

CITY OF GREENBELT

**OPERATING GRANT**

**APPLICATION INSTRUCTIONS**

**For certified Greenbelt Recognition Groups**

**Fiscal Year 2021**

Period of Support: July 1, 2020 – June 30, 2021

Applications and uploaded attachments are due by  
**4:30pm on Friday, January 24, 2020**

**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

1. **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 which 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.
2. **Please read the Sample Review Sheet for Operating Grant Applications,** available online, to see how your application will be scored by the Grant Review Panel. 60% of your score will be based on your organization's service to the Greenbelt community, and 40% of your score will be based on your organizational effectiveness.
3. **Please read this application in full before completing it.** This will help to ensure that your information is presented in the right place and that you have all the information at hand that you will need. Some materials will need to be uploaded in PDF format; if you need assistance, please contact the Recreation Department Administrative Coordinator. Instructions are provided below for naming your PDF files; you may substitute a commonly used acronym – such as "CHEARS" – in place of the full name of the organization where indicated in the format.
4. **All questions on this form must be completed.** Incomplete applications will not be presented to the Grant Review Panel and they will be ineligible for funding. You may enter "N/A" for any individual line items which are not applicable to your organization. It is recommended that you keep notes on file detailing how all audience and budget figures have been derived.

# OPERATING GRANT APPLICATION

Fiscal Year 2021

## A. GENERAL INFORMATION

1. **Name of organization:** \_\_\_\_\_
2. **Website:** \_\_\_\_\_
3. **Contact person:** Name \_\_\_\_\_ Position \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_
4. **Organization's mailing address** (not a City of Greenbelt facility):  
\_\_\_\_\_

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

6. **Please indicate the amount of your request here \_\_\_\_\_ and briefly summarize the intended use of these funds below. Please be as specific as possible.**

7. **City of Greenbelt funding status. Please check one.** (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization is currently:

- a Council-approved Greenbelt Recognition Group receiving in-kind support only; the organization previously received city funding in FY 2018 or FY 2019
- a Council-approved Greenbelt Recognition Group that received an FY20 project grant
- a Council-approved Greenbelt Recognition Group that received an FY20 operating grant

8. **Non-profit status. Please check all that apply.** (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:

- Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- Has applied to the Internal Revenue Service for 501(C)3 status

\_\_\_ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:

**9. Financial need. Please check all that apply.**

\_\_\_ At the conclusion of FY19, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY19 operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

\_\_\_ At the conclusion of FY20, the organization's checking/savings balance is expected to be at least 50% of the amount of the organization's total FY20 operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

\_\_\_ The organization is projecting a revenue surplus for FY20.

\_\_\_ The organization is projecting a revenue surplus for FY21.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested for FY21. *Total grant requests typically exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.*

**B. COMMUNITY MEMBERS SERVED (benefit to the community)**

- 1. How many people actively participate in your organization's primary, sponsored activities?** Include projections and 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. This does not include volunteers or staff.*

July 2018-June 2019 \_\_\_ July 2019-June 2020 \_\_\_ July 2020-June 2021 (Projected) \_\_\_

**Current year:** % Greenbelt residents/organizations \_\_\_ % Non-residents/organizations \_\_\_ % ages 12 and under \_\_\_ % 13-17 yrs. \_\_\_ % 18-59 yrs. \_\_\_ % 60+ yrs. \_\_\_

- 2. How many additional people participate in your organization's primary, sponsored activities as audience members, spectators and attendees?** *This does not include volunteers or staff.*

July 2018-June 2019 \_\_\_ July 2019-June 2020 \_\_\_ July 2020-June 2021 (Projected) \_\_\_

Current year: % Greenbelt residents \_\_\_ % Non-residents \_\_\_ % ages 12 and under \_\_\_ % 13-17 yrs. \_\_\_ % 18-59 yrs. \_\_\_ % 60+ yrs. \_\_\_



**Independent contractors and consultants**

Role	# of contractors <i>Individuals or companies</i>

3. **City staff disclosure.** If any of your Board members or key staff persons are City of Greenbelt employees, please provide their name, Department and job title below.

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4. **Volunteers**

July 2018-June 2019 \_\_\_\_ July 2019-June 2020 \_\_\_\_ July 2020-June 2021 (Projected) \_\_\_\_

**Current year:** % Greenbelt residents \_\_\_\_ % Non-residents \_\_\_\_

% ages 12 and under \_\_\_\_ % 13-17 yrs. \_\_\_\_ % 18-59 yrs. \_\_\_\_ % 60+ yrs. \_\_\_\_

Please describe the ways in which volunteers contribute to your organization.

**D. NARRATIVE.** Please address all of the following points briefly in four pages or fewer. Upload your response as a PDF file in section F, below.

### **Benefit to the Community**

- 1. Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. If known, please comment also on any aspects of your program that are distinctive, creating opportunities that would otherwise be lacking in Greenbelt or the surrounding area. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)
- 2. Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
- 3. Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.
- 4. Community benefit.** If applicable, please comment on how you believe your programs enhance the community at large. How do your activities contribute to the overall vitality of Greenbelt and the well-being of its citizens? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

### **Organizational Effectiveness**

- 5. Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?
- 6. Challenges.** What are the most significant challenges that your organization is experiencing? How are you addressing these challenges?
- 7. Goals.** What are your organization's goals and how are you working toward them?
- 8. City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2021? How would these funds be used? Please be as specific as possible.  
What in-kind support, if any, does your organization anticipate requesting from the city during the coming year?
- 9. Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

How does your organization plan to match your requested city funding in fiscal year 2021? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt contribution/grant, please also explain the problem and how you are working to correct it this year.

*Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving city funding. Your success in meeting your FY20 match may affect your grant amount for FY21.*

**E. FINANCIAL INFORMATION.** Please include below the funds which you are requesting from the city and the corresponding proposed expenditures. This is a cash budget; do not include any in-kind values.

<b>EXPENSES</b>	<b>Description</b>	<b>Actual Totals, Last Fiscal Year July 1, 2018 – June 30, 2019</b>	<b>Budget, Current Fiscal Year July 1, 2019 – June 30, 2020</b>	<b>Proposed, Next Fiscal Year July 1, 2020 – June 30, 2021</b>
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Dues, memberships, league fees				
f. Utilities				
g. Insurance				
h. Supplies and materials				
i. Equipment purchases				
j. Equipment rental				
k. Marketing and outreach				
l. Travel and lodging				
m. Food/catering				
n. Awards				
o. Grants				
p. Payment of debt				
q. Taxes				
r. Other				
s. Other				
t. Other				
<b>Total Expenses</b>				

<b>INCOME</b>	<b>Description</b>	<b>Actual Totals, Last Fiscal Year July 1, 2018 – June 30, 2019</b>	<b>Budget, Current Fiscal Year July 1, 2019 – June 30, 2020</b>	<b>Proposed, Next Fiscal Year July 1, 2020 – June 30, 2021</b>
a.	Sales of goods			
b.	Admissions			
c.	Tuition			
d.	Fees for services rendered			
e.	Membership dues, registration fees			
f.	Corporate support			
g.	Foundation support			
h.	Individual donations			
i.	Loans*			
j.	City of Greenbelt support			
k.	Other grants			
l.	Organization's savings or interest income			
m.	Other			
n.	Other			
o.	Other			
	<b>Total Income</b>			

\* Borrowed funds are not counted toward the required match of your city grant request. Your budget must reflect income from other sources which at least equals the amount of your request.

**If there is an increase or decrease of 25% or more in any individual expense or income line items from one year to the next, you will need to upload an explanation of these variances in section F, below.**

**Financial Reserves**

<b>Assets</b>	<b>Actual as of June 30, 2019 (Last Fiscal Year)</b>	<b>Projected as of June 30, 2020 (Current Fiscal Year)</b>
a. Checking/savings accounts*		
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
<b>Total Financial Reserves</b>		

\*Unrestricted funds which the organization may spend at its discretion.

\*\* Cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign. Please indicate the purpose of these funds here:

**Debt**

<b>Creditor</b>	<b>Loan purpose</b>	<b>Actual: monies owed as of June 30, 2019 (Last Fiscal Year)</b>	<b>Projected: monies owed as of June 30, 2020 (Current Fiscal Year)</b>
a.			
b.			
c.			
<b>Total Debt</b>			

**In-Kind Contributions Received**

Please estimate dollar values.

<b>IN-KIND CONTRIBUTIONS</b>	<b>Description</b>	<b>Actual Totals, Last Fiscal Year July 1, 2018 – June 30, 2019</b>	<b>Budget, Current Fiscal Year July 1, 2019 – June 30, 2020</b>	<b>Proposed, Next Fiscal Year July 1, 2020 – June 30, 2021</b>
a. Pro-bono professional services (legal, accounting, etc)				
b. Other waived fees				



approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

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

If applicable, please specify the organization’s federal tax ID#: \_\_\_\_\_

**F. ATTACHMENTS – Please upload in PDF format.**

1. **REQUIRED: narrative** addressing all 9 topics in section D, above. Limit: 4 pages. File name format: name\_of\_organization\_narrative\_FY21
2. **REQUIRED: program calendars** reflecting the organization's activities from the previous and current fiscal years, including upcoming events. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name\_of\_organization\_programs\_FY21
3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name\_of\_organization\_variances\_FY21
4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name\_of\_organization\_letter\_1\_FY21 (etc)
5. **OPTIONAL:** summary information about the **credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name\_of\_organization\_bios\_FY21

In the interest of fairness and respect for our panelists’ time, **please observe all page limitations and refrain from submitting any materials not requested in this application.** Extra pages and unsolicited materials will not be forwarded to the Grant Review Panel.

**G. 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 Policy and Information Guide for Greenbelt Recognition Groups and have agreed to abide by the requirements stated therein.**

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

Your role within the applicant organization: \_\_\_\_\_