

Introduced by: Councilmember Seamens

**CITY OF TAKOMA PARK, MARYLAND  
RESOLUTION 2009-40  
ESTABLISHING A SMALL COMMUNITY GRANT PROGRAM**

WHEREAS, in its Strategic Plan, the City Council has envisioned that Takoma Park will be a “Sustainable and Livable Community, with an Engaged, Responsive, and Service-Oriented Government;” and

WHEREAS, the Council desires to work in partnership with the Takoma Park community to achieve its goals as outlined in the Strategic Plan; and

WHEREAS, to this end a Small Community Grant Program has been developed to provide grants of \$2,500 or less to community groups wishing to conduct activities that further the Council’s goals; and

WHEREAS, the Council has allocated \$20,000 in the FY 2010 budget to fund the Small Community Grant Program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK THAT:

1. The Small Community Grant Program is established for FY 2010.
2. The guidelines and application process for the program shall generally be as set forth in the attached description and application form.
3. Grant applications shall be independently reviewed by a committee composed of City staff appointed by the City Manager and by a committee composed of seven Takoma Park residents, one to be appointed by each of the seven members of the City Council.
4. The evaluation and ranking of grant applications shall be provided to the City Council for its consideration.
5. The Council shall, after due consideration, award grants by resolution.

Adopted this 22nd day of June, 2009.

Attest:

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Jessie Carpenter, CMC  
City Clerk



**CITY OF TAKOMA PARK, MARYLAND**  
**SMALL COMMUNITY GRANT PROGRAM**

**Fiscal Year 2010**

The City of Takoma Park strives to be the leading forward-thinking inclusive community in the Washington, DC, Metro area. The City wants to attract and retain residents who are interested in being active participants in an integrated community that is diverse in cultures, ideas, and means.

Takoma Park has achieved many aspects of this vision, but more can be achieved. The community must take advantage of the many great assets of the City: our proximity to good transit, great schools, the historic nature of our town, its ethnic diversity, our talented City employees, and our engaged and hard working residents.

As our community considers the actions required to meet this goal, we must also recognize that the City of Takoma Park cannot and should not do it all. Other governmental agencies, institutions, community organizations, and residents help make our community the special place it is - they provide services and take actions that have value in the community. Where the actions of others advance our vision for our community, we should value their contribution.

When it is necessary and appropriate for the City of Takoma Park to take action to advance the vision, then that action should be incorporated into the City's plans and budget. This will require all of us - residents, elected officials, City employees, and other stakeholders - to listen to each other more closely and to work even harder together. This will also require tough choices and the commitment to focus the limited resources we have on the efforts that will best help us achieve our shared vision for Takoma Park.

The City Council believes that we must work in partnership with city residents, community organizations, non-profits, the business community, and other governmental agencies to achieve our vision. The City Council is focused on three high level **prioritized goals**:

**Sustainable Community** – Ensure a Takoma Park that is fiscally, environmentally, and economically sustainable.

**Livable Community** – Create and maintain a livable community that is vibrant, healthy, and safe, with convenient transportation for all of its residents.

**Engaged, Responsive, and Service-Oriented Government** – Ensure the delivery of high quality City services. The City Council and City need to understand the community's needs, be responsive to these needs, and measure progress in meeting those needs.

Many of the strategies or priority projects in this plan could reside under more than one of these high-level goals. The City Council is excited and energized to embark on this journey with the residents and stakeholders of this community to make the City of Takoma Park a vibrant and healthy place in which to live, work, play, and learn.

- *Executive Summary of the Strategic Plan*

## **PURPOSE OF THE SMALL COMMUNITY GRANT PROGRAM**

The City Council has established a Small Community Grant Program to work in partnership with the community to help achieve the three prioritized goals. Funding in the amount of \$20,000 has been allocated for the Small Community Grant Program in FY 2010. The program will provide a clear, transparent, formalized process for supporting community initiatives.

## **SCOPE AND ELIGIBILITY**

Applicants may request funding for specific projects, to sustain existing programs, or to start new programs.

Applicants must show how the project or program directly benefits the Takoma Park community. The Council will consider a broad range of requests, but all grant proposals must describe how the project or program will address the Council's Strategic Plan.

Through this program, the Council seeks to encourage creative thinking about how to advance its goals and to foster the development of new ideas to solve our common problems. Grants may be used as seed money to start new programs. There is no minimum request; small requests for funding of discrete projects are encouraged. The maximum amount of each grant is \$2,500.

The Council is particularly interested in projects that increase community engagement and result in the formation of new neighborhood or tenant associations, or that are done in partnership with and serve to strengthen existing associations.

Grants require receipt of at least 50% matching funds from other sources or City funding must be used to leverage funding from other sources. Volunteer hours and in-kind services or donations may be used to match City funds. (Volunteer hours are valued at the rate of \$20.25/hour.)

## **EVALUATION OF APPLICATIONS**

Applications will be reviewed and ranked by a committee of Takoma Park residents appointed by the City Council. An additional evaluation and ranking will be done independently by a committee of staff members appointed by the City Manager. The evaluations and rankings of both committees will be provided to the City Council. The Council will authorize grants by adoption of a resolution.

Requests will be evaluated on the following criteria:

- How well does the project or program advance the Council's goals as stated in the Strategic Plan?
- What is the level of benefit to the Takoma Park community?
- Will the project or program increase community engagement?
- Will the project or program result in the formation of new neighborhood or tenant associations, or will it be done in partnership with and serve to strengthen existing associations?
- Is the organization able to carry out the program or project within the estimated time frame?
- Is the organization ready to begin the program or project?

- Is the organization able to measure the success of the program or project?
- If the grant is for a new or ongoing program, is there a plan to become self sustaining?
- Has the program or project received prior funding from the city? If so, were reports and final evaluation submitted on time?
- Does the application provide evidence of ability to obtain matching funds, in-kind donations or volunteer hours?

**SCHEDULE\***

**FY 2010 First Round**

- Deadline for Applications: October 5, 2009
- Grants Awarded: November 23, 2009

**FY 2010 Second Round**

- Deadline for Applications: January 11, 2010
- Grants Awarded: February 22, 2010

\*All funds must be used within the current fiscal year.

**Submit applications before the deadline to:**

Jessie Carpenter, City Clerk  
City of Takoma Park  
7500 Maple Avenue  
Takoma Park, Maryland 20912

Telephone: 301-891-7267  
E-mail: [JessieC@takomagov.org](mailto:JessieC@takomagov.org)

**CITY OF TAKOMA PARK, MARYLAND  
SMALL COMMUNITY GRANT PROGRAM  
APPLICATION**

**GENERAL INFORMATION**

Organization Name \_\_\_\_\_

Organization Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Program Name (if different): \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Telephone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Use of Grant Funds:

Maintain Existing Program     Expand Existing Program     Start New Program

Fund Discrete Project

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of Takoma Park Small Community Grant Program and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Printed Name/Title

**A. ORGANIZATIONAL STRUCTURE**

1. Number of current officers or board members \_\_\_\_\_

<u>Name</u>	<u>Title</u>	<u>Term</u>	<u>Address</u>
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2. In what year did the organization begin operating?

3. In what year did this program begin operating?

4. Is the organization incorporated?                      If so, in what state?

5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? If so, under what section of 501(c)?

Federal Identification Number (if any):

6. Is this organization in compliance with all applicable federal, state and county laws and regulations?

7. Staffing Profile: Identify the number and position/title of staff used to administer this program or project:

List Positions/Titles:

How many volunteers are used to administer this program?

**B. FUNDING SUMMARY:**

1. Grant request:

2. Funds secured from other sources (include status of funding/amount/source):

3. Additional funds yet to be secured:

4. Estimated number of volunteer hours (provide number of hours x \$20.25):

5. Value of other in-kind donations (provide details):

6. Total program revenues:

**C. OVERVIEW OF PROGRAM OR PROJECT FOR WHICH YOU ARE REQUESTING FUNDS:**

1. Need Statement:

Identify the issue or need that this program or project will address in Takoma Park.

Identify the target recipients.

Identify the number of Takoma Park residents to be directly affected or served (if applicable).

2. Program/Project Summary: Briefly describe the purpose of the program or project and the services or activities to be provided.

3. Address how the program or project fits within the Strategic Plan and Council Priorities.

4. Program/Project Impact: List the anticipated outcomes. What will change as a result of this program or activity? How will the community benefit?

4A. Will this program or activity increase community engagement? Explain.

4B. Will the program result in the formation of a new neighborhood or tenant association or will it be done in partnership with an existing association?

5. Action Plan: Briefly describe each activity to be conducted to meet the desired outcomes. If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Be specific.

6. Program Evaluation: Identify and describe the methods to be use to evaluate this program or project (questionnaire, interview, survey, observation)? How will you know if it is successful?

7. Organization Evaluation: Briefly describe one or two similar programs or projects your organization has undertaken and provide an assessment of their effectiveness. If the organization has not undertaken programs or projects, you may respond to this question by addressing the experience of the officers or project leaders.

8. Collaboration: Is this a collaborative program involving other organizations? If so, please provide further information.



**D. BUDGET**

Provide a detailed budget for the program or project. Include revenues and expenditures.

**E. TIME LINE**

Provide a detailed time line for completion of the program, project, or activity. Funds must be used within the fiscal year.