

**City of College Park
Community Services Grant Application – FY2020**

NOTE: Return completed application to the Finance Director for the City of College Park by January 15, 2020. These grant applications will be reviewed by the City Council Grants Subcommittee in late January. They will make a recommendation to the City Council for consideration at a February 2020 meeting. Approved Community Service Grants are expected to be paid by the end of February. A hold-harmless agreement is required from recipients prior to payment of the grant.

A. GENERAL INFORMATION:

Organization & Program Name: _____

Organization Address: _____

Event name/date (if applicable): _____

City/State/Zip: _____

Contact Person/Title: _____

Telephone Number: _____ FAX Number: _____

E-mail Address: _____

Grant Request: \$ _____

Sponsorship Request: \$ _____

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

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

Maintain Existing Program Expand Existing Program Start New Program

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

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

C. ORGANIZATIONAL STRUCTURE:

1. Number of current board members? _____

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

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

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

Federal Identification Number: _____

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

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

D. PRIOR CITY FUNDING:

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

E. FUNDING SUMMARY:

College Park grant request \$ _____

Funding from other sources _____

Additional Funds Yet to be Secured _____

Total Program Funds \$ _____

F. PROGRAM EXPENSES:

Personnel costs \$ _____

Consulting fees _____

Equipment purchases _____

Supplies _____

Transportation _____

Equipment rentals _____

Other services (describe: _____) _____

Other expenses (describe: _____) _____

Total estimated expenses \$ _____

Expense narrative, if necessary:

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

Signature/Date

Signature/Date

Printed Name/Title

Printed Name/Title

For reviewer use:

RE: FY2020 Community Services Grant

HOLD HARMLESS AGREEMENT

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

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

Organization: _____

Signature of
Authorized
Representative: _____

Printed Name: _____

Title: _____

Date: _____

City of College Park
FY2020 Community Services Grant -Application Instructions
(Deadline: Wednesday, January 15, 2020, 5:00 pm)

See Grants and Sponsorships Policy on City website for purpose and eligibility; ineligible organizations; and other general information.

APPLICATIONS

- All applications must be submitted on the prescribed form. Only one copy of the application is required. 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 Wednesday, January 15, 2020 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 or e-mailed to gfields@collegeparkmd.gov . 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 or E-mail: gfields@collegeparkmd.gov.

SELECTION PROCESS

Proposals that do not strictly adhere to the application guidelines will not be considered. Review and award of grants will be based on the program's measurable impact on the City of College Park and its residents. During the grant review process, points will be awarded for various criteria (as identified on the application form). Upon final decision on the grant application by the City Council, you will be notified of the result.

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

GRANT ADMINISTRATION

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

Activities covered under this FY2020 grant are expected to be concluded by October 31, 2020. 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, 2020 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 FY2020 PROJECTED GRANT TIMETABLE

Grant applications available	December 16, 2019
Grant application deadline	January 15, 2020
Subcommittee review of grant applications	Week of February 3-7, 2020
Worksession review of applications by City Council	February 18, 2020
Grant award by City Council	February 25, 2020
Grant disbursement, assuming hold harmless agreement has been received	February 28, 2020
Conclusion of FY2020 grant activities, or submit request for extension	October 31, 2020
Final grant report due	October 31, 2020