

**CITY OF COLLEGE PARK**  
**FY2016 Community Services Grants**  
**November 2015**

**CITY OF COLLEGE PARK  
FY2016 Community Services Grants  
Scoring Matrix**

Subcommittee Member: \_\_\_\_\_

Organization	Program	FY2016 Grant Request	Previous Grant	FY2015 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)	FY2016 Grant Award	
National Museum of Language	Language camp and events	2,500	FY15	Y									
Lakeland Comm Heritage Project	Lakeland Heritage events	2,500	FY15	Y									
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	FY15	Y									
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	FY15	Y									
College Park Woods Swim Club	Senior summer day camp	2,500	FY15	Y									
Embry Center for Family Life	Lakeland All-Stars basketball program	2,500	FY15	Y									
College Park Church of the Nazarene	College Park Community Library	1,600	FY15	Y									
		<u>16,600</u> (\$20,000 budget)											<u>0</u> (\$20,000 budget)

**CITY OF COLLEGE PARK**  
**FY2016 Community Services Grants**

<b>Organization</b>	<b>Program</b>	<b>FY2016 Grant Request</b>	<b>Grant Award (\$20,000 budget)</b>
The National Museum of Language, Inc.	Language camp, social media mgr.	2,500	
Lakeland Community Heritage Project	Lakeland Heritage weekend	2,500	
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	
College Park Woods Swim Club	Senior summer day camp	2,500	
Embry Center for Family Life	Lakeland All-Stars basketball program	2,500	
College Park Church of the Nazarene	College Park community library	1,600	
<b>TOTALS</b>		<b>\$ 16,600</b>	

**City of College Park**  
**FY2016 Community Services Grant Criteria**  
**(Deadline: Thursday, November 5, 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 2016 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 Community Events Micro-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, November 5, 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@collegeparkmd.gov](mailto:sgroh@collegeparkmd.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@collegeparkmd.gov](mailto:sgroh@collegeparkmd.gov).

## **SELECTION PROCESS**

Proposals that do not strictly adhere to the application guidelines will not be considered. Review and award of grants will be based on the program's measurable impact on the City of College Park and its residents. 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 FY2016 grant are expected to be concluded by August 31, 2016. If this deadline cannot be achieved, an extension request may be submitted to the Director of Finance. Grant awards not implemented by the conclusion date will lapse unless an extension has been granted.

### **FINAL GRANT REPORT**

Following conclusion of activities under this grant, a final report must be submitted to the Director of Finance by October 15, 2016 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

### **FY2016 PROJECTED GRANT TIMETABLE**

Grant applications distributed	Tuesday, October 20, 2015
Grant application deadline	Thursday, November 5, 2015 at 5:00 pm
Subcommittee review of grant applications	week of November 9-13, 2015
Worksession review of applications by City Council	November 17, 2015
Grant award by City Council	November 24, 2015
Grant disbursement, assuming hold harmless agreement has been received	December 4, 2015
Conclusion of FY2016 grant activities, or submit request for extension	August 31, 2016
Final grant report due	October 15, 2016

## **FY2016 Community Services Grants**

Organization: THE NATIONAL MUSEUM OF LANGUAGE, INC.

Grant request: \$2,500.00

Purpose: "Around the Language World"  
Language camp, Social Media Manager

**City of College Park  
FY2016 Community Services Grant Application  
(Deadline: Thursday, November 5, 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: P.O. Box 453

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

Program Name (if different): Around the Language World (Language Camp and Social Media Mgr)

Contact Person/Title: John J. Smith, President

Telephone Number: 301-864-7071 FAX Number: \_\_\_\_\_

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:

[ 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.*

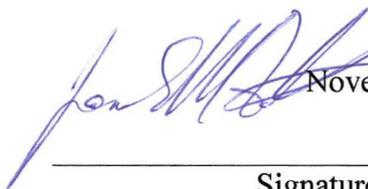


November 3, 2015

Signature/Date

John J. Smith, President

Printed Name/Title



November 3, 2015

Signature/Date

James E. McFadden, Treasurer

Printed Name/Title

**B. ORGANIZATIONAL STRUCTURE (1 point):**

- 1. Number of current board members? 10
- 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, 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 also employees 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*? 10-12

**C. FUNDING SUMMARY (2 points):**

Grant Request	<u>\$2,500</u>
Funds Secured from Other Sources	<u>\$4,020</u>
Additional Funds Yet to be Secured	<u>\$2,000</u>
Total Program Funds	<u>\$8,520</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.

Students in Prince George's County public, private, parochial, and home schools from grades 5-12 constitute the target audience of the museum. At the grade 5 level, it is our experience that students are beginning to show an interest in language study. This is a good age at which to be exposed to the variety of languages, because upper elementary and middle school students will soon be making a choice of which language to study in middle school or high school. High school students are apt to already be in the midst of language study, which has been shown to stimulate achievement in other content areas and improve SAT scores. Older students who experience the Museum's exhibits often show renewed interest in language study and learn about innovative methods of language learning or careers using their language knowledge.

The National Museum of Language's efforts in 2016 will be focused on enrichment activities, to include a summer camp, weekend language exploration events, traveling exhibits, and a robust virtual museum experience that will reinforce the importance of language learning for our target audience. These experiences are meant to inspire a renewed interest in studying a second language or study of additional languages. In addition to promoting appreciation for the beauty and mystery of language, the Museum aims to communicate to all students the importance of understanding other cultures and languages in order to become effective world citizens.

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

Our educational outreach activities have emphasized traveling exhibits to local schools, libraries and other pop-up venues, primarily where young audiences may congregate. At these locales, enrichment activities introduce international cultures (including food, games, language learning, and hands-on exhibit materials) to school age children in weekend events throughout the school year as well as a week-long summer program. As the NML transitions to a virtual museum, we seek continuing support for payment of a Social Media Manager to assist with the creation of materials and to manage the museum's on-line presence throughout the year. Our staff of all-volunteer docents will be present at the venues chosen for enrichment activities, and will elicit feedback from collaborating community organizations, specific language teaching organizations, and student participants. Stipends will be offered to language education professionals who will provide high quality instruction in languages and cultures to Prince George's County school children as part of the National Museum of Language's enrichment activities.

- 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.

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:** 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 Week	Target Dates
Enlist language education professionals to assist with the program; prepare participation agreements and contracts for payment	15 Hrs	April-May 2016
Hold regular meetings of staff to carry out process of curriculum design and planning	30 Hrs	May-June 2016
Purchase supplies and prepare instructional materials	20 Hrs	June 2016
Publicize the camp and internship program at local area schools, community centers and libraries	35 Hrs	April-June 2016
Develop on-line registration for intern program and post to the NML site	10 Hrs	July 2016
Transport materials and supplies to location of camp and set up	8 Hrs	July 2016
Put on Camp	15 Hrs, Camp Sessions	July 2016
Conduct program evaluation survey interviews	15 Hrs	Mid-week and end of camp session
Social Media Manager's Activities to include Blogging, Facebook efforts, Twitter accounts, Instagram, Pinterst, and other platforms as authorized by the NML Board	18 Hrs per month	January-December 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 five 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.

**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.

Prince George’s County Department of Parks and Recreation Services College Park Community Center Staff. In 2015, 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 increase the number of students attending the camp and also solved other logistical problems that the NML faced. Center staff also assisted with student supervision allowing the NML staff and volunteers to focus on educational content.

**I. TIMELY GRANT REPORT:**

1. Did you receive an FY2015 Community Services Grant from the City of College Park?

Yes     No

2. If Yes, did you file a final grant report for FY2015?

Yes     No

3. If a final grant report was not filed for FY2015, please complete the FY15 Final Grant Report form and submit it with your FY16 grant application.

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

The National Museum of Language applied for, a grant from the Prince George's County Council (\$2,000) to aid in the support of the 2016 Around the Language World program. Funds also come from membership dues, fund raising activities, and bequests. The NML now has five year's worth of cost data for the summer camp as well as a contractual arrangement with the Social Media Manager allowing for accurate cost estimates. The receipt information is also based on historical ability to obtain grant funding from the city, county, and members, as well as the oversight of the museum's bank records.

**K. PROGRAM BUDGET:**

**Receipts**

Grant request from City of College Park	<u>\$2,500</u>
Foundations, other grants	<u>\$2,000</u>
Other receipts (describe: NML Memberships)	<u>\$3,520</u>
In-kind contributions (goods and services donated)	<u>\$500</u>
<b>TOTAL RECEIPTS</b>	<b><u>\$8,520</u></b>

**Expenses**

Personnel costs	<u>\$6,130</u>
Consulting fees	<u>\$500</u>
Equipment purchases	<u>\$650</u>
Supplies	<u>\$600</u>
Transportation	<u>\$250</u>
Other expenses (describe: <u>Refreshments for Camp</u> )	<u>\$150</u>
Other services (describe: <u>Printing</u> )	<u>\$240</u>
<b>TOTAL EXPENSES</b>	<b><u>\$8,520</u></b>
<b>NET SURPLUS / (DEFICIT)</b>	<b><u>\$0</u></b>

RE: FY2016 Community Services Grant

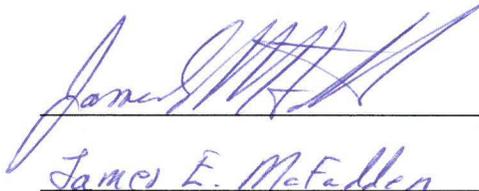
**HOLD HARMLESS AGREEMENT**

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:

Treasurer Board Members

Date:

November 3, 2015

## **FY2016 Community Services Grants**

Organization: LAKELAND COMMUNITY HERITAGE PROJECT

Grant request: \$2,500.00

Purpose: Lakeland Heritage weekend

**City of College Park  
FY2016 Community Services Grant Application  
(Deadline: Thursday, November 5, 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 2016 \_\_\_\_\_

Contact Person/Title: Maxine Gross, Chairperson \_\_\_\_\_

Telephone Number: 240-643-7264 \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail Address: maxine.a.gross@gmail.com \_\_\_\_\_

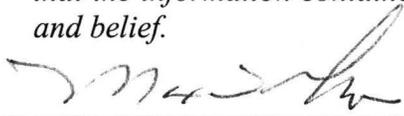
**Grant Request (Maximum of \$2,500): \$ 2,500.**

**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.*

 11/2/2015  
\_\_\_\_\_  
Signature/Date

 Nov. 2, 2015  
\_\_\_\_\_  
Signature/Date

Maxine Gross/ Chairperson

Christopher W. Stark/ Treasurer

Printed Name/Title

Printed Name/Title

**B. ORGANIZATIONAL STRUCTURE (1 point):**

1. Number of current board members? 7
- 2, In what year did the organization began 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, Chair, LCHP; Committee Co-Chair  
Violetta Sharps Jones, Vice Chair, LCHP; Gospel Fest Committee Co-Chair  
Pamela Boardley, LCHP board member, Gospel Fest Committee Co - Chair  
George Randall, LCHP Board Member, Logistics Committee  
Mary Sellers, Community Member, Bake Off Coordinator  
Tricia Homer, University of Maryland, Community Engagement  
Carolyn Walters, Associate Director, College Park Community Center  
Event Day Volunteers 10

8. How many volunteers are used to administer *this program*? 17

**C. FUNDING SUMMARY (2 points):**

Grant Request \$ 2,500.

Funds Secured from Other Sources \$ 6,524

*CHRISTOPHER  
W. STARK,  
TREASURER*

Additional Funds Yet to be Secured \$ 0 \_\_\_\_\_  
Total Program Funds \$9,024 \_\_\_\_\_

**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.

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 125 years. Lakeland's contribution to the history of our City and the region 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 ourselves, 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 ourselves as part of a larger community that values each of us and in itself is worthy of being valued.

b) Identify the target/recipient of program services.

Heritage Weekend activities will continue to be welcoming to all area residents. Special efforts will be made to involve youth, young adults and senior citizens. Our target audience is University of Maryland students, residents of College Park and surrounding communities.

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

Lakeland Heritage Weekend 2016 will be held Friday, September 9 to Sunday, September 11, 2016. Actual events will only take place on two days. On Friday, there will be a basketball game in conjunction with MNCCPC and the University of Maryland's CP Dream team program. Historic exhibits will be displayed and a reception will follow the game. On Saturday there will be a family day with exhibits both community and historic as well as vendors and an opportunity to picnic. A Bake Off will be held that morning and entertainment for the afternoon will be a gospel fest in celebration of the music which historically sustained African American communities. Performers will be drawn from various communities within the region.

The purpose of this program is to build community, and to share the story of Lakeland and our County's historic African American Communities. By learning about the struggles and successes of the past, people are able to gain lessons for today. Our target audience is residents of College Park and surrounding communities. While events are open to all ages, particular effort will be made to

*CHRISTOPHER W. STARK,*  
TREASURER

serve youth and young adults. The events will serve 400 people with at least 50% residents of College Park and 60% will be members of our target age groups.

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 will have a positive experience within their own community. They will learn about successes achieved by individuals and by their community collectively. This will foster hope and provide role models and strategies for success.

- 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/HS. PER MO.</u>	<u>TARGET DATES</u>
Coordinate participation of partners	4 hrs	1/16
Committee and subcommittee meetings	2 hr/wk x 26 wks x 5 people (average)	3/16 to 9/16
Arrange for Gospel Fest participants	6 x 3hrs x 3 people	12/15 to 9/16
Publicity	6 x 3 hrs x 3 people	1/ 16 - 9/16
Solicit and schedule event volunteer	12x 1 hr.	8/16 - 9/16
Purchase event materials	5 hrs	8/16
Organize basketball game	5 hrs	6/16
Prepare evaluation	2 hrs x 3 people	8/1/16
Organize and clean up	2 hours x 4 people	9/1/16
Organize and clean up	3 hr x 10 people	9/14/16
Complete evaluation	10 hrs	9/16

- 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)

Volunteers will distribute and tally surveys measuring participants’ evaluation of each event using a rating scale. Event committee members will also meet just after the event and give their impressions of successes and areas in need of elimination or restructure.

*CHRISTOPHER W. STARK,*  
**TREASURER**

**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 led 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.

University of Maryland and Community Affairs - Staff Support  
 MNCPPC - Staff support use of facilities and equipment  
 B-Roll Media - Staff support  
 Ottley Music School - Technical assistance and equipment loan  
 Community churches and schools - performers  
 University of Maryland Police, Prince George's County Police, participation in basketball game  
 Embry Center for Family Life, participation in basketball game  
 Community Businesses - in kind donations

**I. TIMELY GRANT REPORT:**

1. Did you receive an FY2015 Community Services Grant from the City of College Park?  
 Yes  No

2. If Yes, did you file a final grant report for FY2015?  Yes  No

3. If a final grant report was not filed for FY2015, please complete the FY15 Final Grant Report form and submit it with your FY16 grant application.

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

Consulting Fees		\$2,000
Sound Technician and equipment, quote Perfect Sound		
Supplies		\$4,529._____
Prizes (\$300 cash, \$200 donations estimate )	\$500.	
Awards and trophies, Maxwell Medals and Awards quote	\$249	
Food service items, Party City.	\$150	
Refreshments, Looney's Pub, Rita's Italian Ices	\$3,400.	
Printing, Minuteman Press	\$230.	
Transportation		\$0_____

*CHRISTOPHER W. STARK,*  
 TREASURER

Equipment rentals		\$2,495
Stage, Mr. Video	\$2,090	
Piano, Singing Strings	\$225	
Tables and chairs, We're Having a Party	\$180	

Other services (describe: \_\_\_\_\_) \_\_\_\_\_

Other expenses (describe: \_\_\_\_\_) \_\_\_\_\_

**K. PROGRAM BUDGET:**

**Receipts**

Grant request from City of College Park \$2,500.00

Foundations, other grants \_\_\_\_\_

Public agencies \_\_\_\_\_

Corporations \_\_\_\_\_

Other receipts (describe: vendor fees \$500, LCHP funds \$ 2,019) \$2,519

In-kind contributions (goods and services donated) \$4,005

Loan of chairs and tables	\$ 180
Loan of piano.	\$ 225
Refreshments	\$3400
Prizes	\$ 200

**TOTAL RECEIPTS** \$ 9,024.

**Expenses**

Personnel costs \$0

Consulting fees \$2,000  
    Sound Technician and equipment

Equipment purchases \$0

Supplies \$4,529.  
    Prizes (\$300 cash, \$200 donations) \$500.  
    Awards and trophies. \$249.  
    Food service items. \$150

*CHRISTOPHER W. STARK,*  
*TREASURER*

Refreshments \$3,400.  
Printing \$230.

Transportation \$0\_\_\_\_\_

Equipment rentals \$2,495

Stage \$2,090

Piano. \$ 225

Tables and chairs \$ 180

Other services (describe: \_\_\_\_\_) \_\_\_\_\_

Other expenses (describe: \_\_\_\_\_) \_\_\_\_\_

**TOTAL EXPENSES** **\$9,024.**

**NET SURPLUS / (DEFICIT)** \$ 0\_\_\_\_\_

*CHRISTOPHER W. STARK*  
*TREASURER*

RE: FY2016 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: Chairperson

Date: 11/2/15

## **FY2016 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**  
**FY2016 Community Services Grant Application**  
**(Deadline: Thursday, November 5, 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 c/o Angie Rodriguez

Organization Address: 9218 Baltimore Avenue

City/State/Zip: College Park, MD 20740

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

Contact Person/Title: Angela Rodriguez, Executive Director of Program

Telephone Number: 240-421-1187 FAX Number: \_\_\_\_\_

E-mail Address: Misscollegetpark@gmail.com

**Grant Request (Maximum of \$2,500): \$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:

[ 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.*

Angela Rodriguez 11/05/2015  
Signature/Date  
Angela Rodriguez, Executive Director  
Printed Name/Title

Ivy Christoffers November 5, 2015  
Signature/Date  
Ivy Christoffers, President  
Printed Name/Title

**B. ORGANIZATIONAL STRUCTURE (1 point):**

1. Number of current board members? 8
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? [  ] 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  
Ivy Christoffers, President of College Park Unit 217, ALA  
Jordyn Goddard, MC, former Miss College Park  
Dianna Mays, 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	\$ <u>2500</u>
Funds Secured from Other Sources	<u>1900</u>
Additional Funds Yet to be Secured	<u>600</u>
Total Program Funds	\$ <u><u>5000</u></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 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 **25<sup>th</sup> Anniversary** 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 appreciate getting this application early!! 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 she has been doing a lovely job representing. I will bring her to meet you all in January.

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 Lash and Jatara McGee both just graduated and are making their mark on the world. One is working for Disney and the other is an on the air new anchor!! The Civic work done by the young women striving to win this title and by those who wear the crown is immeasurable, but the preparation for life after college is what is we are really about. We should all take pride in the success of our lovely titleholders as when they do well, we all success. 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. I look forward to bring Yashvi to you all in January so she can share what she has been doing.

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. She collects school supplies for the children of College Park alternating between Paint Branch Elementary and Hollywood. 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. (January, 2016). 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:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
-------------------------------	-------------------------------	---------------------

Each activity is a minimum of 2-4 hours.

Maryland Day 2015		April 2016
Americanism Awards at Holy Redeemer School		April 2015, 2016
Berwyn Heights Day Parade		May 2015, 2016
College Park Cares Mothers Day Race		May 2015, 2016
Bowie Memorial Day Parade		May 2016
College Park American Legion Special Olympics Picnic		June 2015, 2016
Princess Ice Cream Social or Movie Night		August 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
Appearance at the Korean Embassy		Nov 2015
College Park Veterans Day Service		Nov 2015
College Park Unit 217 Coach Bingo Fundraiser		Nov 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
Miss College Park Pageant, 25 <sup>th</sup> anniversary		April, 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)

This is my 25<sup>th</sup> year (Anniversary) in conducting this pageant which I started in 1991.

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 25 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. I think it has worked well.

**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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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!

**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.

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 (Grant)

**I. TIMELY GRANT REPORT:**

1. Did you receive an FY2015 Community Services Grant from the City of College Park?  
[ X ] Yes [ ] No
2. If Yes, did you file a final grant report for FY2015?  
[ X ] Yes [ ] No
3. If a final grant report was not filed for FY2015, please complete the FY15 Final Grant Report form and submit it with your FY16 grant application.

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

**Being that this grant has been done twice in the one year period what we submitted for the last grant is still applicable. We do not expect any changes for the 2016 year:**

This is on the basis that we accept 10 contestants to compete in the pageant in April, 2016:

Purse Bingo Fundraiser done with the Moose Lodge \$1200  
The College Park Unit 217, ALA \$500  
College Park Downtown Merchants Authority \$600

This totals \$2300

So, if we receive the request for \$2500, and then we have \$4800 of the \$5,000 needed to roughly cover this scenario based on 10 contestants. We had to eliminate one special award last year just to make sure that we didn't over extend ourselves due to the grant coming in after the pageant. WE plan to put that back.

**Court:**

Miss College Park 2016	\$2000
1 <sup>st</sup> Runner-up	\$ 500
2 <sup>nd</sup> Runner-up	\$ 400
3 <sup>rd</sup> Runner-up	\$ 300
4 <sup>th</sup> Runner-up	\$ 200

Total: \$3400

Remaining 5 contestants at \$200 = \$1000

**Special Awards:**

Scholastics = \$200  
Elegance and Poise Award = \$200  
Community Service= \$200  
Total: \$5000 needed.

With the approval of the grant, we will have raised \$4,800 of the \$5,000 needed providing all sponsors come back in 2016.

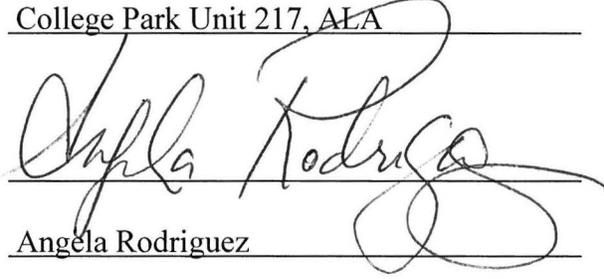


RE: FY2016 Community Services Grant

**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: November 5, 2015

## **FY2016 Community Services Grants**

Organization: PREGNANCY AID CENTERS, INC.

Grant request: \$2,500.00

Purpose: Food pantry program



**B. ORGANIZATIONAL STRUCTURE (1 point):**

1. Number of current board members? 9
2. In what year did the organization begin operating? 1974
3. In 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? [ X ] 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	<u>\$2,500</u>
Funds Secured from Other Sources	<u>0</u>
Additional Funds Yet to be Secured	<u>\$8,000</u>
Total Program Funds	<u>\$10,500</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 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 sustain themselves 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 since having received 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 has increased by almost 50% in 2015 so far (when comparing the first eight months of the year 2015 to the same period in 2014, an additional 575 households came for nutritional assistance in the 2015 period).**

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. As a result of this program, an increased number of 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, and the unemployed will have access to food in case of emergencies.

- 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:

<b><u>ACTIVITY/SPECIFIC TASK</u></b>	<b><u>AVG. DAYS/HRS. PER MO.</u></b>	<b><u>TARGET DATES</u></b>
● 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 which 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 post-natal 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 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. Did you receive an FY2015 Community Services Grant from the City of College Park?      Yes     No
2. If Yes, did you file a final grant report for FY2015?      Yes     No
3. If a final grant report was not filed for FY2015, please complete the FY15 Final Grant Report form and submit it with your FY16 grant application.

**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 have applied to two grants (each for \$4,000) from the Prince George’s County Special Appropriations Grants, for a total of \$8,000.

**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 from City of College Park	<u>\$2,500</u>
Foundations, other grants	<u>0</u>
Public agencies	<u>\$8,000</u>
Corporations	<u>0</u>
Other receipts (describe: _____)	<u>0</u>
In-kind contributions (goods and services donated)	<u>\$22,566</u>
<b>TOTAL RECEIPTS</b>	<b><u>\$33,066</u></b>

**Expenses**

Personnel costs	<u>0</u>
Consulting fees	<u>0</u>
Equipment purchases	<u>0</u>

Supplies	<u>\$10,500</u>
Supplies – In-kind contributions	<u>\$15,000</u>
Transportation	<u>0</u>
Equipment rentals	<u>0</u>
Other services – In-kind contributions	<u>\$7,566</u>
Other expenses (describe: _____)	<u>0</u>
<b>TOTAL EXPENSES</b>	<b><u>\$33,066</u></b>
<b>NET SURPLUS / (DEFICIT)</b>	<b><u>0</u></b>

RE: FY2016 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: 11/2/15

## **FY2016 Community Services Grants**

Organization: COLLEGE PARK WOODS SWIM CLUB

Grant request: \$2,500.00

Purpose: Senior day camp

**City of College Park  
FY2016 Community Services Grant Application  
(Deadline: Thursday, November 5, 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 Senior Day Camp\_\_\_\_\_

Organization Address: (3545 Marlborough Way )– P.O. Box 685\_\_\_\_\_

City/State/Zip: College Park, MD 20740\_\_\_\_\_

Program Name (if different): \_\_\_\_\_

Contact Person/Title: Barbara Pianowski, Board Member, Program Manager\_\_\_\_\_

Telephone Number: \_\_\_\_\_ 301-935-5555 \_\_\_\_\_ FAXNumber:

E-mailAddress:  
CPWSwimClub@yahoo.com\_\_\_\_\_

**Grant Request (Maximum of \$2,500): \$ 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 10/28/15  
\_\_\_\_\_  
Signature/Date

Judith Oarr 10/28/15  
\_\_\_\_\_  
Signature/Date

Board Member  
\_\_\_\_\_  
Name/Title

Treasurer  
\_\_\_\_\_  
Printed Name/Title

**B. ORGANIZATIONAL STRUCTURE (1 point):**

1. Number of current board members? \_\_\_\_\_5\_\_\_\_\_
2. In what year did the organization begin operating? \_\_\_\_\_about 1962\_\_\_\_\_
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? \_\_\_\_\_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, Program Manager

Judith Oarr, Treasurer

Carolyn Bernache, Assistant

Jean Twigg, Assistant

How many volunteers are used to administer **this program**? \_\_\_\_\_8\_\_\_\_\_

**C. FUNDING SUMMARY (2 points):**

Grant Request	\$ 2,500.00
Funds Secured from Other Sources	000
Additional Funds Yet to be Secured	000
Total Program Funds	<u>\$ 2,500.00</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.

This program provides an outdoor experience for senior residents of College Park. They are provided with healthy lunches and snacks and entertainment is provided. Socialization and appreciation of the outdoors is encouraged. We have served up to 40 persons per session and hope to increase participation up to 50 people 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.

**This program provides outings for our senior residents and offers opportunities for socialization in an outdoor setting. Lunch, snacks and entertainment and participation in games is encouraged. It offers an opportunity to meet neighbors and enjoy conversation.**

- 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.

As in previous years, we expect participants to have enjoyable outings with their neighbors. It breaks the monotony of senior living for those who reside in College Park senior apartments and gives a safe place to picnic and enjoy the outdoors. Community news is shared and future outings are planned.

- 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>
Day Camps – BINGO and Entertainers Scheduled Lunches cooked and provided – snacks and drinks Purchased and given out. 4-6 hours preparation time is needed per session by volunteers.	twice per month for 10 hours per month	May 18- July 20, <del>2015</del> 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)

**Volunteers will evaluate the level of participation of attendees.** Also the College Park Senior program will give feed-back from attendees. We will have a recap at the end of each session and take suggestions.

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 Senior Day Camps for several years now and have received much praise and thanks from the community and the seniors who have attended our programs. Attendance has increased mainly by word of mouth and new volunteers have offered their assistance.**

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.

The College Park Seniors Program provides bus transportation from Attick Towers and Spellman House. The College Park Woods Swim club provides volunteers and the venue at a reduced admission cost.

I. **TIMELY GRANT REPORT:**

1. Did you receive an FY2015 Community Services Grant from the City of College Park?

Yes     No

2. If Yes, did you file a final grant report for FY2015?

Yes     No

3. If a final grant report was not filed for FY2015, please complete the FY15 Final Grant Report form and submit it with your FY16 grant application.

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

**The costs of food, paper products, shade umbrellas, BINGO prizes and entertainer fees were based on previous year's expenses. The cost of reduced admission to facility for use of grounds, building and utilities is estimated.**

**K. PROGRAM BUDGET:**

**Receipts**

Grant request from City of College Park	<u>\$2,500.00</u>
Foundations, other grants	<u>00</u>
Public agencies	<u>00</u>
Corporations	<u>00</u>
Other receipts (describe: <u>city transportation</u> )	<u>00</u>
In-kind contributions (goods and services donated) volunteer hours	<u>00</u>
<b>TOTAL RECEIPTS</b>	<b>\$ <u>2,500.00</u></b>

**Expenses**

Personnel costs	<u>000</u>
Consulting fees	<u>000</u>
Equipment purchases	<u>100.00</u>
Supplies	<u>50.00</u>
Transportation	<u>000</u>
Equipment rentals- admission	<u>450</u>
Other services (describe: <u>Food</u> )	<u>1500.00</u>
Other expenses (describe: <u>Entertainment</u> )	<u>400.00</u>
<b>TOTAL EXPENSES</b>	<b>\$ <u>2,500.00</u></b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ <u>000</u></b>

RE: FY2016 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 Woods Senior\_Day Camp Program\_\_\_\_\_ 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:	<u>College Park Woods Swim Club</u>
Signature of Authorized Representative:	<u>Barbara Pianowski</u>
Printed Name:	<u>Barbara Pianowski</u>
Title:	<u>Board Member, Program Manager</u>
Date:	<u>10/28/15</u>

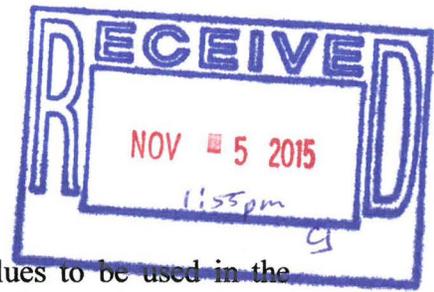
## **FY2016 Community Services Grants**

Organization: EMBRY CENTER FOR FAMILY LIFE

Grant request: \$2,500.00

Purpose: Lakeland All-Stars basketball program

City of College Park  
FY2016 Community Services Grant Application  
(Deadline: Thursday, November 5, 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:

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.*

Rev. Edna C. Jenkins, 11/04/2015  
Signature/Date

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

Maxine Gross, 11/04/2015  
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? [  ] 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  
Cory Smith – 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. An initiative generated by first lady, Michelle Obama, entitled “Let’s Move” has highlighted and emphasized the need of our youth to be more active. Childhood obesity is at an alarming rater. The young people of the Lakeland community of College Park often lack structured

leisure activities which develop the whole person, including physical activity. The idle time experienced especially during the summer months during school break often lead 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.

- b. We will target 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 establish basketball teams that will participate in a Summer Youth Basketball League for residents of Maryland and the Washington, DC Metropolitan area. The games are held at Holy Trinity Episcopal Day School 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.

Our emphasis on preparing the youth for college will impact the futures of these youth. Most will be first-time college attendees in their families. Students often need assistance filling out FASA forms, and scholarship applications. We also plan for them to develop a resume which will help them to focus on employment as well. The College Park 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. 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 between youth and adults in the community. Team members have met city council members, the mayor and other elected officials. We have implemented a new program, "Ready for 13" to encourage college enrollment and preparation.

**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 11/2 hours	5/2016-8/2016
• Character Development	30 minutes weekly	5/2016-8/2016
• Basketball games	1x weekly per team for 6 weeks	6/2016- 8/2016
• Drug Prevention Workshop	1 session	7/2016
• Conflict Management/Decision Making	1 session	6/2016-7/2016
• School Success/Goal Setting	1 session	7/2016
• CP Dream Team Games	Bi-monthly	2/2016- 6/2016
• Career Development/College Awareness	2 sessions	7/2016

**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 quality program 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 strengthen our ability to work with the youth. There is a new sense of trust in their community that has developed in the youth which has increased their self-esteem and confidence. We participated in the National Night Out with community agencies. We have also participated with the College Park Dream Team for over four years. Met with UMD Campus Police staff for problem solving/conflict resolution. The president of the Embry Center for Family Life has received certificates from the UMD Campus Police and the UMD Office of Community Engagement. One of our former basketball players has been hired by MD National Capitol Parks & Planning for a full-time position.

**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.

M-NCPP -College Park Community Center – Provide use of their gym for practices and rooms for workshop sessions.

Lakeland Heritage Project – Printing and resource support in addition to food donations.  
Participation in Lakeland Heritage weekend and other activities.

UMD Office of Community Engagement – Provide food and contacts with UMD students/staff

Embry A.M.E. Church – Provides computer/copying services, meeting space and volunteers.

UMD Campus Police – Staff counsels team members and participates in basketball games

Prince George’s Police Department – COPS Officers interact with youth and provide counsel as well as engages the youth in basketball games.

**I. TIMELY GRANT REPORT:**

1. Did you receive an FY2015 Community Services Grant from the City of College Park?  
 Yes    No

2. If Yes, did you file a final grant report for FY2015?       Yes    No

3. If a final grant report was not filed for FY2015, please complete the FY15 Final Grant Report form and submit it with your FY16 grant application.

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

The line item totals were based on expenditures from previous grant years. Estimates are based on two teams but will be adjusted if a third team is needed.



RE: FY2016 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, Embry Center for Family Life  
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: 

Printed Name: Rev. Edna C. Jenkins

Title: President

Date: 11/04/2015

## **FY2016 Community Services Grants**

Organization: COLLEGE PARK CHURCH OF THE NAZARENE

Grant request: \$1,600.00

Purpose: College Park Community Library

**City of College Park  
FY2016 Community Services Grant Application  
(Deadline: Thursday, November 5, 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 Church of the Nazarene

Organization Address: 9704 Rhode Island Avenue

City/State/Zip: College Park, MD 20740

Program Name (if different): College Park Community Library

Contact Person/Title: Mark Garrett, Pastor; Jackie Kelly and 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 (Maximum of \$2,500): \$1,600**

**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.*

Mark Garrett 11/4/15  
Signature/Date

Jackie Kelly Elaine Stillwell 11/4/15  
Signature/Date

Mark Garrett, Pastor  
Printed Name/Title

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

**B. ORGANIZATIONAL STRUCTURE (1 point):**

1. Number of current board members? 5
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: 29054666

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)

Tom Payne, volunteer staff

Juan Blanco, volunteer staff; art instructor

Andrea Moore, volunteer staff; computer software instructor

Nathan Eckman, volunteer staff; Chinese story time leader

Saideh Fracyon, volunteer staff

Ayesha Amsa, volunteer staff

Cynthia Manrique, volunteer staff

Syed Javed, volunteer staff

Sara Caudill, volunteer staff; French story time leader, Facebook manager

Maralita Freeney, volunteer staff, Infant & Toddler story time leader

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

**C. FUNDING SUMMARY (2 points):**

Grant Request	<u>\$1,600</u>
Funds Secured from Other Sources	<u>\$ 250</u>
Additional Funds Yet to be Secured	<u>\$ 250</u>
Total Program Funds	<u>\$ 2,100</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 College Park Community Library has been operational since February 22, 2012. Before that time, 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) and those who donated books and furniture, we have since filled that void.

In 2016, we would like to:

*\*Expand our annual Book Festival* and make it a noteworthy City event. We have decided to move to the College Park Community Center for our 4<sup>th</sup> Annual Book Festival. This location is more central for all City residents, and provides more parking space. It will also allow us to have more space for authors and activities. In the past two years, we have had to limit the number of authors who attended due to the space limitation of the venue we were using (College Park United Methodist Church). While this is good problem to have, there are costs involved with renting space at the community center. We will continue to partner with the Lions Club to present this event. In the past, they have assisted with incidental expenses. However, as we expand, we will have greater expenses. We also want to use this event to promote the library and plan to increase our investment in promotional materials for the event.

*\*Continue and enhance our community programming.* We will continue to offer programs to youth and adults. For programs like our summer activity classes and pre-school craft programs, there are costs for supplies. In addition, the library does have operating expenses including general office supplies, ink and paper for the printer, book labels, cleaning supplies, etc. The library does charge a small membership fee (a one-time fee of \$5 per family) which has helped to off-set these costs, but as our programs expand, that is a limited source of income. We also have conducted used book sales to raise small amounts of money to supplement our income.

*\*Improve our facility by adding lighting and additional seating that works.*

Because we have made the maximum use of our space, some corners of the library are dark, making it difficult to find books. We would like to purchase lights that can be placed between all of the book stacks to improve visibility. In addition, we need chairs for our small meeting table. We are currently using borrowed equipment from the church which is does not fit well around the table and limits the number of people who can come to the table. We would like to purchase attractive folding chairs that are more compact and can be used a variety of ways.

*\*Upgrade our insurance.* We currently have liability insurance, but would like to insure the library against loss or theft. Since opening our facility, we have been able to purchase computers and a printer for use by library staff and the community. If we were to lose these items due to vandalism or theft, it would be catastrophic to our program.

*\*Continue our marketing to the community.* We will continue to use all of the advertising avenues available to us including the Washington Post Local Living column, promotion at City events including the Farmer's Markets and College Park Day, the Municipal Scene, Facebook and our web-page. While some of these have no cost, others do, including printing and advertising. We will continue to use funds to promote the library so that City residents are aware of the resources that are available to them.

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 213 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 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.

By continuing to expand and increase our programming, we are able to meet the needs of a greater number of members of the community. One of our goals for the current fiscal year was to recruit volunteers who could assist with library programming. Many of our programs have benefitted from the skills of our current volunteers. They are giving generously of their time and expertise to provide the library with robust programs to address a variety of interests. We have been successful in identifying individuals to provide story time in Chinese, and French. We have recruited a professional librarian with vast experience in reading readiness to conduct our infant and toddler story time.

Our Junior Reader Program also continues to thrive. 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. There is a particular interest in this program among parents who are not native English speakers and who appreciate our ability to coach their children as they read aloud. We plan to expand this program to other elementary schools in the community.

For Summer 2016, we will continue the Junior Reader Program, assisting children to meet their summer reading requirements. We will also offer a summer activity program for children. In 2015, we offered a series of cooking classes, which were well received. A survey will be conducted in Spring of 2016 to determine the content of our summer program.

Our teen programming includes a book group, led by our teen volunteers. We are also working with Alpha Phi Omega, a service fraternity at the University of Maryland, to offer a bullying awareness workshop to older children and teens.

Adult programming will include the ever popular “meet the author” events. Another of our volunteers is able to provide instruction in a variety of computer software programs. She offered a two session series about QuickBooks in the fall and will offer additional classes in the winter. Finally, one of our volunteers is an art teacher. He will offer a series of art classes for youth and adults in winter of 2016.

In order to better inform the community about us, our marketing strategies will be increased. We currently have a website and a Facebook page. We continue to evaluate various marketing strategies to determine which are most effective in reaching our target audience. We plan to have a presence at both Farmers’ Markets (Hollywood and Downtown College Park) in the 2016 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 *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.

We are currently working on expanding our branding, which we will use to promote our library by increasing our use of promotional materials, upgrading our webpage and utilizing Facebook as an advertising tool.

- 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 Infant and Toddler 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 60 families on our mailing list. This number has increased even as we remove some names as families move away or have children who are now old enough for school.

We have developed a working relationship with Hollywood Elementary School. The Junior Reader Program has 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. 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 of all the communities within the City. We will move the location of the event to the College Park Community Center, which will more central to the entire city and will give us more space for additional authors and activities. We hope to increase the attendance from about 100 families to 200 families and the number of authors from 12 to 20.

Our goal is to increase our membership by at least 30% and to see increased utilization of the library services during existing hours. We continue to seek at least two dedicated volunteers who will 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>
<b>Current Activities:</b>		
* 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 per month (approx.)	in place
* Chinese story time	Monthly – 30 minutes per month	Nov. 2015
* French story time	Weekly/ 2 hrs. per month	Nov. 2015
* Meeting Space	20 days/month - (by appointment)	in place
* Junior Reader Program	Weekly – 16 hrs. /month	in place
<b>Additional activities to be provided throughout the year:</b>		
* Readings & “Meet the author” events	2 to 3 per year	Winter 2016
* Summer Children’s Program	4 sessions – 45 min. each	Summer 2016
* Anti-Bullying Awareness	2 hrs. x 1 session	Winter 2016
* Teen Book Group	1 hr. /month	Winter 2016
* Adult & Children’s Art Classes	Weekly x 4 (1 hr. sessions)	Winter 2016
* Fourth Annual College Park Book Festival		April 2016
* Collaboration with College Park Arts Exchange:		
Women’s Non-Fiction Book Group	Monthly x 2 hrs.	in place
Photography Club	Monthly x 2 hrs.	in place
Craft projects for children (Duct Tape Workshop)	One 2 hr. session	Oct. 2015 (done)
Dr. Seuss Birthday Celebration	One 2 hr. session	February 2016

**Marketing:**

* Logo development	Hours as needed	Nov./Dec.2015
* Facebook updates	Minimum weekly	in place
* Facebook boosts	Minimum monthly	2015-2016
* Website improvement	Hours as needed	in place
* 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 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 collaborate on this project with the College Park Lions Club, who also offered eye testing at the 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. We have scheduled our 2016 event, and will seek additional space to accommodate more attendees. In addition, we are working with CPAE to offer more of their programs at our facility, including the woman’s book discussion group.

**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, including Dr. Seuss Day, the women’s book discussion group, the Photography Club and the Duct Tape workshop

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 FY2015 Community Services Grant from the City of College Park?  
 Yes       No
2. If Yes, did you file a final grant report for FY2015?       Yes       No
3. If a final grant report was not filed for FY2015, please complete the FY15 Final Grant Report form and submit it with your FY16 grant application. (Done)

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

We are requesting \$1,600 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.

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. At this point, we feel it would be prudent to increase our insurance to include loss or damage of our property. If we were to experience loss of our technology equipment (laptops, printer), we would not be able to provide services the community has come to rely on. We would also like to make some modest improvements in our equipment in order to make the library more user friendly. Specifically, we would like to purchase chairs and lighting to improve the facility. We are also requesting funds for program operation including fees to support the various activities so that we can continue to offer them to the community at no cost.

By moving the Annual Book Festival to the College Park Community Center, we will have more space for additional authors and activities. There is more available parking and the location is more central to the entire city. However, there are increased costs involved including space rental. We would also like to purchase some promotional items for the event. The College Park Lions Club has assisted us with some expenses in the past and will again partner with us. However, the costs of moving the event to this venue are outside of their scope of support.

**K. PROGRAM BUDGET:**

**Receipts**

Grant request from City of College Park	<u>\$1,600.00</u>
Foundations, other grants	<u>250.00</u>
Public agencies	<u>0</u>
Corporations:	<u>0</u>
Other receipts (describe: anticipated membership fee (30 x \$5) Used book sale and cash donations (\$100)	<u>250.00</u>
In-kind contributions (goods and services donated) Volunteer Time and expertise, donated books – unsure of value*	<u>*</u>
<b>TOTAL RECEIPTS</b>	<b>\$ <u>2,100</u></b>

**Expenses**

Personnel costs	<u>0</u>
Consulting fees	<u>0</u>
Equipment purchases (Lighting (\$100), chairs (\$150))	<u>250.00</u>
Supplies (office supplies, printer ink & paper, activity supplies, Cleaning supplies)	<u>250.00</u>
Transportation	<u>0</u>
Equipment rentals	<u>0</u>
Other services (describe: Insurance estimate)	<u>600.00</u>
Other expenses (Book Festival including space rental \$220; promotional items, supplies, signage \$280.00)	<u>500.00</u>
<b>TOTAL EXPENSES</b>	<b>\$ <u>2,100.00</u></b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ <u>1,600.00</u></b>

RE: FY2016 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 Church of the Nazarene 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 Church of the Nazarene

Signature of Authorized Representative: 

Printed Name: Mark Garrett

Title: Pastor

Date: November 4, 2015

**FINAL GRANT REPORTS**  
**FY2015 Community Services Grants**

**City of College Park**  
**FY2015 Community Services Grant**  
**FINAL GRANT REPORT**  
**(File after the conclusion of grant activities – due date 11/05/15)**

Organization Name: The National Museum of Language

Program Name (if different): Around the Language World (Summer Camp) and Social Media Mgr

Program Type:     Maintain Existing         Expand Existing         Start New Program

Contact Person/Title: James E. McFadden, Treasurer

E-mail Address: [alamor1@verizon.net](mailto:alamor1@verizon.net); info@languagemuseum.org

Date Submitted: 4 November, 2015

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

The Museum's goal for 2015 was to provide a tuition-free summer enrichment experience for the children of local residents. The target recipient was the elementary school student who had not yet decided on a course of language study. The 2015 camp was the second that the Museum conducted in coordination with the College Park Community Center. This continued to allow for the expanded program of 40 children.

The Intern Program was intended for up to 10 local high school students, exposing them to research efforts conducted with language professionals.

The Social Media Manager position was created in order to expand the Museum's virtual presence.

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.

The Intern Program continued to prove its merits of involving high school student interns and provide an opportunity for them to work with language professionals and in-turn provide their research to other students. The program evolved into a more targeted effort focusing on fewer students with a stipend of \$500 being provided as assistance for college bound students.

The Social Media Manager has proved to be a great success. The Museum's website is now a professional product and the Museum is reaching out to an ever expanding group of linguists and others interested in all aspects of language.

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

The Intern Program was scaled back due to the Museum's inability to recruit sufficient instructors. The NML Board discussed the issues and scaled back the program focusing on college bound high-school seniors with an increased stipend to assist with college expenses.

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

The Language Camp and the Social Media were unqualified success and the Internship Program while smaller than envisioned was a success providing valuable experience to the interns as well as provided information to other students.

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

There were no significant differences between the budgeted amount and what was expended for the program. The County grant was less than requested but the Museum used other funds to offset the decrease.

**City of College Park**  
**FY2015 Community Services Grant**  
**FINAL GRANT REPORT**  
**(File after the conclusion of grant activities – due date 11/05/15)**

Organization Name:

Lakeland Community Heritage Project

Program Name (if different):

Lakeland Heritage Weekend 2015

Program Type:     Maintain Existing         Expand Existing         Start New Program

Contact Person/Title:

Maxine Gross/ Chairperson

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

Date Submitted: 11/4/2015

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

Our plan was to carry out 3 days of events and gather people to share stories Lakeland and African American heritage. All elements were completed as outlined. Additionally a bake off was held on Saturday and oral history interviews were recorded. Through these events more than 350 people gathered as part of a community celebrated current achievements, socialized and shared stories of history and heritage. Formally four oral history interviews were professionally video recorded.

Each element was carried out and set goals were met.

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

Three days of activities were carried out. They included:

- Friday evening teen skating event with short history film and refreshments
- Saturday Community day with picnicking, music, drum circle, community exhibits, historic exhibits and vendors as well as a bake off, as well as collection of old photographs and filming of oral histories
- Saturday evening basketball game with historic exhibits and refreshments.
- Sunday community worship service with history talk, historic exhibits and meal

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

Some additions were changes were made to the program. A bake off, community exhibitors and vendors were added in an effort to draw people out to the event. Vendors were also intended to help offset the cost of bake off prizes. Volunteer resources became available so oral history interviews were recorded during the event.

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

Yes our goals were met. All planned program elements were carried out and attendance objectives were met. 91% of those asked said events like this are important. 84% said they learned something about their community's history or heritage by attending. Comments included "Thanks for adding to our knowledge of African American History." "

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

Budget as Realized

**Receipts**

City of College Park Grant - \$2,500.  
Funds Lakeland Community Heritage Project - \$ 354.70  
Income from vendors -\$ 100.00  
In kind - \$3860.

**Expenses**

Services - \$1674.10  
Equipment, food and supplies - \$842.14 cash (\$3,690.00) in kind  
Prizes and awards - \$ 438.46 cash (170.00) in kind  
Cash Expense \$2,954.70 In Kind Expenses (\$3860) Expenses total \$6814.70

Projected Budget -

**Receipts**

Grant 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>
<b>TOTAL RECEIPTS</b>	<b>\$ <u>6,801.40</u></b>

**Expenses**

Personnel costs	<u>0</u>
Consulting fees	<u>0</u>
Equipment purchases	
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>
<b>TOTAL EXPENSES</b>	<b>\$ <u>6,801.40</u></b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ <u>0</u></b>

Expenses for services for professional sound equipment and technicians was not budgeted. This cost was added as there was greater than expected in kind support for food and community members expressed dissatisfaction with the sound quality during our 2014 Sunday program. Vendors were added to the Saturday event in an effort to offset expenses for a baking contest with prizes and other prizes.

**City of College Park**  
**FY2015 Community Services Grant**  
**FINAL GRANT REPORT**  
**(File after the conclusion of grant activities – due date 11/05/15)**

Organization Name: College Park Unit 217, American Legion Auxiliary

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

Program Type:     Maintain Existing         Expand Existing         Start New Program

Contact Person/Title: Angela Rodriguez, Executive Director

E-mail Address: Misscollegepark@gmail.com

Date Submitted: November 5, 2015

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

- To provide Miss College Park 2015 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 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 24<sup>th</sup> Annual Miss College Park on Sunday April 12<sup>th</sup> 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, Yashvi Aware, who has been making appearances all over the City of College Park and being a lovely ambassador for us all. Yashvi graduated from the University of Maryland, College Park in May, and used her scholarship to pay off her final bill. 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 had to cut one scholarship to make them. We hope to return the Community Service Award this year to be as follows:

- 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.

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 maintain our current level of awards. We only had to cut one award due to a sponsor at the last minute who was not able to donate, but we hope to have that award back in place for my 25<sup>th</sup> Anniversary Pageant. We keep all of our expenses the same. We are still paying out our scholarships from May to April 12, 2016. We give our girls one year in which to use their award or ask for an extension. Our budget for our 2015 year was right on target. We clear out our scholarship account each year and then restock it in January-April for the mid-April Pageant. Receiving the awards late last year put a little pressure on us as we truly cannot award scholarships unless they are in hand and in our account. If we were to promise to award an amount and it never arrive, we would be liable for that award. So, we work hard to get the monies in hand during this time period. We appreciate having the opportunity to apply for College Park Community Service Grant early this year!!

**Pageant Sponsors:**

**College Park Community Service Grant  
College Park Unit 217, ALA  
College Park Moose Lodge  
College Park Downtown Merchants**

**Jack and Sue Ganley**

**Keri Schrader Barta  
Miss College Park 1999**

**Drs. Vic & Kathy Kalasinsky in honor of  
Dr. Victoria Kalasinsky Schulman  
Miss College Park 2006**

**Lisa James and Lamont Dixon in honor of  
Miss College Park 2014  
Symphony Dixon**

**Ryann Richardson  
Arabesque Jewelry  
GeeMan  
Anonymous**

**The  
24<sup>th</sup> Annual**

**Miss College Park Scholarship Pageant**



**Symphony Dixon – Miss College Park 2014**

**College Park Moose Lodge  
April 12, 2015  
4:00 PM**

**2015  
Miss College Park Scholarship Pageant  
Program**

**National Anthem**

**Introduction of MC**

**Opening Number**

**Introduction of Miss College Park 2014**

**Introduction of Judges**

**Crowning of the Miss College Park Princesses**

**Entertainment**

**Appearance Wear Competition**

**Onstage Question Competition**

**Entertainment**

**Evening Gown Competition**

**Entertainment**

**Farewell to Miss College Park 2014**

**Finale**

**Special Awards**

**Crowning of Miss College Park 2015!**

**2015  
Miss College Park Scholarship Pageant  
Awards**

**Miss College Park 2015  
\$2000 Cash Scholarship**

**First Runner up  
\$500 Cash Scholarship**

**Second Runner up  
\$400 Cash Scholarship**

**Third Runner up  
\$300 Cash Scholarship**

**Fourth Runner up  
\$250 Cash Scholarship**

**Symphony Dixon "Elegance and Poise" award  
\$200 Cash Scholarship**

**Top Scholar  
\$200 Cash Scholarship**

**Miss Congeniality  
Gift**

**All remaining contestants  
Receive a  
\$200 Cash Scholarship**

**City of College Park**  
**FY2015 Community Services Grant**  
**FINAL GRANT REPORT**  
**(File after the conclusion of grant activities – due date 11/05/15)**

Organization Name: Pregnancy Aid Centers, Inc.

Program Name (if different): PAC Food Pantry Program

Program Type:     Maintain Existing         Expand Existing         Start New Program

Contact Person/Title: Mrs. Mary Jelacic, Executive Director

E-mail Address: mary\_jelacic@yahoo.com

Date Submitted: 11/2/15

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 \$2,500 in grant funds awarded by the City of College Park enabled 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?

No, in the previous year there have not been any unanticipated changes to the program.

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

We have thus far been able to meet our goals in 2015; in the first eight months of this year, we have so far purchased and distributed food to 1,783 households made up of 8,531 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 \$2,500 is being spent to purchase food for distribution to our clients.

**City of College Park**  
**FY2015 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-mail Address: CPWSwimclub@yahoo.com

Date Submitted: October 19, 2015

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

To provide Senior Citizens with outdoor day outing experiences and opportunities for socializing. Healthy lunches, drinks, desserts and snacks were included for free. Entertainment and prizes were provided.

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

Four day camps were held from May 6 – June 17, 2015. They included 2 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 brunch, 2 cook-outs of burgers, hot dogs and sides, fruit, pizza, salad, ice cream, strawberry shortcake and other desserts.

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?

Grant funds were received late causing one session to be cancelled. One session was held inside due to chilly weather. Sessions were scheduled earlier in the Spring to avoid hot weather.

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

Yes, we exceeded our goals in every way! We served an average of 45 people each day. We received excellent feedback. More seniors from the neighborhood participated and volunteered as helpers. We had a volunteer college student who was a great helper and was certified in life saving.

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

CP Grant Received - \$2500.00

Actual Expenses \$2500.00

Food and Drinks- May 6 225.00

Food- May 20 200.00

Food and Drinks- June 3 275.00

Food – June 17 200.00

BINGO prizes and equipment 250.00

Entertainers 300.00

Paper products 100.00

Cabana covers 350.00

Discounted Guest Passes 600.00

Total \$2500.00

**City of College Park**  
**FY2015 Community Services Grant**  
**FINAL GRANT REPORT**  
**(File after the conclusion of grant activities – due date 11/05/15)**

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

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Date Submitted: Final Report 11/05/2015

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

**Goals and Objectives**

**Outcomes**

A. Establish basketball teams –

Formed a 10-12 yr. basketball team and a 13-15 yr. team

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. Session with Sonia Chase former UMD and WBA player for character development.

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- Embry Center sponsored dialogue with youth 13-21 and Prince George's Police Dept. and Former MPD Officer. "Black/All Lives Matter" Discussions centering upon the realities of relationships between Young Adults and Law Enforcement.

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

Sessions were conducted at the College Park Community Center which we have a partnership with. 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 had difficulty obtaining youth for our 16-18 year team due to commitments to AAU and pre-college activities. Graduates from Parkdale High were employed and unable to make practices. 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 response of the students that participated. We also had visits from former players and more parent participation was noted this year than previous years. Two parents assisted with the coaching and transporting the teams. 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 the 10-12 year championship trophy and made the playoffs in the 13-15 year division.

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

		<b>Budget</b>	
<b>Anticipated Grant Amount</b>			<b>Actual Award</b>
2500.00 (grant request)			2,500.00
 <b><u>Proposed Expenses</u></b>			<b>Actual Expenses</b>
Personnel costs	<u>1500.00</u>		950.00
Consulting fees	<u>300.00</u>		150.00
Equipment purchases	<u>350.00</u>		37.92
Supplies	<u>400.00</u>		252.00

Transportation	<u>450.00</u>	00.00 (150.00) in kind
Uniforms	450.00_	275.00
Other services (League Registration)	<u>1050.00</u>	925.00
Received from Grant		\$2500.00
Total Actual Expenses FY 2015		\$2,589.92
NET SURPLUS / (DEFICIT)		\$ <u>(-\$89.92)</u>

**City of College Park**  
**FY2015 Community Services Grant**  
**FINAL GRANT REPORT**  
**(File after the conclusion of grant activities – due date 11/05/15)**

Organization Name: College Park Center for Faith and Community

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)

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Date Submitted: November 5, 2015

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

*Goal: In order to better inform the community about us, our marketing strategies will be increased.*

We currently have a website and a Facebook page. We have utilized grant funds to boost ads about specific programming, including our summer cooking club for children series, and our new story time in Chinese.

We will be seeking the services of a graphic artist to assist with formatting a logo that can be used for all of our promotional materials.

We recently added a new volunteer who has been instrumental in assisting us with upgrading both our Facebook account and our website.

*Goal: 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. This program is currently available during all hours that the library is open. It is utilized most on Tuesday and Thursday afternoons. Of note, this program is popular with the families of students who are not native English speakers.

In the summer, we offered a Kids Cooking Club. This was chosen as a summer offering for school aged children based on a community survey conducted in Spring 2015. Cooking is another strategy to teach reading and math. Four sessions were offered, allowing children to prepare simple dishes as they learn to navigate a recipe. Sixteen children were able to attend one or more sessions.

We have been extremely fortunate to be able to recruit a professional librarian to conduct story time for our infant and toddler group that meets Wednesday mornings. She comes to us with a wealth of knowledge and experience about meeting the needs of these pre-readers, who are just beginning to learn about the value of books and reading. She has been very generous in sharing not only her time, but also her resources with us. Story time participation continues to grow, in that we have a continual

flow of people into the program as our older toddlers “age out” and move onto pre-school. We hope that we have helped their readiness to learn.

In addition, we have had a request for a story time in Chinese. One of our volunteers has agreed to provide that service, which will begin the first weekend in November. Another of our volunteers, who is fluent in French, will begin a weekly story time in French in November, as well.

Unfortunately, we have discontinued our Library Dog program. One of our dogs died and the other’s owner is no longer available to assist us. However, we feel that our new programming will meet the needs of the community in a different way. The Library Dog program had low utilization.

Our teen volunteers have agreed to lead a teen book group one Saturday per month. We have been in discussion with Alpha Phi Omega service fraternity at the University of Maryland to plan and offer a workshop about bullying for our junior high school age students. At present time, we are working to coordinate schedules for this program.

*Adult programming has also expanded.* We were able to offer two sessions about QuickBooks to members of the community. Additional topics will be offered in coming months. In addition, we will be partnering with the Department of Social Services to offer a Medicare enrollment session in November. We have planned the first of our “Meet the Author” events for Winter 2016. Local author Todd Ohl will present his newly released novel. Other local authors will be invited to present their books.

Our English as a Second Language classes were very well received. Our volunteer instructor 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. Five participants completed the program this spring. Unfortunately, our volunteer instructor has taken a full time (paid) position and is no longer available to assist us. We are actively seeking someone who is able to take her place, since we continue to get requests for the program.

We offer a computer and printer for community members to use. 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 out of the neighborhood.

We are also in the process of working with the College Park Lions Club to plan our 4<sup>th</sup> Annual College Park Book Festival. This year, we will move to the College Park Community Center, which will be more centrally located to the entire city. It will provide us with more space since we have outgrown our previous venue.

We are working in collaboration with the College Park Arts Exchange to present their programming to the community. Their monthly book discussion group and Photography Club are meeting at our facility. In addition, we have offered a Duct Tape Workshop. We are also planning for our next Dr. Seuss’s Birthday Celebration. This was wildly successful last year, with over 50 attendees.

We 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.

Most notably, we are attracting volunteers who able to share their knowledge and skills to enhance the library’s programs. These include story times in foreign languages, computer classes and art classes. Without the input of volunteer time and enthusiasm, our program would not be as robust.

\*Since our inception, the library has hoped to *achieve status as a non-profit agency*. This would allow us to apply for additional funding and resources. We have made many attempts to move forward with this through the assistance of volunteers. However, this is a time consuming process involving a level of expertise and we have not ended with an application that we could submit. We would like to retain funds to file this application and are seeking expertise in this endeavor.

**2a. 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>
<b>Current Activities:</b>		
* 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
* Chinese story time	Monthly – 30 minutes	Nov. 2015
* French story time	Monthly – 30 minutes	Nov. 2015
* Meeting Space	20 days/month - (by appointment)	in place
* Junior Reader Program	Weekly – 16 hrs. /month	in place
<b>Additional activities to be provided throughout the year:</b>		
* Readings & “Meet the author” events	2 to 3 per year	Winter 2016
* Kids Cooking Club	4 sessions – 45 min. each	Summer 2015
* Cyber Safety Awareness	2 hrs. x 1 session	Fall 2015
* Teen Book Group	1 hr. /month	Fall 2015
* Book Discussion Group (afternoon)	1 hr./month	4th Tues./month
* Adult & Children’s Art Classes	Weekly x 4 (1 hr. sessions)	Winter 2016
* Fourth Annual College Park Book Festival		April 2016
* Collaboration with College Park Arts Exchange:		
Women’s Non-Fiction Book Group	Monthly x 2 hrs.	Summer 2015
Photography Club	Monthly x 2 hrs.	Summer 2015
Craft projects for children (Duct Tape Workshop)	One 2 hr. session	Oct. 2015
Dr. Seuss Birthday Celebration	One 2 hr. session	February 2016
<b>Marketing:</b>		
* Logo development	Hours as needed	Nov./Dec. 2015
* Facebook updates	Minimum weekly	In place
* Facebook boosts	Minimum monthly	2015-2016
* Website improvement	Hours as needed	Nov 2015
* Website updates	2-3 x/month	In place
* Print marketing	Hours as needed	2015-2016

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

Funding, and spending of grant funds has been delayed. Because we applied for grant funds under the umbrella of the College Park Center for Faith and Community (CPCFC), a grant award is given to that organization. The CPCFC changed its name from the College Park Church of the Nazarene about the time that the grant application was submitted. The application was submitted in the new name. However, bank accounts were not all established by the time the grant award was made. Therefore, we did not receive a check from them for the grant funds until late September 2015. Thus, many of our marketing plans have been on hold until now. We have made a few modest marketing attempts until we could secure the funds. Our plan is to quickly move forward as originally planned.

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

As explained above, we have only recently had access to funds to accomplish some of our goals. At this point, we will work to spend the funds as they were intended so that we can meet our goal of increasing community awareness of our programs. In addition, we will be placing orders to replenish supplies of promotional materials, purchase a library cataloging scanner, labels, library cards, and office supplies. Therefore, we are requesting an extension of these funds to the end of the calendar year.

See budget, next page

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

<u>Budget</u>	<u>Planned</u>	<u>Actual to Date</u>
Personnel costs	<u>0</u>	<u>0</u>
Consulting fees	<u>0</u>	<u>0</u>
Equipment purchases (Additional storage for games, software, library cataloging software & equipment)	<u>\$500.00</u>	<u>0</u>
Supplies (office supplies, printer ink & paper, activity supplies, cleaning supplies, printing library cards)	<u>\$200.00</u>	<u>\$ 75</u>
Transportation	<u>0</u>	<u>0</u>
Equipment rentals	<u>0</u>	<u>0</u>
Other services (Liability insurance (\$450); website (\$100) Non-profit application (\$350 estimate)	<u>\$900.00</u>	<u>505.00</u>
Other expenses (social marketing (FB), website, printing, business cards & other promotional materials, miscellaneous)	<u>\$1,000.00</u>	<u>70.00</u>
<b>TOTAL EXPENSES</b>	<b><u>\$2,600.00</u></b>	<b><u>650.00</u></b>
<b>NET SURPLUS / (DEFICIT)</b>	<b><u>\$ 0</u></b>	<b><u>1950.00</u></b>

