

NEIGHBORHOOD SMALL GRANTS APPLICATION

ORGANIZATION:

Park Heights Renaissance, Inc. (PHR) is a 501(c)(3) organization whose mission is the revitalization of Baltimore's Park Heights community, which comprises 12 distinct neighborhoods and more than 35,000 residents. A young and dynamic organization, PHR is implementing a master plan for the community that includes housing development, commercial redevelopment, community capacity building and outreach, and human development.

PURPOSE:

Park Heights Renaissance will offer small grants for programs and events to neighborhood associations and organizations within the Park Heights Community, which is bounded north and south by Park Circle and Northern Parkway and east and west by Greenspring and Wabash Avenues, respectively. The purpose of the Neighborhood Small Grants Program is to provide funding for programs which promote and address community health, public safety, neighborhood beautification and greening, sports and recreation, capacity building of neighborhood associations, and youth programming. **PHR reserves the right to pay a vendor directly.**

WHAT ACTIVITIES WILL NOT BE FUNDED:

Grants are not available for routine operations or to offset any operational costs, including but not limited to salaries, stipends, insurance, computer equipment, or legal costs.

WHO'S ELIGIBLE TO APPLY:

PHR honors the importance of the many small organizations and neighborhood associations which help meet the needs of residents within the contiguous communities of Park Heights. The targeted population is any non-sectarian, non-government organization residing in one of the 12 Park Heights neighborhoods – Arlington, Central Park Heights, Cylburn, Greenspring, Langston Hughes, Levindale, Lucille Park, Park Circle, Park Lane, Pimlico Good Neighbor, Towanda/Grantley, Woodmere. The organization should have met at least 4 times within a 12 month period, have at least ten members, and a bank account in the organization's name.

GRANT AWARD TOTALS:

Eligible applicants may apply for up to \$3,500 based upon availability during the annual funding cycle.

APPLICATION PROCESS & TIMELINE:

- Applications may be downloaded from PHR's website – BoldNewHeights.org
- Applicants must complete all portions of the Community Small Grant Application Form, and include a listing of members. Governmental organizations and religious activities are not eligible. Incomplete applications will not be reviewed.

- All applications will be scored by the Community Small Grants Review Committee
- Application Timeline:
 - Begin distribution: Wed, January 4, 2017
 - Technical assistance meeting: Sat, January 28, 2017 @10am
 - Application Deadline: Wed, February 8 (at 4:00 pm)
 - Grant decisions announced / presented: Thurs, March 9th (in conjunction with the Resident Community Council Meeting)

APPLICATION REVIEW PROCESS

- A. Grant proposals are evaluated by a Review Committee, which is appointed on an annual basis. The diverse membership of this committee will bring a variety of perspectives to the deliberations.
- B. The Review Committee will recommend finalists to the Board of Directors of Park Heights Renaissance, and the board announces its recommendations.
- C. Grants will be awarded based upon overall impact and appropriateness for funding. Those which address community cohesion, promote and address community health, public safety, neighborhood beautification and greening, sports and recreation, capacity building of neighborhood associations, and youth programming have a greater likelihood of being recommended for funding.
 - a. Applications are critiqued based upon:
 - i. **Clarity:** Are the project / event objectives clearly described? Is the budget and personnel adequate to accomplish event objectives?
 - ii. **Readiness:** Is the project ready to proceed and can objectives be accomplished in a realistic and timely manner?
 - iii. **Value:** Does the project benefit the community by engaging members? Can this event be duplicated in the future without significant financial assistance?
 - iv. **Commitment:** How does your project help make Park Heights a healthier more sustainable community?
- D. The Review Committee may recommend an increase or decrease as appropriate. Any recommended increases will not exceed the maximum of the grant award for that funding cycle.
- E. Due to the competitive nature of the process we are unable to guarantee funding.

APPLICATION REVIEW COMMITTEE

1. The Review Committee for the Neighborhood Small Grants program will meet in February.
2. The committee will be composed as follows:
 - a. One (1) representative, each, on behalf of
 - i. the Mayor of Baltimore
 - ii. the District 6 City Councilperson
 - iii. the Commissioner of Baltimore Housing & Community Development
 - b. One (1) at-large community representative residing in any of the twelve (12) neighborhoods as defined in the Park Heights Master Plan – Arlington, Central Park

Heights, Cylburn, Greenspring, Langston Hughes, Levindale, Lucille Park, Park Circle, Park Lane, Pimlico Good Neighbor, Towanda/Grantley, Woodmere.

- c. Three (3) members of the Community & Human Services Committee (of PHR's Board of Directors)

RESPONSIBILITIES OF GRANT RECIPIENTS

Each applicant must have a representative

1. Sign a "Grant Agreement" with Park heights Renaissance.
2. Attend the mandatory "Neighborhood Small Grants" technical assistance workshop (to be held at 3939 Reisterstown Rd, Baltimore, MD 21215) to review program guidelines and receive grant award. If a representative is not available, the grant will be cancelled.
3. Send proof of depositing into the organization's bank account within thirty (30) business days of receiving the check.
4. Credit on ALL promotional material should note "**Special Thanks to the Mayor, City Council of Baltimore and Park Heights Renaissance for helping to make this event possible.**" During the application application technical workshop(s) a digital copy of PHR's logo will be made available for use on promotional items.

FINAL EVENT / PROGRAM REPORT

Grant recipients will be asked to submit an event summary or final report along with an expense summary no later than four (4) weeks after the event(s). These reports will become part of PHR's resource files. At a minimum, the event summary should include:

- the number of participants, additional sponsors, and / or partnerships, the impact of the event and number of residents and guests participating.
- the expense summary should include, but not be limited to receipts, funding and in-kind donations from other sources.
- at least five (5) JPG or PNG formatted digital photographs documenting the event should be sent to via email to info@phrmd.org.

Failure to abide by the requirements, noted within this document and the grant agreement, may cause the organization to be ineligible to receive grant funds in future years.

WHERE TO SEND SMALL GRANT APPLICATION OR REPORT

Submit a application to:

Park Heights Renaissance
 ATTN: Neighborhood Small Grants Program
 3939 Reisterstown Road, Suite 268
 Baltimore, MD 21215

OR grant applications can be sent via email, to:

info@phrmd.org

NEIGHBORHOOD SMALL GRANTS APPLICATION

(Please type or print clearly)

Date: _____

Organization's Name: _____

Applicant's Name: _____

Applicant's Title: _____

Address: _____

Phone No.: (home) _____ (work) _____

Email: _____

CHECK ALL THAT APPLY:

Neighborhood:

- Arlington
- Central Park Heights
- Cylburn
- Greenspring
- Langston Hughes
- Levindale
- Lucille Park
- Park Circle
- Park Lane
- Pimlico Good Neighbor
- Towanda/Grantley
- Woodmere

Type of Organization:

- Non-Profit
- Faith-based Organization
- New Organization
- Other _____
- Neighborhood Association

1. How many years has the group/ organization been in existence? _____
2. Federal ID Number (if applicable): _____
3. Bank Account Name and Number: _____

Please attach copy of voided check or deposit slip.

If a contact person is different from application, name, please provide information below:

Contact's Name: _____

Address: _____

Phone No.: (home) _____ (work) _____

Email: _____

Project Title / Description: Please include location and purpose of project, how it will be implemented, benefit to participants, and how the project enhances learning or community development. Attach extra sheet, if needed.

Target population and total number to be served by the project:

How will your organization obtain participation:

Proposed **START** date: _____ **END** date: _____

Total cost of project: \$ _____

(A detailed list of projected expenses must be included with application. Please use attached budget form.)

Have you received, or will you be applying for, any other funding to assist with this project?

(Please check one.) YES No

From where have you received or applied for additional funding to assist with this project?

Total amount of grant being requested: \$ _____

BUDGET REQUEST FROM

Date: _____

Organization's Name: _____

Project Title: _____

Please include all expenses for this project using chart below. Display all matched funds and / or in-kind donations in the space provided below. If additional space is needed please attach to the application upon submittal.

Categories	Item/Materials	Cost	Description/Use
		Total Project Cost \$ _____	

TOTAL GRANT AMOUNT REQUESTED: \$ _____

REMINDER: Routine operating expenses are not permitted- please refer to instruction sheet.

To be completed by PHR
Grant Total \$ _____

I understand and agree that PHR assumes no responsibility or liability for injuries to persons or property that result from or relate to use of the funds received by me from PHR pursuant to this grant. I agree to indemnify and hold harmless PHR and its members and employees from any claims, damages, judgment or losses arising from any injuries to persons or property arising in connection with or related in any way to use funds received by me from PHR pursuant to this grant. I further agree that funds will be spent only as specified in the award letter. Any changes must be approved in advance of expenditure.

All information included in Neighborhood Small Grants Program Application is accurate the best of my knowledge.

Applicant Signature: _____

Print Name: _____

Signature of Project Coordinator (if different from Applicant): _____

Print name: _____

Please attach any other information you feel important. Do not leave any sections of this application blank or unanswered. Submit all information by mail or email to:

Park Heights Renaissance
ATTN: Neighborhood Small Grants Program
3939 Reisterstown Road, Suite 268
Baltimore, MD 21215

OR email, to:

info@phrmd.org

REMEMBER TO SEND:

- Completed application
- Completed budget request form
- List of members of affiliates
- Copy of voided check or deposit
- Final report
- Pictures

To be completed by PHR	
Grant No.	_____
Funded	<input type="checkbox"/> YES <input type="checkbox"/> NO
Amount: \$	_____