

## **Town of University Park Community Grant Criteria**

### **PURPOSE AND ELIGIBILITY**

The Town will provide grants to fund programs and activities that promote enhanced community opportunities for its residents.

#### Town Benefits

By their grant-funded programs and activities, successful applicants will address as many of the following core values as possible:

1. Serve to maintain, improve and enrich the quality of life in the Town
2. Provide a positive impact on the Town and/or its residents
3. Address identifiable community needs
4. Collaborate with other organizations where possible
5. Secure additional funding or in kind contributions from sources other than the Town grant

#### Strategic Priorities

Grants awarded may:

1. Support collaborative initiatives that increase partnerships between community residents and public or private agencies
2. Improve neighborhood quality of life
3. Support recreational activities for University Park youth
4. Support life-enhancing activities for children and/or adults

### **APPLICATIONS**

1. All applications must be submitted on the prescribed form. Only one copy of the application is required. In order to be considered, all sections of the application must be completed. If sections or questions are not applicable, please indicate so with N/A.
2. You may attach additional printed information, such as brochures, participant lists, volunteer lists, etc.
3. Materials submitted with applications will not be returned.

### **APPLICATION SUBMITTAL & SELECTION PROCESS**

All grant applications must be received no later than June 30 at COB or 5:00 pm, addressed as follows:

Town Clerk  
TOWN OF UNIVERSITY PARK  
6724 Baltimore Ave.  
University Park, MD 20782

Questions on application submittal should be directed to Amy Headley, at 301-927-4262, E-mail: [townhall@upmd.org](mailto:townhall@upmd.org). If you would like an electronic version of the criteria, application and hold harmless agreement (in Word format), please download the documents from the Town's website at [www.upmd.org](http://www.upmd.org)

Collaboration with other organizations and availability of outside funding (from sources other than the Town grant) is encouraged. Prior to disbursement of funds, the recipient must execute a hold harmless agreement; this agreement may be submitted with the grant application.

Review of community services grant applications by Mayor & Council is scheduled for the first meeting in August. It is not necessary for you to have a representative present at the work session.

**GRANT ADMINISTRATION**

Activities covered under any fiscal year grant are expected to be concluded by June 30 of that fiscal year.

**FINAL GRANT REPORTS**

Following conclusion of activities under this grant, a final report must be submitted to the Town Clerk no later than June 30, 2011 on the prescribed form (included at the end of the application packet). Failure to file grant reports will adversely affect future grant requests.

Grant reports are to include the following information:

1. General information
2. Outline of the goals and objectives you set out to accomplish through your program and report outcomes
3. Describe the program activities conducted in order to achieve these objectives. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?
4. Did you meet your goals? If not, why not?
5. Budget comparison – compare budget to actual expenditures and explain any significant differences

**GRANT TIMETABLE**

|                              |   |
|------------------------------|---|
| Grant application deadline   | Wednesday, June 30 preceding start of fiscal year, at 5:00 pm |
| Grant awards by City Council | First meeting of Council in August                            |
| Final grant report due       | June 30 of fiscal year in which funds received at 5:00 pm     |

**Town of University Park  
Grant Application**

**A. GENERAL INFORMATION:**

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

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

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

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

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

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

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

**Use of Grant Funds:** Will the Town of University Park Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program     Expand Existing Program     Start New Program

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*We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for Town of University Park 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

**B. ORGANIZATIONAL STRUCTURE**

1. What is the structure of the organization? \_\_\_\_\_
2. Is the organization incorporated? \_\_\_\_\_ If so, in what state? \_\_\_\_\_
3. 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: \_\_\_\_\_

4. Is this organization in compliance with all laws and regulations? [ ] Yes [ ] No

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

1. **Need Statement:** Identify the issue or need that this program will address in University Park.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

- D. PROGRAM ACTION PLAN:** Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s).

**E. COLLABORATION :**

1. Is this a collaborative program involving other agencies?      Yes      No

2. If so, please provide the name of collaborating agencies and the nature of the collaboration.

**F. BUDGET NARRATIVE:** Describe how line item totals in Program Budget, Item G, were determined (next page)

**G. PROGRAM BUDGET:**

**Receipts**

|  |                 |
|--|-----------------|
| Grant request from Town of University Park         | _____           |
| Foundations, other grants                          | _____           |
| Public agencies                                    | _____           |
| Corporations                                       | _____           |
| Other receipts (describe: _____)                   | _____           |
| In-kind contributions (goods and services donated) | _____           |
| <b>TOTAL RECEIPTS</b>                              | <b>\$ _____</b> |

**Expenses**

|                                  |                 |
|----------------------------------|-----------------|
| Personnel costs                  | _____           |
| Consulting fees                  | _____           |
| Equipment purchases              | _____           |
| Supplies                         | _____           |
| Transportation                   | _____           |
| Equipment rentals                | _____           |
| Other services (describe: _____) | _____           |
| Other expenses (describe: _____) | _____           |
| <b>TOTAL EXPENSES</b>            | <b>\$ _____</b> |
| <b>NET SURPLUS / (DEFICIT)</b>   | <b>\$ _____</b> |

**Town of University Park  
FY2011 Community Grant  
FINAL GRANT REPORT**

**(File after the conclusion of grant activities – final due date 06/30/2011)**

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

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

Program Type:     Maintain Existing         Expand Existing         Start New Program

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

Date Submitted: \_\_\_\_\_

1.     Outline goals and objectives you set out to accomplish and report outcomes
  
  
  
  
  
  
  
  
  
  
- 2a.   Describe program activities conducted in order to achieve these objectives
  
  
  
  
  
  
  
  
  
  
- 2b.   Were there any unanticipated changes to the program? If so, why? How did you implement these changes?
  
  
  
  
  
  
  
  
  
  
3.     Did you meet your goals? If not, why not?
  
  
  
  
  
  
  
  
  
  
4.     Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

RE: Community Services Grant

**HOLD HARMLESS AGREEMENT**

In consideration for the receipt of certain grant monies from the Town of University Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, \_\_\_\_\_ does hereby agree to indemnify and hold the Town of University Park, its agents, officials, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the Town of University Park are used directly or indirectly, regardless of whether or not the Town is named as a sponsor.

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

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_