

Introduced by: Councilmember Clay

**CITY OF TAKOMA PARK, MARYLAND**  
**RESOLUTION 2009-66**  
**APPROVING PROCESS FOR REVIEW OF FUNDING REQUESTS OVER \$2,500**

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, by Resolution 2009-40, the Council established the Small Community Grant Program to address funding requests of \$2,500 and below; and

WHEREAS, the Council desires to adopt a formalized process for review of requests for funding in amounts over \$2,500; and

WHEREAS, the guidelines and application process attached hereto and incorporated by reference herein will serve to ensure that requests are considered by the Council prior to consideration of the budget for the next fiscal year.

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

1. The process for review of funding requests over \$2,500 is approved.
2. The guidelines and application process for the program shall generally be as set forth in the attached guidelines and application form.
3. The annual calendar for the process shall be published by October 1 of each year.
4. Before the City Manager’s proposed budget is prepared, the Council shall provide guidance to the City Manager on which, if any, requests for funding should be included in the budget for the next fiscal year if funds are available.
5. A final decision on funding requests will be made during Council’s consideration of the budget.

Adopted this 19th day of October, 2009.

Attest:

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Jessie Carpenter, CMC  
City Clerk



**CITY OF TAKOMA PARK, MARYLAND**  
**REQUESTS FOR FUNDING (OVER \$2,500)**

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*

## **REQUESTS FOR FUNDING (OVER \$2,500)**

The City Council has established a formalized process for review of requests for funding by community organizations. Eligible funding requests for \$2,500 or less should be made through the Small Community Grant Program. Larger requests for funding (over \$2,500) that serve to advance the goals in the Council's Strategic Plan should be submitted to the Council in December and will be reviewed according to the schedule below. The Council will provide guidance to the City Manager on which, if any, requests should be included in the budget for the next fiscal year provided that funds are available.

## **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 requests must describe how the project or program will address the Council's Strategic Plan.

This process will not apply to funding of services that the City would otherwise be providing as part of its regular programmatic budgets.

## **EVALUATION OF APPLICATIONS**

Applications will be reviewed by the City Council. The Council will evaluate each request on its merits related to the Strategic Plan and other priorities of the City. Applicants may be asked to attend a City Council worksession to discuss the application. If the application is selected as a priority, the Council will consider funding during review of the next fiscal year budget if it determines that funds are available.

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 are the benefits to the Takoma Park community?
- Is the organization able to carry out the program or project within the estimated time frame and budget?
- Will the organization be 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?
- Did the report and final evaluation provide an overview of the project as conducted and a complete explanation of how the funds were used?
- Does the application provide evidence of ability to obtain matching funds, in-kind donations, or volunteer hours?

## **SCHEDULE FOR FY 2011 REQUESTS FOR FUNDING**

- Deadline for Applications: December 18, 2009
- Council Review of Applications and Potential Interviews of Applicants: January 2010
- Council Selection of Priorities for Funding for FY 2011: January 25, 2010
- City Manager's Proposed Budget Released: April/May 2010
- Council Discussion of Budget and Determination of Availability of Funding: April 2010
- Adoption of FY 2011 Budget: May 2010
- Funds Available: July 1, 2010

\*All funds must be used within the FY 2011 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  
EXTERNAL FUNDING REQUESTS  
APPLICATION FOR GRANTS EXCEEDING \$2,500**

**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 One-Time or Limited 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?

**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. If applicable, provide a business plan.



**E. TIME LINE**

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