

**City Council
Work Session**

**Recognition and Contribution
Group Policy**

**8 p.m.
Monday
July 25, 2016**

**Council Chambers
Municipal Building**

MEMORANDUM

DATE: 7/5/16
To: Mike McLaughlin, City Manager *MPM*
From: Greg Varda, Assistant Director of Recreation Programs
Nicole DeWald, Arts Supervisor
Andrew Phelan, Recreation Coordinator II
Via: Julie McHale, Director of Recreation
Cc: Joe McNeal, Assistant Director of Recreation Operations
Re: Contribution Group Procedure Updates

Background

The Recreation Department has been reviewing current Contribution Group funding procedures with an eye toward updating this structure for the next budget cycle. The department's goals in conducting this review are to improve the fit of the process with the diversity of our community organizations and to accommodate the growing interests of community organizations request for funding. We aim to streamline the process to ensure that all community organization requests are evaluated according to a consistent set of criteria and benchmarks. We wish to provide a structure which is fair, accessible, enforceable and forward-thinking. The funding structure should encourage current and future community leaders to come forward and pursue their best ideas for enhancing the community. The structure should also encourage the health of community organizations, reward good stewardship, ensure accountability in the expenditure of public funds and control costs. We intend this structure to apply to all groups currently receiving funds, should they continue to request support in the future, as well as to any new organizations seeking assistance.

Over the last 10 years, total contributions have ranged from a low of \$72,300 in FY 2007 to a high of \$89,100 in FY 2010. On average, the yearly total amount budgeted for contribution groups has been \$82,000. The cost to the city has stayed relatively static over the last 10 years. We wish to ensure that the city has a clearly-defined system in place to facilitate difficult decision-making in the event that meritorious requests outstrip available funds in a given budget year.

Recommendations

1. Staff recommend that current Civic, Recognition and Contribution Groups all be classified as Recognition Groups moving forward. The terms Civic Group and Contribution Group would no longer be used. As per current practice, all groups would be required to complete an annual application in order to continue receiving in-kind and/or financial assistance from the city. Based on their needs and eligibility, groups would complete an application for one of the following three levels of support:

A. **Basic Certification:** A short, simple application similar to the current Recognition Group application would be available for those organizations seeking in-kind support only. Any community organization with an appropriate mission, including current Civic, Recognition and Contribution Groups, would be welcome to apply.

B. **Project Grant:** A shorter, simplified version of the Contribution Group application has been created for this use which aligns with the "one-time grants" awarded by City Council in recent years. Project grants could be used to meet the expenses of discrete, time-limited programs spanning less than 12 months (versus ongoing operating expenses). Examples of projects which would be eligible for this type of support include: a festival; a tournament; an artist's residency; or a specific community service initiative. Applicant organizations would not need to be – or have applied to become – a 501(c)(3) organization. Project grants would require a 100% match; for every dollar awarded by the City, the organization would need to contribute one dollar from other sources toward their project expenses. In FY 2018, this funding opportunity would be available to any organization which holds Recognition or Contribution Group status in FY 2017, including any Recognition Groups which receive a one-time city grant. In FY 2019 and beyond, this application would be available to any organization which has held Recognition Group status for at least one year immediately prior to the period of support, whether or not they receive any financial support from the city during that year.

C. **Operating Grant:** This option will utilize an updated version of the current Contribution Group application. Operating grants would be awarded to help organizations meet ongoing expenses such as: salaries and wages; contractual services; facility rent and utilities; costs associated with general fundraising for, and marketing of, the organization's activities; and purchases of equipment and supplies for general and ongoing use. Operating grants would require a 100% match; for every dollar awarded by the City, the organization would need to contribute one dollar from other sources toward their operating expenses. Eligibility for city operating grants would be limited to organizations which have 501(c)(3) non-profit status, have applied for such status, or are affiliated with a separate 501(c)(3) organization which is able to act as the group's fiscal sponsor. This requirement would help ensure that operating funds are reserved for organizations which have demonstrated a certain level of organizational capacity and which are effectively positioned to apply for outside funding to meet their matching requirement. In FY 2018, this opportunity would be available to organizations that received city funding as a Contribution Group or that received a "one time grant" from the city in FY 2015, FY 2016 or FY 2017. In Fiscal Year 2019 and beyond, this option would be available to Recognition Groups with current certification that received at least one project or operating grant from the city within a period of three years immediately prior to the period of support.

2.

A financial summary statement will be required at the end of the fiscal year from all organizations which receive project or operating grants. If an organization is found to have fallen short of their required match, the amount of revenue that they did raise from other sources will be the maximum funding they are eligible to receive from the City in the following fiscal year. For example: if a group receives \$5,000 from the City in FY 2018 but they only contribute \$4,000 from other sources that year,

\$4,000 is the maximum funding they could receive from the city in FY 2019 pending the decisions of the Grant Review Panel and City Council.

3. Staff recommend that the City's proposed budget document specify only a lump sum for funding of community group activities. Applications will have been received by February 28 before the proposed municipal budget is presented to Council; as in previous years, the City Manager will have the benefit of knowing the total amount of the groups' requests in recommending a funding level for the coming year.
4. Staff recommends that the City Council authorize a Grant Review Panel to evaluate all community group applications and allocate funds designated in the proposed budget. We recommend that the panel consist of representatives (one each) from the following advisory boards, selected by their membership: Park and Recreation Advisory Board; Arts Advisory Board; Youth Advisory Committee; Senior Citizen Advisory Committee; and Community Relations Advisory Board. Panel members would be selected on an annual basis. Members should not have a conflict of interest with respect to any organization applying for a project or operating grant.

We recommend that a non-voting staff liaison be appointed to the Grant Review Panel, and that this individual also serve as the panel's facilitator. This model, based on the grant review process of the Maryland State Arts Council, is preferred over the board chair approach in this instance due to the short-term nature of the panel's service. One of the facilitator's tasks would be to assign each panel member a small number of applications closest to their area of expertise, for whom they would serve as a principal reviewer and discussion leader.

PRAB, AAB, CRAB and all other advisory boards would be welcome to review any or all applications if they so choose. They would not be required to provide a report to Council, although they may do so at their option. Primarily, they would be encouraged to pass along input to the Grant Review Panel via their member representative on the panel.

The panel would evaluate all applications, applying a uniform set of criteria emphasizing the benefit of the proposed activities to the community and the wherewithal of the organizations to implement those activities and fulfill the requirements of the grant process. The panel would then provide Council with a recommended allocation of the available funds. Based on the number, content and merit of the applications received, the panel may recommend funding in a total amount that is less than the budget provided. They cannot recommend funding at a level higher than the available budget, but they may provide a separate "wish list" of supplemental appropriations of up to 15% of the available budget.

The panel's allocations would be subject to Council approval or modification by vote. Unless modified by Council, the panel's allocations would be incorporated into the City's budget for adoption.

Conclusion

Providing both project and operating grant options would be in keeping with recent trends in City funding of community group activities. This structure also aligns with the established grant funding practices of agencies such as the Maryland State Arts Council (currently) and the Prince George's Arts and Humanities Council (previously). It would better reflect the broad range of organizational capacity and programming scope that we see among Greenbelt's valued community organizations.

Staff appreciate that the proposed procedures would have differing impacts on existing Contribution Groups and City grant recipients. For some, the project grant option may offer a welcome, simplified application process. For others, compliance with the fundraising match and the non-profit status or sponsorship requirement could be challenging. It is our hope that organizations will embrace these challenges in the interests of forging new relationships, diversifying funding streams, and strengthening the organizations for the long term. However, if these or any other requirements are found to be too onerous, they could be eliminated for all applicants. Our priority is for all current and future organizations to receive fair consideration according to consistent standards, however those may be defined.

Thank you for your review and consideration.

Enclosures:

- Instructions for Current Civic, Recognition and Contribution Groups
- Policy and Information Guide for Recognition Groups
- Basic Certification - Application and Review Sheet
- Project Grants - Application, Scoring Considerations and Review Sheet
- Operating Grants - Application, Scoring Considerations and Review Sheet

CITY OF GREENBELT
INSTRUCTIONS FOR CURRENT
CIVIC, RECOGNITION AND CONTRIBUTION GROUPS

For the city's fiscal year 2018
Period of support: July 1, 2017 – June 30, 2018

If your organization is currently a Civic Group:

Your organization will need to become certified as a Recognition Group in order to continue receiving in-kind services such as free facility use. The term "Civic Group" will no longer be used.

Your initial application for basic Recognition Group certification will be reviewed by staff and referred to the Arts Advisory Board (AAB), Community Relations Advisory Board (CRAB) or Park and Recreation Advisory Board (PRAB) for consideration. After receiving an advisory board recommendation, the City Council will make a final determination regarding your application.

In subsequent years, you may apply for renewal of your status or for a Project Grant.

**If your organization is currently a Recognition Group
receiving in-kind support only:**

Your status is unchanged. You will need to submit an application annually, as you have done in the past, in order to continue receiving public support in future years. For next year, you may choose to complete either of these applications according to your needs:

- **Basic certification:** a short form for those who wish to request in-kind services only
- **Project grant:** a new application for Recognition Groups who wish to request funding for a discrete program in addition to any in-kind services

If you apply for basic certification (renewal of your Recognition Group status), your application will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

If you apply for a project grant, your application will be reviewed by Recreation Department staff and the new Grant Review Panel. The panel will recommend funding awards, subject to approval by the Greenbelt City Council in June.

If your organization is currently a Recognition Group AND you were awarded a “one-time grant” from City Council for the current fiscal year or for either of the past two fiscal years:

You are eligible to submit any *one* of the following applications described below for support during the upcoming fiscal year. You will need to submit a new application annually if you wish to continue requesting financial or in-kind support from the city. You may elect to complete different applications in future years if your needs change.

- **Basic certification:** a short form for those who wish to request in-kind services only
- **Project grant:** a new application for those who wish to request funding for a discrete program in addition to any in-kind services
- **Operating grant:** an application similar to the former Contribution Group application for those who wish to request funding for ongoing expenses and purchase of material items for ongoing use in addition to any in-kind services

If you apply for basic certification (renewal of your Recognition Group status), your application will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

If you apply for a project or operating grant, your application will be reviewed by Recreation Department staff and the new Grant Review Panel. The panel will recommend funding awards, subject to approval by the Greenbelt City Council in June.

If your organization is currently a Contribution Group:

You will be designated a Recognition Group moving forward, as the term “Contribution Group” will no longer be used. You will need to submit a new application annually, as you have done in the past, if you wish to continue requesting financial or in-kind support from the city. For next year, you may choose to complete any *one* of these applications according to your needs:

- **Basic certification:** a short form for those who wish to request in-kind services only
- **Project grant:** a new application for those who wish to request funding for a discrete program in addition to any in-kind services
- **Operating grant:** an application similar to the former Contribution Group application for those who wish to request funding for ongoing expenses and purchase of material items for ongoing use in addition to any in-kind services

If you apply for basic certification, your application will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

If you apply for a project or operating grant, your application will be reviewed by Recreation Department staff and the new Grant Review Panel. The panel will recommend funding awards, subject to approval by the Greenbelt City Council in June.

CITY OF GREENBELT

POLICY AND INFORMATION GUIDE FOR RECOGNITION GROUPS

For technical assistance with online applications/documents:
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

For other assistance:
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or dcoulter@greenbeltmd.gov

LEVELS OF SUPPORT

The City of Greenbelt welcomes the initiative and creativity of citizens who organize to enhance the range of cultural, athletic, recreational, service and social opportunities available to Greenbelt residents. In support of these efforts, the city offers three levels of support:

1. **BASIC RECOGNITION GROUP CERTIFICATION** entails the following privileges:
 - limited free use of Recreation Department facilities in accordance with facility guidelines for cultural, athletic, recreational, service and social activities that are open to the general public. *Note: free use of facilities is not available for political, religious, or income-generating activities.*
 - inclusion in listings of contacts in city online and print publications as space allows
 - eligibility to conduct fundraising activities at some city events, pending authorization
 - opportunity to apply the following fiscal year for a project grant
2. **PROJECT GRANT:** Eligible Recognition Groups may apply for financial assistance to help meet expenses associated with discrete, time-limited programs spanning less than 12 months. Examples include: festivals, tournaments, artist's residencies and specific community service initiatives. Project grant recipients receive all the privileges of basic Recognition Group certification and they have standing to apply for a project grant or operating grant in the following fiscal year if needed.
3. **OPERATING GRANT:** Eligible Recognition Groups may apply for financial assistance to help meet ongoing expenses. These may include: salaries and wages; contractual services; facility rent and utilities; costs associated with general fundraising for, and marketing of, the organization's activities; and purchases of equipment and supplies for general and ongoing use. Operating grant recipients receive all the privileges of basic Recognition Group certification and they have standing to apply for a project grant or operating grant in the following fiscal year if needed.

APPLICATION PROCESS

Applications are available on the City's website: www.greenbeltmd.gov. All completed applications will be reviewed by staff. Organizations will be contacted for any corrections or clarifications as needed.

BASIC RECOGNITION GROUP CERTIFICATION

Organizations may submit an initial application at any time. All first-time applications will be reviewed by the Greenbelt Arts Advisory Board, Greenbelt Park and Recreation Advisory Board or the Community Relations Advisory Board as appropriate. New applicants are required to send a representative to meet with the Advisory Board which is reviewing their application. First time applications will be approved or denied by the Greenbelt City Council.

Groups must re-apply annually for renewal of their Recognition Group certification (usually in February), regardless of the timing of the organization's original filing. Applications will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

PROJECT AND OPERATING GRANTS

Eligible organizations will have one opportunity each year to apply for grant funding, usually with a February deadline. All applications will be reviewed by a Grant Review Panel which will make funding recommendations to City Council. The Panel may request to meet with a representative of the applicant organization. Final decisions regarding funding will be made by the City Council in June for the period of July 1 through June 30 (the city's fiscal year).

ELIGIBILITY AND OTHER REQUIREMENTS

ALL RECOGNITION GROUPS

- 1. Mission.** The primary purpose of the organization should be to provide or underwrite ongoing cultural, athletic, recreational, service and social opportunities which are open to the general public. Restrictions on residency and age for participation in the group's activities are permissible as appropriate (example: youth sports leagues).
- 2. Political and religious organizations are not eligible** for Recognition Group designation. *Political organizations* are defined as groups with or without a political party affiliation whose mission includes an effort to affect law or public policy at the local, county, state or federal level. Activities supporting such a mission might include but are not limited to: lobbying; campaigning; and appeals to voters. *Religious organizations* are defined as groups having both an affiliation with a religious organization or tradition and a mission which includes proselytizing activities and/or the facilitation of worship practices.
- 3. Non-profit status.** Recognition Group certification is available to not-for-profit organizations only.
- 4. Benefit to the community.** The organization's activities should reflect significant participation by, and benefit to, Greenbelt residents.

5. **Liability insurance.** The city may require an organization to secure liability insurance for programming activities which the group intends to provide at city facilities. Insurance binders must be submitted to the Recreation Department business office before any such activities take place.
6. **Complementary services.** Support will be available only for those programs which do not conflict with the services of the City of Greenbelt or existing Recognition Groups. Protection for the programs of any existing Recognition Group is contingent on the organization's fulfillment of all eligibility requirements and a score of at least 80 from the Grant Review Panel in the previous fiscal year.
7. **Facility use conflicts.** Requests for city recognition and support may be denied if an applicant's proposed facility use cannot be accommodated or has the potential to conflict with existing or anticipated uses in the future.
8. **Community Pledge.** All Recognition Groups are expected to uphold the Community Pledge, which states: "The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate people of many cultures, faiths, and races living together. By sharing together all are enriched. We pledge to foster a community which is respectful, safe, and fair for all people."
9. **City staff participation.** Classified City of Greenbelt employees are not permitted to hold appointed or elected leadership positions (as an officer, Board member, etc.) which are responsible for policy making, development, oversight and/or fiscal management of a city Recognition Group. This policy does not preclude classified employees from membership in Recognition Groups or participation in their sponsored activities in a non-leadership capacity.
10. **Background checks.** To help ensure the safety of young program participants, Recognition Groups will be required to provide the City of Greenbelt with a list of any staff, contractors and/or volunteers whom the organization intends to entrust directly with the care and control of minors. These individuals will undergo a criminal background check at the city's expense based on their social security numbers. If your organization currently conducts background checks mandated by a parent organization, your organization's leader will be required to sign an affidavit affirming that all volunteers have completed a background check. The city is facilitating this screening process in keeping with the "Operation TLC-Making Communities Safe" program of the National Recreation and Parks Association.

ADDITIONAL REQUIREMENTS - PROJECT GRANTS

1. **Recognition Group certification.** In order to apply for a project grant, an organization must have been functioning as a certified Recognition Group for the full fiscal year immediately preceding the period of support. *For FY 2018 project grants: all groups operating as a Recognition or Contribution Group in FY 2017 are eligible to apply.*
2. **Financial review.** Prior to awarding a grant, the City of Greenbelt may at its option require an organization to provide a report from a certified public accountant reflecting the findings of a review of the organization's financial records. Any such review is to be conducted at the expense of the applicant organization.
3. **Banking.** Any organization awarded a project grant will be required to maintain a bank account in the organization's name.

ADDITIONAL REQUIREMENTS - OPERATING GRANTS

4. **Matching funds.** For every dollar awarded by the City of Greenbelt, a project grant recipient must contribute one dollar from other sources toward meeting their project expenses. Funds raised from any other source count toward this match, as long as they are spent in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match. Funds spent from the organization's savings can be counted toward the match.
- A financial summary statement will be required at the end of the fiscal year from all organizations which receive grants. If an organization is found to have fallen short of their required match, the amount of revenue that they contributed from other sources will be the maximum funding they are eligible to receive from the city in the following fiscal year. For example: if a group receives \$5,000 from the city in FY 2018 but they only spend \$4,000 from other sources that year, \$4,000 is the maximum funding they could receive from the city in FY2019 pending the decisions of the Grant Review Panel and City Council.

1. **Previous recipient of city funding.** In order to apply for an operating grant, an organization must hold current Recognition Group certification AND they must have received a project or operating grant from the city in at least one of the three fiscal years preceding the period of support. For FY 2018 operating grants: groups must have been functioning as a Recognition Group or Contribution Group in FY 2017, AND they must have received a "one-time grant" or Contribution Group funding in FY 2015, FY 2016, and/or FY 2017.
2. **501(c)3 non-profit status.** Operating grant applicants must hold 501(c)3 status, have applied for such status from the IRS, or have a fiscal sponsor that is a separate organization with 501(c)3 status through which the organization is able to raise funds.
3. **Financial review.** Prior to awarding a grant, the City of Greenbelt may at its option require an organization to provide a report from a certified public accountant reflecting the findings of a review of the organization's financial records. Any such review is to be conducted at the expense of the applicant organization.
4. **Banking.** Any organization awarded an operating grant will be required to maintain a bank account in the organization's name.
5. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their operating expenses. Funds raised from any other source count toward this match, as long as they are spent on operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match. Funds spent from the organization's savings can be counted toward the match.

A financial summary statement will be required at the end of the fiscal year from all organizations which receive grants. If an organization is found to have fallen short of their required match, the amount of revenue that they contributed from other sources will be the maximum funding they are eligible to receive from the city in the following fiscal year. For

example: if a group receives \$5,000 from the city in FY 2018 but they only spend \$4,000 from other sources that year, \$4,000 is the maximum funding they could receive from the city in FY2019 pending the decisions of the Grant Review Panel and City Council.

REIMBURSEMENT PROCEDURES FOR PROJECT AND OPERATING GRANTS

1. Organizations awarded funding by City Council will be eligible to submit receipts for reimbursement. Receipts may be submitted at any time at the Recreation Department business office located at the Greenbelt Youth Center. **For the fiscal year ending June 30, all receipts must be submitted by June 10.**
2. Receipts should be accompanied by a note indicating the purpose of the expenditure. City funds can only be used for the purposes stated in the organization's application.
3. Reimbursements will be issued exclusively in the form of checks made payable to the organization itself and mailed to a designated officer, the organization's facility, or the organization's post office box.
4. **Any allocated funds not used by the organization by the conclusion of the fiscal year on June 30 will revert to the City and not carry over into the next fiscal year.**

FUNDING RESTRICTIONS FOR PROJECT AND OPERATING GRANTS

1. **City funds may not be used to purchase alcohol.** Alcohol may not be served at any City of Greenbelt facility without prior permission from City Council.
2. **City funds may not be used for equipment purchases over \$1,000** without the permission of the Recreation Department Director. Permission is required even in instances where a purchase was specifically noted in the group's funding request. The city reserves the right to purchase a requested item directly and make it available to the group for use as an alternative to reimbursing the group for purchase of that item. In the event that permission is granted for an outside purchase, the city will retain the right to borrow any equipment purchased with city funds at times of mutual convenience. In the event that an organization no longer needs a piece of equipment that was purchased with city funds, the organization will contact the Greenbelt Recreation Department and offer to donate the equipment before making any other arrangements.
3. **City funds may not be re-granted** to any other organization or party. City money may be paid to individuals and organizations only for goods purchased or services provided.
4. **City funds may not be used for any political or religious activities.** *Political activities* are defined as any activities intended to affect law or public policy at the local, county, state or federal level. These activities include but are not limited to: lobbying; campaigning; and appeals to voters. *Religious activities* are defined as worship practices and proselytizing activities.
5. Funding requests may be reduced or denied if an organization's proposed activities are found to be detrimental to City of Greenbelt facilities, programs, services or financial interests.

CITY OF GREENBELT
**RECOGNITION GROUP APPLICATION –
BASIC CERTIFICATION (FOR IN-KIND SERVICES ONLY)**

First-time applications are accepted at any time.
Applications for renewal of Recognition Group status for the city's fiscal year 2018 are due by
4:30pm on Friday, February 17, 2017

For technical assistance with this online application:
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

For other assistance:
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or dcoulter@greenbeltmd.gov

BEFORE COMPLETING THIS APPLICATION:

Please read the Policy and Information Guide for Recognition Groups. This guide contains important information about the different levels of in-kind and financial support available to community organizations that serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.

1. **Name of organization:** _____

Year of founding: _____ **Website:** _____

Please check one: _____ **new application** _____ **application for renewal of status**

2. **Contact person:** Name _____ Position _____

Telephone _____ E-mail _____

3. **Organization's mailing address** (not a City of Greenbelt facility):

4. **What is the mission of this organization? Whom do you intend to serve?**

5. **Description of your group's activities:** Please list here or upload a schedule of past and upcoming activities sponsored by the group during the current fiscal year (July 1, 2016 – June 30, 2017). Indicate which activities took place in Greenbelt.

6. How many people do you anticipate will have actively participated in your organization's primary, sponsored activities this year? Include estimates as needed. Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. Please do not include volunteers or staff.

Total number of active participants: _____ % Greenbelt Residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

7. How many additional people do you anticipate will have participated in your organization's primary, sponsored activities as audience members, spectators and attendees (if applicable)? This does not include volunteers or staff.

Total number of spectators: _____ % Greenbelt Residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

8. How many people do you anticipate will have volunteered this year to help run your organization and implement your sponsored activities?

Total number of supporting volunteers: _____ % Greenbelt Residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

9. Request for support. Please describe the in-kind services which you anticipate requesting from the City of Greenbelt during the coming fiscal year. Note: Recognition Group certification does not imply that all requests can be granted. Requests from the organization will be addressed on a case by case basis as they arise in accordance with applicable city policies and procedures.

10. Electronic Signature

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the organization's leaders have read the City of Greenbelt's Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.

Signature _____ Date _____

_____ Role within the organization

Review Sheet for BASIC CERTIFICATION of Recognition Groups

To be completed by AAB, PRAB or CRAB members

Organization Name: _____

Advisory Board: _____ Reviewer: _____

Recommendation to the Greenbelt City Council (please check one):

Do you recommend that this organization be certified as a City of Greenbelt Recognition Group?

____ YES ____ NO

Note: Recognition Group certification does not ensure that all of the organization's specific requests for in-kind services will be met by the City of Greenbelt. All requests for services are handled on a case by case basis.

Comments about the applicant organization, its activities and their benefit to Greenbelt residents:

Concerns about the organization, its eligibility for Recognition Group certification or its requests for services:

CITY OF GREENBELT
**PROJECT GRANT
APPLICATION INSTRUCTIONS**
For certified Greenbelt Recognition Groups
Fiscal Year 2018

Period of Support: July 1, 2017 – June 30, 2018

Applications and uploaded attachments are due by
4:30pm on Friday, February 17, 2017

For technical assistance with this online application:
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

For other assistance:
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or dcoulter@greenbeltmd.gov

Instructions

1. **Please read the Policy and Information Guide for Recognition Groups.** This guide contains important information about the different levels of in-kind and financial support available to community organizations that serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.
2. **Please read the Review Sheet for Project Grant Applications,** available online, to see how your application will be scored by the Grant Review Panel. 50% of your score will be based on the merit and feasibility of your proposed project. The remaining 50% will be based on the general strength and operational history of your organization.
3. **Please read this application in full before you begin to complete it.** This will help to ensure that your information is presented in the right place and that you have all the information at hand that you will need. Some materials will need to be uploaded in PDF format; if you need assistance, please contact the Recreation Department Administrative Coordinator. Instructions are provided below for naming your PDF files; you may substitute a commonly used acronym – such as “CHEARS” – in place of the full name of the organization where indicated in the format.
4. **All questions on this form must be completed.** Incomplete applications will not be presented to the Grant Review Panel and they will be ineligible for funding. You may enter “N/A” for any individual line items which are not applicable to your organization. It is recommended that you keep notes on file detailing how all audience and budget figures have been derived.

CITY OF GREENBELT

PROJECT GRANT APPLICATION

Fiscal Year 2018

A. GENERAL INFORMATION

1. Name of organization: _____

2. Website: _____

3. Contact person: Name _____ Position _____

Telephone _____ E-mail _____

4. Organization's mailing address (not a City of Greenbelt facility): _____

5. What is the mission of this organization? Whom do you intend to serve? _____

6. What is the mission of this organization? Whom do you intend to serve? Please check one. (If none of these apply to your organization, your group is not eligible to apply for a project grant at this time.) In Fiscal Year 2017, the current year of support, the applicant organization:

_____ Is a Greenbelt Recognition Group receiving in-kind support only

_____ Is a Greenbelt Recognition Group and has received a "one time grant" from City Council

_____ Is a Greenbelt Contribution Group

7. Please check all that apply. The applicant organization:

_____ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization

_____ Has applied for 501(C)3 status

_____ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization: _____

_____ Is not recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization and has not applied for this status
- 2

8. **Leaders.** Please identify your organization's current key personnel, whether paid or volunteer.

Name	Greenbelt resident (yes/no)	Role	Indicate: board, staff, contractor, intern or volunteer

For questions 9 through 12, please provide information for your most recently completed fiscal year (July 1, 2015 – June 30, 2016). Estimates may be used if precise numbers are not available.

9. **Supporting volunteers.**

Total number of volunteers: _____ % Greenbelt Residents _____
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

10. **How many people actively participated in your organization's primary, sponsored activities?** Include estimates as needed. *Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. Please do not include volunteers or staff.*

Total number of participants: _____ % Greenbelt Residents _____
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

11. **How many additional people participated in your organization's primary, sponsored activities as audience members, spectators and attendees (if applicable)?** *This does not include volunteers or staff.*

Total number of spectators: _____ % Greenbelt Residents _____
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

12. Financial snapshot, most recently completed fiscal year.

Cash balance as of 6/30/16	
Net profit/loss	
Total expenses	
Total revenues	
City of Greenbelt funding (if applicable)	

13. During Fiscal Year 2018, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name:	_____
Title:	_____
Name:	_____
Title:	_____

If applicable, please specify the organization's federal tax ID#: _____

B. **NARRATIVE:** Please address all of the following points briefly in a narrative of up to three pages. Save your document as a PDF and upload your file in section D of this application. File name: _____

1. Proposed project:

a. **Impact.** Describe in detail the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?

Explain how this project will benefit Greenbelt citizens, including direct participants and -- if applicable -- the broader Greenbelt community. Does this project provide any unique opportunities to Greenbelt residents that would not otherwise be available?

b. **Feasibility.** What special steps will your organization need to take in order to implement this project? Are any of these steps underway?

Please comment on any resources needed to implement this project which are already in place. These may include, for example: funds, facilities, partnerships and volunteers.

c. **City support.** How would city funds be used to support this project?

Project Grant recipients must contribute at least \$1.00 in cash income (or savings) to match every \$1.00 which they are awarded by the City of Greenbelt. Funds raised from any other source count toward this match, as long as they are spent on project expenses during the period of support. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Planned giving commitments and income channeled into investments or endowment funds would not count toward the match. How does your organization plan to match your requested city funding in fiscal year 2018? If your organization experienced a deficit last fiscal year, please also explain the problem and how you are working to correct it this year.

Describe any in-kind services you wish to request from the City of Greenbelt to support the proposed project.

2. Organizational capacity:

- a. **Programming history.** Provide any commentary you think is necessary for reviewers to understand the program summary information which you will be uploading in section D of this application.

How do you publicize your sponsored activities?

Please highlight any past programs which you believe demonstrate your capability to implement the project proposed in this application.

- b. **Financial history.** During the past and current fiscal year, how have your organization's activities been funded? Please identify your primary sources of earned and contributed revenue.

If you experienced a loss in your most recently completed fiscal year, how is your organization working to remedy that imbalance during the current year?

If your organization was awarded funding from the City of Greenbelt for the current fiscal year, what was the amount awarded and what is the intended use of those funds?

- C. **PROJECT BUDGET:** Include your requested city funding and the corresponding expenses in this table.

EXPENSES	Description
a. Salaries and wages	
b. Consultants' fees	
c. Contractual personnel	
d. Facility rental	
e. Insurance	
f. Supplies and materials	
g. Equipment purchases	
h. Equipment rental	
i. Marketing and outreach	
j. Travel and lodging	
k. Food/catering	
l. Awards	
m. Scholarships	
n. Other	
Total Expenses	

1. **Brief bios** for key personnel highlighting relevant experience, combined on one page. File name: name_of_organization_bios_FY18
2. **Letters of support**, up to 3 pages total. Letters can be combined or uploaded individually. File name: name_of_organization_letter_1_FY18 (etc).

E. OPTIONAL ATTACHMENTS: upload here in PDF format

1. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY18. Limit: 3 pages.
2. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). File name: name_of_organization_programs_FY18. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.

D. REQUIRED ATTACHMENTS: upload here in PDF format

**Borrowed funds are not counted toward the required match of your city grant request. Your budget must reflect income from other sources which at least equals the amount of your request.*

INCOME	Description
a. Sales	
b. Admissions	
c. Tuition	
d. Contracted services	
e. Membership dues, registration fees	
f. Corporate support	
g. Foundation support	
h. Individual donations	
i. Loans*	
j. City support	
k. Grants	
l. Organization's savings or interest income	
m. Other	
Total Income	

In the interest of fairness and respect for our panelists' time, **please observe all page limitations and refrain from submitting any materials not requested in this application.** Extra pages and unsolicited materials will not be forwarded to the Grant Review Panel.

F. ELECTRONIC SIGNATURE

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. **By signing this application, I certify that the organization's leaders have read the Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature _____ Date _____

Your role within the applicant organization _____

Greenbelt Recreation Department

Application Scoring Considerations for Project Grants

This document elaborates on the scoring criteria which grant review panelists will use to evaluate project grant applications. These considerations are provided to help panelists identify the unique strengths and possible weaknesses of each application and to facilitate comparisons. The only specific requirements for applicant organizations are expressed in the Policy and Information Guide and in the application form.

MERIT OF THE PROPOSED PROJECT (50% of application score)

- **Benefit to the community**

How will the proposed project benefit individuals directly? How many people are likely to benefit as participants and/or spectators, and how many of those people are likely to be Greenbelt residents?

How distinctive is the proposed project? Does it create opportunities that would otherwise be lacking in Greenbelt or in the surrounding area?

Will the proposed project have a positive impact for Greenbelt beyond the circle of those participating directly? For instance, will the project contribute to: social connectedness; economic stability and development; environmental stewardship; public health; or cultural assets and opportunities?

- **Feasibility of the proposed project**

Does the project seem well-defined and reasonable for the applicant organization to achieve?

Are some of the resources necessary to implement the project in place yet? If partnerships are involved, have those connections been established?

ORGANIZATIONAL CAPACITY (50% of application score)

- **Personnel**

Does the organization have capable and reliable leaders (paid or unpaid)? Are Greenbelt residents involved in leadership roles?

Does the organization have sufficient volunteer support to implement its mission? Are Greenbelt residents contributing significantly as volunteers?

- **Programming history**

What programs has the organization implemented during the past and current fiscal year? Are any of these programs similar in scope to the project proposed for this grant?

Have the organization's activities been well planned, publicized and implemented?

- **Financial history**

What was the organization's final profit or loss for their most recently completed fiscal year?

Does the organization have cash reserves available to help meet any shortfall with the proposed project?

Review Sheet for PROJECT Grant Applications

To be completed by Grant Review Panel members

Organization Name: _____

Panelist: _____

Evaluation criteria			Scoring range (points)	Panelist's score
MERIT OF PROPOSED PROJECT (up to 50 points)				
Benefit to the community (direct and indirect)			0-40	
Feasibility of this specific project: clarity of plan, resources in place (general capabilities are scored separately below)			0-10	
ORGANIZATIONAL CAPACITY (up to 50 points)				
Personnel: strength of leadership and volunteer core; resident involvement			0-20	
Programming history			0-15	
Financial history			0-15	
TOTAL SCORE				

Comments:

Concerns:

CITY OF GREENBELT
OPERATING GRANT
APPLICATION INSTRUCTIONS
For certified Greenbelt Recognition Groups
Fiscal Year 2018

Period of Support: July 1, 2017 – June 30, 2018

Applications and uploaded attachments are due by
4:30pm on Friday, February 17, 2017

For technical assistance with this online application:
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

For other assistance:
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or dcoulter@greenbeltmd.gov

1. **Please read the Policy and Information Guide for Recognition Groups.** This guide contains important information about the different levels of in-kind and financial support available to community organizations which serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.
2. **Please read the Review Sheet for Operating Grant Applications,** available online, to see how your application will be scored by the Grant Review Panel. 60% of your score will be based on your organization's service to the Greenbelt community, and 40% of your score will be based on your organizational effectiveness.
3. **Please read this application in full before completing it.** This will help to ensure that your information is presented in the right place and that you have all the information at hand that you will need. Some materials will need to be uploaded in PDF format; if you need assistance, please contact the Recreation Department Administrative Coordinator. Instructions are provided below for naming your PDF files; you may substitute a commonly used acronym – such as "CHEARS" – in place of the full name of the organization where indicated in the format.
4. **All questions on this form must be completed.** Incomplete applications will not be presented to the Grant Review Panel and they will be ineligible for funding. You may enter "N/A" for any individual line items which are not applicable to your organization. It is recommended that you keep notes on file detailing how all audience and budget figures have been derived.

CITY OF GREENBELT
OPERATING GRANT APPLICATION
Fiscal Year 2018

A. GENERAL INFORMATION

1. Name of organization: _____
2. Website: _____
3. Contact person: Name _____ Position _____
 Telephone _____ E-mail _____
4. Organization's mailing address (not a City of Greenbelt facility): _____
5. What is the mission of this organization? Whom do you intend to serve?

6. Please check one. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:
 _____ Is currently a Contribution Group receiving city funding
 _____ Is currently a Recognition Group receiving city funding in the form of a one-time grant
 _____ Is currently a Recognition Group receiving in-kind support only from the city; the organization previously received city funding in FY 2015 or FY 2016
7. Please check all that apply. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:
 _____ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
 _____ Has applied for 501(C)3 status
 _____ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization: _____

B. COMMUNITY MEMBERS SERVED (benefit to the community)

1. **How many people actively participate in your organization's primary, sponsored activities?** Include projections and estimates as needed. *Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. This does not include volunteers or staff.*

July 2015-June 2016 _____ July 2016-June 2017 _____ July 2017-June 2018 (Projected) _____

Current year: % Greenbelt Residents/Organizations _____ % Non-Residents/Organizations _____

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

2. **How many additional people participate in your organization's primary, sponsored activities as audience members, spectators and attendees?** *This does not include volunteers or staff.*

July 2015-June 2016 _____ July 2016-June 2017 _____ July 2017-June 2018 (Projected) _____

Current year: % Greenbelt Residents/Organizations _____ % Non-Residents/Organizations _____

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

C. KEY PERSONNEL (organizational effectiveness)

1. **Governance.** Please list your current Board of Directors (if applicable) and the officers of your organization. Please specify the term of their offices and whether or not they are Greenbelt residents.

Name	Greenbelt resident (yes/no)	Position	Term length

How does your organization select Board members and/or officers?

Is your organization's leadership representative of the population which you intend to serve?
Please comment.

2. Paid personnel. Please provide information for the current fiscal year.

Employees

Position	# of employees	# hours per person per week	Description of duties <i>If positions are seasonal, please indicate months of service.</i>

Independent contractors and consultants

Role	# of contractors or individuals or companies

3. Volunteers

July 2015-June 2016 _____ July 2016-June 2017 _____ July 2017-June 2018 (Projected) _____
Current year: % Greenbelt Residents/Organizations _____ % Non-Residents/Organizations _____
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

Please describe the ways in which volunteers contribute to your organization.

D. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Upload your response as a PDF file in section F, below.

Benefit to the Community

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current year. If known, please comment also on any aspects of your program that are distinctive, creating opportunities that would otherwise be lacking in Greenbelt or the surrounding area.
2. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.
4. **Community benefit.** If applicable, please comment on how you believe your programs enhance the community at large. How do your activities contribute to the overall vitality of Greenbelt and the well-being of its citizens? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?
6. **Challenges.** What are the most significant challenges that your organization is experiencing? How are you addressing these challenges?
7. **Goals.** What are your organization's goals and how are you working toward them?
8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2018? How would these funds be used? Please be as specific as possible. What in-kind support, if any, does your organization anticipate requesting from the city during the coming year?

9. Matching funds. For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their operating expenses. Funds raised from any other source count toward this match, as long as they are spent on operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match. Funds spent from the organization's savings can be counted toward the match.

How does your organization plan to match your requested city funding in fiscal year 2018? If your organization experienced a deficit last fiscal year, please also explain the problem and how you are working to correct it this year.

E. FINANCIAL INFORMATION. Please include below the funds which you are requesting from the city and the corresponding proposed expenditures.

EXPENSES*	Description	Actual Totals, Last Fiscal Year July 1, 2015 – June 30, 2016	Budget, Current Fiscal Year July 1, 2016 – June 30, 2017	Proposed, Next Fiscal Year July 1, 2017 – June 30, 2018
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Dues, memberships, league fees				
f. Utilities				
g. Insurance				
h. Supplies and materials				
i. Equipment purchases				
j. Equipment rental				
k. Marketing and outreach				
l. Travel and lodging				
m. Food/catering				
n. Awards				
o. Grants				
p. Scholarships				
q. Payment of debt				
r. Other				
Total Expenses				

INCOME*	Description	Actual Totals, Last Fiscal Year July 1, 2015 – June 30, 2016	Budget, Current Fiscal Year July 1, 2016 – June 30, 2017	Proposed, Next Fiscal Year July 1, 2017 – June 30, 2018
a. Sales				
b. Admissions				
c. Tuition				
d. Contracted services				
e. Membership dues, registration fees				
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. Loans*				
j. City support				
k. Other grants				
l. Organization's savings or interest income				
m. Other				
Total Income				

* Borrowed funds are not counted toward the required match of your city grant request. Your budget must reflect income from other sources which at least equals the amount of your request.

PROFIT OR LOSS	Actual Totals, Last Fiscal Year July 1, 2015 – June 30, 2016	Budget, Current Fiscal Year July 1, 2016 – June 30, 2017	Proposed, Next Fiscal Year July 1, 2017 – June 30, 2018
Income over expenses OR			
Expenses over income			

* If there is an increase or decrease of 25% or more in any individual expense or income line items from one year to the next, you will need to upload an explanation of these variances in section F, below.

Financial Reserves

Assets	Actual as of June 30, 2016 (Last Fiscal Year)	Projected as of June 30, 2017 (Current Fiscal Year)
a. Checking account balance		
b. Savings account balance		
c. Investments		
d. Endowment funds		
e. Planned giving commitments		
Total Financial Reserves		

Debt

Creditor	Loan purpose	Actual: monies owed as of June 30, 2016 (Last Fiscal Year)	Projected: monies owed as of June 30, 2017 (Current Fiscal Year)
a.			
b.			
c.			
Total Debt			

In-Kind Contributions Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2015 – June 30, 2016	Budget, Current Fiscal Year July 1, 2016 – June 30, 2017	Proposed, Next Fiscal Year July 1, 2017 – June 30, 2018
a. Pro-bono professional services (legal, accounting, etc)				
b. Other waived fees				
c. Donated equipment				
d. Donated supplies and materials				
e. Donated travel and lodging costs				
f. Donated space rental				
g. Other				
Total In-Kind Contributions				

Reimbursements

Please provide a record of all receipts submitted to the Greenbelt Recreation Department for reimbursement during the most recently completed fiscal year in which you received funding. (If your organization is receiving funding for the first time this fiscal year, please record below all receipts submitted so far this fiscal year for reimbursement.) Receipts under \$100 for similar purposes, such as office supplies, can be combined on a single line without specifying a date.

Please check one:

- ☐ Our organization is receiving funding for the first time in the current fiscal year. We are summarizing our reimbursed expenses for the period of July 1, 2016 – present.
- ☐ Our organization received funding during the city's Fiscal Year 2016. We are summarizing our reimbursed expenses for the period of July 1, 2015 – June 30, 2016.
- ☐ Our organization is currently receiving in-kind services only. We last received funding during the city's Fiscal Year 2015. We are summarizing our reimbursed expenses for the period of July 1, 2014 – June 30, 2015.

Date of expense	Description of reimbursed expense	Amount

During Fiscal Year 2018, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: _____ Title: _____
Name: _____ Title: _____

If applicable, please specify the organization's federal tax ID#: _____

F. ATTACHMENTS – Please upload in PDF format.

1. **REQUIRED:** narrative addressing all 9 topics in section D, above. Limit: 4 pages. File name format: name_of_organization_narrative_FY18

2. REQUIRED: program calendars reflecting the organization's activities from the previous and current fiscal years, including upcoming events. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name_of_organization_programs_FY18

3. REQUIRED if applicable: explanation of income and expense variations over 25%. See section E. File name format: name_of_organization_variances_FY18

4. OPTIONAL: letters of support – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name_of_organization_letter_1_FY18 (etc)

5. OPTIONAL: summary information about the **credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name_of_organization_bios_FY18

In the interest of fairness and respect for our panelists' time, please observe all page limitations and refrain from submitting any materials not requested in this application. Extra pages and unsolicited materials will not be forwarded to the Grant Review Panel.

G. ELECTRONIC SIGNATURE

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. By signing this application, I certify that the organization's leaders have read the Policy and Information Guide for Greenbelt Recognition Groups and have agreed to abide by the requirements stated therein.

Signature _____ Date _____

Your role within the applicant organization: _____

Greenbelt Recreation Department

Application Scoring Considerations for Operating Grants

This document elaborates on the scoring criteria which grant review panelists will use to evaluate operating grant applications. These considerations are provided to help panelists identify the unique strengths and possible weaknesses of each application and to facilitate comparisons. The only specific requirements for applicant organizations are expressed in the Policy and Information Guide and in the application form.

BENEFIT TO THE COMMUNITY (60% of application score)

Measures the benefit of the organization's activities to direct participants and other community members in Greenbelt and the surrounding area.

- **Personal benefit**

What are the range and quality of services provided by the organization?

How distinctive are the applicant's activities? Is the organization providing opportunities that would otherwise be lacking in Greenbelt or in the surrounding area?

How many people benefit directly from the applicant's activities as participants and spectators? How many of those people are Greenbelt residents?

How significant is the benefit to those directly engaged? Is there evidence of a lasting, positive impact?

- **Partnerships**

Has the organization collaborated successfully with other local groups and agencies on programming and/or promotion, advancing shared missions and goals?

- **Community benefit**

How do the applicant's activities contribute to the overall vitality of Greenbelt and the well-being of its citizens? Is the organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Do the organization's activities contribute to greater social connectedness and/or good citizenship?

Does the organization contribute to Greenbelt's economic stability and development?

Does the applicant practice good environmental stewardship and/or promote public health?

Do the applicant's activities contribute to Greenbelt's cultural assets and opportunities?

ORGANIZATIONAL EFFECTIVENESS (40% of application score)

Measures the applicant's ability to gather and manage resources, implement their ideas and sustain the organization.

• Leadership

Is the organization's leadership meeting the needs of the organization? Are there any vacant offices or other unmet needs? Panelists may consider the qualifications of individuals and also the effectiveness of an organization's leadership structure itself. Leaders may be paid or unpaid.

Are Greenbelt residents involved in leadership roles?

Is the organization's leadership representative of its participant and/or audience base?

Are mechanisms in place for leaders to gather input and feedback from the community they serve?

How successful is this organization in managing its assets (such as facilities, funds, equipment, etc)?

Is this organization planning for the future? Has the organization identified any long-range goals or challenges that it is working to address? Is the organization successful in cultivating new leaders?

• Volunteer engagement

How many volunteers invest their time with this organization? How many of them are Greenbelt residents?

How much service do volunteers contribute annually?

What special skills do the volunteers bring to the table? Has the organization benefitted from any pro-bono professional services?

• Financial stability

Does the organization have reliable sources of earned income through its normal programming activities? Examples: tuition, registration fees, ticket sales and fees for services provided.

Has the organization successfully raised additional funds through any of the following means: fundraising sales and events; online fundraising campaigns; private or corporate donations; corporate, foundation or government grants; or planned giving?

Does the organization have cash reserves in place to meet any operating shortfalls?

Does the organization hold any investments or have an endowment?

What was the organization's final profit or loss for their most recently completed fiscal year?

• Operational success

Are the organization's activities well-planned and successfully implemented?

Has the organization effectively promoted its activities within and beyond Greenbelt?

Review Sheet for OPERATING Grant Applications

To be completed by Grant Review Panel members

Organization Name: _____

Panelist: _____

Evaluation criteria	Scoring range (points)	Panelist's score
BENEFIT TO THE COMMUNITY (up to 60 points)		
Personal benefit to active participants and spectators: number benefitting; residents served; depth of impact; distinctiveness of services	0-30	
Partnerships: has the organization successfully collaborated with other local groups and agencies on programming and/or promotions?	0-10	
Community benefit: do the organization's activities benefit the broader Greenbelt community in any way?	0-20	
ORGANIZATIONAL EFFECTIVENESS (up to 40 points)		
Leadership: effectiveness of leaders and the leadership structure; resident involvement; resource management; planning for the future	0-10	
Volunteer engagement: number of volunteers; resident involvement; amount of service contributed; pro-bono services	0-10	
Financial stability: earned income; contributed revenues; bottom line; cash on hand; planned giving; investments; endowment; manageability of any debt	0-10	
Operational success: are programs well planned, publicized and implemented?	0-10	
TOTAL SCORE		

Comments:

Concerns:
