

**SBGP SMALL COMMUNITY GRANTS  
 FOR PROPOSALS UP TO \$5,000  
 SUMMER 2018**

**GRANT GUIDELINES**

**PLEASE READ THESE GUIDELINES CAREFULLY  
 BEFORE COMPLETING YOUR APPLICATION**

**PROPOSALS MUST BE SUBMITTED BY 5:00 PM  
 ON FRIDAY, AUGUST 31, 2018**

**IMPORTANT DATES**

<p><b>Grant Application Available</b></p>	<p><b>Monday, July 9, 2018</b>          Available online at  <a href="https://sbgpartnership.submittable.com/submit">https://sbgpartnership.submittable.com/submit</a></p>
<p><b>Outreach Meeting To Describe Grants and Answer Questions</b></p>	<p><b>Monday, July 9, 2018</b>  <b>6 p.m. - 8 p.m.</b>  <b>Southwest Baltimore Charter School</b>          300 Herkimer Street, in Pigtown          Please RSVP to <a href="mailto:dminges@sbgpartnership.org">dminges@sbgpartnership.org</a></p>
<p><b>Grant Writing Counseling To Help Applicants</b></p>	<p>Ongoing through July and August          Please contact: David Minges, Community Grants Director, <a href="mailto:dminges@sbgpartnership.org">dminges@sbgpartnership.org</a> or Amy Bernstein, Technical Support Officer, <a href="mailto:abernstein@sbgpartnership.org">abernstein@sbgpartnership.org</a></p>
<p><b>Proposal Deadline</b></p>	<p><b>Friday, August 31, 2018 at 5:00 PM</b>          Late applications will not be accepted.          Applications will be accepted via  <a href="https://sbgpartnership.submittable.com/submit">https://sbgpartnership.submittable.com/submit</a></p>
<p><b>Notification of Grant Awards</b></p>	<p><b>Late September 2018</b>          Exact date subject to change based upon the number of applications received.</p>

## ABOUT US

In 2015, Baltimore adopted the South Baltimore Gateway Master Plan, a sweeping plan to improve neighborhoods across South and Southwest Baltimore that are close to the Horseshoe Casino. The City then began to implement this plan, with the advice of the Local Development Council and funding provided by local impact grants (community grants) generated by area casino revenues.

It soon became clear that another organization was also needed to help spend these funds -- something that could be more flexible, nimble, and entrepreneurial. So in 2016, the South Baltimore Gateway Partnership was established, governed by a Board of Directors comprised principally of residents and business owners. Now, the City and the Partnership split Baltimore's share of the local impact grant funds.

In order to successfully implement this ambitious agenda, we created our own Strategic Plan to narrow our focus to three crucial priorities of the South Baltimore Gateway Master Plan:

- Environmental Sustainability
- Health and Wellness
- Community Development and Revitalization.

Guided by these priorities, the Partnership also invests in large-scale and long-term projects that enhance services for the region as well as initiatives that will, over time, have a beneficial, transformational impact on our communities. These are not grant-based programs.

Our Strategic Plan, and the Master Plan, can both be found at [www.sbgpartnership.org](http://www.sbgpartnership.org).

## **Our Grant Programs**

The Partnership administers three levels of community grants:

- **Small Community Grants - up to \$5,000 (the sole focus of this guidance)**
- Medium Community Grants - from \$5,001-\$50,000
- Large Community Grants - from \$50,001-\$100,000

The Small Community Grants program opens a new application cycle twice a year—once in the summer and once in the winter.

## **Eligibility Criteria**

To be eligible, an applicant must be one of **the following**:

- A non-profit organization with 501(c)(3) tax-exempt status,;
- A mission-based organization without 501(c)(3) tax exempt status but with a 501(c)(3) fiscal sponsor,;
- A faith-based organization proposing a non-religious project; or,
- A school or government agency.
- Individuals and for-profit businesses **may not apply**

Applicants must be **based in** South Baltimore Gateway neighborhoods, **work in** those neighborhoods, or **partner with** an organization based in those neighborhoods.

The project must **serve or otherwise benefit** the residents, businesses, institutions or organizations of the South Baltimore Gateway Community Impact District in these neighborhoods:

- Barre Circle
- Carroll-Camden Industrial Area
- Cherry Hill
- Federal Hill
- Federal Hill South
- Lakeland
- Middle Branch/Reedbird Parks
- Mount Winans
- Otterbein
- Pigtown / Washington Village
- Ridgely's Delight
- Riverside
- Saint Paul
- Sharp-Leadenhall
- South Baltimore Neighborhood
- Westport

**PORT COVINGTON IS NOT INCLUDED IN OUR DISTRICT**

Individuals and for-profit businesses are **not** eligible for community grants. Applicants proposing projects that they or family members will benefit from tangibly or financially are **not** eligible. For example, projects such as home renovations and improvements are excluded.

If you are unsure whether your organization, or your proposed project, meets these eligibility requirements, please contact David Minges, SBGP Community Grants Director, at [dminges@sbgpartnership.org](mailto:dminges@sbgpartnership.org) or Amy Bernstein, Technical Support Officer, [abernstein@sbgpartnership.org](mailto:abernstein@sbgpartnership.org).

## **Application Process**

All Small Community Grants applicants must submit an application online through Submittable—an online form that makes it easy to enter the required information. The application is available here: <https://sbgpartnership.submittable.com/submit>. Technical assistance is available for any applicant who requests it. Contact Amy Bernstein, Technical Support Officer, at [abernstein@sbgpartnership.org](mailto:abernstein@sbgpartnership.org).

## **Application Preparation Checklist**

All applications for funding are completed on the SBGP Submittable online portal. If you have questions or need assistance, please contact David Minges, Community Grants Director: [dminges@sbgpartnership.org](mailto:dminges@sbgpartnership.org) or Amy Bernstein, Technical Support Officer, [abernstein@sbgpartnership.org](mailto:abernstein@sbgpartnership.org).

***Please allow enough time before the August 31, 2018 deadline to gather all the documents and information you will need. Seek Letters of Support or Commitment early, as well as any document that must be signed or authorized.***

**Many of the questions on the Submittable application are self-explanatory.** To complete your grant application via Submittable, you will want to have the following information and documents ready to upload for the following particular numbered questions:

**20. Will you be using a Fiscal Sponsor?** If you are not a nonprofit 501(c)3 organization, you need a signed agreement with a qualified Fiscal Sponsor that agrees to manage and disburse grant funds and keep financial records of

the project. This can be a nonprofit organization, such as a community association or a church, or a locally designated Fiscal Sponsor, such as Strong City Baltimore or Fusion Partnerships. SBGP can help you identify a Fiscal Sponsor and determine whether you need one. For more information, contact Dave Minges, Community Grants Director, at [dminges@sbgpartnership.org](mailto:dminges@sbgpartnership.org).

**25. Project Description.** What kinds of activities and/or services will you provide? What population(s) will benefit? Why is the project needed? Refer to your Project Budget Summary as needed.

**26. Project Budget Summary.** Provide a breakdown of the significant cost components for the project, such as materials, paper goods, food, transportation, and fees. Refer to your 26. Project Description needed.

**28. List any organization that are your Partners in this project.** A partner is any other nonprofit, service provider, or business that has formally committed to implementing the project with you. You must upload a commitment letter from each partner in question 37.

**32. Your organization's current fiscal year budget.** This what your organization spends annually on its projects.

**34. Your IRS Determination Letter,** if you are a 501(c)3 organization OR your fiscal sponsor's IRS Determination Letter, if you are using a fiscal sponsor

**35. Letter(s) of Support.** A letter of support is REQUIRED from your local community/neighborhood association. If additional neighborhoods benefit from the project, they must also provide support letters. Optional letters may come from local religious organizations, businesses, or other informal local groups who support the project.(a minimum of one from your community/neighborhood association) If applicable, one from the community association in any other neighborhoods benefiting directly from the project

**36. Letter(s) of Commitment from Partners.** Though you may not have partners at the time of application, this is REQUIRED if you have one or more partner organizations formally involved with the project. Partnering organizations should be contributing staff/volunteer time, materials, meeting space, expertise, or other resources to your project. Your Program Budget above should also indicate their role(s).

**37. A copy of your organization's most recent annual financial report, if available.**

**38. Background Information.** You may submit other letters of support, recent newspaper/magazine articles, promotional materials, and other relevant information not requested above. Please be selective in providing additional attachments.

**39. Certification of Intent to Apply.** You must check/certify that each and all of the statements are true to be eligible to apply.

## **HOW COMMUNITY GRANTS ARE EVALUATED**

Community grant applications are reviewed in a professional and organized manner by a committee of volunteers drawn largely from the Partnership's Board of Directors. Then committee recommendations are voted on by the full board.

To ensure fairness, the committee uses a pre-established rubric to evaluate applications, and follows a strict policy to prevent conflicts of interest. The following chart summarizes the factors that the committee will use to review Small Community Grants applications.

### **Small Community Grants: Baseline Criteria**

- Does the project result in a high-quality outcome for the District?
- Does the project have a realistic plan and timeline?
- Is the budget realistic?
- Is the applicant capable of accomplishing the project?
- Does the applicant have partners to help complete or enhance the project?
- Is the project supported by the affected community?

## **EXECUTING THE GRANT**

Organizations that are awarded funds will receive an award letter via e-mail. The date on the e-mail is the official start date for the grant. Grant-related expense incurred from that date forward are eligible for reimbursement. The

Partnership reserves the right to award less than the full amount requested. Note that all grant activities must be completed within one year from the date of the award.

## **FUNDING PROCESS**

If the Partnership decides to fund your project, it will be subject to the following requirements:

- **Grant Agreement.** You will need to sign a grant agreement describing the project and detailing the roles and requirements of all parties. This will include a projected draw schedule, which can be updated over time.
- **Payment Process. We do not pay funds in advance.** We will either reimburse you (or your fiscal sponsor) for expenses as they occur, or directly pay a vendor on your behalf. We are glad to work with you to make this as painless and easy as possible.
- **Board Resolution.** We believe it is important for the Board of Directors of your organization to be aware of the award, and be committed to completing the project. Therefore, as part of the grant agreement we will need a board resolution (or equivalent document) confirming their approval of the grant and project.
- **Final Report.** All grants, regardless of size, will require a process of oversight, including a final report, to make sure that the funds are used as intended.

*Thank you for reviewing and considering these grant application guidelines. If you have any questions about the application, guidelines, or process, please contact David Minges, SBGP Community Grants Director, [dminges@sbgpartnership.org](mailto:dminges@sbgpartnership.org).*



(https://www.submittable.com/help/submitter)



(<http://sbgpartnership.org>)

Follow

### SBGP Small Grant Application for Proposals up to \$5,000 Summer 2018

Ends on August 31, 2018

For detailed information about our grant program and process, please refer to our Program Guidelines, found here: [www.sbgpartnership.org/our-work/community-grants/](http://www.sbgpartnership.org/our-work/community-grants/) (<http://www.sbgpartnership.org/our-work/community-grants/>)

**1. Organization Name \***

The group or organization proposing the project

**2. Executive Director / CEO \***

This individual would be authorized to sign a grant agreement.

**3. Organization Mailing Address & Zipcode \***

If no commercial address, provide address of primary grant applicant, who is listed below. Please provide a street mailing address rather than a post office box.

**4. Organization Description \***

Provide a brief description of your organization

*Limit: 40 words*

**5. Website - Optional**



**6. Project Title \***

**7. Total Amount Requested \***

You may request up to \$5,000.

**8. Primary Point of Contact (Name) \***

This individual takes the lead on administering the grant, if funds are awarded. This need not be your Executive Director or CEO.

**9. Primary Contact E-mail Address \***

**10. Primary Contact Phone Number \***

**11. Secondary Point of Contact (Name) \***

This individual is authorized to answer questions about the grant.

**12. Secondary Contact E-mail Address \***

**13. Secondary Contact Phone Number \***

**14. Additional Contact Person(s)**

Provide name, email, and phone number

**15. Project Start Date (Projected) \***

Provide month, day, and year, if known. Month and year alone are acceptable.

**16. Project End Date (Projected) \***

Provide month, day, and year, if known. Month and year alone are acceptable.

**17. Location(s) of project or activity for which funding is requested \***

Provide specific address (es) and/or neighborhood(s) served by proposed project.

**18. Please select the South Baltimore Neighborhood/s your Organization represents: \***

- Barre Circle
- Carroll-Camden Industrial Area
- Cherry Hill
- Federal Hill
- Federal Hill South
- Lakeland
- Middle Branch / Reedbird Parks
- Mt Winans
- Otterbein
- Pigtown / Washington Village
- Ridgley's Delight
- Riverside
- Saint Paul
- Sharp - Leadenhall
- South Baltimore Neighborhood
- Westport

Port Covington is NOT included in our District.

**19. What Population do you serve (Check all that apply) \***

- Youth (up to 18)
- Adults (18+)
- Seniors

**20. Will you be using a Fiscal Sponsor? \***

If you are not a nonprofit 501(c)3 organization, you need a signed agreement with a qualified Fiscal Sponsor (that is a nonprofit 501(c)3 organization) that agrees to manage and disburse grant funds and keep financial records of the project. If you answer "no," continue to Section 2, below. See grant guidance for more information.

**21. Fiscal Sponsor Organization Name \***

(if applicable)

**22. Fiscal Sponsor Contact Person \***

(if applicable)

**23. Fiscal Sponsor Phone Number \***

(if applicable)

**24. Fiscal Sponsor E-mail Address \***

(if applicable)

**25. Project Description \***

What kinds of activities and/or services will you provide? What population(s) will benefit? Why is the project needed? Refer to your Project Budget as needed.

**26. Project Budget Summary \***

Provide a breakdown of the significant cost components for the project, such as materials, paper goods, food, transportation, and fees. Refer to your Project Summary as needed. If you have one or more partners, show how they contribute (including in-kind donations). Note: You may upload a more detailed budget, below, but are not required to do so at this time.

**27. List up to 5 specific goals or objectives this project will achieve. \***

Examples: Add green space to our neighborhood. Improve physical fitness of seniors.

*Limit: 75 words*

**28. List any organizations that are your PARTNERS in this project.**

A partner is any other nonprofit, service provider, or business that has formally committed to implementing the project with you. You must attach a commitment letter from each partner (see below). Write "none" if that is the case.

*Limit: 50 words*

**29. Provide the names, responsibilities, and brief qualifications of up to 5 individuals in YOUR organization who will directly carry out the project. \***

*Limit: 100 words*

Example: Jane Jones, senior center volunteer, will serve breakfast to participating seniors. She has volunteered at the center for three years. Note: Do not list partner participants here.

**30. Provide a summary schedule for the project. \***

The schedule should show the most important tasks and activities associated with implementing the project, and when they will occur (month and/or day and year), to the best of your knowledge.

**31. Do you have, or plan to obtain, other funds for this project? \***

*Limit: 40 words*

You are not required to obtain additional funds for this grant. However, if you have done so, or plan to, report that here. If the answer is "none," report that here.

**32. What is your organization's total annual budget for the current fiscal year? \***

### **33. Detailed Project Budget--Optional**

Acceptable file types: **pdf, doc, docx, txt, rtf, jpg, jpeg, zip, png, xls, ppt, pptx, xlsx, sib, mus, mobi, epub, key, musx.**

Choose Files

Upload a file

Select up to 4 files to attach. No files have been attached yet.

**34. A copy of your IRS 501(c)(3) determination letter (or your fiscal sponsor's letter). \***

Acceptable file types: **pdf, doc, docx, txt, rtf, jpg, jpeg, gif, mp4, zip, tif, tiff, png, wpf, odt, mov, xls, wpd, ppt, pptx, avi, mpg, xlsx, sib, mus, mobi, epub, key, musx, svg.**

Choose Files

Upload a file

No files have been attached yet.

**35. Letter(s) of Support \***

Acceptable file types: **pdf, doc, docx, txt, rtf, jpg, jpeg, gif, zip, tif, tiff, png, wpf, odt, xls, wpd, ppt, pptx, xlsx, sib, mus, mobi, epub, key, musx, svg.**

A letter of support is required from your local community/neighborhood

Choose Files

association. If additional neighborhoods benefit from the project, they must also provide support letters. Optional letters may come from local religious organizations, businesses, or other informal local groups who support the project.

No files have been attached yet.

### 36. Letter(s) of Commitment from Partners

Acceptable file types: pdf, doc, docx, txt, rtf, jpg, jpeg, gif, mp3, mp4, m4a, zip, tif, tiff, png, wpf, odt, wav, mov, xls, wpd, ppt, pptx, avi, mpg, xlsx, sib, mus, 3gp, flv, webm, mobi, epub, wmv, key, ogg, aac, flac, aiff, wma, mkv, musx, m4v, svg.

Choose Files

You are not required to have a partner. However, if one or more partner organizations are committed to contributing staff/volunteer time, materials, meeting space, expertise, or other resources to your project, then your Program Budget above should also indicate their role(s). And a Letter of Commitment is required.

Select up to 10 files to attach. No files have been attached yet.

### 37. A copy of your organization's most recent annual financial report, if available.

Acceptable file types: pdf, doc, docx, txt, rtf, jpg, jpeg, gif, zip, tif, tiff, png, wpf, odt, xls, wpd, ppt, pptx, xlsx, sib, mus, mobi, epub, key, musx, svg.

(if available)

No files have been attached yet.

Choose Files

### 38. Background information, news articles, video, or other information about your organization or project, if available.

Acceptable file types: pdf, doc, docx, txt, rtf, jpg, jpeg, gif, mp3, mp4, m4a, zip, tif, tiff, png, wpf, odt, wav, mov, xls, wpd, ppt, pptx, avi, mpg, xlsx, sib, mus, 3gp, flv, webm, psd, ai, mobi, epub, wmv, eps, key, ogg, aac, flac, aiff, wma, mkv, musx, ibooks, iba, tex, bbl, ltx, m4v, svg, fdx, dwg, vsd, vss, vst, vdx, vsx, vtx, mpp, mpx.

(Optional)

No files have been attached yet.

Choose Files

### 39. Certification of Intent to Apply. You must certify that each and all of the following statements are true: \*

- 1. The proposed project will serve or otherwise benefit the residents, businesses, institutions or organizations of the South Baltimore Gateway Community Impact District.
- 2. The local community association(s) have been consulted and informed about the proposed project.
- 3. The person submitting this proposal on behalf of our organization has the legal authority and approval to do so.
- 4. The proposed project is not intended to financially benefit any private individual or business.
- 5. I confirm that I and my organization understand and meet all of the conditions stated above.

Apply

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