



## Takoma Park City Council Meeting – June 05, 2019 Agenda Item 3

### **Presentation and Work Session**

Presentation and Discussion of Grants Review Committee's Recommendations for the FY20 Community "Quality of Life" Grants Program

### **Recommended Council Action**

None – Presentation and discussion only

### **Context with Key Issues**

The Community Grants program is designed to provide financial support for specific programs, projects, and events that improve residents' quality of life by providing greater access and opportunities for participation in the arts and sciences. The primary focus of the program is on providing benefit to residents with low and moderate incomes. Additional information on the parameters of the program is provided in the accompanying guidelines.

A total of 23 organizations, responding to a call for Letters of Inquiry issued by the Department of Housing and Community Development staff in January 2019, expressed interest in applying for funding. Twenty-one (21) of these organizations were invited to submit a full application following a review of their initial proposals by the Grants Review Committee. One organization invited to apply did not submit a full application. Of the 20 full applications submitted by the April 12, 2019 deadline, eleven are recommended for funding by the Committee.

A representative of the Grants Review Committee, Ward 6 resident Rachel Branaman, will present the Committee's funding recommendations. Also serving on the Committee are Nadine Bloch (Ward 3), Jay Keller (Ward 3), Lesley Perry (Ward 2), Susan Rosenblum (Ward 3), Mark Rupp (Ward 5), and Simeon Tarawali (Ward 6).

### **Council Priority**

A Livable Community for All

### **Environmental Considerations**

N/A

### **Fiscal Considerations**

The FY20 budget includes \$80,000 for the Community Quality of Life Grants program.

### **Racial Equity Considerations**

The Community Grants Program is designed to benefit low to moderate individuals and households. Many of the current and past recipients of the programs funded under this grant are people of color. During the recent review process, the Grants Review Committee identified a committee member to serve as lead on the Council's priority of racial equity in all decision making. This member recently completed the City-funded "What's My Bias?" training program and made a presentation to the Committee on the subject of race equity in decision making. Additionally, as part of the new online application, each applicant was provided a link to the Mayor's statement on race equity and the Council Priorities and was specifically asked to address race equity in the proposed projects.

All decision making by the Grants Review Committee took these elements into consideration, and the resulting slate of FY20 Grantee Recommendations reflect the Council's race equity priorities. Therefore, we believe that adopting the Grants Review Committee's FY20 funding recommendations the Council will improve access to science, technology, engineering, arts, and math (STEAM) opportunities for people of color, including immigrants and refugees.

### **Attachments and Links**

- Community Grants: Program Guidelines
- FY20 Summary Report on Funding Recommendations



City of Takoma Park, Maryland

# COMMUNITY GRANTS PROGRAM PROGRAM GUIDELINES

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The City of Takoma Park's Community Grants Program provides funding for a range of activities. Funds are awarded by the Takoma Park City Council following a competitive application process and evaluation by the Grants Review Committee.

## PROGRAM GUIDELINES

### Purpose

The Community Grants program provides financial support for specific programs, projects and events that improve residents' quality of life by providing greater access and opportunities for participation in the arts and sciences.

### Targeted Beneficiaries

The primary focus of the proposal must be on providing benefit to individuals and households with low and moderate incomes, defined as 80% of the Area Median Income (AMI) as determined by the U.S. Department of Housing and Urban Development. Specifically, at least 51% of participants must meet these income requirements. In addition, at least 75% of the participants must be residents of Takoma Park.

### Eligible Projects

Eligible projects include arts and humanities focused projects and events; and Science, Technology Engineering and Math (STEM) programs and events. Examples of eligible project include: science and/or math clubs, robotics clubs, computer programming classes, concert and film series, public art, maker spaces, and technology-based internship and/or apprenticeship programs.

### Eligible Applicants

Funding is available to nonprofit organizations and business associations. The use of a fiscal agent is permitted for those organizations that have applied for but not yet secured their 501c3 determination from the IRS. Individuals and for-profit enterprises are not eligible for funding.

### Grant Awards

Minimum grant award: \$5,000 / Maximum grant award: \$10,000

### Match Requirement

A minimum of \$1 per \$1 match is required. The required match must be documented and may include cash, in-kind donations or volunteer hours. Volunteer time is valued at \$26.79 per hour as determined by Independent Sector for the State of Maryland.

### Funding Limitations

Grants will be awarded for a period not to exceed 12 months. Applicants are limited to one grant award per funding cycle.

## **GENERAL TERMS AND CONDITIONS**

### Living Wage Requirements

All business associations and nonprofit grant recipients, regardless of the amount of the grant award or their individual exemption status, are required to pay each employee assigned to the approved project or program a living wage as determined by City Code, Chapter 7.08 Article 5 *Living Wage Requirement*.

### Reporting Requirements

Both grantees and partners will be required to provide quarterly accounting of all grant activity. A final narrative, due upon completion of approved project or programming, is required.

### Disbursement of Grant Funds

The disbursement of grant funds will be negotiated on a case by case basis and may include reimbursement of expenditures by grantee, direct payment to vendors, or quarterly disbursement of grant funds following submission of required reports.

Funds are available on a reimbursement basis only. Grant recipients will be required to submit original documentation of all grant expenditures, including administrative and overhead expenses, and required match contributions.

## **APPLICATION PROCESS**

A Preliminary Application is required of all applicants. If selected for further consideration, the applicant will be contacted by the Grants Review Committee and invited to submit a full application for funding. Unsolicited applications will not be considered. Applications will be evaluated based on established funding priorities, program guidelines and available funding. Recommendations of the Grants Review Committee will be forwarded to the City Council for consideration. The final determination of all grant awards is the sole responsibility of the Takoma Park City Council.

### **FOR ADDITIONAL INFORMATION CONTACT**

City of Takoma Park Housing and Community Development Department  
301-891-7119 / [grants@takomaparkmd.gov](mailto:grants@takomaparkmd.gov)

# City of Takoma Park Department of Housing and Community Development FY20 Community Grants Program

## Program Overview:

The City of Takoma Park's Community Grants Program provides **up to \$10,000** for programs, projects, and events that improve the **quality of life for City residents** by providing greater access and opportunities for participation in the **arts and sciences**. The administration of this grant program is overseen by the Department of Housing and Community Development and staffed by the City's Grants Coordinator, Jennifer Hale.

For FY20, the City Council **approved \$80,000** to be awarded to eligible projects of non-profit organizations and business associations as determined by the City's Grant Review Committee (GRC). The Committee's recommendations, if adopted, will provide funding to eleven (11) organizations serving residents of all ages.

### **A Multiplying Effect: The Community Grants as an Investment in Takoma Park**

The dollar-for-dollar match requirement of the Community Grant Program is met (and often exceeded) by every City grantee. As such, the program value to the City is much larger than the City's investment/cost. In FY20, the **City's initial investment of \$80,000** will be leveraged by grantees to concentrate an additional **\$170,845** for a combined program value to the City of more than **\$250,000**.

### **Impact: A more livable community for all**

The projects recommended for funding will serve a combined **11,118 beneficiaries**. As a requirement of funding, 75 percent will be Takoma Park residents, and at least 51 percent will be low to moderate income residents.

### **Administrative Efficiencies: Lowering barriers to entry while increasing core competencies**

Outreach and the implementation of a new online grant application portal were two ways the grants coordinator sought to increase the applicant pool and maximize administrative efficiencies. These efforts resulted in a 42 percent increase in total applicants over FY19. Of these applicants, one-third had never previously applied for funding through this program.

## **Experts Next Door: Thoughtful Decision-Making by Experienced Members of the Community**

The Grant Review Committee is comprised of Takoma Park residents with demonstrated expertise in community development, grants management, public arts, or related areas of interest. Committee members evaluate grant applications based on established program priorities, guidelines, and available funding and forward funding recommendations to the City Council for consideration.

This year, following the Council's direction, the Grant Review Committee identified a member to lead an effort to incorporate racial equity in all decision making. After recently completing the City-funded "What's My Bias?" training program, the GRC member Jay Keller (Ward 3) made a presentation to the GRC on the subject of race equity and his experience with the training. Additionally, as part of the new online application, each applicant was provided a link to Mayor Kate Stewart and Councilmember Jarrett Smith statement on race equity and was specifically asked to address race equity in their proposed projects.

All decision making by the Committee took these elements into consideration, and the resulting slate of FY20 Grantee Recommendations reflect the Council's race equity priorities.

### **Recommendations**

What follows is a summary of the programs the GRC is recommending for funding in FY20. These recommendations come at the conclusion of a rigorous, two-stage application process that began in January 2019 and multi-stage review process that included individually ranked scoring of all applications and group deliberation.

**City of Takoma Park**  
**Department of Housing and Community Development**  
**FY20 Community Grants Program**

**By the Numbers**

<b>Total Program Value</b>	<b>\$250,845</b>	Each \$1.00 of City investment yields \$3.14 in programing
<b>Beneficiaries</b>	<b>11,118</b>	At least 75% Takoma Park residents and at least 51% low to middle income residents

**Grants Review Committee Funding Recommendations**

<b>Organization</b>	<b>Total Project Budget</b>	<b>Requested Amount</b>	<b>Recommended Grant Amount</b>
Adventist Community Services of Greater Washington, Inc.	\$10,400	\$5,200	\$5,000
Carpe Diem Arts	\$20,000	\$10,000	\$10,000
Community Preservation and Development Corporation	\$41,905	\$9,900	\$7,000
CREATE Arts Center	\$10,000	\$5,000	\$5,000
Crossroads Community Food Network	\$51,500	\$10,000	\$10,000
Dance Exchange	\$35,750	\$10,000	\$10,000
Docs In Progress	\$16,690	\$6,200	\$6,200
Historic Takoma, Inc.	\$18,000	\$8,000	\$8,000
Montgomery Housing Partnership	\$14,600	\$7,300	\$5,000
Performing Arts Center for African Cultures Inc.	\$20,000	\$10,000	\$7,800
Village of Takoma Park, Incorporated	\$12,000	\$6,000	\$6,000
<b>Totals</b>	<b>\$250,845</b>	<b>\$87,600</b>	<b>\$80,000</b>

**Grants Review Committee  
Projects Recommended for Funding**

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**Organization:** Adventist Community Services of Greater Washington, Inc.

**Executive Director:** Kenneth Flemmer

**Website:** [www.acsgw.org](http://www.acsgw.org)

**Project:** Making Tracks/MHP Summer Camp

**Beneficiaries:** 13

**Total Project Budget:** \$10,400

**Grant Request:** \$5,200

**Recommended Amount:** \$5,000



**Project Summary:** Adventist Community Services of Greater Washington (ACSGW) will offer a summer camp at Montgomery Housing Partnership's (MHP) housing development. This camp will provide academic enrichment including computer training and instruction in language arts and mathematics.

ACSGW recognizes that low-income youth often score lower on academic tests and are therefore less prepared for success in the workforce which makes this enrichment program valuable to the City's children and families. Additionally, there is also a need for affordable summer programs for youth. Working with (MHP), ACSGW will make strides in reducing disparities and achieving socio-economic equities.

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**Organization:** Carpe Diem Arts

**Executive Director:** Busy Graham

**Website:** [www.carpediemarts.org](http://www.carpediemarts.org)

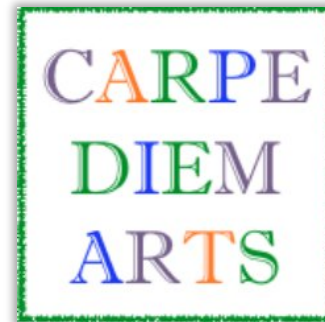
**Project:** Healthy Families: Healthy Communities Support II

**Beneficiaries:** 150

**Total Project Budget:** \$19,995

**Grant Request:** \$10,000

**Recommended Amount:** \$10,000



**Project Summary:** Carpe Diem Arts will deliver a variety of support and creative arts programs to residents at Essex House, Parkview, and Mapleview Apartments and families in nearby single-family homes. Programming will focus on cross-cultural connection and cultural exchange. This expanded program will build on previous work to deepen and strengthen connection, mutual support, and school and community engagement.

Programming will include, a new Parent Support Group; Strong Girls workshops; dance classes for cross-cultural engagement and exercise; a quilting bee to share creative art expression and anchor the parents group; healthy eating for sustainable meals; house concerts, and the creation of a mural to share memorable experience for residents and neighbors.



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**Organization:** Community Preservation and Development Corporation  
**Executive Director:** J. Michael Pitchford  
**Website:** [www.cpdc.org](http://www.cpdc.org)



**Project:** After-school program to support greater food security and literacy skills for immigrant children  
**Beneficiaries:** 50

**Total Project Budget:** \$41,905  
**Grant Request:** \$9,900  
**Recommended Amount:** \$7,000

**Project Summary:** The affordable housing community of Essex House is home to a majority of African immigrants. Faced with the difficulties of the immigration journey, elementary-school-age children at Essex House experience academic and emotional challenges, resulting in the need for a comprehensive, community-based after-school program. CPDC's ACE (African Arts, Culture and Education) Academy, which is housed in the building's community room, is designed to provide reading and language arts instruction, arts enrichment, and cultural experiences.

The program will serve up to 30 students 2.5 hours a day, four days a week for 120 days (30 weeks; 300 hours) during the school year and continuing through the last day of school. In addition to the after-school program, there will be a food security program with nutrition/health classes, culturally sensitive food demonstrations, a mobile food pantry and healthy food subsidies provided in partnership with other local non-profits

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**Organization:** CREATE Arts Center  
**Executive Director:** Linda Marson  
**Website:** [www.createartscenter.org](http://www.createartscenter.org)



**Project:** smARTkids program at Takoma Park Elementary School  
**Beneficiaries:** 40

**Total Project Budget:** \$10,000  
**Grant Request:** \$5,000  
**Recommended Amount:** \$5,000

**Project Summary:** Many students in the Takoma Park Elementary School (TPES) come from low-income families and struggle with academic, emotional, or social issues that impact their abilities to succeed in school. Roughly 32% of TPES students receive Free and Reduced Price Meals, 29% are limited English proficient (LEP), 7% are considered special education students. CREATE Arts Center works directly with school counselors to identify students most likely to benefit from smARTkids' specialized art education programming. Testimonials from parents and teachers demonstrate that the smARTkids curriculum has proven successful in motivating students and improving their attitudes towards learning, school, and themselves. smARTkids helps strengthen language and literacy skills, problem-solving, creativity and appreciation for the arts, along with increasing self-esteem and positive social skills. smARTkids is free to participants.

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**Organization:** Crossroads Community Food Network  
**Executive Director:** Christie Balch  
**Website:** [www.crossroadscommunityfoodnetwork.org](http://www.crossroadscommunityfoodnetwork.org)



**Project:** Farm to Fork: Healthy Eating Program  
Expansion  
**Beneficiaries:** 2,000

**Total Project Budget:** \$51,500  
**Grant Request:** \$10,000  
**Recommended Amount:** \$10,000

**Project Summary:** Crossroads' Healthy Eating Program brings culturally appropriate, farm-to-fork programming to students at several Takoma Park elementary schools with diverse populations and Free and Reduced Price Meals participation, as well as at Crossroads Farmers Market and other community sites. These fun and interactive sessions feature cooking lessons, food tastings, farmer visits, and other hands-on activities, and aim to share information about healthy food and the local food system. By the end of the series, Crossroads plans to have 75% of participants show an increased likelihood to make healthier food choices at home and at school, 75% to be able to read nutrition labels confidently, and 100% to be exposed to new healthy food options. Consuming more fruits and vegetables can reduce the risk of chronic diseases, and through its Healthy Eating Program Crossroads is laying the foundation for a lifetime of healthy eating habits, thereby helping to create a liveable community for all.

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**Organization:** Dance Exchange  
**Executive Director:** Charles Gravitz  
**Website:** [www.danceexchange.org](http://www.danceexchange.org)



**Project:** Dance Exchange Creative Aging and Intergenerational Exchange programming  
**Beneficiaries:** 150

**Total Project Budget:** \$35,750  
**Grant Request:** \$10,000  
**Recommended Amount:** \$10,000

**Project Summary:** Dance Exchange will establish a creative aging programming in Takoma Park, partnering with housing communities and target older adults at multi-family residential buildings in Takoma Park including Victory Towers, Edinburgh House, and Parkview Towers to provide creative aging programs to older residents. These ongoing workshops will use movement, dancemaking, and storytelling to encourage physical activity and health, individual and community expression, and community building.

This program seeks to continue building an intergenerational community of care through ongoing movement workshops in resident buildings as well as a class series at their Takoma Park studio. Additionally, Dance Exchange will develop a Creative Aging Advisory Committee during this grant period, including leaders from organizations such as the National Academy of Sciences and members of leading service and health organizations for older adults.

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**Organization:** Docs In Progress  
**Executive Director:** Erica Ginsberg  
**Website:** [www.docsinprogress.org](http://www.docsinprogress.org)



**DOCS IN PROGRESS**

CREATING COMMUNITY THROUGH DOCUMENTARY

**Project:** Documentary Dialogues Takoma  
**Beneficiaries:** 250

**Total Project Budget:** \$16,690  
**Grant Request:** \$ 6,200  
**Recommended Amount:** \$6,200

**Project Summary:** Documentary Dialogues Takoma will use video as a vehicle for reflection, self-expression, and empowerment by engaging Takoma Park residents through hands-on video production activities and film screenings.

Activities will include: filmmaking camps for youth and elders; a community stories film festival, a free film festival which showcases short documentaries about local topics followed by Q&As with the filmmakers which local stories; smart phone video workshop, and a free hands-on activity for local residents that will be integrated into the community stories film festival.

All events will take place at the Takoma Park Community Center, coordinated in collaboration with the City's Arts Coordinator and Recreation Department.

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**Organization:** Historic Takoma, Inc.  
**Executive Director:** Diana Kohn  
**Website:** [www.historictakoma.org](http://www.historictakoma.org)



**Project:** Oral Histories from the African-American Community  
**Beneficiaries:** 8,000

**Total Project Budget:** \$18,000  
**Grant Request:** \$8,000  
**Recommended Amount:** \$8,000

**Project Summary:** Historic Takoma will document, preserve, and elevate the history and legacy of the historically black community in Takoma Park in the early 20th century. Historic Takoma is a returning grantee.

The project will center around videotaped oral history interviews with people with deep roots in the community who will share their stories in the context of larger themes of northern migration, growing up during segregation, and the changes that were brought by successive decades. For example, some of the elders featured in this project attended the school for black children that was established through the efforts of the community with the help of the Rosenwald Fund, and operated from the late 1920s to 1955.

There is an urgency to document the stories and experiences while there are still individuals who can bring it to life through their own telling, and to elevate this history and its significance through film, publication, public programs and broad outreach.

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**Organization:** Montgomery Housing Partnership  
**Executive Director:** Robert A. Goldman  
**Website:** [www.mhpartners.org](http://www.mhpartners.org)



**Project:** Future Leaders of the World (FLOW) Summer Program and Mural Project  
**Beneficiaries:** 15

**Total Project Budget:** \$14,600  
**Grant Request:** \$7,300  
**Recommended Amount:** \$5,000

**Project Summary:** Montgomery Housing Partnership (MHP) will launch a summer enrichment program for middle school students called Future Leaders of the World (FLOW) that utilizes the “Overcoming Obstacles Life Skills” curriculum developed by the Community for Education Foundation ([www.overcomingobstacles.org](http://www.overcomingobstacles.org)). In addition to life skills, youth participants will gain a greater understanding of their cultural heritage and how personal culture heritage relates to collective American heritage. The FLOW summer program will be conducted three days per week, 1pm-4pm, during the month of July 2019. As part of the FLOW program, youth participants will design and paint a 5' X 5' indoor mural in the Sligo View Apartments community room under the supervision of a professional artist. The mural project will reflect their beliefs and values in the safe space of their community center.

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**Organization:** Performing Arts Center for African Cultures Inc.  
**Executive Director:** Kwame Ansah-Brew  
**Website:** [pacafricancultures.org](http://pacafricancultures.org)



**Project:** Besa-Feel The Beat Move Your Feet  
**Beneficiaries:** 300

**Total Project Budget:** \$20,000  
**Grant Request:** \$10,000  
**Recommended Amount:** \$7,800

**Project Summary:** This program will provide seniors ages 50+ with the opportunity to experience an African-based dance exercise program that supports a healthy lifestyle. PACAC is a first-time applicant for the Community Grants Program. The main benefits will include physical, social, and emotional well-being.

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**Organization:** Village of Takoma Park, Incorporated  
**Co-Presidents:** Laurie Welch and Andrew Penn  
**Website:** [www.villageoftakomapark.com](http://www.villageoftakomapark.com)



**Project:** Arts and Humanities Programs for Seniors  
**Beneficiaries:** 150

**Total Project Budget:** \$12,000  
**Grant Request:** \$6,000  
**Recommended Amount:** \$6,000

**Project Summary:** The Village of Takoma Park will sponsor monthly events to increase access to cultural events among seniors in Takoma Park. These events will take place at the Clarice Smith Performing Arts Center at the University of Maryland, the Smithsonian, and the National Gallery of Art. They also plan to host movie screenings at the AFI Silver Theatre and Cultural Center. Over the course of the grant, they will incorporate 30-40 events. New events will be added to their on-line calendar and advertised through their newsletter and emails.

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Grantees must provide matching support from other funders and/or volunteer hours and other in-kind support. Below is a partial list of additional funders that support the work of our grantees.

<b>PARTNERS</b>	Alice & Eugene Ford Foundation Arcus Foundation Artist Insights Fund Arts and Humanities Council of Montgomery County Bank of American Charitable Foundation Blechman-Morenoff Foundation Cafritz Foundation Dock Street Foundation Foley Hoag Foundation Global Impact Greater Washington Community Foundation Herbert N. Gundersheimer Foundation Impact Assets John and Rachel King Foundation Marten Family Foundation Mid-Shore Community Foundation Montgomery County Recreation Department National Endowment for the Arts NeighborWorks America Shirley Brownrigg Charitable Trust Takoma Foundation TD Charitable Foundation Wells Fargo Bank Wells Fargo Foundation
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