

CITY OF GREENBELT

**PROJECT 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](mailto:bpalau@greenbeltmd.gov)

**For other assistance:**  
contact the Recreation Department's Administrative Coordinator  
at 301-397-2200 or [cpracht@greenbeltmd.gov](mailto:cpracht@greenbeltmd.gov)

## Instructions

- 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 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.
- 2. Please read the Sample Review Sheet for Project Grant Applications,** available online, to see how your application will be scored by the Grant Review Panel. 50% of your score will be based on the merit and feasibility of your proposed project. The remaining 50% will be based on the general strength and operational history of your organization.
- 3. Please read this application in full before you begin to complete 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.

# PROJECT 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 a project grant at this time.) The applicant organization is currently:

- Receiving in-kind support only. This organization was approved by Council for Recognition Group status on or before July 1, 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. 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:

Is not recognized by the Internal Revenue Service as a 501(C)3 not-for-profit



**12. How many additional people 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. \_\_\_\_\_

**13. Financial snapshot, most recently completed fiscal year (FY 2019).**

|  |  |
|--|--|
| City of Greenbelt funding (if applicable)  |  |
| Total revenues                             |  |
| Total expenses                             |  |
| <b>Net profit/loss</b>                     |  |
| <b>Unrestricted year-end cash balance*</b> |  |
| Restricted year-end cash balance**         |  |

\*Cash on hand 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:

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

\_\_\_\_\_ At the conclusion of last fiscal year, the organization’s unrestricted cash balance was more than half the amount of the total operating expenses for that year.

\_\_\_\_\_ 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 which you are requesting 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.*

**15. During Fiscal Year 2021, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and 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#: \_\_\_\_\_

**B. NARRATIVE:** Please address all of the following points briefly in a narrative of up to three pages. Save your document as a PDF and upload your file in section D of this application. File name: name\_of\_organization\_narrative\_FY21

**1. Proposed project:**

**a. Impact.** Describe in detail the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?  
Explain how this project will benefit Greenbelt citizens, including direct participants and -- if applicable -- the broader Greenbelt community. Does this project provide any unique opportunities to Greenbelt residents that would not otherwise be available?

**b. Feasibility.** Please outline the steps your organization will take in order to implement this project and your timeline for completing them.  
Please comment on any resources needed to implement this project which are already in place. These may include, for example: funds, facilities, partnerships and volunteers.

**c. City support.** How would city funds be used to support this project?  
Project Grant recipients must contribute at least \$1.00 in cash income (or savings) to match every \$1.00 which they are awarded by the City of Greenbelt. Funds raised from any other source count toward this match, as long as they are spent on project expenses during the period of support. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. 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?  
*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.*

Describe any in-kind services you wish to request from the City of Greenbelt to support the proposed project.

**2. Organizational capacity:**

**a. Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be uploading in section D of this application.  
How do you publicize your sponsored activities?  
Please highlight any past programs which you believe demonstrate your capability to implement the project proposed in this application.

**b. Financial history.** During the past and current fiscal year, how have your organization's activities been funded? Please identify your primary sources of earned and contributed revenue.

If you experienced a deficit in your most recently completed fiscal year, or if your organization failed to match a City of Greenbelt grant with other revenues, how is your organization working to remedy the problem during the current year?

If your organization was awarded funding from the City of Greenbelt for the current fiscal year, what was the amount awarded and what is the intended use of those funds?

**C. PROJECT BUDGET:** Include your requested city funding and the corresponding expenses in this table. This is a cash budget; do not include any in-kind values.

| <b>EXPENSES</b>           | <b>Description</b> |
|---------------------------|--------------------|
| a. Salaries and wages     |                    |
| b. Consultants' fees      |                    |
| c. Contractual personnel  |                    |
| d. Facility rental        |                    |
| e. Insurance              |                    |
| f. Supplies and materials |                    |
| g. Equipment purchases    |                    |
| h. Equipment rental       |                    |
| i. Marketing and outreach |                    |
| j. Travel and lodging     |                    |
| k. Food/catering          |                    |
| l. Awards                 |                    |
| m. Other                  |                    |
| n. Other                  |                    |
| o. Other                  |                    |
| <b>Total Expenses</b>     |                    |

| <b>INCOME</b>                                    | <b>Description</b> |
|--|--------------------|
| a. Sales of goods                                |                    |
| b. Admission fees                                |                    |
| 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 and/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.*

**D. REQUIRED ATTACHMENTS:** upload with your application in PDF format

1. **Narrative.** Please format your file name as follows: name\_of\_organization\_narrative\_FY21. Limit: 3 pages.
2. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). File name: name\_of\_organization\_programs\_FY21. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.

**DI. OPTIONAL ATTACHMENTS:** upload here in PDF format

1. **Brief bios** for key personnel highlighting relevant experience, combined on one page. File name: name\_of\_organization\_bios\_FY21
2. **Letters of support**, up to 3 pages total. Letters can be combined or uploaded individually. File name: name\_of\_organization\_letter\_1\_FY21 (etc).

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.

**F. 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 Recognition Groups and have agreed to abide by the requirements stated therein.**

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

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