Introduced by: Councilmember Grimes

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2014-7
ADOPTING A REVISED COMMUNITY GRANTS PROGRAM
AND ESTABLISHING A GRANTS REVIEW COMMITTEE

WHEREAS, the City Council has considered revisions to its community grants program in order to clarify the purpose of the grants, set minimum and maximum amounts that may be requested, establish a clear and transparent review process, and set limits on the number and frequency of applications that may be submitted for a specific activity or by an individual applicant; and

WHEREAS, the revised program guidelines establish four distinct community grant programs: Mini Grants, Cultural and S.T.E.M. (Science, Technology, Engineering and Mathematics) Grants, Program and Operational Support Grants, and Capital Project Grants; and

WHEREAS, while the guidelines include funding levels to be made available for FY 2015, the actual amounts for each grant program will be set in the FY 2015 budget and in each budget thereafter; and

WHEREAS, the grant review process for City-administered grants in the program incorporates an evaluation and recommendation by a Grants Review Committee which is to be appointed by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT the revised Takoma Park Community Grants Program Guidelines are hereby adopted for grants for Fiscal Year 2015 and beyond; and

BE IT FURTHER RESOLVED THAT a Grants Review Committee shall be established to evaluate applications for the City-administered grant programs described in the guidelines.

Adopted this 10th day of February, 2014.

Attest:

_____
Jessie Carpenter, CMC
City Clerk

TAKOMA PARK COMMUNITY GRANTS PROGRAM GUIDELINES
February 2014

Funding Priorities

Projects or programming which

- Primarily benefit residents of Takoma Park
- Provide services to at-risk populations (LMI, etc.)
- Engage diverse members of the community
- Promoted civic involvement by under-represented populations
- Further the economic or environmental sustainability of the community
- Are offered in partnership with another organization
- Are free and open to the public

Funding Levels

Proposed funding levels for the following grants do not include the City's CDBG allocation, economic development services provided under contract by local business associations - specifically the Old Takoma Business Association and the Takoma Langley Crossroads CDA – or ongoing funding for the Takoma Park Independence Day Committee or the Takoma Park Folk Festival. Funding for these exempted activities will be included specific line items in the Non Departmental and Housing and Community Development Department budgets.

Grant Program	FY15 Budget
- Mini Grants	$ 10,000
- Cultural and S.T.E.M. Grants	$ 60,000
- Program and Operational Support Grants	$ 50,000
- Capital Projects	$ 42,000
Total Budget	$162,000

Future funding levels for identified grant programs will be established by the Council during the normal budget process. Additional information on individual grant programs can be found on page 3 through page 5.

Funding Limitations

An individual organization may not receive more than two grant awards per fiscal year, excluding awards made through the Mini Grant Program,

Maximum of three consecutive years of funding may be awarded for a specific grant

activity undertaken by an organization or for general operational support awarded to a specific organization through the Program and Operational Support Grant Program.

Eligibility Requirements

- Nonprofits
- Business Associations
- Registered Tenant Associations
- Neighborhood Associations
- Grassroots Community Groups
- Parent Teacher Associations

General Conditions

- Match Requirements

  A match is required for all grants and may include, unless otherwise noted, cash, donations of goods and professional services, and volunteer time.

  Volunteer time will be valued at $22.14 per hour as determined by Independent Sector http://www.independentsector.org/volunteer_time#sthash.rQGCytoG.dpbs. The value assigned to all volunteer time will be reviewed on an annual basis and adjusted in accordance with said index.

- 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*.

  Funding preference will be given to organizations applying for funding through the Mini Grant Program which pay a living wage to any staff member(s) or contractor(s) engaged in the implementation of the proposed project.

- Reporting Requirements

  Grant recipients will be required to provide at least a quarterly accounting of all grant activity. A final narrative, due upon completion of approved project or programming, is required.

  Grant recipients will be required to submit documentation of all grant expenditures (invoices, cancelled checks, etc.) and required match (receipts, award letters, volunteer time sheets, copy of checks, etc.). Business associations and nonprofit organizations will be required to certify that they have complied with the City's

Living Wage Requirement.

- 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.

- Application Requirements

  The following is a partial listing of information that may be required of applicants, depending on the type of grant award and the organizational structure of the applicant. It is offered for illustrative purposes only and will be formalized upon finalization of the proposed community grant program:

    - Application Form (including narrative, program budget, goals, anticipated outcomes, project schedule, etc.)

    - Financial Information (such as IRS Form 990 - Return of Organization Exempt From Income Tax, Audited Financial Statements or Account Register, etc.)

    - Verification of Organizational Structure (such as IRS 503c3 determination letter, Certificate of Good Standing with the State of Maryland, Listing of Board of Directors, etc.)

    - Letters of Support or Endorsement

Grant Programs

Mini Grants

Small, community driven projects designed to create stronger, more connected neighborhoods, address community needs, and foster community pride. Applicants are encouraged, though not required, to partner with City Departments in the development and implementation of projects. Examples of eligible projects include but are not limited to neighborhood newsletters, block parties/neighborhood celebrations, trail development, installation of bike or scooter racks, community gardens, rain gardens, clean-up projects, oral or pictorial histories, energy saving measures, transportation costs associated with a specific activity, memberships in recreational or transportation programs (i.e. bike share), etc.

The Mini Grant Program will be administered under a contract for services agreement with an outside agency or entity selected in accordance with City's procurement requirements. The selected contractor will be responsible for the solicitation, review, award and

distribution of allocated funds in accordance with such agreement. Additionally, the selected contractor will be required to submit at least a quarterly accounting of all projects receiving grant funds.

Eligible Applicants	Registered Tenant Associations
	Neighborhood Associations
	Grassroots Community Groups
	Parent Teacher Associations

Funding Levels	Total Allocation	FY15 - $10,000
	Grant Awards	Up to $2,500

Required Match	$.50 per $1 grant award
	In-kind Donations and/or Volunteer Hours

Cultural and STEM Grants

This category includes projects, programs and events that contribute to the livability of Takoma Park, engage diverse populations, and strengthen the community's commitment to the arts, humanities and sciences. Examples of eligible projects include but are not limited to community festivals, public art installations, workshops, spoken word events, history or science lectures, film screenings or series, and S.T.E.M. (Science, Technology, Engineering, and Mathematics) related projects and events, etc.

Eligible Applicants	Nonprofits (*)
	Business Associations

Funding Levels	Total Allocation	FY15 - $60,000
	Grant Awards	Minimum $2,500 / Maximum $15,000

Required Match	$1 per $1 grant award
	Cash, In-kind Donations and/or Volunteer Hours

(*) The Takoma Park Independence Day Committee, Inc. and the Takoma Park Folk Festival, Inc. are ineligible to receive funding under this grant program.

Program and Operational Support Grants

Programming designed to have a long term impact, providing residents and organizations with the support and resources needed to address current or future challenges and develop sustainable skills needed to realize their full social, economic, and physical potential. Applicants are encouraged, though not required, to partner with other organizations and City Departments to leverage available resources. Examples of eligible projects include but are not limited to educational and mentoring programs, job training, microenterprise development, wellness and nutritional programs, energy conservation and environmental sustainability programs, and general operational support for community based or

economic development organizations.

Eligible Applicants	Nonprofits	
	Business Associations (*)	
	Registered Tenant Associations	
	Neighborhood Associations	
	Grassroots Community Groups	
	Parent Teacher Associations	
Funding Levels	Total Allocation	FY15 - $50,000
	Grant Awards	Minimum $2,500 / Maximum $30,000

Individual grant awards cannot exceed 30% of total budget for entities requesting general operating funds. Non-cash donations of services, materials and volunteer labor will be considered when calculated the organization's overall budget.

Required Match	$1 per $1 grant award
	Cash, In-kind Donations or Volunteer Hours

(*) Business associations providing economic development services under contract to the City are ineligible to receive general operating support under this grant program.

Capital Grants

Funding for one time capital projects designed to advance Takoma Park's desire to create a vibrant and sustainable community that is economically efficient, environmentally sound, and socially equitable. Applicants are encouraged, though not required, to partner with City Departments in the development and implement of projects. Examples of eligible projects include but are not limited to construction of shared community facilities, development of community gardens, bicycle and pedestrian improvements, creation of public commons spaces, energy upgrades/retrofits, ADA improvements, etc. Requests for Capital Grant funds for projects primarily benefiting a for-profit enterprise or religious institution are not eligible for funding.

Eligible Applicants	Nonprofits	
	Business Associations	
Funding Levels	Total Allocation	FY15 - $42,000
	Grant Awards	Minimum $5,000 / Maximum $30,000
Required Match	$1 per $1 grant award	
	Cash, In-kind Donations of Goods and Material	

Review Process

- Staff Review

  Staff will conduct an initial review of all submissions for purposes of determining completeness of the applications, compliance with program guidelines and eligibility of the applicant. Staff findings and all submissions will be forwarded to the Grants Review Committee for consideration.

- Grants Review Committee Review and Recommendation

  The Grants Review Committee will evaluate applications 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.

  A maximum of nine City of Takoma residents with demonstrated expertise in community development, grants management, public arts, or related areas of interest may serve on the Committee. Committee members will be appointed by Council Resolution and may serve a maximum of two consecutive three year terms. Committee members will serve staggered terms to provide continuity in the grants review process.

- City Council Awards

  The Review Panel will present recommendations for grant awards to the Council for consideration. With the exception of the Mini Grant Program, the final determination of awards is the sole responsibility of the Council.

Grants Schedule

- April/May   Solicitation of Applications

- May   Review of Applications

- June   Award of Funds
                   Execution of Grant Agreements

- July   Beginning of Grant Year