

**City of College Park**  
**FY2018 Community Services Grant Criteria**  
**(Deadline: Friday, December 29, 2017, 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, December 29, 2017 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 FY2018 grant are expected to be concluded by October 31, 2018. 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 November 16, 2018 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 FY2018 PROJECTED GRANT TIMETABLE**

Grant applications available	December 4, 2017
Grant application deadline	December 29, 2017
Subcommittee review of grant applications	Week of January 8-12, 2018
Worksession review of applications by City Council	January 16, 2018
Grant award by City Council	January 23, 2018
Grant disbursement, assuming hold harmless agreement has been received	February 9, 2018
Conclusion of FY2018 grant activities, or submit request for extension	October 31, 2018
Final grant report due	November 16, 2018