

CITY OF GREENBELT
RECOGNITION GROUP APPLICATION –
BASIC CERTIFICATION (FOR IN-KIND SERVICES ONLY)

First-time applications are accepted at any time.
Applications for renewal of Recognition Group status for the city's fiscal year 2020 are due
by **4:30pm on Friday, January 25, 2019**

For technical assistance with this online application:
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

For other assistance:
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@greenbeltmd.gov

BEFORE COMPLETING THIS APPLICATION:

Please read the Policy and Information Guide for Recognition Groups. This guide contains important information about the different levels of in-kind and financial support available to community organizations that serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.

1. Name of organization: _____

Year of founding: _____ **Website:** _____

Please check one: _____ **new application** _____ **application for renewal of status**

2. Contact person: Name _____ Position _____

Telephone _____ E-mail _____

3. Organization's mailing address (not a City of Greenbelt facility):

4. What is the mission of this organization? Whom do you intend to serve?

5. Description of your group's activities: Please list here or upload a schedule of past and upcoming activities sponsored by the group during the current fiscal year (July 1, 2018 – June 30, 2019). Indicate which activities took place in Greenbelt.

6. **How many people do you anticipate will have actively participated in your organization's primary, sponsored activities this year?** Include estimates as needed. *Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. Please do not include volunteers or staff.*

Total number of active participants: _____ % Greenbelt residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

7. **How many additional people do you anticipate will have participated in your organization's primary, sponsored activities as audience members, spectators and attendees (if applicable)?** *This does not include volunteers or staff.*

Total number of spectators: _____ % Greenbelt residents _____ % ages 12 and under _____
% 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

8. **How many people do you anticipate will have volunteered this year to help run your organization and implement your sponsored activities?**

Total number of supporting volunteers: _____ % Greenbelt residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

9. **Request for support.** Please describe the in-kind services which you anticipate requesting from the City of Greenbelt during the coming fiscal year. *Note: Recognition Group certification does not imply that all requests can be granted. Requests from the organization will be addressed on a case by case basis as they arise in accordance with applicable city policies and procedures.*

10. Electronic Signature

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. **By signing this application, I certify that the organization's leaders have read the City of Greenbelt's Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature _____ Date _____

Role within the organization _____