



ANNOUNCING THE 2019 CBP *COMMUNITY SPRUCE-UP PROGRAM*

LETTER OF INTENT DUE March 29, 2019

Thanks to the generous support of the State of Maryland's Department of Housing and Community Development, the *Community Spruce-Up Program* is able to once again provide support to community groups, merchant associations, and organizations in the neighborhoods of Abell, Barclay, Charles North, Charles Village, Greenmount West, Harwood, Midway, Oakenshawe, Old Goucher, Remington, Wyman Park and Waverly Main Street. The program awards grants in the amount of \$10,000 to \$20,000. It is the goal of the CBP *Community Spruce-Up Program* to provide matching resources for mid- to large-scale leveraged grants led by residents, community groups, merchant associations, and organizations in order to develop community-driven, highly visible quality of life capital improvement projects.

GOALS

1. Provide mid- to large-scale leveraged grants for residents, community groups, merchant associations, and organizations in the Central Baltimore to develop and implement new quality of life improvement projects.
2. Facilitate and support the community building, quality of life and capital investment goals of the HCPI agenda.
3. Support the engagement of community residents, business owners, artists, community groups, and other stakeholders in the strategies of physical and social planning as community engagement and revitalization tools. In addition, engagement by parties investing within 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 Central Baltimore.
5. Contribute to the momentum of critical mass building in Central Baltimore through high-impact, visible quality of life improvement projects.

KEY GUIDELINES

- The size of grant awards range from \$10,000 to \$20,000 to support capital projects.
- Total project cost (including the funds awarded via this process) shall be between \$10,000 and \$100,000.
- The awarded grant funds will be released quarterly. There will be a 25% initial disbursement and in order to receive additional disbursements, proof of payments and invoices will need to be submitted.
- Matching funds are not required, but are encouraged.

- Projects must include direct and substantial planning, development, and other forms of engagement by community residents, groups, small businesses, or organizations within Central Baltimore. Projects must obtain a Letter of Support from the host Community Association.
- 100% of the awarded funds must be expended within twelve (12) months of executing the agreement associated with the award.
- The applicant must hold a 501(c) (3) tax code designation, or have a 501(c)(3) organization as a fiscal sponsor.

APPLICATION PROCESS

The CBP Community Spruce-Up Program is structured as a competitive process. All potential applicants (residents, community groups, business interests directly vested within the HCPI agenda, and nonprofit and other organizations serving Central Baltimore) are required to submit a letter of intent (LOI) providing an overview of their project.

The Letter of Intent must be a one page letter that contains the following information:

- Organization/individual background
- One-to-two paragraphs on project idea and connection to existing community plans
- Potential partners and other funding being pursued
- Approximate budget and date of completion

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 the grant program criteria. The application will require a project description, 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, additional letters of support (recommended), evidence of site control/access, permits, fees and any other associated requirements, and evidence of outside funding commitments (if applicable). Once applications have been received, CBP staff review them for completeness. The Grant Review Committee (GRC), comprised of HCPI stakeholders, evaluates and determines the funding priorities. During the review process, CBP may contact you with questions about your application.

Following the GRC evaluation, CBP will announce those projects that were awarded funding. Awardees are expected to submit monthly project status updates, a six-month progress report and a final twelve-month project report. Project reports will require information on funding expenditures, description of the process, tasks completed, stakeholders/partners engaged, impact on the community, challenges, successes, timeline, and before-and-after pictures among other potential requested information.

The reports allow 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 program.

Please address any questions and the Letter of Intent to:

Aaron Kaufman
Community Projects Manager
25 E. 20th St,
Baltimore, MD
21218 akaufman@centralbaltimore.org
[ore.org](http://www.centralbaltimore.org) (443) 681-7098