, Collections and Expositions
Wilma Ogborn, Coordination Sunday program
Tricia Homer, University of Maryland Liaison
Corey Poole, MNCPPC Liaison
8. How many volunteers are used to administer *this program*? 12

C. FUNDING SUMMARY (2 points):

Grant Request	<u>\$2,500</u>
Funds Secured from Other Sources	<u>\$4,301.40</u>
Additional Funds Yet to be Secured	<u>0</u>
Total Program Funds	<u>\$ 6,801.40</u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

(a) Identify the issue or need that this program will address in College Park
Many residents of College Park have limited or no *knowledge about the historic past of the Lakeland neighborhood*. Yet, Lakeland's story as one of the earliest African American communities after the abolishment of slavery is one of human strength and creativity supported by shared values, capabilities, and connectedness. Despite adversity and multitudes of difficulties, those characteristics have kept this community alive for more than 120 years. Lakeland's contribution to the history of our City is an important way to *strengthen the pride we all take in College Park and more generally, in being a part of Prince George's County*. Knowing and celebrating Lakeland and its history will help us *better understand our selves, our City, and our potential*. This is of particular *importance to young people*. Through learning about our community's past, we are able to see how others achieved in spite of challenges; we can then extend this understanding to our own prospects for conquering obstacles. Additionally, we can identify our selves as part of a larger community that values each of us and in themselves is worthy of being valued.

(b) Identify the target/recipient of program services;
In addition to welcoming all who wish to participate, Lakeland Heritage Weekend activities will continue to focus on two special age groups of recipients. Specific elements of the Lakeland Story will be directed to *young people* (up to age 22), and *community elders* will share elements of the Lakeland Story. This year's focus will be the connections among the County's traditional African American communities along Route One and how they worked together during the period of segregation in our nation. Members of these other communities including Murkirk, Hyattsville, and North Brentwood will be part of Lakeland Heritage Weekend 2015 events.

(c) Identify the number of College Park residents to be directly affected or served
At least 150 people are expected for each day's events; two thirds are expected to be College Park residents

- 2. Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

Friday evening, Xtreme Teens Skate and Glow: youth ages 11 to 17 will have a fun activity and be introduced to community heritage through film and exhibits.

Saturday afternoon, Lakeland Day: Grounds of College Park Community Center will be converted to a festival ground with tables for picnickers, music and exhibits from LCHP and other community partners. There will be a drum cypher and opportunities for individuals to share their stories of the past and add images from their collections to the LCHP archives.

Lakeland Classic Basketball: Lakeland All Stars, basketball team . The team is sponsored by the Embry Center for Family Life. It is made up of local youth, ages 9 to 17. Most are College Park residents. They will play against the CP Dream Team made up of extreme teen night participants and police officers. The officers are from University of Maryland, Prince Georges County and Maryland Park Police. The CP Dream Team program works to improve relationships between public safety officers and youth and to provide local youth with positive role models.

Sunday Community Worship Service and Meal: Churches from Lakeland and neighboring communities will join together for morning worship. Traditional and modern elements will be included. That afternoon a meal will be served, giving an opportunity for people to visit and learn

more about community history and heritage. They will also have an opportunity to share their own stories and images. Collections will be made for the LCHP archives. The event will serve at least 200 people of all ages from College Park and other local communities. At least 75 participants will be College Park residents.

(c) Identify the number of College Park residents to be directly affected or served.

LCHP expects the total number of Heritage Weekend, 2015 beneficiaries to be 400 – 500 people.

- 3. Program Impact (7 points):** List the program’s anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Participants in activities that were traditionally included in Lakeland celebrations will

1. Review historical exhibits;
2. Interact with residents who along with their ancestors made this history;
3. Use the knowledge they gain from this experience to better appreciate the past;
4. Understand the debt we all owe to those people who lived that history;
5. Increase their understanding of themselves and how life as we currently live it is directly related to the contribution that the Lakeland community has made locally and more broadly to American history.

E. PROGRAM ACTION PLAN: Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
Program design and resource gathering	64	2/15 to 5/15
Publicity	32	6/15 to 9/15
Materials preparation	48	6/15 to 9/15
Implementation	56	9/15

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

All other events will be evaluated by the use of questionnaires administered by youth volunteers during events on Friday, Saturday, and Sunday evening. The questionnaire will utilize a rating scale. Observations will also be solicited from representatives of program partners including community churches, MNCPPC, University of Maryland, and LCHP’s board of directors.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

Lakeland Community Heritage Project has undertaken Heritage events since the organization's inception in 2007. Each was well received by the public and lead to opportunities to bring the story to other communities.

H. COLLABORATION (1 point):

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.
 - Maryland National Capital Park and Planning Commission - providing venue, staffing support for planning, coordination and administration.
 - University of Maryland staffing - support for planning coordination and administration participation in CP Dream Team basketball team
 - Rita's College Park, Looney's College Park- in kind donations
 - Embry AME Church, First Baptist Church – volunteer support, coordination of Sunday events and publicity as well as equipment for events
 - University of Maryland Police, Maryland Park Police, Prince Georges County Police – participation on CP Dream Team basketball team for Lakeland Classic Basketball
 - Embry Center for Family Life – Loan of equipment for Saturday and participation in Lakeland Classic Basketball game
 - B-Roll Media- volunteer media consulting

I. TIMELY GRANT REPORT:

1. Did you receive an FY2014 Community Services Grant from the City of College Park? Yes No

2. If Yes, did you file a final grant report for FY2014? Yes No

3. If a final grant report was not filed for FY2014, please contact Stephen Groh, Director of Finance, at 240-487-3510 to obtain a form or send an e-mail to sgroh@collegeparkmd.gov.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

supplies	In kind	Cost source
food Sunday	1718.79	La Prima
food Fri and Sat	1247.5	Looneys
dessert Friday, Saturday	37.98	COSTCO
trophies	115.1	Maxwell
table cover	83.33	Party city
food service items	149.95	Party city
table skirt	15.95	Party city
printing	659.5	Staples
total supplies purchase	2780.6	

truck rental	120.8	Uhaul
piano rental	225	Piano rental DC
tents	300	We're Having a Party
tables	140	We're Having a Party
chairs	187.5	We're Having a Party
equipment rental total	973.3	

DJ	200	Mr Howard, DJ
drum facilitator	200	David D., Drum Facilitator
sound equipment and engineering	1400	sound engineering

printing program	498	Staples 150 8 page program color co
printing flyers	136	Staples 2 pages each @.17 page for
printing general	25.5	Staples 150 pages @ .17 = 25.50
printing total	659.5	

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	<u>\$2500</u>
Foundations, other grants	<u>0</u>
Public agencies	<u>0</u>
Corporations	<u>0</u>
Other receipts (describe: memberships, book sales and contributions)	<u>2,080.60</u>
In-kind contributions (goods and services donated)	<u>2220.80</u>
TOTAL RECEIPTS	\$ <u>6,801.40</u>

Expenses

Personnel costs	<u>0</u>
Consulting fees	<u>0</u>
Equipment purchases	<u></u>
Supplies	<u>(1247.50)</u>
Supplies	<u>2780.60</u>
Transportation	<u>0</u>
Equipment rentals	<u>(973.30)</u>
Other services (describe: __Drum Facilitator and DJ)	<u>\$400</u>
Other expenses (describe: __Sound engineering and equipment__)	<u>\$1400</u>
TOTAL EXPENSES	\$ <u>6,801.40</u>
NET SURPLUS / (DEFICIT)	\$ <u>0</u>

RE: FY2015 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, Lakeland Community Heritage Project 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: Lakeland Community Heritage Project

Signature of
Authorized
Representative: 

Printed Name: Maxine Gross

Title: Chair

Date: 5/11/2015

FY2015 Community Services Grants

Organization: AMERICAN LEGION AUXILIARY, COLLEGE PARK
UNIT 217
(Miss College Park Scholarship Program)

Grant request: \$2,500.00

Purpose: Scholarships for pageant participants (to cover education expenses)

City of College Park
FY2015 Community Services Grant Application
(Deadline: Thursday, May 21, 2015, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: College Park Unit 217 American Legion Auxiliary

Organization Address: 9218 Baltimore Avenue

City/State/Zip: College Park, MD 20740

Program Name (if different): Miss College Park Scholarship Pageant

Contact Person/Title: Angie Rodriguez, Executive Director

Telephone Number: 240-421-1187 FAX Number: _____

E-mail Address: misscollegetpark@gmail.com

Grant Request: \$ 2500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

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.

Mary B. Keller, 4/26/2015
Signature/Date

Mary B. Keller, Pres. Unit 217
Printed Name/Title

Angie Rodriguez, April 27, 2015
Signature/Date

Angie Rodriguez, Treasurer of Unit.
Printed Name/Title

Ex Dir. of Miss College Park

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 9
2. In what year did the organization begin operating? 1955
3. In what year did *this program* begin operating? 1991
4. Is the organization incorporated? yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? yes If so, under what section of 501(c)? 3

Federal Identification Number: 52-6054873

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

7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Angie Rodriguez, Executive Director
Mary Keller, President of College Park Unit 217, ALA
Jordyn Goddard, MC, former Miss College Park
Dianna Nix, Fundraising Co-Chair
Barbara Witowski, Contestant Coordinator
Jerri James, Judges Chairperson
Eleanor Peacock, Board Member, Fundraiser Co-Chair
Symphony Dixon, Former Miss College Park and Contestant Coordinator
Kathy Kalasinsky, Board Member
Victor Kalasinsky, Board Member
Vicky Kalasinsky, Board Member and Former Miss College Park

8. How many volunteers are used to administer *this program*? 11

C. FUNDING SUMMARY (2 points):

Grant Request \$ 2500.00

Funds Secured from Other Sources \$2100.00

Additional Funds Yet to be Secured 0

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

This scholarship program is addressing the rapidly growing and continuous need for scholarships for those that live in this community. The young people that we target are primarily from the University of Maryland and the surrounding high schools. We heavily target the University and the residents of the surrounding cities by advertising for those that have a need for scholarship dollars. The target is young women, who demonstrate a desire to become a spokesperson and a desire to do community service, with a strong community service background and are between the ages of 16-26. We have had a wide age range of contestants and they keep coming back, even though the majority of them don't win, because we offer scholarships to each and every contestant just for participating and they also learn and grow from this experience. With the monies that are received by the College Park Community Service Grant program, we are able to offer every contestant in the pageant a \$200 cash scholarship. If there is a tie in any area, we don't make the girls split it the scholarship, we give them EACH that scholarship for their work they are doing within the College Park community. This will be my **24th** year of running the Miss College Park Scholarship Pageant and we are working hard to be able to continuously offer monies to every girl who enters.

We are applying for this 2015 Community Service grant to maintain our program, and continue to offer somewhat close to the amount we have offered in the past. We will cease to exist without it. We want to be consistent and not alter or change what those girls last year have received. Even if the full award is received, as you can see from the total, we will have just enough. Because the application is coming out AFTER our pageant, we are on hold to begin writing any scholarship checks until the grant decision is made. Last year, receiving the grant early, we were able to advertise the amounts, and we received a wonderful group of young women vying for the title. This year, we were not able to share amounts because we don't know what we will receive. I believe a good scholarship will bring to us a good quality representative. I also believe there is value to this program which is why I continue to do it, and I hope you all do as well. Our 2015 Miss College Park is already busy making her mark on the world. Her name is Yashvi Aware, and I hope you get to meet her very soon.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The community will benefit because we will have assisted students in our community, in our state, with their goals of completing their education. These young women will be given funds that will, first, reward them for being such goal oriented, service minded and academically driven students, but will also encourage them to continue to perform community service and civic work in the City of College Park, to continue to work in the City, to continue to keep their grades up, to qualify for any other additional scholarship awards, to continue to be well rounded in the arts. These very special young women will not forget College Park. Some will come back and make their homes here and will build their own families here. This is a win, win situation for the City of College Park. The impact that this grant will have will far outreach the dollar amount. Symphony Dixon, Miss College Park 2014 was such an instrumental part of the Annual School Supply Drive which each Miss College Park Champions. She raised hundreds of dollars to purchase school supplies for the children of Paint Branch Elementary School. Miss College Park, 2010, Devin Fendlay, was crowned while still a high school senior. Winning the title of Miss College Park, only further enticed her to apply and attend UMCP where she is a pre-med student with a perfect 4.0 GPA. Miss College Park 2011, Jordyn is now a teacher in Prince Georges County. Morgan is still a student at the University and continues to participate and give back to the program and the City and helps with every fundraiser effort we do. The Civic work done by the young women striving to win this title and by those who wear the crown is immeasurable. But as our Miss College Park always reported to the College Park City Council in January, towards the end of her year, their year has been filled with performing countless hours of community service and civic duties done in this beautiful City. Symphony Dixon, Miss College Park 2014 , cried when she passed on her title as this has meant so much to her and she will never forget all that she has accomplished.

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

The Services AND Activities that Miss College Park participates in tend to help more than just one person. Each of the contestants who enters the program receives a monetary award in the form of a scholarship. All scholarship dollars are housed in a separate account from the operating fund. The young women request their scholarships when their tuition bills are due and the check is written within 7 days. The scholarships awarded to the young women are based on their performance at the pageant. The winner will serve the community for one year. The services she provides are to the entire community of College Park with emphasis on youth. The program works with 10-15 contestants, not just Miss College Park and provides a springboard in which to catapult their community service activities. The College Park Community is the recipient of all of these hours of service being conducted within its walls by the young women who know that a good strong

community service project will make them a more contestant in the program. We also encourage civic responsibility and we do have our Miss College Park around at key events in the City of College Park throughout the year and performing countless hours of community service to include working with disabled veterans at Walter Reed and next year it will be at NIH, working with children with life threatening illnesses at Children’s Hospital. Our Miss College Park acts as an ambassador and attends the major functions in the City. She has even been on the cover of the College Park Gazette Newspaper when she participated in College Park Day. She has participated in major Special Olympic activities at the American Legion Post 217 and at participated in the Community Holiday parties for the children in the City of College Park. Miss College Park welcomes home the troops at the BWI Airport. She judges the Americanism Essay contest and then goes to the school to present the awards. Miss College Park always gives an annual update to the College Park City Council of her activities and keeps the citizens abreast of her plans for her year of service. So, to summarize, there are three groups being helped here: Miss College Park Contestants, for being encouraged to continue their community service endeavors in College Park, the College Park community which are on the receiving end of all of the projects being performed by the contestants and our Miss winner and then of course, Miss College Park who benefits from the scholarship she receives for performing all of the good deeds in the City.

E. PROGRAM ACTION PLAN: Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

ACTIVITY/SPECIFIC TASK AVG. DAYS/HRS. PER MO. TARGET DATES

This is just a sampling of the appearances which Miss College Park 2015 is schedule to do. Average hours per appearance are 2.

Maryland Day 2013	April 2015
Americanism Awards at Holy Redeemer School	April 2015
Interview with the College Park Gazette	May 2015
Interview with the College Park Patch	May 2015
Berwyn Heights Day Parade	May 2015
College Park Cares Mothers Day Race	May 2015
Bowie Memorial Day Parade	May 2015
College Park American Legion Special Olympics Picnic	June 2015
Princess Ice Cream Social or Movie Night	July 2015
Greenbelt Labor Day Festival Parade	Sep 2015
College Park Princess Tea Party	Sep 2015
Hollywood Elementary School Supplies Drive	Sep 2015
College Park Community Day	Oct 2015
Children's Halloween Party	Oct 2015
College Park Blues Festival	Nov 2015
College Park Veterans Day Service	Nov 2015
College Park Unit 217 Coach Bingo Fundraiser	Nov 2015

Children's Christmas Party	Dec 2015
College Park City Council Meeting	Jan 2016
Washington VA and R Rec Hall Party	Feb 2016
Wells Ice Skating Rink Appearance	Nov, 2016
Operation Welcome Home for the Troops returning from War	Mar, 2016
Daffodil and Diamonds Fundraiser Fashion Show	Mar 2016

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

I have been running this program for 24 years. Next year is my big 25th Anniversary Celebration.

We receive reports from our contestants, and are praised on the scholarship amounts given to the contestants by the Contestants themselves, sponsors and the young women who have just aged out and wish they could continue to compete. I have had the same sponsors for 24 years. The sponsors of the program and the City of College Park should enjoy having an ambassador for the community to go around and be seen in the public eye representing the beautiful City of College Park at special events. The Princesses love to take photos along with Miss College Park at the special event days such as College Park Community Day and Maryland Day, as do our elected officials. We enjoy seeing Mayor Andrew Fellows and other elected officials at events such as the Veterans Day service, College Park Day, and our Memorial Day service right here in College Park. We also do a self-evaluation with our main sponsors: College Park American Legion Post and Unit 217 as well as the College Park Merchants to ensure we are serving our Community in the best way possible and see if there are any suggestions for improvement or appearances that they would like to see THEIR representative attend. This system has worked for 24 years so we think we are doing something right.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

Americanism Essay Contest: Each year, College Park Unit 217 sponsors an Americanism Essay Contest for children from grades 3-8 in our area and community schools. We create a theme, this year the theme is "What does Freedom Mean to My Family?" The kids spend a great deal of time thinking about and writing their essay. The essays are collected from the schools and judged. Presently two schools in College Park participate: Holy Redeemer and Hollywood Elementary. (Miss College Park is one of our judges) We then go to the schools assembly's and award a 1st, 2nd and 3rd place award in each age division. The winning essay then completes again at the District Level and that top essay completes again in the State Level. The State essay goes to National. Each time the essay wins or achieves a placement, there is a cash award attached!! This is just another activity that the American Legion Auxiliary sponsors to encourage all to honor those that are fighting for our freedoms. We have done this for the last 26 years. Two years ago, one of our students was awarded the District Level honors! This year, we place in the top two at the District level!!

Girls State Scholarship Program: Each year, we conduct interviews so that we can select one special student from the surrounding area to represent our Unit and attend a week as a citizen at Maryland Girls State at Salisbury State University on a full scholarship to learn all about how our government work and operates. The girls run for offices and elect officials. The elected Girls State Senator get to attend Girls Nation in Washington DC. The young women in our area are given this wonderful opportunity of a lifetime, while they are in high school to experience college life and to learn about the workings of our political system!

H. COLLABORATION (1 point):

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.

American Legion Post 217, College Park (appearances)
Sons of the American Legion, Squadron 217 (sponsorship)
College Park Moose Lodge, Lodge 453 (location sponsor)
College Park Downtown Merchants Authority (Scholarship sponsor)
City of College Park (Scholarship Sponsor)

TIMELY GRANT REPORT:

1. Did you receive an FY2014 Community Services Grant from the City of College Park? Yes No
2. If Yes, did you file a final grant report for FY2014? Yes No
3. If a final grant report was not filed for FY2014, please contact Stephen Groh, Director of Finance, at 240-487-3510 to obtain a form or send an e-mail to sgroh@collegeparkmd.gov.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

This is considering we had 10 contestants competing in the pageant in April, 2015:

Purse Bingo Fundraiser done with the Moose Lodge \$1000
The College Park Unit 217, ALA \$500
College Park Downtown Merchants Authority \$600

This totals \$2100

So, if we receive the request for \$2500, and then we have \$4600 of the \$4,800 needed to roughly cover this scenario based on 10 contestants. We had to eliminate two special awards just to make sure that we didn't over extend ourselves due to the grant coming in after the pageant.

Court:

Miss College Park 2014	\$2000
1 st Runner-up	\$ 500
2 nd Runner-up	\$ 400
3 rd Runner-up	\$ 300
4 th Runner-up	\$ 200

Total: \$3400

Remaining 5 contestants at \$200 = \$1000

Special Awards:

Scholastics = \$200

Elegance and Poise Award = \$200

Total: \$4800 needed.

With the approval of the grant, we will have raised \$4,600 of the \$4,800.

Grand Total: \$4,800

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	\$2500
Foundations, other grants	\$1100
Public agencies	_____
Corporations	_____
Other receipts (describe: <u>Fundraiser with Moose</u>)	\$1000
In-kind contributions (goods and services donated)	_____
TOTAL RECEIPTS	\$ <u>4600.00</u>

Expenses

Personnel costs	_____
Consulting fees	_____
Equipment purchases	_____
Supplies	_____
Transportation	_____
Equipment rentals	_____
Other services (describe: _____)	_____
Other expenses (describe: _____)	_____
TOTAL EXPENSES	\$ _____
NET SURPLUS / (DEFICIT)	\$ _____

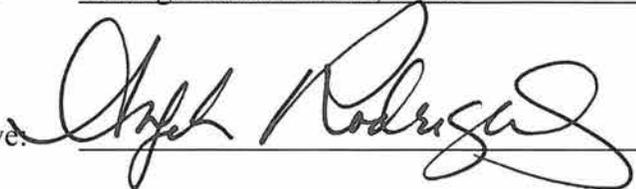
RE: FY2015 Community Services Grant

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, College Park Unit 217,
American Legion Auxiliary 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.

Organization: College Park Unit 217, ALA

Signature of
Authorized
Representative:



Printed Name: Angela Rodriguez

Title: Treasurer/Unit 217 & Executive Director of
Miss College Park

Date: April 27, 2015

FY2015 Community Services Grants

Organization: PREGNANCY AID CENTERS, INC.

Grant request: \$2,500.00

Purpose: Food pantry program

**City of College Park
FY 2015 Community Services Grant Application
(Deadline: Thursday, May 21, 2015, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of application for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Pregnancy Aid Centers, Inc.

Organization Address: 4809 Greenbelt Road

City/State/Zip: College Park MD 20740

Program Name (if different): PAC Food Pantry Program

Contact Person/Title: Mary Jelacic, Executive Director

Telephone Number: 301-345-9325 FAX Number: 301-441-3147

E-mail Address: mary_jelacic@yahoo.com

Grant Request: \$2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

.....

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.

 5/19/15

Signature/Date

Mary Jelacic, Executive Director
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 9
2. In what year did this organization begin operating? 1974
3. What year did *this program* begin operating? 1998
4. Is the organization incorporated? YES If so, in what state? MD
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? YES If so, under what section of 501(c)? (3)

Federal Identification Number: 23-7418649

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*:

List Position/Titles:

Mary Jelacic, Executive Director, Pregnancy Aid Center

8. How many volunteers are used to administer *this program*? 5

C. FUNDING SUMMARY (2 points):

Grant Request	\$2,500
Funds Secured from Other Sources	\$4,000
Additional Funds Yet to be Secured	none
Total Program Funds	\$6,500

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

- (a) The food program provides emergency nutritional support to low-income and unemployed people.
- (b) The target recipients of the Food Pantry Program are pregnant women, their families and people from our community.
- (c) PAC provides food to those in need. Any low-income household in the community is eligible to receive food monthly.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The Food Pantry was opened in response to a need for proper nutrition for the pregnant women and families we serve. All of the people we serve live at or below the federal poverty level, and many of the men in these families work in construction or in landscaping. During the winter months they have no income, because there is no work. The food pantry helps them exist until the spring when work becomes available. In addition to serving these families, we continue feeding families affected by the economy who need food assistance.

The PAC Food Pantry, managed and staffed by volunteers, is open every Tuesday from noon until 3:00pm. During this time, families present ID and proof of low income. They receive food based on family size. In emergency situations, food can be obtained anytime the PAC is open.

Now that we receive food from the Capital Area Food Bank (CAFB) and we have new efficient freezers (donated by PEPCO), we have been able to increase the amount and variety of nutritious food we give to our clients. We request these grant funds to enable us to buy the essential proteins and carbohydrates that are not available from CAFB. Also, the number of households coming for nutritional assistance increased in 2014 by 577 (one-third more than in 2013).

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Pregnant women who are well nourished have healthy babies, and children who are well nourished perform better in school. Pregnant women will be able to eat nutritious foods and gain weight appropriately. Babies will be born healthy. Children will not go to bed hungry. The unemployed will have food in an emergency.

E. PROGRAM ACTION PLAN: Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also identify specific tasks required in order to fully implement the program

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
● Inventory food on-hand	3 hrs/mo	Every Tuesday
● Verify client information	10 hrs/mo	Every Tuesday
● Pack and distribute groceries	20 hrs/mo	Every Tuesday
● Shop at CAFB on-line	10 hrs/mo	Weekly
● Pick up & deliver food from CAFB	10 hrs/mo	Weekly
● Purchase supplemental food	8 hrs/mo	Weekly
● Sort and place food on shelves	10 hrs/mo	Weekly

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

The Director of the Food Pantry tracks the number of households (and number of individuals in each household) receiving food and the amount of food given to each recipient.

G. ORGANIZATION EVALUATION (2 POINTS):

Briefly describe 1 or 2 similar programs that your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

The Pregnancy Aid Center's primary mission is to provide pre and postnatal care to uninsured or underinsured women in northern Prince George's County.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? Yes No

2. If yes, please provide the name of the collaborating agencies and the nature of the collaboration.

A Prince George's County Special Appropriations Grant also supports the Food Pantry program.

I. TIMELY GRANT REPORT:

1. Have you previously received a Community Services Grant from the City of College Park? Yes No

2. If yes, did you file a final grant report for FY 2014? Yes No

J. **BUDGET NARRATIVE:** Describe how line item totals in Program Budget, Item K, were determined.

Receipts

Grant request from City of College Park will enable us to purchase essential proteins and carbohydrates (e.g., meat, beans, rice, tuna fish and peanut butter) which are not available from the Capital Area Food Bank.

Public agencies – We currently are utilizing a grant from Prince George’s County to purchase supplemental food but this grant expires on June 30, 2015.

In-kind contributions (goods and services donated) – Estimated value of food received from Capital Area Food Bank (\$300/wk x 50/wks = \$15,000).

Volunteer hours for Food Panty tasks (\$8/hr x 71 hrs/mo/per yr = \$6,816).

Transportation costs to pick up and deliver CAFB order and to shop for and deliver supplemental food (30 mi/wk @ .50/mi x 50 weeks = \$750).

Expenses

Supplies – All funds received from grants are utilized for the purchase of essential proteins/carbohydrates that are not available from the Capital Area Food Bank.

Supplies – In-kind contributions - Estimated value of food received from Capital Area Food Bank (\$300/wk X 50 weeks = \$15,000).

Other services - In-kind contributions - Estimate value of volunteer hours for Food Panty tasks (\$8/hr x 71 hrs/mo x 12 months = \$6,816).

Transportation estimated costs to pick up and deliver CAFB order and to shop for and deliver supplemental food (30 mi/wk @ .50/mi x 50 weeks = \$750).

K. PROGRAM BUDGET:

Receipts

Grant request to City of College Park	\$2,500
Foundations, other grants	0
Public agencies	\$4,000
Corporations	0
Other receipts	0
In-kind contributions (goods and services donated)	\$22,566
Total Receipts	\$29,066

Expenses

Personnel costs	0
Consulting fees	0
Equipment purchases	0
Supplies	\$6,500
Supplies – In-kind contributions	\$15,000
Transportation	0
Equipment rentals	0
Other services– In-kind contributions	\$7,566
Other expenses	n/a
Total Expenses	\$29,066
Net Surplus/(Deficit)	0

RE: FY2015 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, PREGNANCY AID CENTERS INC 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: PREGNANCY AID CENTERS INC

Signature of Authorized Representative: Mary Jelacic

Printed Name: MARY JELACIC

Title: EXECUTIVE DIRECTOR

Date: 5/19/15

FY2015 Community Services Grants

Organization: COLLEGE PARK WOODS SWIM CLUB

Grant request: \$2,500.00

Purpose: Senior summer day camp

City of College Park
FY2015 Community Services Grant Application
(Deadline: Thursday, May 21, 2015, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: College Park Woods Swim Club_____

Organization Address: _____ 3545 Marlborough Way P.O. Box 685 _____

City/State/Zip: College Park MD 20740_____

Program Name (if different): Senior Day Camp 2015_____

Contact Person/Title: Barbara Pianowski, Board President_____

Telephone Number: 301-935-5555_____ FAX _____

E-mail
____CPWSwimClub@yahoo.com_____

Grant Request: \$ 2,500.00

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

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.



Barbara Pianowski 4/23/15
Signature/Date

Barbara Pianowski, Board President
Printed Name/Title

 4/23/15

Signature/Date

Judith Carr Treasurer
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

- 1. Number of current board members? 8
- 2. In what year did the organization begin operating? 1962
- 3. In what year did *this program* begin operating? 2011
- 4. Is the organization incorporated? X yes MD If so, in what state? MD
- 5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? no 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*:
List Position/Titles:
Barbara Pianowski, President
Judith Oarr, Treasurer
Barbara House, Secretary
Carolyn Bernache
Jean Twigg
Patricia Lupo
Richrd Heath

- 8. How many volunteers are used to administer *this program*? 10

C. FUNDING SUMMARY (2 points):

Grant Request \$ 2,500

Funds Secured from Other Sources 0

Additional Funds Yet to be Secured \$ 2,500

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

- 1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

This program will provide outdoor recreation for seniors in College Park who usually do not have transportation or means to use recreational facilities. It provides a structured program of entertainment, fun, games and socialization. Healthy lunches, drinks and snacks are provided. It allows communication between neighbors and the opportunity for new friendships to develop. In the past, we have received many accolades for providing an outdoor fun, recreational for seniors. We expect to service 40-50 seniors per session,

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

We hope to foster communication and relaxation in a wooded and safe setting. We also offer the group healthy lunches for all to enjoy. It gives a chance to sit in the sun or shade, watch children at play. Swimming and exercise are also available.

3. **Program Impact (7 points):** List the program’s anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Our goal is to again increase the number of attendees from nearby College Park and to provide safe entertainment, friendship and healthy meals. Attendees will increase their socialization skills, make new friendships and have opportunity for exercise and appreciation of nature as well as enjoying musical programs and games. Everyone goes home happy and relaxed!

- E. **PROGRAM ACTION PLAN:** Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
Senior Day Camp	2-3 days per month/ 12-16 hrs per mo.	May-July 2015

- F. **PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

Aides from the Senior facilities involved offer ongoing observations and suggestions. Officials from the city also offer evaluations. Board members give and solicit advice from participants. Attendees Often give follow-up comments after each session and we have received compliments from the performers also.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

We have held dinners, cook-outs and family days as well as National Night Out, Neighborhood Watch and Civic Association events. The community has participated in free swim days and picnics and attendance has been high at all events. The programs foster communication and a sense of safety in the community. We have been asked to hold these events again this year due to their success.

H. COLLABORATION (1 point):

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.

Attick Towers, Spellman House, College Park Dept of Aging
Recruit attendees and provide transportation

I. TIMELY GRANT REPORT:

1. Did you receive an FY2014 Community Services Grant from the City of College Park?
 Yes No
2. If Yes, did you file a final grant report for FY2014? Yes No
3. If a final grant report was not filed for FY2014, please contact Stephen Groh, Director of Finance, at 240-487-3510 to obtain a form or send an e-mail to sgroh@collegeparkmd.gov.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

From past expenses and increased need for supplies as well as higher costs for food and entertainment.

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	<u>\$2,500</u>
Foundations, other grants	<u>0</u>
Public agencies	<u>0</u>
Corporations	<u>0</u>
Other receipts (describe: _____)	<u>0</u>
In-kind contributions (goods and services donated)	Volunteers time to plan, shop and serve participants
TOTAL RECEIPTS	\$ <u>2,500</u>

Expenses

Personnel costs	<u>donated</u>
Consulting fees	<u>0</u>
Equipment purchases	<u>\$600</u>
Supplies	<u>\$500</u>
Transportation	<u>0</u>
Equipment rentals	<u>0</u>
Other services (describe: __ Admission fees and meals __)	<u>\$1,000</u>
Other expenses (describe: _ Performers and Prizes ____)	<u>\$400</u>
TOTAL EXPENSES	\$ <u>2,500</u>
NET SURPLUS / (DEFICIT)	\$ <u>0</u>

Compose

- Inbox (5)
- Drafts (25)
- Sent
- Spam (10)
- Trash (6)
- > Smart Views
- > Folders
 - untitled
 - untitled1
- > Recent

RE: FY2015 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College²⁰ Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, College Park Woods Swim Club does hereby
 (name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees,²⁰ 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 of⁹⁹ whether or not the City is named as a sponsor.

Organization: College Park Woods Swim Club

Signature of Authorized Representative: Barbara Pianowski

Printed Name: Barbara Pianowski

Title: President

Date: 4/23/15

FY2015 Community Services Grants

Organization: EMBRY CENTER FOR FAMILY LIFE
Grant request: \$2,500.00
Purpose: Lakeland All-Stars basketball program

City of College Park
FY2015 Community Services Grant Application
(Deadline: Thursday, May 21, 2015, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Embry Center for Family Life

Organization Address: 5101 Lakeland Road

City/State/Zip: College Park, MD 20740

Program Name (if different): Lakeland All-Stars Basketball Program

Contact Person/Title: Rev. Edna Canty Jenkins, President

Telephone Number: 301 474-7503 FAX: Number: (301)474-3941

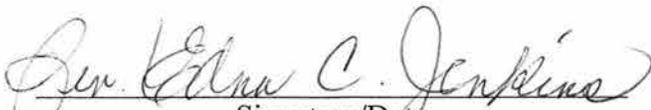
E-mail Address: rdecj@hotmail.com

Grant Request: \$ \$2500.00

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

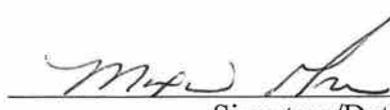
[X] Maintain Existing Program [] Expand Existing Program [] Start New Program

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

Rev, Edna C, Jenkins, President
Printed Name/Title

 5/16/15

Signature/Date

Maxine Gross, Vice-President
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 5
2. In what year did the organization begin operating? 2011
3. In what year did *this program* begin operating? 2009
4. Is the organization incorporated? Yes If so, in what state? MD
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? Yes If so, under what section of 501(c)? 3

Federal Identification Number: 45-2562988

6. Is this organization in compliance with all laws and regulations? [X] Yes [] No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Reginald Gaskins – Head Coach
Edward Hall – Head Coach
Dwight Brooks – Team Manager
Darius Brooks – Assistant Coach
Ronald Jenkins – Transportation Coordinator

8. How many volunteers are used to administer *this program*? 10

C. FUNDING SUMMARY (2 points):

Grant Request	\$ <u>2500.00</u>
Funds Secured from Other Sources	<u>1,000.00</u>
Additional Funds Yet to be Secured	<u>1,000.00</u>
Total Program Funds	\$ <u>4,500.00</u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.
- a. The young people of the Lakeland community of College Park often lack structured leisure activities which develop the whole person. The idle time experienced especially during the summer months during school break often leads to their engaging in undesirable activities.

Our program provides structured activities using their favorite past time, playing basketball as a means to provide their needs. This program provides life skills, connecting with community, mentoring and values training. They also have the opportunity to meet youth and adults from other schools and communities. We have noticed relationship building between youth and the male figures in their live as they attend the games.

- b. We will target male and female youth between the ages of 8 and 18 to participate in the program.
- c. This program anticipates serving a minimum of 18 youth.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The Lakeland All-Stars Basketball Program will recruit players and develop basketball teams that will participate in a Summer Youth Basketball League for residents of Maryland and the Washington, DC Metropolitan area. We have participated in summer leagues since 2009. The games are to be held at Holy Trinity Episcopal Day School in Glendale, Maryland and are free to the public. The purpose of the program is to develop character, life skills, increase physical fitness, build team interaction skills, promote good sportsmanship, and self-discipline. The teams will continue to participate throughout the year by participating in scheduled College Park Dream Team games. Those games are played with members of the UMD Police, Park Police, and Prince George's County Police Department. This is done in partnership and collaboration with the UMD Office of Community Engagement, College Park Community Center and Lakeland Community Heritage Project.

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

The community will benefit from the life skills/character development changes that are built into the program. We expect the youth participants to increase in their abilities to manage conflict, work with other youth their age, make better decisions, and set goals for life. We will guide them in understanding the need for them to not engage in alcohol and drug use and encourage them to understand the negative effects of alcohol and illicit drug use. These principles are expected to reduce crime and violence in the community. We stress being connected with our community. Our partnerships with the UMD Campus Police and the Prince George's Police Department have had a tremendous impact upon police and community relations. We have continued with the program during the year with the teams participating in the CP Dream team games with the police at the College Park Community Center. Multi-generational participation has also helped communication and build trust between youth and adults in the community. Team members have met city council members, the mayor and other elected officials.

E. **PROGRAM ACTION PLAN:** Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
• Basketball Practice/Drills	1x weekly 1 1/2 hours	5/2015-8/2015
• Character Development	30 minutes weekly	5/2015-8/2015
• Basketball games	1x weekly per team for 6 weeks	6/2015- 8/2015
• Drug Prevention Workshop	1 session	7/2015
• Conflict Management/Decision Making	1 session	6/2014-7/2015
• School Success/Goal Setting	1 session	7/2015
• CP Dream Team Games	Bi-monthly	2/2015- 6/2016

F. **PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

The youth and adults involved with the program are provided with opportunity for feedback through verbal interviews weekly. Questionnaires, surveys, and observation are a part of the program evaluation procedures. Players and parents will be given questionnaires at the beginning of the program and at the completion of the summer program.

G. **ORGANIZATION EVALUATION (2 points):** Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

We have been engaged in providing this and other quality programs for the College Park Community for the past 4 years. We have watched as the participants have increased their grade averages tremendously. We sponsored an additional team last year due to the increased popularity of the program and the desire of the parents for their children to be engaged in our structured activities. We have been advocates and provided support for our team members in their neighborhood schools during the year. We have attended IEP meetings and school conferences with parents and school staff. The youth and parents have been encouraged to know that Embry Center for Family Life has caring adults interested in their education and their well-being, not just in their ability to play sports. We believe that our strengths lie in our partnerships with community programs enabling us to utilize the resources of the community to

RE: FY2015 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: Embry Center for Family Life
Signature of Authorized Representative: Den. Edna C. Jenkins
Printed Name: Edna C. Jenkins
Title: Director
Date: 5/18/2015

FY2015 Community Services Grants

Organization: COLLEGE PARK CENTER FOR FAITH &
COMMUNITY

Grant request: \$2,000.00

Purpose: College Park Community Library

**City of College Park
FY2015 Community Services Grant Application
(Deadline: Thursday, May 21, 2015, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: College Park Center for Faith and Community

Organization Address: 9704 Rhode Island Avenue

City/State/Zip: College Park, MD 20740

Program Name (if different): College Park Community Library

Contact Person/Title: Brian Shigoli (Interim Pastor); Jackie Kelly, Elaine Stillwell (Co-Directors)

Telephone Number: 301-345-4616 (Church) 301-474-8044 (library) FAX Number: N/A

E-mail Address: colparklib@gmail.com

Grant Request: \$2,000

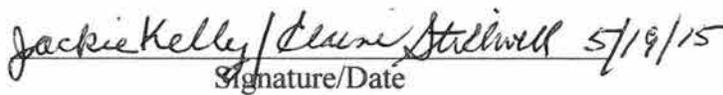
Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

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.

 5/19/15
Signature/Date

Joakim Shigoli/ Interim Pastor/Building Administrator
Printed Name/Title

 5/19/15
Signature/Date

Jackie Kelly/ Elaine Stillwell – Co-Directors
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 6
2. In what year did the organization begin operating? 1953(Church)
3. In what year did *this program* begin operating? 2012
4. Is the organization incorporated? Yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? Yes If so, under what section of 501(c)? 3

Federal Identification Number: 52-6010825

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*:

List Position/Titles:

Jackie Kelly, Co-Director (volunteer)
Elaine Stillwell, Co-Director (volunteer)
Angela Ohl, ESL instructor (volunteer)
Chris Nagle, volunteer staff
Tom Payne, volunteer staff
Andrea Moore, volunteer staff
Juan Blanco, volunteer staff
Deron Lovass, volunteer staff
Cynthia Manrique, student volunteer
Syed Javed, student volunteer
Nnamdi Ugbor, student volunteer
Thomas Crowder, student volunteer

8. How many volunteers are used to administer *this program*? 12

C. FUNDING SUMMARY (2 points):

Grant Request	<u>\$ 2,000.00</u>
Funds Secured from Other Sources	<u>\$ 450.00</u>
Additional Funds Yet to be Secured	<u>\$ 150.00</u>
Total Program Funds	<u>\$ 2,600.00</u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

- 1. Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

a) Before the College Park Community Library (CPCL) opened its doors on February 22, 2012, the City of College Park lacked a public library. Through the hard work of just a handful of volunteers, coupled with the generosity of the College Park Church of the Nazarene (donated space and utilities at their recently renamed facility, College Park Center for Faith and Community) and those who donated books, we have since filled that void.

b) The College Park Community Library aims to serve the residents of College Park by providing literacy and arts related programs for people of all ages. We strive to meet the needs of all age groups, ranging from toddler story times to programs for adults and seniors. We have books for readers with a wide variety of interests — from fiction to non-fiction, including foreign language books.

c) The number of College Park residents to be directly affected or served by the CPCL is potentially limitless, as it's open to everyone. Since opening in February 2012, we have signed up 197 families (or "friends" of the College Park Community Library). That number continues to grow as knowledge about the library continues to spread beyond North College Park to the rest of the city. However, community awareness of the library's services remains limited. Almost daily, we talk with people who did not know of our existence. In addition to seeking funding for expansion of programs, we will plan to invest resources in marketing to ensure that a greater number of community members are aware of this resource in their community. As these numbers increase, a secondary goal is to increase the number of volunteers available to assist with library operations. Currently, we have volunteers to staff the library. These include high school students who are fulfilling their requirement for community service hours. We need additional volunteers to provide support for projects including writing the application for non-profit status, implementation of our library catalog, and maintenance of our website.

- 2. Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The purpose of the CPCL is to give College Park residents a public library within the city limits, to enrich or improve the quality of life of College Park residents, and to support and improve educational opportunities for children in the city through free activities. We have grown from a source of reading material to a resource center for the community.

We aim to celebrate diversity within the community through a variety of programs that bring people from College Park's communities together. (The church's facility, College Park Center for Faith and Community alone serves five religious communities of diverse backgrounds and provides a food bank for hungry neighbors.) We collaborate with other groups/associations within the city, including the College Park Arts Exchange, the Committee for Better Environment, and the College Park Lions Club, to enhance the city's cultural and artistic offerings. We are also able to provide meeting space for community groups, including the North College Park Civic Association.

In order to better inform the community about us, our marketing strategies will be increased. We currently have a website and a Facebook page. In addition, we have included a flier in the annual City information packet. We have also had a presence at both Farmers' Markets (Hollywood and Downtown College Park) and will continue to do so in the 2015 season. We have worked with the City office to promote our activities, including our book festival, through the *Municipal Scene*. We also have submitted news of events and volunteer opportunities to the *Gazette* and the *Washington Post*. Some of the authors who have worked with us at the Book Festival have included information about our library on their web pages or blogs.

At this point, we would like to further promote our library by standardizing our branding, increasing our use of promotional materials, upgrading our webpage and utilizing Facebook as an advertising tool. We would also welcome any recommendations and additional support that the City would be able to provide in terms of program promotion.

We will continue our existing youth programs, including toddler and pre-school story time, the Junior Reader Program and our Library Dog Reading Program. Through collaboration with Hollywood Elementary School, we have been able to assist students to fulfill their reading assignments and improve their reading skills in a supportive environment. Students are able to read to library staff, who can then "sign off" on school required reading logs. In order to meet the community needs, we have increase the number of hours from 8 to 16 per month that this program is available. We plan to expand this program to other elementary schools in the community.

For the summer, we will continue the Junior Reader Program, assisting children to meet their summer reading requirements. We will also offer a Kids Cooking Club. Cooking is another strategy to teach reading and math. Children will make simple dishes as they learn to navigate a recipe.

Our teen programming includes a book group, led by our teen volunteers. We are also planning to offer a cyberbullying awareness workshop to older children and teens.

Adult programming will include the addition of a second book discussion group, which will take place during the day for those not able to attend our evening session. We will also plan new "meet the author" events. A new addition to our programs is a series of free art classes that will be held this summer.

Our English as a Second Language classes have been well received. We will plan to increase our participation beyond the north College Park community. Our volunteer instructor has provided not only in-class instruction, but also field trips to the grocery store, Metro, etc. to help students learn about their community as well as learn English.

It is also satisfying to be able to provide computer access to those needing the service. We have had job seekers, researchers and those needing to make document copies utilize our facility, which has been more convenient to them than going our off the neighborhood. We are also considering offering additional computer education classes.

We have recently been approached by the College Park Arts Exchange to work collaboratively with them for some of their program offerings. These may include a monthly women's book discussion group and a photography club, as well as some programs for children.

We will also continue to serve as a community resource for information about local organizations and events of interest to the community. Examples include on campus activities that will benefit the community, 4-H and other University of Maryland Extension Services programming, as well as local organizations (Committee for Better Environment, College Park Foundation, College Park Nursery School) and MNCPPC.

- 3. Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Opening the library's doors was the beginning of a larger, more open-ended effort that aims to bring people together around books, ideas, and educational opportunities, thereby fostering a greater sense of community, and giving families another option for establishing a life-long interest in books and learning. Through collaboration with a local artist, we have also been able to introduce art programs to the community.

Participation at our events has continued to grow. Our story time has expanded from a thirty minute event attended by a handful of families to a morning social event for a large number of young moms and childcare providers who not only participate in the story time activities but also use the time to socialize, compare notes on child development and plan play dates. We currently have 52 families on our mailing list, up from 30 families last year. This number has increased dramatically even as we had to remove some names as families moved away.

We have developed a working relationship with Hollywood Elementary School. The Junior Reader Program and our Library Dog reading program have provided opportunities for youth to expand their reading skills in a supportive, non-threatening environment. The school includes information about our programs in their parent newsletters. With summer coming, we will plan to work with the school to assist students to fulfill their summer reading requirements. We will also reach out to Paint Branch Elementary School to offer our assistance to their students.

Our annual book festival has continued to grow in author participation and attendance. We have already begun planning for our 2016 festival. Once again, we will collaborate on this project with the College Park Lions Club. In year four, we hope to further increase our attendance, making this an event that brings together people from all the communities within the City.

We have been able to partner with the University of Maryland to offer computer classes for senior citizens. This was done with little lead time, and we did succeed in having several participants. We plan to repeat this offering, and expand our outreach in order to engage even more people.

Our goal is to increase our membership by at least 30% and to see increased utilization of the library services during existing hours. We would also like to enlist at least two dedicated volunteers will to assist with the "behind the scenes" jobs needed to maintain the function of the library. Most notably, we would like to identify someone who could assume the responsibility for completing the process to obtain non-profit status. This would enable us to apply for grant funds limited to those who have non-profit status.

E. PROGRAM ACTION PLAN: Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
Current Activities:		
* Library – book borrowing and reading room	20 days/month - 66 hours/month	in place
* Free Wi-Fi /computer access	20 days/month - 66 hours/month	in place
* Printer access	20 days/month – 66 hours/month	in place
* Children’s story time (include craft program)	Weekly/ 3 hours month (approx.)	in place
* Meeting Space	20 days/month - (by appointment)	in place
* Book Discussion Group (evening)	Monthly 2 hrs.	4th Tues./month
* Junior Reader Program	Weekly – 16 hrs. /month	in place
*Library Dog Reading program	3 hours/month (1day/month)	in place
*English as Second Language	Weekly/ 4 hrs. / month	in place
Additional activities to be provided throughout the year:		
* Readings & “Meet the author” events	2 to 3 per year	2015 - 2016
* Kids Cooking Club	2 - 3 times per year	Fall 2015
* Cyber Safety Awareness	2 hrs. x 1 session	Fall 2015
* Teen Book Group	1 hr. /month	Summer 2015
* Book Discussion Group (afternoon)	1 hr./month	4th Tues./month
* Adult Art Classes	Weekly x 4 (1 hr. sessions)	Summer 2015
* Children’s Art Classes	Weekly x 4 (1 hr. sessions)	Winter 2016
* Fourth Annual College Park Book Festival		March 2016
* Collaboration with College Park Arts Exchange:		
Women’s Non-Fiction Book Group	Monthly x 2 hrs.	Summer 2015
Photography Club	Monthly	TBD
Big Read		TBD
Craft projects for children		Oct. 2015
Dr. Seuss Birthday Celebration		March 2016
Marketing:		
* Logo development	Hours as needed	Aug. 2015
* Facebook updates	Minimum weekly	In place
* Facebook boosts	Minimum monthly	2015-2016
* Website improvement	Hours as needed	Sept. 2015
* Website updates	2-3 x/month	In place
* Print marketing	Hours as needed	2015-2016

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

We will maintain a record of attendance and utilization to assess of effectiveness. We have ongoing records of our daily library activities as well as records of attendance at our functions. We will use

those as a measure of our success. Further, we will continue to monitor our growth in membership. As new members come to the library, we will ask how they learned about us so that we can determine which of our strategies are most successful. Finally, we will survey community members to assess whether we are on target in meeting their needs and for planning future programming.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

We have developed a successful relationship with Hollywood Elementary School. The Junior Reader Program and our Library Dog reading program have provided opportunities for youth to expand their reading skills in a supportive, non-threatening environment. Students who have participated in the program have demonstrated increased proficiency in their reading skills and have, in fact, exceeded the school's reading requirement. Parents who are not native English speakers have found this program to be very helpful to their beginning readers.

Our annual book festival has continued to grow in author participation and attendance. In its third year, we offered a self-publishing workshop in addition to the opportunities for city residents to meet local authors, poets and illustrators. We also held a used book sale which netted about \$50 for program activities. Several of the authors made donations of their books to the library or as door prizes, and one donated the profits from her book sales that day to the library. We have already begun planning for our 2016 festival. Once again, we will on this project together with the College Park Lions Club, who also offered eye testing at the event. In year four, we hope to make this a signature city event.

Through our partnership with the College Park Arts Exchange, we were able to host a very successful celebration of Dr. Seuss's Birthday in February. Both CPAE and the library advertised the program. Over 50 people packed the library to capacity to hear stories and then participate in a *Cat in the Hat* puppet making activity. Attendees included many of our story time participants as well individuals from the community who came to the library for the first time.

H. COLLABORATION (1 point):

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.
College Park Lions Club – provided support for Book Festivals including materials, printing, advertising and gift bags

College Park Arts Exchange – partnered with us for programming at the library (Dr. Seuss Day)

Committee for Better Environment – Donated children's and adult books about the environment

College Park Community Foundation – Provided workshops for non-profits; awarded a grant to purchase library cataloging software

I. TIMELY GRANT REPORT:

1. Did you receive an FY2014 Community Services Grant from the City of College Park?
 Yes No

2. If Yes, did you file a final grant report for FY2014? Yes No

3. If a final grant report was not filed for FY2014, please contact Stephen Groh, Director of Finance, at 240-487-3510 to obtain a form or send an e-mail to sgroh@collegeparkmd.gov.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

We're asking for \$2,000 from the City in the form of a Community Service Grant to help to pay for our program expenses and to fund marketing activities to promote the library within the city.

While the library has continued to offer programming, it is could be more widely used and be an even greater asset to the City. We have been using our limited expertise to promote the library. As we enter into year four of our existence, we need to develop a logo and improve our marketing. We will attempt to seek advice from local resources (College Park Community Foundation and the University), but anticipate that there will be costs associated with this project. Our website needs to be enhanced. In addition, we would like to use some funds to pay for Facebook promotions (boosts) to reach the wider community regarding our programming.

Most of the library's operations are dependent upon donations of volunteer time, books, furniture and space. However, all expenses cannot be avoided in order to maintain our program. While we are in donated space, we need to maintain liability insurance for library activities. Additional funds are needed for the day to day operation of the program.

We would also like to apply for non-profit status for the library as a separate entity. This would enable us to seek additional grant funds and donations from organizations, particularly those who serve small libraries. A portion (est. \$350) of the requested funds would be used for application fees.

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	<u>\$2,000.00</u>
Foundations, other grants (College Park Community Foundation Grant to purchase library cataloging software)	<u>\$400.00</u>
Public agencies	<u>0</u>
Corporations	<u>0</u>
Other receipts (describe: anticipated membership fee 30 x \$5; Used book sale \$50)	<u>\$200.00</u>
In-kind contributions (goods and services donated) Donated books – unsure of value	<u>0</u>
TOTAL RECEIPTS	<u>\$2,600.00</u>

Expenses

Personnel costs	<u>0</u>
Consulting fees	<u>0</u>
Equipment purchases (Additional storage for games, software, library cataloging software & equipment)	<u>\$500.00</u>
Supplies (office supplies, printer ink & paper, activity supplies, cleaning supplies, printing library cards)	<u>\$200.00</u>
Transportation	<u>0</u>
Equipment rentals	<u>0</u>
Other services (Liability insurance (\$450); website (\$100) Non-profit application (\$350 estimate)	<u>\$900.00</u>
Other expenses (social marketing (FB), website, printing, business cards & other promotional materials, miscellaneous)	<u>\$1,000.00</u>
TOTAL EXPENSES	<u>\$2,600.00</u>
NET SURPLUS / (DEFICIT)	<u>\$ 0</u>

RE: FY2015 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, College Park Center for Faith and Community 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: College Park Center for Faith and Community

Signature of Authorized Representative: 

Printed Name: Joakim Shigoli

Title: Interim Pastor/Building Administrator

Date: 5/19/15

FY2015 Community Services Grants

Organization: B-ROLL MEDIA & ARTS INC.
Grant request: \$2,500.00
Purpose: Photography 101 & Audio Engineering Basics

City of College Park
FY2015 Community Services Grant Application
(Deadline: Thursday, May 21, 2015, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: B-Roll Media & Arts Inc

Organization Address: 8732 Boulder Ridge Road

City/State/Zip: Laurel Maryland 20723

Program Name (if different): Photography 101 & Audio Engineering Basics

Contact Person/Title: Robert Jackson - Executive Director

Telephone Number: 202-251-6247 FAX Number: 240-280-1055

E-mail Address: rojack535@aol.com

Grant Request: \$2500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

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.

Robert E. Jackson 5/20/15
Signature/Date

Signature/Date

ROBERT E JACKSON Executive Director
Printed Name/Title

Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

- 1. Number of current board members? 8
- 2. In what year did the organization begin operating? 2012
- 3. In what year did *this program* begin operating? 2013
- 4. Is the organization incorporated? Yes _____ If so, in what state? Maryland
- 5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? Yes ____ If so, under what section of 501(c)? Non-Profit 170 (b) (1) (a) (vi)
Federal Identification Number: 45-2770585 _____
- 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*: 5
List Position/Titles: Robert Jackson-Executive Director, Greg Hartman-Director of Education, Collette Desroches-Secretary, Bonnie Breuner- Instructor, Alison Raffaldt-Instructor

8. How many volunteers are used to administer *this program*? 5

C. FUNDING SUMMARY (2 points):

Grant Request	\$ 2 5 0 0
Funds Secured from Other Sources	\$6700.00
Additional Funds Yet to be Secured	\$00.00
Total Program Funds	\$ 9 2 0 0 . 0 0

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

(a) **Need-** All children learn and grow differently. What works for one child, may not work for the next. However, at no fault of their own, children who struggle with traditional classroom education are falling in the gap between a proper education and bright future. This means children who do not fit in and learn in the traditional classroom environment have less of a chance of meeting their long-term career & life goals. Thus, they struggle to make the right career choices and advance. With our free of cost educational media & arts classes, the needs of College Park children through a more identified program will help them to learn at their pace. The target recipient are youth in the College Park Area ages 13-18 years old. Our goal is to reach as many youth in the College Park area to become a part of our media & arts classes. Not only providing them with life long skills and career development, we also offer mentorship and life skills. Our goal is to serve 20 to 30 % of the College Park Youth.

- 2. Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

It is the overall goal of the organization to provide College Park youth with a positive recreational and educational experience while they are actively enrolled in the programs that B-Roll Media & Arts Inc. offers. The organization expects to enhance the quality of life for College Park Youth participants through personalized engagement and instruction in Dance, Photography, TV Production and Audio Engineering classes. College Park Youth will gain development skills, mentoring and internship opportunities. Therefore, the organization is dedicated to establishing a direct relationship with adolescent members of College Park Maryland communities to assist them with making substantive impacts in the community and arts & media workforce.

3. Program Impact (7 points): List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. Our programs in Audio Engineering, Film, Visual Media, Television & Radio Production, photography, music and dance are led by award-winning industry experts with a commitment to youth education and development. Upon completion of our classes College Park Students will gain newfound career paths and a better understanding of media and arts Technology. We have hosted dance classes at College Park Community Center Saturday Evening participating in the Teen Extreme programs offered by the College Park Community Center. Our instructors taught students Hip Hop & Modern dance performance. We will increase College Park Youth's knowledge and allow them to express their talents and positively impact their communities and society in general. College Park youth that partake in B-Roll Media & Arts programs will have an opportunity to learn from industry professionals in the field of media and arts as well as gaining career direction. All classes are free of charge.

E. PROGRAM ACTION PLAN: Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

ACTIVITY/SPECIFIC TASK AVG. DAYS/HRS. PER MO. TARGET DATES

- Fundamentals of Television Production 4 days month 16 hours month- May 18-July 11
- Audio Engineering & Recording 4 days month 16 hours month – May 8 –July 4
- Art Instruction 4 days month 16 hours month – July 18-Sept 5
- .
- Hip Hop & Modern Dance 4 days month 16 hours month – Sept 19-Nov 7

In order to complete the above class schedule B-Roll Media & Arts will need to secure additional funding to pay instructors and venue cost. College Park students will not have to pay for classes. Recruiting students for the various program classes.

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other) Each College Park child and parent will receive a questionnaire on how effective the classes were and suggestions offered. Each child will also be awarded a certification of completion. Personal interviews during and after each course will be conducted to evaluate class and course effectiveness.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness. Jan. 2015 B-Roll Media & Arts held an 8 week Studio Recording class at Lion & Fox Recording Studio in College Park Md. Students were introduced to the world of music mixing, audio editing and CD mastering. Paul Reed Smith owner of PRS Guitars made a guest appearance and conducted a class on the business of music and recording. Jan. 2015 B-Roll Media & Arts held a 10 week dance class at The College Park Community Center as part of The Extreme Teen Saturday evening program. Feb. 2014 B-Roll Media & Arts hosted a 6 week live sound workshop at Drums Unlimited Rehearsal Spaces in College Maryland. All the above classes were free of cost to the students in the College Park Community, which allowed them to attend and take advantage of a great opportunity. The re-enrollment rate for the Collage Park students that have taken one of our classes is 75%. Many of the students take an intermediate class of the same, or enroll in another media or fine arts class. This proves to be the most accurate assessment of the effectiveness of our programs.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? [X] Yes [] No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

B-Roll Media & Arts Inc collaborates with PG County Parks & Recreation. PG Parks & Recreation offers B-Roll Media & Arts activities and programs as part of their online and center activities throughout PG County.

I. TIMELY GRANT REPORT:

1. Did you receive an FY2014 Community Services Grant from the City of College Park?
[] Yes [X] No
2. If Yes, did you file a final grant report for FY2014? [] Yes [] No
3. If a final grant report was not filed for FY2014, please contact Stephen Groh, Director of Finance, at 240-487-3510 to obtain a form or send an e-mail to sgroh@collegeparkmd.gov.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

Audio Engineering 8 week Class
Venue Cost 32 hours @ \$50 hour = \$1600
Instructor Cost 40 Hours @ \$25 Hour = \$1,000

Art Instruction 8 Week Class
Venue Cost 32 hours @ \$50 hour = \$1600
Instructor Cost 40 Hours @ \$30 Hour = \$1200
Supplies Art Supplies = \$1000.00

TV Production 8 Week Class
Instructor Cost 40 Hours @ \$25 Hour = 1000.00

Dance 8 Week Class
Instructor Cost 16 Hours @ 50.00 Hour = 800.00

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	<u>2500.00</u>
Foundations, other grants	<u> </u>
Public agencies	<u> </u>
Corporations	<u>6700.00</u>
Other receipts (describe: _____)	<u> </u>
In-kind contributions (goods and services donated)	<u> </u>
TOTAL RECEIPTS	\$ <u>9,200.00</u>

Expenses

Personnel costs	<u>5000.00</u>
Consulting fees	<u> </u>
Equipment purchases	<u> </u>
Supplies	<u>1000.00</u>
Transportation	<u> </u>
Equipment rentals	<u> </u>
Other services (describe: <u>Venue Rental</u> _____)	<u>3200.00</u>
Other expenses (describe: _____)	<u> </u>
TOTAL EXPENSES	\$ <u>9200.00</u>
NET SURPLUS / (DEFICIT)	<u>\$00.00</u>

RE: FY2015 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, B-Roll Media & ARTS 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: B-Roll Media & ARTS INC

Signature of Authorized Representative: 

Printed Name: Robert Jackson

Title: EXECUTIVE DIRECTOR

Date: MAY 20, 2015

FINAL GRANT REPORTS
FY2014 Community Services Grants

City of College Park
FY2014 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 09/15/14)

Organization Name: National Museum of Language

Program Name (if different): Around the Language World (Language Camp and Events)

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: James E. McFadden, Treasurer

E-mail Address: alamor1@verizon.net; info@languagemuseum.org

Date Submitted: 14 May 2015

1. Outline goals and objectives you set out to accomplish and report outcomes

The Museum's goal for 2014 was to provide a low-cost/tuition-free summer enrichment experience for the children of residents. The target recipient was the elementary school student who had not yet decided on a course of language study. The 2014 camp was the first that the Museum conducted in coordination with the College Park Community Center. This provided additional space and allowed 40 children to attend which is more than double the attendance of the previous three camps (16 children each).

2a. Describe program activities conducted in order to achieve these objectives

The NML staff, with guest specialists offered a different language and culture each day. Basic language instruction and cultural activities were provided by experienced language educators and museum staff. Students gained insights that are key to understanding political and social changes affecting their lives. The cultures include those whose major languages are Arabic, Chinese, Spanish, Japanese, and Korean.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

The NML did not receive the other requested grants that would have allowed for expanding the camp to include high school students. While no reason was provided for denying the grant, the NML assumes it was due to the tightening of the economy and not due to the merits of the program. The NML staff worked with the Community Center staff and was able to more than double the number of elementary students attending the camp.

3. Did you meet your goals? If not, why not?

As stated in paragraph 2b, the NML was not able to expand the camp to high school students due to financial constraints.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

The Museum's fiscal posture continued to change during the execution of FY 2014. Total revenues decreased by 25 percent and total expenditures decreased by 50 percent. The revenue decrease resulted from major grants not being awarded and a decrease in membership revenue. The Board of Trustees reviewed the budget and decided to focus on developing touring exhibits and insuring the success of the language camp. The mobile Chinese exhibit was placed at Paint Branch Elementary School and the College Park Academy and the major Alphabet exhibit was placed at the Alphabet Museum in Waxhaw, NC.

City of College Park
FY2014 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 09/13/14)

Organization Name: Lakeland Community Heritage Project
Program Name (if different): Lakeland Heritage Weekend 2014

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Maxine Gross, Chair

E-mail Address: Maxine.a.gross@gmail.com

Date Submitted: 01/20/ 2015

1. Outline goals and objectives you set out to accomplish and report outcomes

Carry out a weekend of community activities as outlined

Participants in activities that were traditionally included in Lakeland celebrations will

1. Review historical exhibits;
2. Interact with residents whose ancestors made this history;
3. Use the knowledge they gain from this experience to better appreciate the past;
4. Understand the debt we all owe to those people who lived that history;
5. Increase their understanding of themselves and how life as we currently live it is directly related to the contribution that the Lakeland community has made locally and more broadly to American history.

2a. Describe program activities conducted in order to achieve these objectives

Lakeland Heritage Weekend 2014

Lakeland’s Own Cheerleaders; Young people, teen and pre teen took part in a one day cheerleading clinic. At the end of their workshop, the group cheered during basketball games over Lakeland Heritage Weekend.

Xtreme Teens Lakeland Star Search at College Park Community Center: LCHP hosted “tween” activities regularly scheduled at the community center. For the Friday evening of Heritage Weekend, LCHP Volunteers hosted a talent show reminiscent of those held in the community in the 1960s. Music of that period was featured and young people shared their talents. Looney’s Pub, a local restaurant, provided a substantial meal for the event.

Hoops at the Lake: Lakeland history includes a special love of basketball. This history was used to introduce participants in this event to the stories of Lakeland’s athletes and how they used their talents on the playing courts and fields as stepping-stones to successful lives. The evening included a basketball game with the Lakeland Stars, a community youth team which has played in summer

leagues for the past few years. Their opponents were the CP Dream Team made up of local youth and police officers who took part in the CP Dream Team program. Youth cheerleaders rooted for the teams and gave a half time show. During the event, commemorative Lakeland Sports trading cards were distributed. They featured police members of the Dream Team, including Chief Mitchell, a consistent supporter of the Dream Team program and youth All Star team member. After the game, everyone present enjoyed refreshments again supplied by Loony's Pub.

Community Worship Service: The combined church service was organized and delivered by the community's churches. The theme for the day was community unity and included participants of all ages. The youth provided many elements of the service including worship through, song, dance and mime. The service was varied, combining both modern and traditional elements. The event ended with a meal and time to discuss old times and make new acquaintances.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

A Drum Circle and open picnic ground was added for Saturday afternoon of Heritage Weekend. This was done in response to requests from community members. Our cheer coach was a community member who provided her services without payment. The budgeted expense was used to offset the cost of the drumming facilitator. The event was timed as a transition between afternoon and evening events.

Youth participation in the talent showcase was a challenge. Many more expressed interest than actually took part. It was necessary to offer incentives for participation. This was an added cost.

3. Did you meet your goals? If not, why not?

Our goals were met or exceeded for most elements of Lakeland Heritage Weekend. Participation in the Friday evening teen showcase did not meet expectations. That program was a cooperative venture between LCHP and M-NCPPC/ College Park Community Center. Center staff did not fill their commitments due to the resignation of the center director, and resulting staffing difficulties. Performance workshops did not take place as promised and program publicity was not done. The evening's program did go forward but additional expenses were incurred for participant incentives. Even with this participation and attendance goals were not met. Goals were met or exceeded for the remaining events. Our goal for cheerleaders was 10 and 12 young people took part. The goal for basketball players was met and more than 120 people were present for the game. Our goal for spectators was 110. The goal for attendance during Sunday events was 200. There were 237 present. Expectations for support from the community were exceeded when Loony's Pub donated all the food and drink for Friday and Saturday evening's events.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences. There were many areas where cost savings were possible without

diminishing the overall value of the project. In kind contributions were greater than anticipated.

Anticipated

FUNDING SUMMARY (2 points):

Grant Request	\$ 2500 _____
Funds Secured from Other Sources	\$ 6184.41 _____
Additional Funds Yet to be Secured	\$ -0- _____
Total Program Funds	<u>\$ 8,684.41</u>

Realized

FUNDING SUMMARY

Grant Received	<u>\$2333.</u>
Funds Secured from Other Sources	<u>\$1074.06</u>
In Kind	<u>\$4097</u>
Total Program Funds	<u>\$7004.06</u>

The following information was reported on by those in attendance during Lakeland Heritage Weekend 2014. Responses were tallied for each day's events. Those in red are for Friday, Saturday's are marked in blue and Sunday's in green. All those completing feedback forms did not answer every question. In some cases the total does not equal 100%.

1. What was the most important part of the program for you personally?

- a) Specific performers/music pieces 30% 40% 40%
- b) It celebrated a particular part of Lakeland's past 30% 40% 50%
- c) African American History via Lakeland's story was celebrated 30% 20% 10%
- d) Other 10%

Community togetherness

Bring the community together

Parker's performance

Jazz's performance

Show featured different people in the community

Fellowship with other churches

The word for Pastor Jenkins

2 How important do you think events like this are for educating people about African American History?

- a) not at all important
- b) 2 10%
- c) 3 10% 10%
- d) 4 10% 20%
- e) 5 80% 70% 90% extremely important

3 As a result of attending his program, how much have you learned about African American History?

- a) 30% 60% 70% a great deal
- b) 70% 40% 30% some
- c) nothing

How likely would you attend other event sponsored by LCHP?

- a) 70% 85% 80% Very likely

b) 20% 10% 20% Somewhat likely

c) Not likely

Comments:

It was good

We need more events like this

Thank God

We need a Cd of the show

This was a great program

This was great; explain the history of Lakeland

Maybe next we can put out more fliers

Advertise in the newspaper and local TV

City of College Park
FY2014 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 09/15/14)

Organization Name: College Park Unit 217, American Legion Auxiliary

Program Name (if different): Miss College Park Scholarship Pageant

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Angela Rodriguez, Executive Director

E-mail Address: misscollegepark@gmail.com

Date Submitted: March 9, 2015

1. Outline goals and objectives you set out to accomplish and report outcomes:

- To provide Miss College Park 2014 a \$2,000 Cash Scholarship
- To provide each competing contestant a \$200 Cash Scholarship to be used at University of MD (an increase of \$50 per contestant)
- To acknowledge one young women with a \$200 Cash Scholarship for the Community Service Award commending them on their service to the College Park Community.
- To acknowledge the contestant with the highest GPA with a \$200 Cash Scholarship
- To acknowledge the highest interview score with a \$200 Cash Scholarship
- To award the entire top five with lucrative scholarship amounts to reward them for their efforts, all placements to be increased from the previous years.

2a. Describe program activities conducted in order to achieve these objectives

We held the 23rd Annual Miss College Park on Sunday April 13th at the College Park Moose Lodge. All of the money raised and the community support we received allowed us to offer \$5000 in cash scholarships to those that participated including \$200 to each young lady. We crowned a lovely young lady, Symphony Dixon, who has been making appearances all over the City of College Park and being a lovely ambassador for us all. We awarded her a \$2000 cash scholarship which she will use towards her Public Relations Degree at the University of Maryland. We are pleased that we can be a part of helping her and all of our young ladies further their education.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

No Changes!!

2. Did you meet your goals? If not, why not?

We not only met our goals, but we exceeded them!!! We increased our scholarship for the first time in many years. Each girl got \$200 instead of \$150.

3. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

We partnered with the Moose Lodge and had a good fundraiser which is why we were able to increase our scholarship last year. We keep all of our expenses the same. We paid out our scholarships from May to April 13th. Our budget for our 2014 year was right on target. We clear out our scholarship account each year and then restock it in March/April for the mid-April Pageant.

City of College Park
FY2014 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 09/13/14)

Organization Name: Pregnancy Aid Centers, Inc.

Program Name (if different): PAC Food Pantry

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Mary Jelacic, Executive Director

E-mail Address: mary_jelacic@yahoo.com

Date Submitted: 5/11/15

1. Outline goals and objectives you set out to accomplish and report outcomes

Goal: To provide low-income and unemployed families with nutritional support.

Objective: To prevent families from going to bed hungry.

Objective: To provide food so that pregnant women gain weight appropriately.

2a. Describe program activities conducted in order to achieve these objectives.

The \$2333 in grant funds received from the City of College Park made it possible for us to purchase essential proteins and carbohydrate items to supplement State surplus food. Food Pantry volunteers distributed food every Tuesday and clients received food daily on an emergency basis.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

We were given two large freezers to replace the small inefficient ones we had. They have enabled us to buy and distribute more frozen essential proteins, vegetables and fruits.

3. Did you meet your goals? If not, why not?

We were able to meet our goals during 2014 by purchasing and distributing food to 2,121 households made up of 10,038 adults and children.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

During this period the entire grant of \$2333 was spent to purchase food for distribution to our clients.

City of College Park
FY2014 Community Services Grant
FINAL GRANT REPORT

Organization Name: College Park Woods Swim Club- Senior Camp

Program Name (if different): _____

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Barbara Pianowski, Board President

E-mailAddress: CPWSwimclub@yahoo.com

Date Submitted: October 2, 2014

1. Outline goals and objectives you set out to accomplish and report outcomes

To provide Senior Citizens with outdoor day outings which included lunch, snacks and entertainment.

2a. Describe program activities conducted in order to achieve these objectives:

Five day camps were held from May 7 – July 2, 2014. They included 3 musical entertainers, 2 days of BINGO with prizes and opportunity for swimming and/or sunning. Lunches were provided at each session as well as snacks and drinks. They included 2 cook-outs, waffles, fruit, pizza, and fried chicken. All meals included nutritious sides, dessert and drinks. A snack and water was also served at each session.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

One event was held inside due to rain. All were able to participate. Fans and cabanas were used outdoors due to high temperatures on one occasion.

3. Did you meet your goals? If not, why not?

Yes, we exceeded our goals in every way! We served an average of 38 people each day. We received excellent feedback. More seniors from the neighborhood participated and volunteered as helpers.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

CP Grant Received - \$2333.00

Actual Expenses \$2333.00

Food, entertainers, BINGO prizes.

May 7- 419.49

May 21 - 422.72

June 4- 275.50

June 18 – 252.29

July 2- 313.00

Umbrellas 150.00

Discounted Guest Passes 500.00

Total \$2333.00

**City of College Park
FY2014 Community Services Grant
FINAL GRANT REPORT**

Organization Name: Embry Center for Family Life

Program Name (if different): Lakeland All-Stars Basketball Program

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Rev. Edna C. Jenkins, Director

E-mail address: rdecj@hotmail.com

Date Submitted: 1/23/2014 - Final Report 5/7/2015

1. Outline goals and objectives you set out to accomplish and report outcomes

Goals and Objectives

Outcomes

- A. Establish an additional basketball team – Formed a 9-12 and under basketball team in addition to the 9 and under and the 15-18yr. for a total of 3 teams
- B. Provide character development for players We provided counseling sessions for each of the Teams. Educational and life-time discussions were conducted with the players. Player attitudes indicating good sportsmanship were noted throughout the playing season by the coaches.
- C. Establish a sense of community with the players – The older team participated in “College Park Dream team games with the local and campus police departments and other Community and civic representatives. Team players met and conversed with adults from the community.
We participated in a community-wide basketball game in partnership with the College Park Community Center, and Lakeland Community Heritage Foundation during Lakeland Heritage Week end. Partnership with the LCHP produced sports cards with photos of each player and a short bio for each.
- D. Improve school success – Individual and group counseling with players to generate new attitudes concerning school achievement. Each player demonstrated a new determination and enthusiasm to conquer the school year The youth set personal goals were set by them to perform exceedingly well in school
- F. Drug Education and Crime Prevention workshops- Personnel from UMD Dept. of Community

Engagement and PG County police staff conducted Workshops. Discussions centering upon the realities of and effects of imprisonment and drug usage were discussed and highlighted. "Do the crime, do the time".

2a. Describe program activities conducted in order to achieve these objectives

Training sessions were conducted at the College Park Community Center .

The sessions were conducted with community input as well as life coaching sessions with Officer Black the Lakeland Community Police Officer, August Kenner, UMD Campus Police and other police persons provided the sessions. Additional input and encouragement from residents of the Lakeland Community advised the students of possibilities that they could be afforded if they pursued their educational goals. They also shared what the community was like as they grew up. Weekly discussions over meals were conducted with players that were present.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

We once again had to form a third team, which required an additional enrollment fee for the league. Additional snacks, coaching, and refreshments were an additional cost. Through tightened spending, more conservative efforts program costs were kept to a minimum. We continued our tradition of feeding team members after each game. We found that this was needed because many of the team members had not eaten before the games.

3. Did you meet your goals? If not, why not?

I would say that we exceeded our goals and expectations by the amount of youth and families that were impacted upon. Once again we did not have the parent support that we had anticipated but we had a 40% increase in parent participation than previous years. The younger teams had more parent participation, than the older team. We met our goals with the character development of the students and life-coaching sessions. Reports from the students as to increased grade averages and participation in school sports was accepted with pleasure by all participants. We won two championship trophies and made the playoffs in each of the divisions.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

	Budget	
Anticipated Grant Amount		Actual
2500.00 (grant request)		2,333.00
<u>Proposed Expenses</u>		<u>Actual</u>
Personnel Costs (1,500)		1,150.00
Consulting fees		00.00
Uniforms 500.00		25.00
Transportation 300.00		75.00
League Registration 1050.00		1350.00
Supplies(water,Gatorade, snacks,ice) 400.00		80.00
	Total Expenses	2.680.00

City of College Park
FY2014 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 09/15/14)

Organization Name: College Park Church of the Nazarene

Program Name (if different): College Park Community Library

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Mark Garrett (Pastor) /Jackie Kelly & Elaine Stillwell (co-directors)

E-mail Address: cpcomlibrary@gmail.com bokays100@juno.com/ Elaine.j.stillwell@verizon.net

Date Submitted: September 15, 2014 – Final Expense Report

1. General Information

College Park Community Library (CPCL) was opened in February 2012 to give College Park residents a public library within the city limits, to enrich or improve the quality of life of (north) College Park residents, and to support and expand educational and cultural opportunities for children and adults throughout the city.

We aim to celebrate diversity within the community through a variety of programs, to bring people from College Park's various communities together (the church alone serves 5 religious communities of different ethnic backgrounds), and to collaborate with other groups/associations within the city to provide programming. Current collaborations include the College Park Arts Exchange (CPAE), the Committee for Better Environment (CBE), the College Park Lions Club, the College Park Community Foundation, and the Prince George's County Police Department. We have also implemented an "English as a Second Language (ESL)" class.

Funds from the 2014 Grant year were used to support library programming and infrastructure.

2. Outline goals and objectives you set out to accomplish and report outcomes:

A. Goal: Continue our existing youth programs, including:

Story time, the Junior Readers Program and our Library Dog Reading Program.

Outcome: Our story time participation has continued to grow. As older children "age out", i.e. to start nursery or pre-school, or move away, new families have joined the group. The Junior Readers program continued through the end of the school year and will be resumed this September. Our library dogs continue to provide an audience twice a month for young readers who would like to practice their skills in a non-judgmental, fun environment.

Summer enrichment program for elementary school aged children and a teen outreach program.

Outcome: Two summer programs were offered for school aged children. Renee Domogauer, a local children's author, led a session about her book, *The Washington Oak Kittens*, and encouraged participants to use their imaginations to create illustrations. *Fun with Fractions* was a hands-on opportunity for school aged children to learn or review math

concepts while enjoying a chocolate bar. Our teen outreach program has been deferred to the fall, and will focus on anti-bullying activities.

Sponsor a Bicycle Safety Day.

Outcome: In April, we held our first annual Bicycle Safety Day. Officer Black, our community police officer and one of his colleagues helped children check their bikes and helmets for proper fit. Attendees rode their bikes in the church parking lot. They also had an opportunity to have a decoration painted on their bike or helmet by community member George Brooks, who donated his services.

Cyber Awareness Safety Program will be planned for the 2014-2015 school year.

Celebrate Earth Day

Outcome: In lieu of Earth Day, we held a Spring Celebration during Spring Break week, which was well attended.

Nutrition programs for children

Outcome: We used resources from University of Maryland Extension to provide two nutrition programs for our youngest members. *Grow It, Try It, Like It* is a USDA program designed to encourage young children to eat fruits and vegetables while also expanding their language skills.

B. Goal: Adult programming

Continuation of our environmental film series

Outcome: Our series continued through May. Several of our films are currently on loan to the Calvert Hill Community Association.

Continue book discussion group

Outcome: The group decided to take the summer off from their monthly meetings. They will resume the program in September. New members are always welcomed and will be recruited at the upcoming College Park Day, as well as via our social media.

Hold "meet the author" events and poetry readings

Outcome: During the summer months, we had the opportunity to meet with several local authors. Two of these authors were or will be featured at a College Park Community Library table at the Downtown College Park Farmer's Market. In July, Renee Domogauer showcased her book at both the Hollywood Farmer's Market and the Downtown College Park Farmer's Market, as well as presenting the children's program at the library. R.J. Crayton and Tanika Smith will be featured at the downtown market on Sept. 21, along with two young (age 10) people, one an author and the other, an illustrator, who wrote a book about bullying. Ms. Crayton is also scheduled to meet with the library book group after the first of the year.

Expand advertising of our English as a Second Language classes to increase our participation beyond the north College Park community.

Outcome: We are working out the details of our fall ESL classes. When finalized, the program will be advertised through our website and Facebook pages as well as through distribution of fliers to school parents in the local schools, including Paint Branch Elementary, a new target for us.

To date, we have enrolled 181 families as members. Our Wednesday morning story time has grown to include over 40 families, who come to the library not only for the story time, but also use the venue as a place to meet other parents/child caretakers so that social activities can be continued in the community outside the library. We are pleased when new members of the community find their way to us as a source of information about the community.

In order to better meet the needs of the community, we have purchased a laptop and a printer for the use of the library and the community. We are in the process of evaluating library software programs, in order to identify the one that best meets our needs and budget. However, because of limited funds, purchase of this software may be deferred to 2015.

We have purchased some low cost book storage options, and have decided to defer the purchase of additional furniture at this point. We did receive a donation of small children’s chairs.

Because of limitations in funding, we have not purchased any books for the library. Instead, we continue to rely on the generosity of those who donate books.

3a. Describe program activities conducted in order to achieve these objectives:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
* Library – book borrowing and reading room	20 days/month - 66 hours/month	in place
* Free Wi-Fi /computer access	20 days/month - 66 hours/month	in place
* Story time for children (include craft program)	Weekly/ 3 hours month (approx.)	in place
* Meeting Space	20 days/month - (by appointment)	in place
*Book Discussion Group	Monthly 2 hrs. (Off June - Sept.)	4th Tuesday
* Film Screenings	Monthly 2-3 hrs. Through 5/14	3 rd Monday
*Junior Reader Program	Weekly – 8 hrs./month (Sept. –May)	in place
*Library Dog Reading program	2 days/month (5 hours/month)	in place
*English as Second Language	Weekly/ 4 hrs. / month (Oct. – May)	Start date TBD
*Nutrition Education	3 times per year/ 45 min./session	Started 7/14
*Bike Safety Day	Two hour session	April 5, 2014
*Earth Day - Spring Celebration	45 min. session x 1	April 2014
*Summer Enrichment Program (ages 5-10)	2 sessions – 1 hr. each	July 2014

Additional activities to be provided throughout the year:

* Readings & “Meet the author” events	2 to 3 per year/ 2 hrs. each	started 7/14
* Cyber Safety Awareness	One 1 hr. session	Winter 2014
*Teen Outreach	2 hrs. /month	TBD

3b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

Our story time population has changed from pre-school aged children to older infants and toddlers. Therefore our sessions have become more about reading readiness than a basic story time. Because many of our regular members were on vacation at various times during the summer, some of our planned summer activities will be initiated in the fall instead.

Our book discussion group decided to take the summer off, thus this was not available during the summer. Our Earth Day activity was changed to a Spring Celebration, including the younger children, thereby causing us to shorten the session.

We continue to evaluate the needs of the community and put programming into place. In addition to the upcoming teen program, we are considering a monthly Movie Saturday for ages 8 and up. We are also considering offering a Movie & Game Day for Small Business Saturday, allowing parents to drop off their children for a few hours while they shop.

A monthly Senior Activity Day is also being planned. Our Senior Program may include a book discussion group and computer classes. We will be purchasing MS Word software for both library computers. We are working with the staff of Attick Towers and Spellman House to arrange transportation.

4. Did you meet your goals? If not, why not?

We have implemented many of the classes and programs that we planned. The others are planned for the coming months. In addition, we continue to evaluate the interests of the community and remain flexible in our ability to provide programming.

We have improved our marketing to the community and will continue to update and maintain our web page and Facebook page. In addition, we used some of our funds to print a flier for distribution with the City Guide. We will also attend College Park Day and plan a book festival for the spring.

We have made equipment purchases to make our library more functional, including a new laptop for member's use, a printer and some additional book storage to make the children's area more user friendly for the children. We are researching library cataloging software that will meet the needs of our library, be user friendly and allow on-line access to our book list.

5. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

<u>Receipts</u>	<u>Request</u>	<u>Actual</u>
Grant request from City of College	\$2,250.00	\$1500.00
Foundations, other grants	\$744.00	\$744.00
Public agencies	\$0	\$0
Corporations	\$0	\$0
Other receipts (Monetary donations from volunteers)	\$0	\$0
Member Fees (a CPCL membership is \$5.00)	\$200.00	\$55.00
In-kind contributions (goods and services donated) <u>donated books (not sure about the \$\$\$ value)</u>		
TOTAL RECEIPTS	<u>\$3,194.00</u>	<u>\$2299.00</u>

Expenses

Personnel costs	0	0
Consulting fees	0	0
Equipment purchases (printer (\$100) and cartridges (\$50), laptop (\$400), 2 book carts (\$52)	\$1,250	\$602
Supplies (Promotional material – includes \$30 anticipated for College Park Day)	\$744	\$288
Transportation	0	0
Equipment rentals	0	0
Other services (Liability insurance \$425);	\$750	\$425
Other expenses (phone, MS Word software)	\$250	\$120
TOTAL EXPENSES	<u>\$ 2994</u>	<u>\$1435</u>
NET SURPLUS / (DEFICIT)	\$200	\$864*

***Plans for surplus funds include:**

\$425 for next year's insurance payment

25 for website renewal

414 for miscellaneous expenses through June 20 (book labels, etc. & program costs)