

CBP COMMUNITY SPRUCE-UP PROGRAM 2019 GRANT APPLICATION

APPLICATION RELEASED: APRIL 1, 2019

DEADLINE FOR SUBMISSION: MAY 3, 2019 AT 4:30 PM

SUBMIT **THREE ORIGINAL** HARD COPIES AND

ONE ELECTRONIC APPLICATION (SAVED IN PDF FORMAT) TO akaufman@centralbaltimore.org

PLEASE INCLUDE ALL ATTACHMENTS WITH EACH APPLICATION

SUMMARY

CBP's *Community Spruce-Up Program* (formerly known as the *HPCI Community Spruce-Up Grant Program*) is an annual program that provides support in the form of funding, planning, and resources for community groups, small businesses, and organizations in Central Baltimore that are interested in implementing and/or maintaining community-improvement projects in the CBP focus area. In the past, CBP's *Community Spruce-Up Program* has been an essential resource for community-building initiatives in Central Baltimore. The program has provided funding and programmatic support for 49 community-led projects to-date. The success of the program has propped it up as the model for other community development nonprofits to follow when creating similar programs in their organizations.

Thanks to generous funding from the State of Maryland's Department of Housing and Community Development, CBP's *Community Spruce-Up Program* is able to continue support for community-driven, capital improvement projects in Central Baltimore. This year, grants will range from \$10,000 to \$20,000 for community groups, organizations, and small businesses located in the following Central Baltimore areas: Abell, Barclay, Charles North, Charles Village, Greenmount West, Harwood, Midway, Oakenshawe, Old Goucher, Remington, Wyman Park, the Waverly Main Street commercial district, and the Jones Falls area (eligible locations vary). Grants are intended to provide matching resources to stimulate improvements, leverage community assets, and provide auxiliary support for community-driven capital improvement projects that require \$10,000 to \$20,000 for their successful completion. Total cost for each project should range between \$10,000 and \$100,000.

Through the *Community Spruce-Up Program*, CBP helps neighborhood leaders and other partners identify opportunities for community enhancement, assess project feasibility, and mobilize collaboration between public and private partners. Community-driven projects are important for connecting and advancing the ongoing work by community groups, organizations, anchor institutions, foundations, private investors, government agencies, the Baltimore City Police Department, and Baltimore City Public Schools.

The *Community Spruce-Up Program* is a competitive application process. A pipeline of prospective awardees exists within Central Baltimore and this year's program will build on the success of the 2018 program. With local stakeholders playing a central role in the project solicitation and evaluation process, there will be substantial opportunity for community engagement.

Projects considered for funding will be rooted in advancing, connecting, and leveraging existing neighborhood plans, the strategies of the anchor institutions, and the economic development goals within the Central Baltimore area. Therefore, projects should tie into the elements of a sustainable community as outlined in the *HCPI Action Plan*: 1) quality of life, 2) housing, 3) public education, and 4) commercial retail.

Projects should serve to improve the quality of life, strengthen neighborhoods, facilitate grassroots engagement, enhance public safety and streetscape appeal, stimulate the marketability of housing, boost commercial districts, and bolster the environment around schools in Central Baltimore while simultaneously functioning as a catalyst for additional revitalization actions.

As a prerequisite for any funding from the CBP *Community Spruce-Up Program*, proof of local community support will be required, along with proof of site control, necessary zoning, code, regulatory, applicable permit approval(s); and the financial, technical, and logistical capacity to undertake and complete the project within twelve (12) months.

ELIGIBLE APPLICANTS: Community groups, neighborhood associations, small businesses, and other organizations—within Central Baltimore—that submitted a Letter of Intent (LOI) by the March 29, 2019 4:30 PM deadline and was invited to submit the complete application.

BACKGROUND:

The capacity to catalyze and sustain community-based change is rooted in a shared vision and ongoing opportunities to implement this vision through collaboration and the mobilization of community energy and resources. The Homewood Community Partners Initiative (link to HCPI report provided below) builds upon Central Baltimore’s long-standing commitment to a collective visioning and the dynamic history of self-help energy. The consensus of the leaders of the civic, community, and nonprofit organizations that serve the HCPI area is that there is a need for a flexible grant fund.

HCPI report: http://www.centralbaltimore.org/uploaded_files/0000/0048/hcpi_report-mod-1-2-2013.pdf

Large-scale, quality of life projects strategically stimulate the realization of the HCPI vision. Equally important, these projects have the unique capacity to contribute to livability through the creation of social capital and the development of local leaders. Furthermore, the purposeful and synergistic planning and collective action required by these capital projects are recognized as a best practice for producing and sustaining change on a grassroots level. Such projects serve not only to raise the quality of life but also to enhance the marketability of housing, the improvement of retail districts and streetscapes, and the quality of the environment around schools when deliberately connected to each other and to other revitalization strategies (e.g., retail development).

GOALS:

1. Provide mid- to large-scale leveraged grants for residents, community groups, and organizations in Central Baltimore to develop and implement quality of life capital improvement projects.
2. Facilitate and support the community engagement, quality of life and capital investment goals of the HCPI agenda.
3. Support the engagement of diverse groups of community residents, business owners, artists, community groups, and stakeholders in the strategies of physical and social planning as community engagement and revitalization tools. In addition, engagement by parties investing within the Central Baltimore (e.g., developers, builders, financial institutions, larger employers) will also be sought in terms of supporting the funded projects with cash and in-kind contributions, as well as recognizing the value that such projects bring to their respective interests.
4. Assist with the realization of the master and vision plans of communities in the Central Baltimore.
5. Contribute to the momentum of critical mass building in Central Baltimore through high-impact, visible quality of life improvement projects.

GUIDELINES

FINANCIAL

- The size of 2019 grant awards will range from \$10,000 to \$20,000. The Grant Review Committee reserves the right to fund all, a portion, or none of the project request.
- It is anticipated that total project cost (including the funds awarded via this process) shall be between \$10,000 and \$100,000.
- Each project awarded will receive 25% of the awarded project funds at time of the award. The final 75% will be distributed in installments of 25% after submitting proof of payments for the spent funds. An applicant can make a formal request to develop a different disbursement schedule, however, there has to be a strong need.
- 100% of the awarded funds must be expended within twelve (12) months of executing the agreement associated with the award, and the associated project must be completed within twelve (12) months of the executing of the agreement associated with the award. Unless otherwise previously agreed to in writing, if the aforementioned requirements are not realized, 100% of the awarded funds shall be returned to the CBP *Community Spruce-Up Program* upon request.
- Matching funds are not required, but are encouraged. In-kind donations in some form are required elements of a successful grant proposal. There is no specific minimum or maximum matching amount that is required, though the greater the cash leverage the more competitive the project will be.
- Up to ten percent (10%) of awarded funds may be allocated to administrative and operational expenses (including project planning activities) directly associated with the undertaking and completion of any funded project.
- The grantee agrees to use funding from the *Community Spruce-Up Program* to satisfy allowable costs only for the activities specified in the project proposal and that are consistent with this agreement and any applicable policies of the Central Baltimore Partnership. The grantee shall use the grant solely in accordance with the budget set forth in the funding request. The grantee may not incur any costs specified in the proposal before the effective date or after the completion date of this agreement without the prior written consent of the Central Baltimore Partnership.
- Grantee must keep and submit proof of funds spent, i.e. receipt, invoices, bank statements and other proofs of payment.

SCOPE

- Projects are encouraged to address environmental sustainability.
- Projects should incorporate the HCPI shared vision for quality of life improvements and implement and advance community plans.
- Projects should seek to enhance the general attractiveness of the target neighborhood, while increase the overall visibility of Central Baltimore.
- Projects are encouraged to tie into Healthy Neighborhoods, Inc.'s marketing goals and existing efforts.

COMMUNITY ENGAGEMENT

- Projects must include direct and substantial planning, development, and other forms of engagement by community residents, groups, or organizations within Central Baltimore, though others may also participate, particularly parties with relevant skills and resources.
- Projects must obtain a letter of support from a host Community Association. Other letters of support are encouraged but not necessary.

ADMINISTRATIVE

- All permits, approvals, fees, and other requirements and/or limitations required for project completion must be identified and their associated status clearly stated.
- The applicant must hold either a 501(c) (3) tax code designation or use a 501(c)(3) organization as a fiscal agent.
- Applicants requesting funds shall have or adopt policies and shall operate without discrimination on the basis of age, race, religion, gender, sexual orientation, ethnic origin, economic status or disability.
- The administrators of funded projects will use a best effort to employ persons and make purchases of goods and services from within the CBP area and/or Baltimore City.
- **Funds will not be awarded to/for the following:**
 - Programs contrary to policies of the Central Baltimore Partnership or any of the parties contributing to the *Community Spruce-Up Program*.
 - Any political campaign directly, on behalf of, or in opposition to any candidate for public office, legislation, policy and/or the lobbying of governmental action.
 - Religious purposes.
 - Uses that in any capacity exclude any persons.
- The grantee agrees to notify the Central Baltimore Partnership in a timely manner about any difficulties in carrying out activities or complying with the purpose of the grant.
- The grantee acknowledges and agrees that it is expressly prohibited from using the name, trade names, marks or logos of the Central Baltimore Partnership and/or the MD Department of Housing and Community Development without first obtaining the prior written approval of the noted agency. Approval/denial is up to the sole and absolute discretion of each agency.
- The Central Baltimore Partnership reserves the right to discontinue and/or reclaim grant payments in the event that:
 - The grantee fails to utilize funds for purposes consistent with section 501(c)(3) of the IRS code.
 - The grantee, or fiscal agent on the grant application, ceases to be a 501(c)(3) entity.
 - The grantee organization ceases operation.
 - The grantee becomes subject of any bankruptcy or insolvency proceeding or to otherwise becomes unable to complete the project(s).
 - The grantee does not use the funds in accordance with this agreement or as presented in the funding request included in the grant agreement.
 - There is a violation of any law or regulation applicable to the grant.
 - This contract may also be terminated, in whole or in part, prior to the completion of work when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The parties must agree on the termination conditions, including the effective date and the portion to be terminated.
- To the extent permitted by law, the grantee and its affiliates agree to indemnify, hold harmless and defend the Central Baltimore Partnership and/or the MD Department of Housing and Community Development, its employees, officers, trustees and other affiliates from and against all claims and liability on account of any injuries, damages, omissions, commissions, actions, causes of actions, claims, suits, judgments and damages, including court costs and attorney's fees, arising as a result of or in connection with (1) services performed or not performed by grantee under this agreement or for the subject project, (2) any negligent or intentional act by grantee, (3) the funding granted or not granted by the Central Baltimore Partnership under this and any affiliated agreements.

PROCESS

The CBP *Community Spruce-Up Program* is a competitive application process. All potential applicants: Central Baltimore residents, community groups, business interests directly vested within the HCPI agenda, nonprofit, and other organizations serving the Central Baltimore area, are required to submit a letter of intent (LOI) providing an overview of their project. After review of the LOIs, CBP will then make the application available to selected applicants based on the strength of the LOI and its ability to meet all grant program requirements.

The application will require a project description, community needs and support, project scope, organizational capacity, project budget with uses and sources, detailed timeline, pictures of existing conditions, renderings of final project, letters of support, and letters of outside funding commitments.

A standing Grant Review Committee, comprised of ten to fifteen HCPI stakeholders, has been established and is staffed by the Central Baltimore Partnership. The committee will provide comments on the grant application structure, review and evaluate submissions, recommend grant awards, receive update reports from the Central Baltimore Partnership on awardees, and offer insight to enhance the program's performance.

Grant awardees are expected to submit a six-month progress report and a final twelve-month project report. The 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, deadline(s) and other elements missed, among other potential requested information.

To facilitate optimal outcomes, ensure accountability, and support the creation of future grant funds, CBP has created this detailed timeline (provided under the section **TIMELINE** below). Central Baltimore Partnership, based on the needs of the community and/or program, may propose changes to the timeline. All changes must be submitted in writing to, and approved by the Grant Review Committee through Central Baltimore Partnership.

MANAGEMENT and FUNDING

The Central Baltimore Partnership will function as the fiscal agent and manager of the grant program (including fund administration, monitoring of grants, and overseeing the community engagement component). The staff at Central Baltimore Partnership possesses the necessary technical and experiential knowledge to successfully establish, operate, and close out the fund.

The program fund will cover projects implemented over a one-year period and all of CBP's management and operational costs.

The following sources have committed their identified contributions:

- CBP's Baltimore Regional Neighborhoods Initiative (BRNI) grant: \$50,000
- *Additional funding sources pending*

EXAMPLES OF POTENTIAL CBP COMMUNITY SPRUCE-UP GRANT PROJECTS:

- Creating and installing gateways and signage, as identified in community master and vision plans.
- Streetscaping and lighting initiatives along key corridors, as identified in community master plans or the HCPI report.
- Facilitating and sustaining the transformation of vacant lots.
- Activating and improving underutilized and unappealing public spaces (i.e., lack of greenery and vegetation).
- Addressing the need for bicycle amenities, i.e. parking facilities.
- Creating and implementing community/public art projects.
- Improving community and/or education public realm spaces.
- Enhancing pedestrian lighting.

TIMELINE

- Saturday, March 16, 2019: Program Preview Meeting
- Friday, March 29, 2019: Letter of Intent Due
- Monday, April 1, 2019: Application Released to Selected Respondents
- Friday, May 3, 2019: Applications Due
- Monday, May 6 – Tuesday, June 4, 2019: Application Review
- Friday, June 7, 2019: Applicants Notified of Funding Decision
- Friday, June 14, 2019: Publically Announce Grant Award Recipients
- Friday, June 14, 2019- Sunday, June 30th, 2019: Grant Contracts
- July 1, 2019- June 30, 2020: Project Implementation
- December 15, 2019: 6-Month Reports Due
- June 30, 2020: Final Reports Due

[PLEASE SEE NEXT PAGE TO START THE APPLICATION FORM]



APPLICANT INFORMATION

NAME OF APPLICANT _____

APPLICANT'S STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE NUMBER: (____) _____ **FAX NUMBER:** (____) _____

E-MAIL ADDRESS: _____

WEB ADDRESS: _____

APPLICANT'S FEDERAL IDENTIFICATION NUMBER (IF APPLICABLE):

APPLICANT'S FISCAL SPONSOR AND FEDERAL IDENTIFICATION NUMBER (IF APPLICABLE):

HOST COMMUNITY ASSOCIATION AFFILIATION:

PERSON TO BE CONTACTED FOR AWARD NOTIFICATION (IF DIFFERENT THAN ABOVE):

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

E-MAIL ADDRESS: _____

NAME OF PROJECT:

I. BRIEF DESCRIPTION: Please provide a summary of your project in one to two sentences.

I. PROJECT DESCRIPTION: List the goals and objectives of the program/project and outcomes anticipated. If the project is to be completed in phases, please describe the short and long-term goals, outcomes, and grant request amount. (Limited to the space provided)

II. COMMUNITY NEED AND SUPPORT (RESPONSE LIMITED TO ONE PAGE):

- A. Describe the community opportunity and/or problem that your project, if funded, will address.
- B. How and what public input was received on the project? (Include the nature and extent of public support for or opposition to the proposed project. Explain the decision-making process that has led to this proposal.)
- C. Describe the population in need of the program/project. (How many people do you expect to reach/impact with the implementation of your project? To what degree will local residents be involved or engaged?)
- D. How does this project help implement/advance the specified community's plan and/or HCPI agenda?

III. PROJECT SCOPE (RESPONSE LIMITED TO ONE PAGE):

- A. Describe the scope of the project and the connection to the community need. How will the project address the guidelines on Page 1? Why is this project the best approach?
- B. Describe in detail how this project/program will be implemented. State any requirement for launching and /or completing the program not included in the grant application, such as permits, licenses, use of facilities, etc.
- C. Describe how you plan to sustain your project after its implementation, and whether your project is temporary, short- or long-term. Please include people who will play a role, if additional resources are needed and how you will secure them.
- D. What are some ways you would incorporate branding for the funding organizations, MD DHCD, as well as Central Baltimore Partnership when the project is completed?

IV. ORGANIZATIONAL CAPACITY (RESPONSE LIMITED TO ONE PAGE):

- A. Explain your organizational structure and who will oversee this project. Please indicate who will be responsible for submitting the six-month progress and final report and communicating with Central Baltimore Partnership on a monthly basis for project and financial updates (i.e., requesting disbursement and providing proof of payments).

V. PROJECT BUDGET

- A. Please complete the tables below for your project including:
 - 1. Project cost (detail costs, what percentage of project budget the cost represents and total amount requested from the CBP *Community Spruce-Up Program*).
 - 2. Any other sources of funding/in-kind donations being pursued or already secured for this project and the level of commitment, how those funds/in-kind donations will be used, and amount. Include administrative and project management costs or fees.
 - 3. Expenses thus far spent on project for its initial implementation, total amount anticipated for this item type or need, and amount spent to date on this need.

4. Each project awarded will receive 25% of the awarded project funds at time of the award. The final 75% will be distributed in installments of 25% after submitting proof of payments for the spent funds. An applicant can make a formal request to develop a different disbursement schedule, however, there has to be a strong need. If 100 percent of project funds are needed upfront, please explain why.
 - B. If not all the grant funds are used by the final 12-month reporting deadline, and no project implementation extension is requested, all the remaining funds must be returned to the Central Baltimore Partnership.
 - C. If awarded, keep and submit all proof of payment.

BUDGET TABLE: Identify both sources of all funding (committed or requested) and all uses of funds.

PROJECT COSTS		
COST	PERCENTAGE OF TOTAL BUDGET	AMOUNT
1.		
2.		
3.		
4.		
5.		
6.		
PLEASE ADD ADDITIONAL ROWS AS NEEDED		
Total		

IN-KIND/MATCHING SOURCES OF FUNDING		
EXPENSE/NEED	ANTICIPATED/CURRENT SOURCE OF FUNDING/LEVEL OF COMMITMENT	AMOUNT
1.		
2.		
3.		
4.		
5.		

EXPENSES AND SPENT TO DATE		
EXPENSES	TOTAL PROJECTED	SPENT TO DATE
1.		
2.		
3.		
4.		
5.		
6.		
Total		

DETAILED TIMELINE: Please detail all steps/activities for 12-month project completion. Date ranges provided represent the minimum requirements for reporting. *(Include status of permits or approvals and/or estimated time to receive them)*

Date	Description of Activity
07/01/19 - 09/30-19 (Starting Range)	
10/01/19 - 2/28/20 (Mid Cycle)	
03/01/20 - 06/30/20 (End Cycle)	

ATTACHMENTS: REQUIRED UNLESS OTHERWISE NOTED

- A. **HIGH QUALITY PHOTOS OF:** EXISTING CONDITIONS OF PROJECT LOCATION(S) [IN **JPEG** FORMAT]
 - a. EACH PHOTOGRAPH SHOULD INCLUDE SPRUCE UP PROJECT NAME, ADDRESS, DATE OF PHOTOGRAPH, AND VERY BRIEF DESCRIPTION OF WHAT IS TAKING PLACE.
 - b. PHOTOGRAPHS SHOULD PROVIDE A DEPICTION OF THE PROJECT SITE, SPECIFIC IMPROVEMENTS FUNDED WITH SPRUCE UP FUNDS, AND IF RELEVANT OTHER ON-SITE ELEMENTS AND/OR IMMEDIATE SURROUNDINGS.
 - c. BY PROVIDING THESE PHOTOGRAPHS, IT IS ACKNOWLEDGED THAT THEY MAY BE USED BY CENTRAL BALTIMORE PARTNERSHIP AND/OR PARTNERS FOR PROMOTIONAL AND/OR OTHER PURPOSES RELATED TO ADVANCING HCPI.
- B. RENDERINGS OF FINAL PROJECT(S) *(OPTIONAL)* [IN **JPEG** FORMAT]
- C. LETTER OF SUPPORT FROM HOST COMMUNITY ASSOCIATION
- D. LETTER OF OUTSIDE FUNDING COMMITMENT *(IF APPLICABLE)*
- E. IF THIS REQUEST INCLUDES PARTNER ORGANIZATIONS, PLEASE PROVIDE A COPY OF A MEMORANDUM OF UNDERSTANDING OR A LETTER DESCRIBING THE ROLES AND RESPONSIBILITIES FOR EACH ORGANIZATION THAT IS SIGNED BY ALL PARTIES.
- F. SUPPLEMENTAL OR MORE DETAILED BUDGET *(IF APPLICABLE)*
- G. PROOF OF PERMITS, APPROVALS, AND/OR SITE CONTROL *(IF APPLICABLE)*

[PLEASE SEE NEXT PAGE FOR SUCCESSFUL COMPLETION OF APPLICATION AND SIGNATURE]

I, _____(NAME OF APPLICANT)_____,SUBMIT THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE AND THAT ALL FUNDING WILL BE USED FOR THE PROGRAM DESCRIBED IN THIS APPLICATION. I UNDERSTAND THAT I MAY BE REQUIRED TO SUBMIT ADDITIONAL DOCUMENTATION OR MAKE PROJECT/PROGRAM ALTERATIONS IF REQUESTED – APPLICANT WILL NEED TO RESPOND NO LATER THAN A WEEK AFTER THE REQUEST. I ACKNOWLEDGE THAT IF THE GRANT IS AWARDED, A 6 MONTH AND FINAL REPORT IS REQUIRED INCLUDING OUTCOMES AND EXPENDITURES. FINALLY, I UNDERSTAND THAT IF NOT ALL THE FUNDS ARE USED FOR THE PROJECT WITHIN ONE YEAR (12 MONTHS) OF AWARD, AND NO EXTENSION IS FILED, THESE FUNDS MUST BE RETURNED TO CENTRAL BALTIMORE PARTNERSHIP.

Signature of Applicant

Date

Name of Applicant - Printed

THANK YOU!

PLEASE SUBMIT QUESTIONS AND APPLICATIONS TO:

AARON KAUFMAN
COMMUNITY PROJECTS MANAGER
CENTRAL BALTIMORE PARTNERSHIP
25 EAST 20TH STREET
BALTIMORE, MD 21218
410.681.7098 (DIRECT LINE)

akaufman@centralbaltimore.org
www.centralbaltimore.org/spruce-up-2019