

# HCPI COMMUNITY SPRUCE-UP GRANT PROGRAM

## *GRANT APPLICATION PROCESS*

The HCPI Community Spruce-Up Grant Program process includes the following steps:

Program Preview Meeting  
Letter of Intent  
Full Application  
Application Review  
Awards Announcement  
1<sup>st</sup> Installment Funding Disbursement  
6-Month Report  
2<sup>nd</sup> Installment Funding Disbursement  
Final Report

Any specific questions regarding the grant process or anything related to the HCPI Community Spruce-Up Grant Program can be directed to Ashley Wallace, Director of Programs/Community Planner.

### **LETTER OF INTENT**

Central Baltimore Partnership requires that all potential applicants submit a one- two page letter that includes the following information:

- Organization/individual background;
- Project Idea and connection to community plans;
- Project goals and objectives;
- Potential partners and other funding being pursued;
- Organizational capacity;
- Amount of funding requested & Estimated Budget; and
- Estimated timeline

Please submit your letter of intent by mail or email to:

HCPI Community Spruce-Up Manager  
Central Baltimore Partnership  
1800 N. Charles Street  
Suite 810  
Baltimore, MD 21201  
[awallace@centralbaltimore.org](mailto:awallace@centralbaltimore.org)

### **APPLICATION PROCESS**

After review of the LOIs, CBP will then make the application available to selected applicants based on the strength of the LOI. The application will require a project description, community needs

statement, letter of support from the host community association, project scope, organizational capacity, project budget with uses and funding sources, detailed timeline, pictures of existing conditions, renderings of final project, letters of support, evidence of site control/access, permits, fees and any other associated requirements, and letters of outside funding commitments.

Once applications have been received, CBP staff review them for completeness. The Grant Review Committee (GRC), comprised of HCPI area stakeholders, evaluates and determines the funding priorities. During the review process CBP staff may contact you with questions about your application. Once the GRC has made its final decisions, Central Baltimore Partnership will notify all applicants and publicly announce those projects that were awarded funding.

## **MONITORING AND REPORTING**

Grant awardees are expected to submit monthly project status updates (informal email), a six-month progress report and a final twelve-month project report. The reporting dates and other terms are explained in the grant agreement between Central Baltimore Partnership and the awarded project organization/leader.

The six-month and final reports will require information on funding expenditures, description of the process, tasks completed, stakeholders/partners engaged, impact on the community, challenges, successes, timeline, before and after pictures, among other potential requested information. The reporting template is sent to each awarded project leader.

The informal and formal reports allows CBP to monitor the progress of each of the projects ensuring that each project is on track to be completed within the twelve month timeline and is meeting the overall goals of the grant program.