

**City of College Park**  
**FY2019 Community Services Grant Criteria**  
**(Deadline: Friday, February 1, 2019, 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. 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 Friday, February 1, 2019 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 [gfields@collegeparkmd.gov](mailto:gfields@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 Gary Fields, Director of Finance, at 240-487-3510, FAX 301-864-8941, E-mail: [gfields@collegeparkmd.gov](mailto:gfields@collegeparkmd.gov).

## **SELECTION PROCESS**

Proposals that do not strictly adhere to the application guidelines will not be considered. Review and award of grants will be based on the program's measurable impact on the City of College Park and its residents. 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 FY2019 grant are expected to be concluded by October 31, 2019. If this deadline cannot be achieved, an extension request may be submitted to the Director of Finance. Grant awards not implemented by the conclusion date will lapse unless an extension has been granted.

**FINAL GRANT REPORT**

Following conclusion of activities under this grant, a final report must be submitted to the Director of Finance by October 31, 2019 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

**TENTATIVE FY2019 PROJECTED GRANT TIMETABLE**

Grant applications available	January 8, 2019
Grant application deadline	February 1, 2019
Subcommittee review of grant applications	Week of February 11-15, 2019
Worksession review of applications by City Council	February 19, 2019
Grant award by City Council	February 26, 2018
Grant disbursement, assuming hold harmless agreement has been received	February 27, 2019
Conclusion of FY2019 grant activities, or submit request for extension	October 31, 2019
Final grant report due	October 16, 2019

**City of College Park**  
**FY2019 Community Services Grant Application**  
**(Deadline: Friday, February 1, 2019, 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: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Grant Request (Maximum of \$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

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

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

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

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

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

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

Federal Identification Number: \_\_\_\_\_

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

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

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

Grant Request	\$ _____
Funds Secured from Other Sources	_____
Additional Funds Yet to be Secured	_____
Total Program Funds	\$ _____

**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.

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

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.

**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>
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**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)

**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.

**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.

**I. TIMELY GRANT REPORT:**

1. Did you receive an FY2017 Community Services Grant from the City of College Park?  
 Yes       No
2. If Yes, did you file a final grant report for FY2017?       Yes       No
3. If a final grant report was not filed for FY2017, please complete the Final Grant Report form and submit it with your FY18 grant application.

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

**K. PROGRAM BUDGET:**

**Receipts**

Grant request from City of College Park \_\_\_\_\_

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

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

Corporations \_\_\_\_\_

Other receipts (describe: \_\_\_\_\_)

In-kind contributions (goods and services donated) \_\_\_\_\_

**TOTAL RECEIPTS** \$ \_\_\_\_\_

**Expenses**

Personnel costs \_\_\_\_\_

Consulting fees \_\_\_\_\_

Equipment purchases \_\_\_\_\_

Supplies \_\_\_\_\_

Transportation \_\_\_\_\_

Equipment rentals \_\_\_\_\_

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

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

**TOTAL EXPENSES** \$ \_\_\_\_\_

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



RE: FY2019 Community Services Grant

**HOLD HARMLESS AGREEMENT**

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

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

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

Signature of  
Authorized  
Representative: \_\_\_\_\_

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

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

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