

Community Quality of Life Grant Program FY25

City of Takoma Park

Instructions and Resources

The City of Takoma Park's Community Quality of Life Grant Program provides funding for a range of activities. The full guidelines are listed on the City's website.

Applications are due on or before 11:59 PM on Friday, May 10th, 2024.

Once completed and submitted, each application will be reviewed by the Grants Review Committee (GRC). Select applications will be recommended for funding to the City Council.

General Organization Information

Primary Organization Name*

Character Limit: 100

Doing Business As (DBA)

If the name under which your organization operates is different from its legal, registered name, indicate that here.

Character Limit: 100

Employer Identification Number (EIN)*

Character Limit: 20

Mission Statement*

Provide the mission statement for your organization. If you do not have a mission statement, use this space to describe the purpose of the organization, and the population(s) it serves.

Character Limit: 750

Narrative - Project Information (Short Answer)

Project Name*

This is the name of the project, program, or event for which you are seeking funding. The project name will be used to identify your application throughout the application process.

Character Limit: 100

Project Pitch*

In 100 words or less, what is your proposed project?

Character Limit: 250

Project Summary*

Provide a description of your project.

Character Limit: 1000

Expected Program Outcomes*

Please use the space below to list the top three program outcomes you plan to achieve. Include change words (e.g., increase, decrease, improve, develop, strengthen, etc.) and the program metrics you plan to track (using numbers) throughout the project (e.g., creation/distribution of an item/service, improved test scores or knowledge base, participant's skill acquisition, resource utilization, program completion rates, etc.).

Character Limit: 250

Racial Equity*

In 2017, the City Council of the City of Takoma Park passed a resolution committing itself to systematically and deliberately applying a racial equity lens in all decision-making. **How will your organization incorporate racial equity into the proposed project?**

Character Limit: 1000

Project Start Date*

Grants will be awarded for a period not to exceed 12 months, and all projects must take place between July 1, 2024, and June 30, 2025.

Character Limit: 10

End Date*

Grants will be awarded for a period not to exceed 12 months, and all projects must take place between July 1, 2024, and June 30, 2025.

Character Limit: 10

Takoma Park Grant Amount Requested*

The City of Takoma Park Community Grants range from \$5,000 to a maximum award of \$10,000.

Character Limit: 20

Total Project Match*

For every dollar of grant fund provided by the City of Takoma Park, grantees must demonstrate a matched dollar of support from a separate source of funding or volunteer time. Therefore, this answer must equal or exceed the grant amount requested in the previous answer. Matched funds may include donations from other funders, revenue, in-kind donations of goods or services that have a specific value, and documented volunteer hours. *Note: Volunteer time in*

Maryland is valued at \$34.12 per hour and cannot be performed by employees of the organization.

Character Limit: 20

Total Project Budget*

The total project budget amount should be greater than or equal to the sum of the grant amount request and the total project match combined.

Character Limit: 20

Takoma Park Grant Focus Area*

Choices

A&H (Arts and Humanities)

STEM (Science, Technology, Engineering, and Math)

STEAM (Science, Technology, Engineering, Arts, and Math)

Project Partners*

Please list all local, regional, or national partner organizations involved in this project. This can be other funders, program developers, site-sponsors, non-profit consultants, etc.

Character Limit: 10000

Project Partners*

Please identify which, if any, of these partners are also applying for the Quality-of-Life Grant, and confirm that it is not for the same program.

Character Limit: 250

Key Project Dates*

Provide a list of the key dates for the project. Examples include all public events, event registration or enrollment dates, public program launches, and announcements. If exact dates are not confirmed, list events as TBD along with the expected month or season (Summer, Fall, Winter, Spring). Please be as thorough as possible.

Character Limit: 5000

Beneficiaries and Project Outputs

Beneficiaries*

In the space provided, identify the expected number of individuals who will **directly** benefit from the project for which you are seeking funding.

Note: There will be an opportunity to estimate indirect beneficiaries in an upcoming question.

For the purpose of this application:

- **Direct Beneficiaries** are defined as those who will participate in the project.
- **Indirect beneficiaries** also benefit but do not participate directly (e.g., audience members at culminating events, extended networks of direct beneficiaries, i.e., family members).

Character Limit: 10

Beneficiaries Explained*

Explain how you calculated/estimated the number of direct beneficiaries listed in the previous question.

Character Limit: 1000

Hours of Programing Per Direct Beneficiary*

For each direct beneficiary, estimate the total number of hours of programing. For example, if the program is comprised of 10 one hour classes, then there are 10 hours of programming per beneficiary.

Character Limit: 100

How many people indirectly benefit from this project?*

If possible, estimate the reach of your project beyond the direct beneficiaries who participate in your project (e.g., audience members attending public events, families or other extended networks of your beneficiaries).

Character Limit: 100

Indirect Beneficiaries Explained*

Explain how you calculated/estimated the number of indirect beneficiaries listed in the previous question.

Character Limit: 250

Number of grant-related activities/events*

Please indicate the number of events/activities (workshops, screenings, trainings, classes, etc.) for this grant project. For instance, if there will be recurring classes, count each class meeting as one event (5 classes = 5).

Character Limit: 10

Number of grant-related public events/activities number explained*

Please explain how you arrived at the number entered in the previous question.

Character Limit: 500

Outreach, Promotion, and Audience Building*

Describe your existing or planned outreach, advertising, recruitment, and documentation strategies to ensure you reach low-to-moderate-income residents of the City of Takoma Park, as specified in the program guidelines.

Character Limit: 1200

Beneficiary Eligibility - Residency Requirement*

Will at least 75% of program beneficiaries be Takoma Park residents? For reference, the City of Takoma Park's geographical boundaries can be found here:

<https://takomaparkmd.gov/government/city-council/ward-map-street-directory/>.

Choices

Yes

No

Beneficiary Eligibility - Income*

Will at least 51% of the total number of Takoma Park individuals or households be income eligible (low-to-moderate-income individuals and/or households are defined as 80% of the Area Median Income (AMI) as determined by the U.S. Department of Housing and Urban Development.)?

Choices

Yes

No

Narrative - Organization Information (Short Answer)

Organization Eligibility - Status*

Funding is available to 501(c)(3) nonprofit organizations and 501(c)(6) business associations. Select the answer that best describes your organization's current status.

Choices

501 (c)(6) non-profit Business Association

501 (c)(3) non-profit Charity

Other

Fiscal Sponsor

If your organization is not yet a 501(c)(3) or 501(c)(6), are you working with a fiscal sponsor while awaiting approval of your 501(c)(3) or 501 (c)(6) status?

Choices

Yes

No

Fiscal Sponsor Information

If you answered yes to the previous question, please provide the contact information for your organization's fiscal sponsor. Include organization name, address, phone, website (if applicable), and the best contact for the project at the fiscal sponsor. You must also include the fiscal sponsor's EIN number.

Character Limit: 1000

Previous Awards*

Has your organization previously been awarded a Community Community Quality of Life Grant from the City of Takoma Park? (Y/N) If yes, in what years have you been awarded this grant?

Character Limit: 250

Does your organization currently work in the City of Takoma Park?*

Choices

Yes, we currently have programs that specifically benefit Takoma Park residents.

Not currently, though in the past we provided programs that benefitted Takoma Park residents.

Not currently, this proposed project will be our first in Takoma Park.

No, our programs do not specifically benefit residents of the City of Takoma Park.

Board and Staff*

Use the space below to discuss how your organization's leadership (board and staff) reflects the populations served by your organization. When answering, be specific about which communities your organization serves (e.g., the disability community, LGBTQ+ community, Black, Indigenous, People of Color, and/or immigrant communities).

Character Limit: 1000

File Uploads

Board Roster*

Please provide a board of directors roster, including board members' contact information and the professional affiliation of any member(s) appointed to the board by another organization.

If you are working with a fiscal sponsor, upload the rosters for both your organization and your fiscal sponsor in one document. Be sure to list the boards separately by the organization.

File Size Limit: 1 MB

Charitable Status Documentation*

Copy of your (or your fiscal agent's, if applicable) current IRS tax-exempt determination letter. If your tax-exempt status is pending, provide details of your application status.

File Size Limit: 1 MB

Audited Financials (Optional)

Audited or reviewed financial statements and recommendations from a certified public accountant for the most recently completed fiscal year.

File Size Limit: 4 MB

Current MOU or MOA (Optional)

Current, dated Memoranda of Understanding or Memoranda of Agreement with other organization(s) for collaborative or cooperative activities, as appropriate.

File Size Limit: 1 MB

Grant Award Letter (Optional)

If your organization has already secured commitments from other funders for this project or program, upload that documentation here.

File Size Limit: 1 MB

Financial Information

Other City Contracts*

In the box below, list any recent (last 24 months), current, or anticipated contracts between the City of Takoma Park and your organization, not including the Community Quality of Life Grants (i.e. this grant program).

If applicable, describe the project(s) and list the City department(s) with which your organization has partnered. If you have no other City contracts, please enter N/A below.

Character Limit: 10000

Previous or Current Fiscal Year Financials (Optional)

Upload the following items in one document: Budget v. Actual, including revenue and expense; Statement of Financial Position (Balance Sheet); Statement of Activities (Income Statement, a.k.a. Profit and Loss).

Only pdfs and Excel documents will be accepted for this answer.

File Size Limit: 3 MB

Project Budget*

A project budget template and example project budget are located here.

Review the example budget (first tab) and copy and complete the blank budget template (second tab). You will only have view access to the template and sample. You must download a copy or create a copy to update the template. Once you have completed the budget upload a pdf or excel copy of your final completed project budget to this questions.

If you have any issues accessing the budget template or any questions, please email grants@takomaparkmd.gov.

The project budget must reflect the total cost of your proposed project. Include all revenues (other financial support, in-kind donations, and volunteer time) and all anticipated expenses associated with the specific project. Expense categories might include staff time, space rental, supplies, printing, postage, consultant fees, travel/transportation, equipment, etc.

File Size Limit: 3 MB

Requested Information

Responses to evaluator questions

If the GRC asked the applicant any questions, the grants coordinator will paste the question and answers here.

Character Limit: 10000