



CITY COUNCIL WORK SESSION AGENDA
Budget Work Session - Recognition Groups (Group 2)

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

Virtual Participation

Zoom Webinar Attendees:

**Please submit your request in writing via email to questions@greenbeltmd.gov
<https://us02web.zoom.us/j/83244865574?pwd=qzBMvKLhTTvW5GkxbKfyaiOthp49GI.1>**

Dial-in: 301 715 8592

Webinar ID: 832 4486 5574

Passcode: 709104

Monday, May 19, 2025

7:30 PM

Work Session Packet

Budget Work Session - Recognition Groups (Group 2)

Suggested Action:

Agenda

- **Introductions**- 5 minutes (7:30 - 7:35 pm)
- **Council Discussion** - 40 minutes (7:35 - 9:15 pm) - [Proposed FY 2026 Budget](#)
 - Section 9 - Miscellaneous Funds (page 242)
 - Recognition Groups Budget Work Session Schedule Enclosed
 - Memorandum: FY26 Recognition Group Grant Requests
- **Questions and Answers** - 10 minutes (9:15 - 9:25 pm)
- **Other Items** - 5 minutes (9:25 - 9:30 pm)
 - Information Items

[Recognition Groups Work Session Schedule 2025 Group 2.pdf](#)

FY26 RG-GRP Report.pdf
Black History & Culture Committee.pdf
Greenbelt Community Orchestra FY 26.pdf
Labor Day FY26.pdf
Greenbelt Farmers Market FY26.pdf
GATe FY 26.pdf
The Space FY 26.pdf
FONDCA FY 26.pdf
Makerspace FY 26.pdf
GAC FY 26.pdf

City Council Work Session Agenda Item Report

Meeting Date: May 19, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Work Session Packet

Subject:

Budget Work Session - Recognition Groups (Group 2)

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Attachments:

[Recognition Groups Work Session Schedule 2025 Group 2.pdf](#)

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[Black History & Culture Committee.pdf](#)

[Greenbelt Community Orchestra FY 26.pdf](#)

[Labor Day FY26.pdf](#)

[Greenbelt Farmers Market FY26.pdf](#)

[GATe FY 26.pdf](#)

[The Space FY 26.pdf](#)

[FONDCA FY 26.pdf](#)

[Makerspace FY 26.pdf](#)

[GAC FY 26.pdf](#)

Recognition Groups Work Session
May 19, 2025 (Arts)
In-Person & Via Zoom
w/Hyperlinks

7:30 p.m.	BLACK HISTORY & CULTURE	ZOOM
	Dr Lois Rosado and Mr. Joe Parks	
7:30 p.m.	COMMUNITY ORCHESTRA	In-Person/ZOOM
	Mrs. Anne Gardner and Sarah Wissel	
7:45 p.m.	LABOR DAY	In-Person
	Ms. Karen Yoho	
7:45 p.m.	Farmer's Market	In-Person
	Mr. Greg Rusk	
8:00 p.m.	GAT-e	In-Person
	Ms. Shelia Tilert	
8:15 p.m.	The Space	In-Person
	Mr. Bob Rand and Mr. Shaymar Higgs	
8:30 p.m.	FONDCA	ZOOM
	Ms. Julie Winters and Mrs. Meg Haney	
8:45 p.m.	MakerSpace	In-Person/ZOOM
	Mr. Robert Candey and Mike Bonds	
9:00 p.m.	GAC	In-Person
	Mrs. Carol Shaw , Wes Dennis, Truc Le, and Swithin David	

Followed by Miscellaneous Funding Groups

Memorandum

To: Josué Salmeron, City Manager
From: Greg Varda, Director, Recreation
Nicole DeWald, Arts Supervisor
Cathy Pracht, Administrative Coordinator
Date: May 8, 2025
Re: **FY26 Recognition Group Grant Requests**

Background

The City of Greenbelt provides in-kind and financial support to a broad array of Greenbelt-based, not-for-profit community organizations through its Recognition Group Program. As stated in the program's Policy and Information Guide, "the primary purpose of the organization[s] should be to provide or underwrite ongoing cultural, athletic, recreational, civic, service and social opportunities which are open to the general public." The organization[s'] activities "should reflect significant participation by, and benefit to, Greenbelt residents."

Recognition Groups that are not in need of financial aid may apply annually for Basic Certification, which makes them eligible for limited free space use and other in-kind resources. The City currently supports the efforts of 48 community organizations with Basic Certification status.

For those Recognition Groups seeking funding support, two types of grants are available. Project Grants are awarded "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." Operating Grants are awarded "to help meet both programming and operational expenses. These may include: salaries and wages; contractual services; facility rent and utilities; fundraising expenses; marketing costs; supplies and equipment."

The City received thirteen applications for Recognition Group funding in FY26.* Project grant applications were received from: Friends of New Deal Café Arts, the Greenbelt Business Alliance, and Greenbelt Access Television (GATe). Operating grant applicants included: Greenbelt Babe Ruth Baseball, the Greenbelt Boys and Girls Club, the Greenbelt Community Orchestra, the Greenbelt Cultural Arts Center, Greenbelt Makerspace (tool library and repair cafes), the Greenbelt Municipal Swim Team, the Greenbelt Refugee Aid Committee (GRACe), Greenbelt Soccer Alliance, Greenbelt Youth Baseball (Little League), and the SPACE.

** The City also received a letter from the Greenbelt Concert Band petitioning Council for continued funding of their conductor's salary (\$3,600) without a financial match, as is required for Recognition Group grants. Since the group did not apply for a Recognition Group grant, their request was not evaluated by the Grant Review Panel and it is not included in the grant fund allocation proposed in this report.*

The Recognition Group applications were evaluated by volunteer Grant Review Panelists appointed by their home advisory boards and committees. This year's participating reviewers included: Carol Malveaux (PRAB), Tissa Rogers (SCAC), and Kristin Stenson (AAB). In keeping with the Grant Review Panelist Handbook, reviewers evaluated the potential direct and indirect benefits of all proposed activities to the Greenbelt community. Reviewers also assessed the applicant organizations' overall strength, their capacity to fulfill their proposals, and their need for public support in order to achieve their aims. Reviewers applied specific, consistent evaluation criteria to all applications. Seniority is not a factor in the evaluation process, but groups were credited for demonstrating a track record of successful programming and fiscal management.

All applications were scored on a 100-point scale by each reviewer, exercising discretion while applying a defined rubric. The applicants' average scores are provided below along with reviewers' comments as available. Scores of 0-40 points are considered low; had any applications received scores in this range, they might not have warranted funding. Scores of 41-70 points are considered good, and applications in this range are considered worthy of funding at some level. Scores of 71-100 are considered very good to excellent; applications in this range are considered high priority and worthy of funding at a higher level. The panelists found all of this year's applications to be meritorious and worthy of funding at some level.

In most cases, organizations are eligible to seek a City grant of up to half of their project or operating budget for the coming year. Project grants are capped at a maximum of \$5,000, and there is no fixed cap for operating grants. As a first-time project grant applicant, GATe was eligible to apply for 2/3 of their project budget in this cycle.

The City Manager's proposed FY26 budget for Recognition Group grants is \$120,400. The total amount of qualifying Recognition Group grant requests for FY26 is \$153,375. As administrators of the Recognition Group program, Greenbelt Recreation understands our role to include reconciling the Grant Review Panel's findings with the proposed budget. As such, a proposed allocation of the available funds is included on the last page of this report. Final funding decisions, as always, rest with City Council.

Grant Review Panel Scores and Comments

PROJECT GRANTS

Friends of New Deal Café Arts (FONDCA)

84 points

Request (\$3,000) = 35% of the organization's project budget (FY25 City grant: \$3,000)

Purpose of request: stipends for musicians and sound technicians for three music festivals in Roosevelt Center.

Greenbelt residents served:

About 4 Greenbelt resident performers and crew (8%) out of 55 in total.

About 240 Greenbelt resident spectators (80%) out of 300 in total.

Amount of request per Greenbelt resident served: \$12 per person (participants + audience).

Reviewers' comments:

The applicant's programs are believed to provide significant and potentially long-lasting benefit to the broader community. "Good use of City funds;" "substantial history completing projects of this scope"

Greenbelt Access Television (GATe)

82 points

Request (\$3,300) = 66% of the organization's project budget (*first-time applicant*)

Purpose of request: instructor pay, travel expenses, and class supplies for a 4-week afterschool class and Literacy Fair activities at Springhill Lake Elementary School.

Greenbelt residents served:

About 7 Greenbelt resident afterschool students (65%) out of 10 in total.

About 124 Greenbelt resident Literacy Fair attendees (65%) out of 190 in total.

Amount of request per Greenbelt resident served: \$38 per SHLES student served.

Reviewers' comments:

The applicant has demonstrated a substantial history of successful programs and community partnerships.

Staff note and question:

It is the current practice of GATe to charge for (much-appreciated) shooting and editing services provided on request for City events if the Public Information Office is unavailable to cover them. Historically, this has not always been the case, although we recognize that GATe is managing a trend of reduced income from cable fees. If GATe begins to receive taxpayer funding through the Recognition Group Program, will that have any impact on the current fee-for-service model? Recognition Groups typically do not charge the City for services, such as donated performances and facility use. Guidance is requested for our reference in budgeting for summer camp shows and other events.

Request (\$5,000) = 37% of the organization's project budget (FY25 City grant: \$5,000)

Purpose of request: Awards gala.

Greenbelt residents served:

About 5 Greenbelt resident active participants (20%) out of 25 in total.

About 90 Greenbelt resident event attendees (90%) out of 100 in total.

Amount of request per Greenbelt resident served: \$52 per person.

Reviewers' comments (Greenbelt Business Alliance):

Group provides a unique opportunity and benefit for the business community. Panelists had different opinions as to whether the program would benefit the broader community. Panelists would like to see more Greenbelt volunteers and more community partnerships.

OPERATING GRANTS

Request (\$3,500) = 42% of the organization's FY26 operating budget (FY25 City grant: \$3,500)

Purpose of request: subsidized spring and fall registration fees; umpire fees; equipment purchases

Greenbelt residents served:

About 38 Greenbelt resident players (75%) out of 50 in total.

About 98 Greenbelt resident spectators (75%) out of 130 in total.

Amount of request per Greenbelt resident served: \$92 per player; \$19 per person (players + spectators).

Reviewers' comments:

The applicant serves a relatively small number of residents but is expected to have a memorable impact. Leaders are found to be exceptionally well qualified.

Request (\$11,000) = 30% of the organization's FY26 operating budget (FY25 City grant: \$11,000)

Purpose of request: support basketball, flag football, track and field, and new golf programs

Greenbelt residents served:

About 104 Greenbelt resident players (40%) out of 260 in total.

About 180 Greenbelt resident spectators (40%) out of 450 in total.

Amount of request per Greenbelt resident served: \$106/player; \$39 per person (players + spectators).

Reviewers' comments (Boys and Girls Club):

The applicant is well-equipped to deliver the proposed services, which are expected to have a lasting impact among participants.

Greenbelt Community Orchestra

77 points

Request (\$4,600) = 49% of the organization's FY26 operating budget (FY25: \$900 project grant)

Purpose of request: stipends for two conductors; music rental and performance rights; printing costs

Greenbelt residents served:

About 20 Greenbelt resident musicians (40%) out of 50 in total.

Audience residency unknown, but all concerts have been in Greenbelt. About 500 total audience.

Amount of request per Greenbelt resident served: \$9 per person (players + audience).

Reviewers' comments:

"For a relatively new organization they have done a great job creating awareness and having a high # of participants." Leaders are committed and capable. Greenbelt residents participate substantially in the group's activities and operations.

Greenbelt Cultural Arts Center (GAC)

82 points

Request (\$43,275) = 44% of the organization's FY26 operating budget (FY25 City grant: \$43,300)

Purpose of request: rent, insurance, manager's wages and payroll taxes

Greenbelt residents served:

About 58 Greenbelt resident production participants (40%) out of 145 in total.

About 1,140 Greenbelt resident audience members (60%) out of 1,900 in total.

Amount of request per Greenbelt resident served: \$38 per person (participants + audience)

Reviewers' comments:

"Significant history of community partnerships; provides innovative programing." The applicant has demonstrated a substantial record of successful programs and has achieved broad community awareness. Greenbelt residents constitute a minority of board members and direct production participants, although a majority of audience members are believed to be Greenbelt residents.

Greenbelt Makerspace (tool library & repair cafes)

75 points

Grant request (\$5,200) = 30% of the organization's FY26 operating budget (FY25: \$600 project grant)

Purpose of request: rent, insurance, advertising, software, unspecified "government fees"

Greenbelt residents served:

About 960 individual Greenbelt resident visits (80%) out of 1,200 in total.

About 400 tool loans; residency of borrowers not specified.

Amount of request per Greenbelt resident served: \$5 per visit.

Reviewers' comments (Greenbelt Makerspace):

"Organization has a significant history with in Greenbelt. Provides a valuable service." May not be well known yet throughout the broader community, beyond those currently being served.

Greenbelt Municipal Swim Team

77 points

Grant request (\$10,000) = 23% of the organization's FY26 operating budget (FY25 City grant: \$10,000)

Purpose of request: summer coaches' salaries

Greenbelt residents served:

About 150 Greenbelt resident swimmers (60%) out of 250 in total.

About 270 Greenbelt resident spectators (60%) out of 450 in total.

Amount of request per Greenbelt resident served: \$67/swimmer; \$37/person (swimmers + spectators).

Reviewers' comments:

The organization is believed to provide memorable experiences for participants and positive benefits for the broader community. Team is effective in engaging volunteers.

Greenbelt Refugee Aid Committee

54 points

Adjusted grant request (\$19,000)* = 23% of the organization's FY26 operating budget

(FY25 City grant: \$5,000)

Purpose of request: defray costs of maintaining 1-2 furnished apartments in Greenbelt for refugees.

Greenbelt residents served:

3 families (7 people) have been served in FY25. One family returned to Ukraine. Another individual married and moved out of GRACe-supported housing. GRACe currently supports one apartment/household. They have offered a second apartment to another family, but that offer has not been accepted yet.

Amount of request per Greenbelt resident household: \$19,000 (if one household), \$9,500 (if two households, which GRACe has said would be their maximum for FY26).

**GRACe requested \$25,000, but their budget reflects a total of only \$19,000 in expenses that would qualify for reimbursement by the City through this program. The Greenbelt Recognition Group Policy and Information Guide stipulates that "City funds may not be re-granted to any other organization or party." Under this policy, cash payments issued by GRACe -- domestically and abroad -- are not reimbursable by the City.*

In response to question 11 on their application, GRACe stated: "The projected breakdown for next year of \$50,000 budget is \$23,000 for refugees here and \$27,000 for refugee aid abroad." In our interpretation of the policy, all of the proposed foreign aid (\$27,000) and domestic "spending money allowances" (\$4,000, budget expense line s) would be ineligible for reimbursement, leaving \$19,000 in qualifying expenses.

The income GRACe raises from other sources and spends on cash assistance can be counted toward the required match for a City grant.

Reviewers' comments:

"Strong support from Greenbelt residents."

One reviewer expressed concern about the potential for the refugees to lose their visas in the present political climate and be forced to leave the country. Another expressed concern about the high cost of the support provided.

Two reviewers expressed concern about the limited number of Greenbelt resident beneficiaries (refugees) and about the efficacy of the program, noting that some beneficiaries have chosen to return to Ukraine. *"This raises questions about whether this is an appropriate use of local funds—particularly at a time when the city's resources are limited. It would be reasonable if GRACe needed to use city facilities to organize a fundraiser or hold meetings; however, the amount they are requesting and the outcomes to date raise valid concerns."*

Greenbelt Soccer Alliance (GSA)

71 points

Request (\$5,000) = 35% of the organization's FY26 operating budget (FY25 City grant: \$4,000)

Purpose of request: \$35 registration fee discounts for residents; additional discounts for players in the reduced/free meal program.

Greenbelt residents served:

About 160 Greenbelt resident players (50%) out of 320 in total.

About 100 Greenbelt resident spectators (50%) out of 200 in total.

Amount of request per Greenbelt resident served: \$31 per player; \$19 per person (players + spectators).

Reviewers' comments:

Programs are distinctive – offering opportunities that are different from other local organizations. Leadership is found to be effective.

Recommended "fundraising to complement memberships and any city funds", citing the efforts of other Recognition Groups.

Greenbelt Youth Baseball/ Little League

80 points

Request (\$10,500) = 35% of the organization's FY26 operating budget (FY25 City grant: \$10,500)

Purpose of request: umpires, insurance, uniforms, website, baseball equipment, and Pepco reimbursements for McDonald field.

Greenbelt residents served (Greenbelt Youth Baseball/ Little League):

About 98 Greenbelt resident players (35%) out of 280 in total.

About 63 Greenbelt resident spectators (35%) out of 180 in total.

Amount of request per Greenbelt resident served: \$107/ player; \$65/ person (players + spectators).

Reviewers' comments:

The applicant has a substantial history of programming and has achieved broad public awareness. They are believed to provide a lasting benefit for a large number of participants.

The SPACE

77 points

Grant request (\$30,000) = 21% of the organization's FY26 operating budget (FY25 City grant: \$20,000)

Purpose of request: support for hands-on programs and activities promoting art exploration, literacy, health and wellness, workforce and business development, and technical skills

Greenbelt residents served:

About 4,400 individual visits from Greenbelt residents (80%) of 5,500 total, based on daily logs.

Amount of request per visit by a Greenbelt resident: \$7 per visit.

Reviewers' comments:

The applicant's programs are believed to have significant and/or lasting impact on the individuals served directly.

"There is a need to diversify revenue to continue to provide the much-needed, high quality programming."

PROPOSED BUDGET ALLOCATION

The proposed allocations below are based on the following conversion table, which was created by Greenbelt Recreation this year in order to allocate the City Manager's program budget in accordance with the Grant Review Panel's findings. Proposed awards are rounded to the nearest hundred dollars to conform with the City's overall budgeting. The priority classifications associated with specific scoring ranges are an established feature of the Grant Review Panel process and are not specific to this application cycle.

Scoring conversion table

Average score from the Grant Review Panel	Priority tier	Percentage of request proposed for funding
87-100 points (excellent)	High	90%
71-86 points (very good)	High	80%
41-70 points (good)	Medium	66%
40 points or below	Low	N/A – no applications scored in this range

Proposed budget allocation

Applicant organization	Qualifying grant request	Score	Proposed award
Babe Ruth	3,500	71	2,800
Boys and Girls Club	11,000	87	9,900
Business Alliance	5,000	64	3,300
Community Orchestra	4,600	77	3,700
Cultural Arts Center (GAC)	43,275	82	34,600
Friends of New Deal Café Arts	3,000	84	2,400
Greenbelt Access Television	3,300	82	2,600
MakerSpace (Tool Library)	5,200	75	4,200
Refugee Aid (GRACE)	19,000	54	12,500
Soccer Alliance	5,000	71	4,000
The SPACE	30,000	77	24,000
Swim Team	10,000	77	8,000
Youth Baseball	10,500	80	8,400
Total	\$153,375		\$120,400

Greenbelt Recreation thanks all applicants for their tremendous service to the community. We thank the Grant Review Panelists for their thoughtful participation. We thank Council and the City Manager for their support of the many community initiatives that help make Greenbelt such a great place in which to live, work and play.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
APPLICATION FOR BASIC CERTIFICATION

For new certification or renewal of current status. In-kind services only.

First-time applications are accepted at any time. Applications for renewal of
Recognition Group status for the City's FY26 are due by
4:30pm on Monday, February 3, 2025

Email your completed application to the Recreation Department's
Administrative Coordinator, cpracht@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: Greenbelt Black History and Culture Committee

Year of founding: 2018 Website: _____

Social media: FaceBook

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

2. Contact person: Name Lois Rosado Position Chair

Telephone [REDACTED] E-mail [REDACTED]

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

[REDACTED]

4. _____ on? Whom do you intend to serve?

Our mission is to highlight and celebrate the contributions of Black/
African Americans in American History and culture, from the
past to the present and towards the future. The committee will
design programs, with the goal and purpose of celebrating and
honoring the Africian American diaspora.

5. **Description of your group's activities:** Please provide a brief but comprehensive overview of the types of activities your group typically sponsors -- or intends to sponsor -- over the course of a year. If any activities take place outside of Greenbelt, please indicate this. Activities must be open to the general public.

Over the course of the year the GBHC has presented cultural programs featuring young folks, poets, jazz from Eleanor Roosevelt HS; a city wide art exhibition, hosted the PGCLMP Student awards recipients; sponsored a film showing and held an educational forum on Reparationsperspectives.

6. **How many people do you anticipate will have actively participated in your organization's primary, in-person and online 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: 445 % Greenbelt residents 90
% ages 12 and under 5 % 13-17 yrs. 25 % 18-59 yrs. 40 % 60+ yrs. 30

Briefly explain whom you have included in these figures.

Families & their children, HS students, Greenbelt residents, some individuals from other nearby cities

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

Total number of spectators: 400 % Greenbelt residents 90
% ages 12 and under 5 % 13-17 yrs. 25 % 18-59 yrs. 40 % 60+ yrs. 30

Briefly explain whom you have included in these figures.

Families & children, HS students, Greenbelt residents, and individuals from other cities.

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: 15 % Greenbelt residents 90
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 50 % 60+ yrs. 50

Briefly describe the volunteers' activities.

Contacting possible presenters or schools, developing social media usage and suggesting future programs

9. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.



I certify that our organization does not work with minors.



I certify that our organization does work with minors, but we are never in "care and control" of minors (i.e. – legal parents/guardians are always present with minors)



I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.



I certify that our organization does work with minors and background checks are completed by a parent organization.

Parent Organization: _____

Lois Rosado

Chair

12/16/24

NAME

TITLE/POSITION

DATE

Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public

- 10. Leaders.** However formally or informally your group may be organized, please list your leaders, their roles, and their residency status.

Name	Role	Greenbelt resident (yes/no)
Lois Rosado	Chair	yes
Joe Parks	vice Chair	yes
Katie Pugliese	Secretary	Yes
Shaymar Higgs	Art Exhibit Curator	Yes

- 11. 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.*

Continued assistance from the Recreation Department. Access to meeting rooms. Access to sound equipment as needed for special programs.

12. 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 City of Greenbelt's Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature Lois Rosado Date 12/16/2024
 Role within the organization Chair

Additional Information

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2026

Period of Support: July 1, 2025 – June 30, 2026

Applications and supporting documents are due by 4:30pm on **Monday, February 3, 2025**.
Submit all materials in a single email to: cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@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 Sample Score Sheet for Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 50% of your score will be based on your organization's program history and impact, and 50% of your score will be based on your organizational effectiveness with respect to leadership, volunteer engagement, and finances.
- 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 provided 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, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
Fiscal Year 2026

A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Community Orchestra
2. **Year of founding:** 2023 3. **Website:** www.greenbeltorchestra.org
4. **Social media:** Facebook @Greenbelt Community Orchestra
5. **Federal tax ID # (if applicable):** ██████████
6. **Contact person:** Name Anne Gardner Position President
Telephone ██████████ E-mail ██████████@██████████.██████████
7. **Organization's mailing address** (not a City of Greenbelt facility; checks will be sent to this address):
██████████ ███████████ ███████████ ███████████ ███████████

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

Our mission is to provide an outlet for local musicians to play together and to share our love of music with the local community. All orchestral instruments are welcome (until we reach capacity for each section). We aim to have a special focus on string players, who are currently under-served locally.

8. Please indicate the amount of your request here \$4,600 and briefly summarize the intended use of these funds below. Please be as specific as possible.

Our operating budget includes funds to pay stipends to our two conductors, rent or purchase music and the performance rights, and print parts and concert programs.

9. City of Greenbelt funding status. 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 Council-approved Greenbelt Recognition Group receiving in-kind support only;
the organization previously received Recognition Group funding in FY 2023 or FY 2024
- ☒ a Council-approved Greenbelt Recognition Group that received an FY25 project grant
- ☐ a Council-approved Greenbelt Recognition Group that received an FY25 operating grant

10. Non-profit status. 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 to the Internal Revenue Service 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:

11. Financial need. Please check all that apply.

☐ At the conclusion of FY24, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY25 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☐ The organization is projecting a revenue surplus for FY25.

☐ The organization is projecting a revenue surplus for FY26.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested.

None of these apply.

B. COMMUNITY MEMBERS SERVED

1. How many people actively participate in your organization's primary, in-person or online programming 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 2023-June 2024 ⁵⁰ July 2024-June 2025 ⁵⁰ July 2025-June 2026 (Projected) ⁵⁰

Current year: % Greenbelt residents/organizations ⁴⁰ % Non-residents/organizations ⁶⁰ %
ages 12 and under ⁰ % 13-17 yrs. ¹ % 18-59 yrs. ⁷⁶ % 60+ yrs. ²³

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

July 2023-June 2024 ⁵⁵⁰ July 2024-June 2025 ⁵⁰⁰ July 2025-June 2026 (Projected) ⁵⁰⁰

Current year: % Greenbelt residents ⁸ % Non-residents ⁵
% ages 12 and under ⁸ % 13-17 yrs. ⁵ % 18-59 yrs. ⁴² % 60+ yrs. ⁴⁵

C. KEY PERSONNEL

- 1. Governance.** Please list your current Board of Directors or equivalent and the officers of your organization. Please specify whether or not they are Greenbelt residents and whether they receive compensation from the organization for their work in any capacity (employee, contractor, consultant or unpaid).

Name	Greenbelt resident (yes/no)	Title/Role	Compensation Status
Anne Gardner	yes	President	unpaid
Susan Stewart	yes	Vice-president and concertmaster	unpaid
Sarah Wissel	no	Treasurer	unpaid
Sarah Rusk	yes	Secretary	unpaid
Matt McLinden	yes	At-large member	unpaid

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

Our leadership team consists of mostly Greenbelt residents, and has representatives from the strings, wind and brass sections of the orchestra.

- 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 <i>Individuals or companies</i>
Principal conductor	1
Assistant conductor	1

3. **City staff disclosure.** If any of your Board members or key staff persons are City of Greenbelt employees, please provide their name, Department and job title below.

Anne Gardner, Recreation, Arts Education Specialist (non-classified)

4. **Volunteers**

July 2023-June 2024 ¹⁰____ July 2024-June 2025 ⁸____ July 2025-June 2026 (projected) ⁸____

Current year: % Greenbelt residents ⁸⁰____ % Non-residents ²⁰____

% ages 12 and under ¹⁰____ % 13-17 yrs. ⁷⁰____ % 18-59 yrs. ²⁰____ % 60+ yrs. _____

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

2 conductors volunteered their time in 2023-24.
Other volunteers help set up chairs for concerts, staff the door, take photos, record audio/video

5. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

☐

I certify that our organization does not work with minors.

☐

*I certify that our organization does work with minors, but we are never in "care and control" of minors
(i.e. – legal parents/guardians are always present with minors)*

☒

I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.

☐

I certify that our organization does work with minors and background checks are completed by a parent organization.

Parent Organization: _____

Anne Gardner Anne Gardner President

1/28/25

NAME

SIGNATURE

TITLE/POSITION

DATE

Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

- D. **FINANCIAL INFORMATION**. Please include below the funds which you are requesting from the City and the corresponding proposed expenditures. This is a cash budget; do not include any in-kind values.

EXPENSES	Description	Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Proposed, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Salaries and wages		0	0	0
b. Consultants' fees	Payment to conductor and assistant conductor, and substitute as needed	0	2400	7320
c. Contractual personnel		0	0	0
d. Facility rental	Rental of a performance venue	0	250	0
e. Online services		0	0	0
f. Dues, memberships, league fees		0	0	0
g. Utilities		0	0	0
h. Insurance		0	0	0
i. Supplies and materials	Printing for parts and concert programs	64.01	805	455
j. Equipment purchases	Purchase and repair of percussion equipment shared with the Greenbelt Bar	25	200	0
k. Equipment rental	Rental of music and performing rights	328	975	1500
l. Marketing and outreach	Advertisements in the News Review and new resident flyer	80.55	0	65
m. Travel and lodging		0	0	0
n. Food/catering		0	0	0
o. Awards		0	0	0
p. Grants		0	0	0
q. Payment of debt		0	0	0
r. Taxes		0	0	0
s. Other	Banking fees	16	48	0
t. Other				
u. Other				
Total Expenses		513.56	4678	9405

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Proposed, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Sales of goods		0	0	0
b. Admissions		0	0	0
c. Tuition		0	0	0
d. Fees for services rendered		0	0	0
e. Membership dues, registration fees	Voluntary member dues	0	1600	1800
f. Corporate support		0	0	0
g. Foundation support		0	0	0
h. Individual donations	Audience donations	2382.22	2010	1440
i. City of Greenbelt support		0	840	4637.50
j. Other grants	Pending grant from PGAHC	0	0	1860
k. Other*	Benefits from event with the Cinema	365	0	0
l. Other*				
m. Other*				
Total income		2747.22	4450	9737.50
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Projected, Next Fiscal Year July 1, 2025 – June 30, 2026
Profit (income in excess of expenses)		2233.66		332.50
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)		228	
	Amount to be made up with borrowed funds (does not count toward your grant match)			

** If you wish to list fund-raising income that doesn't fit into one of the other categories, please specify the nature of your activities in the Description column. Please do not indicate "fund raising", as this is not sufficiently clear.*

If there is an increase or decrease of 50% or more in any individual expense or income line items from one year to the next, you will need to provide an explanation of these variances.

Financial Reserves

Assets	Actual as of June 30, 2024 (Last Fiscal Year)	Projected as of June 30, 2025 (Current Fiscal Year)
a. Checking/savings accounts*	2233.66	2005.66
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	2233.66	2005.66

*Unrestricted funds which the organization may spend at its discretion.

** Cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign. Please indicate the purpose of these funds here:

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2024 (Last Fiscal Year)	Projected: loan balance as of June 30, 2025 (Current Fiscal Year)
a. Sarah Wissel			
b. Sarah Wissel			
c. Sarah Wissel			
Total Debt	0	0	0

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2023 – June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Projected, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Pro-bono professional services (legal, accounting, etc)	Conductor time	7200	4840	
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		7200	4840	0

Use of Past Grant Funds

Please provide a summary of all receipts submitted to Greenbelt Recreation for reimbursement during the most recently completed fiscal year in which you received funding. Receipts under \$100 for similar purposes, such as office supplies, can be combined on a single line without specifying a date.

Most recent year of City grant support: July 1, ____ - June 30, ____

Grant type – please check one: Project ____ / Operating ____

Date of expense	Description of reimbursed expense	Amount
	Total:	

During Fiscal Year 2026, receipts presented to Greenbelt Recreation 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: Sarah Wissel Title: Treasurer
 Name: Anne Gardner Title: President

F. NARRATIVE. Please address all of the following prompts and questions briefly in four pages or fewer. Number your responses according to the structure below. Save your document as a PDF with the file name: name_of_organization_narrative_FY26.

Program History and Impact

1. **Activities.** Provide a brief historical overview of your organization, including a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. 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. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities.
2. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other Greenbelt community organizations on program development and/or promotions during the past and current fiscal years. Do you have any plans to collaborate with other Greenbelt organizations in the period of support?
3. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
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 residents? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

5. **Diversity, equity and inclusion.** The City's Recognition Group program, as a whole, is intended to serve Greenbelt residents in the full scope of their diversity. How do this organization's activities help the City of Greenbelt achieve the goal of engaging its diverse population?
Has your organization identified any barriers to diverse participation in the activities and/or leadership structure of your group, and if so, how is your group addressing these barriers?
6. **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?
7. **Challenges.** Please describe your organization's significant long or short-term challenges. How are you addressing them?
8. **Goals.** What are your organization's goals and how are you working toward them?
9. **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 FY26? 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?

- How does your organization plan to match your requested City funding in FY26? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt grant, please also explain the problem and how you are working to correct it this year.

Additional Information

Greenbelt Community Orchestra – Operating Grant Application

Program History and Impact

1. Activities

Greenbelt Community Orchestra was founded in 2023 to provide an outlet for local amateur musicians to play together and to share their love of music with the local community. Although Greenbelt already had a well-established concert band, there were no local opportunities for string players to play classical music and no other amateur orchestras in Prince George's County.

The orchestra has nearly 50 members, about 40% of whom are Greenbelt residents, and performs three free concerts each year in the community.

During the first year of operation, 2023-24, these three concerts were delivered in the Community Center gym to packed audiences. The season concluded on Greenbelt Day Weekend with a performance of the music Aaron Copland wrote for the film *The City*, which was partly filmed in Greenbelt in 1938.

In this first year, the orchestra operated almost without cost, since we had free use of a rehearsal room in the Community Center, the conductors volunteered their time, the sheet music (with the exception of *The City*) was freely available in the public domain, and orchestra members printed their own parts.

This year, the orchestra's second year of operation, we have delivered concerts that were inclusive of music written by women and people of color, which is generally recent enough to be under copyright. We have relied on donations from audience and orchestra members to rent or purchase this music and rights to perform it.

For our February concert, the orchestra received a Project Grant to give a concert of music written entirely by Black composers as part of the city's Black History Month programming. We are very excited to present a wide range of music including works by a Black contemporary of Mozart (Joseph Bologne) and by a living composer (Quinn Mason). Musicians and audiences rarely have the opportunity to experience music such as this.

2. Partnerships.

The orchestra collaborated with both the Greenbelt Cinema and the Greenbelt Concert Band for our spring 2024 concert. In May, the orchestra collaborated with the Cinema on a special showing of the film *The City*. Immediately prior to the showing, a group of musicians from the orchestra demonstrated some of the principal themes; they also played during the film screening for the section about Greenbelt. The full orchestra then played a suite from the soundtrack during their concert on Greenbelt Day Weekend. The Greenbelt Concert Band also played at this concert.

The orchestra has an ongoing collaboration with the Concert Band, with which we share a few musicians. The band generously allows the orchestra to use their percussion instruments, and the orchestra has contributed to the repair of the timpani and the purchase of a xylophone.

Small ensembles from within the orchestra have collaborated with local organizations such as St Hugh's Food Pantry to provide live music for the Empty Bowls event, and Greenbelt Recreation to play for children at a Parents Night Out.

The orchestra is currently working with the Black History Committee to present a concert of music by Black composers in February 2025.

The May 2025 concert will take place in the Eleanor Roosevelt High School auditorium as a collaboration with the school's band program.

We are open to performing new music by local composers, and are currently working with a recent UMBC graduate on a piece to play in our May concert.

3. Personal benefit.

The orchestra members very much enjoy the opportunity to play together and explore new music. Many of the musicians played in school and college but have not had opportunities since then, and are returning to music after 20 or more years. The wider community also appreciates being able to attend a free, local classical music concert.

Members shared the following about what they enjoy about being part of the orchestra, in response to our annual survey:

Getting confidence playing and being part of a group.

Playing music with others. Playing orchestra repertoire.

Playing fun and challenging music and meeting other like-minded musicians. I also enjoy hearing the perspective of the conductors to improve our musicianship.

Fulfilling an important part of my life that I neglected for too long.

Sharing in growth and commitment to ourselves and sharing the results with a Greenbelt audience!

Routine rehearsals, camaraderie with other players, maintaining and building ensemble playing skills, getting to perform known and works I have not played before.

Making music with wonderful people. Improving my skills.

Fellowship, challenging personal musicianship.

Hearing and playing live music.

Helps me to feel a part of the Greenbelt Community.

The sense of the Greenbelt Community! and also the fact that we are growing/improving the orchestra as time progresses.

Playing music together. Getting encouragement from each other. Meeting other people who enjoy the joy of music.

Audience members have also expressed their appreciation for and enjoyment of the concerts:

Thank you for adding to the beauty of Greenbelt! I'll look forward to all your future concerts.

Thank you for your wonderful performance. I was very impressed and enjoyed it tremendously. We're so lucky to have you in Greenbelt!!

Bravo! I had no idea our something-for-everybody town even had its own "classical" orchestra... and it's really good! It's downright amazing that an all-volunteer community group would have so much talent willing to devote the time and effort to become great! Your concert blew me away. Thank you for sharing your gifts!!

4. Community benefit.

As previously described, the orchestra benefits both the musicians and the audience:

The musicians have the opportunity to meet other like-minded people, reconnect with their passion for music, improve their musical skills and play a wide range of music.

The audience can hear a free classical music concert in their community. We welcome families, so young children can be exposed to live music that they might not otherwise experience and will hopefully be inspired to become musicians themselves.

Organizational Effectiveness

5. Diversity, equity and inclusion.

The orchestra has not identified any barriers to diverse participation in the activities or structure of the group. We solicit feedback from members on various aspects of the orchestra management and programming via an annual survey and the board takes all comments and suggestions seriously. For

example, some members noted that accessing a printer to print their own parts was a challenge, so the board made arrangements to print all parts for the February 2025 concert.

The orchestra welcomes all musicians, without auditions, until we reach capacity in a section (in order to maintain balance). The string sections can take as many musicians as wish to play, and we double or rotate parts for the flutes and clarinets, which allows us to include more players of these popular instruments than a typical orchestra. We also maintain a waitlist of additional players. And while we have recently started collecting dues from orchestra members to support continued performance of diverse music, these dues are voluntary so as not to exclude members for whom the cost would be a barrier.

We also seek to eliminate barriers to music from diverse composers. By featuring music by women and people of color in each of our concerts this season, we are highlighting the achievements of these under-represented composers and exposing both the musicians and the audience to music which is not often performed. Our February concert will include a piece by Quinn Mason, a young Black composer who is becoming nationally-known. We are also working with a young Black woman who recently graduated from UMBC, on an original composition for our May concert.

The board is made up of volunteers from the membership and we hold open elections each spring.

6. Marketing, outreach and evaluation.

The orchestra has a listserv and we send a weekly email to the membership with the plan for that week's rehearsal and any other news. New members are recruited by fliers in the Greenbelt community as well as venues such as Gales violin shop and Music & Arts. We also run Community Events in the News Review and post on local Facebook groups.

We advertise our concerts in the News Review, on Facebook and with fliers in various community locations. Community members can also join our mailing list to receive email notifications of concerts. Small ensembles from the orchestra such as a string quartet and a flute group have performed as outreach at Greenbelt Farmers Market, the Empty Bowls event, Parents Night Out, and at Bladensburg Elementary School.

We send an annual survey out to orchestra members soliciting feedback on the year's rehearsals, concerts, programming, etc., and suggestions for future events and any changes they would like to see. The board reviews the survey results and implements appropriate changes. For example, in our first year we split the rehearsal time and programming equally between our two conductors, but in the second year we moved to a model with a principal conductor (75%) and assistant conductor (25%) based on feedback from the musicians.

7. Challenges.

The main challenges for the orchestra are:

- Rehearsal and concert spaces. As a large group that draws large audiences, it is challenging to find both rehearsal space and concert venues that accommodate us. We are very happy to be able to rehearse in room 201 of the Community Center starting in January 2025, which is both larger than room 202 and provides easier access to the percussion instruments. We are also happy to have the use of the gym for our concerts, although it is possible we might need an even larger venue for future concerts, for example if we collaborate with a local choir. Auditoriums (e.g. high school auditoriums and venues such as the Clarice) would be prohibitively expensive without charging admission, which is against our mission to provide free concerts to the community. In May 2025, we are exploring a collaboration with the ERHS band program which will allow us to use their auditorium at an affordable price.

- Conductors. We are very fortunate to have two conductors who have so far volunteered their time, one of whom in particular is extremely talented and has succeeded in elevating the level of our amateur ensemble. However, there is no guarantee that his commitments to and pursuit of other conducting opportunities will enable him to stay in Greenbelt, or that he will continue to have time to focus on our orchestra. Paying a stipend to the principal conductor will make it easier to find and retain high quality conductors to work with us and invest sufficient time and effort to help us succeed.

8. Goals.

The orchestra's goals are to continue to provide an outlet for local musicians to play together, to be exposed to music from diverse composers, and to share their love of music with the local community. The musicians rehearse weekly and put together interesting and diverse programs for three free concerts each year.

We also aspire to become financially sustainable, to ensure the longevity of our ensemble as we advance towards our third season.

9. City support.

The City has provided free rehearsal and concert space for the orchestra during the current year. We rehearsed weekly in room 202/201, and gave three concerts in the Community Center gym. We received a Project Grant of \$840 for our Black History concert in February.

We are requesting \$4,637.50 to support our operating budget for our fiscal year that runs from July 2025 to June 2026. Our operating budget includes funds to pay stipends to our two conductors, rent or purchase music and the performance rights, and print parts and concert programs. The conductors lead weekly rehearsals and three concerts over the year; the principal conductor also spends time planning and securing music for each program. Our budget also includes limited funding to pay a substitute conductor to lead one rehearsal per concert, as needed.

10. Matching funds.

The orchestra plans to match the City funding through audience donations, voluntary orchestra member dues, and other grants or local sponsorship. Audience members often offer donations following our concerts and performances of smaller ensembles at the Farmer's Market and other venues. We have also recently started collecting voluntary dues from orchestra members. We are applying for a PGAHC grant to give a Women's History concert in March 2026. Finally, if needed, we could solicit sponsorship from local organizations in exchange for acknowledgement in our concert programs and on our website.

Bios

Derek Maseloff (principal conductor) is a conductor, horn player, organist, and composer. He is the Artistic Director and Conductor of the Great Falls Philharmonic, the region's newest professional orchestra. He currently serves as Music Director of Christ the King Lutheran Church in Great Falls, VA, where he leads worship from the organ bench and directs the choir. He is an active freelance horn player in the Washington D.C. area. Derek is a founding member of Classically Dope, a Washington D.C.-based musical experiment featuring rapper Konshens theMC and a cohort of classically trained musicians. Recent collaborations include a workshop with Yo-Yo Ma and a performance alongside the National Symphony Orchestra at the Anthem. As an administrator, Derek is a passionate advocate for young artists, a believer in the transformative experience of touring. He served as Director of Artistic Planning for the National Youth Orchestra of China, presenting dozens of concerts on three continents with highlights at the Berlin Konzerthaus and Carnegie Hall and as the Festival Director of the Prague Summer Nights Young Artist Music Festival. He earned a bachelor's degree from Cornell University in China and Asian-Studies (CAPS) and a Masters in horn performance from the University of Maryland. He lives in Greenbelt.

Seth Glabman (assistant conductor) is a native of New York City. He received his master's degree in music education from Queens College of the City University of New York and his Ph.D in Curriculum and Instruction from the University of Maryland. Seth began playing the piano and clarinet before the age of 10 and has dedicated his life to music as a performer, scholar, composer, and teacher. He has taught instrumental and general music for 30 years, first in New York and for the past 16 years in Maryland. He has performed as a singer/pianist, clarinetist, and percussionist, and his gun violence prevention song, "How Many Times," has been featured on WOWD Takoma Park, played and sung by the composer.

Susan Stewart (concertmaster, vice-president) was born in Washington, DC and grew up in Montgomery County, performing in many youth groups in the area from the age of 10. She has a B.M. in Violin performance from James Madison University in Harrisonburg, VA, and a Masters in Violin performance from the University of Notre Dame in South Bend, IN, where she was the recipient of a full scholarship and stipend as a student of Carolyn Plummer. Before pausing her musical career to be a stay-at-home mom, she performed at the Las Vegas Music Festival, and generally performed professionally in the South Bend area, maintaining a studio with over 60 students. She also dedicated many years to volunteer work as an environmentalist and climate change activist. Currently, Susan lives in GHI in Old Greenbelt with her husband, a lawyer and clarinet player, and her son, who also plays violin and is pursuing a degree in music industry and composition.

Anne Gardner (founder/president) is an Associate of the London College of Music in piano performance and also has a B.A. in modern languages. As a high schooler she was concertmaster of her county youth orchestra, and she played in local community orchestras throughout her teens and early twenties before moving to the U.S. from England. She has leadership experience through serving as PTA president at Greenbelt Elementary, Greenbelt Middle and Eleanor Roosevelt High School, and she has arts administration experience through her current work with both Greenbelt Recreation Arts and College Park Arts Exchange. She also ran a Kids' Open Mic at the New Deal Café for several years, plays organ at several area churches including St Hugh's, and is the layout team lead for the Greenbelt News Review.

Greenbelt Community Orchestra

List of programs from current fiscal year:

November 10, 2024 concert, Greenbelt Community Center

Anton Dvorak – Slavonic Dance Op.24 No.1 in C major
Florence Price – Adoration, arr. Robert Samuel Jones
Carlos Gardel – Por la Cabeza, arr. Christopher Selby
Fanny Mendelssohn-Hensel – Overture in C major
Anton Dvorak – Symphony No. 9 “From the New World”

February 23, 2025 concert, Greenbelt Community Center (part of Black History Month programming):

Samuel Coleridge-Taylor – Danse Negre
Quinn Mason – Symphony No. 5
Joseph Bologne Chevalier de Saint George – Symphony No. 1
Florence Price – In the Shadow of Ethiopia

May 23, 2025 concert, Eleanor Roosevelt High School (joint concert with ERHS band program)

Program expected to include an overture by Emilie Mayer, movements from Haydn and Beethoven symphonies, and an original composition by a local composer, as well as selections by small ensembles from the ERHS band program.

List of programs from last fiscal year:

November 19, 2023 concert, Greenbelt Community Center:

Wolfgang Amadeus Mozart – Overture: The Impresario
Wolfgang Amadeus Mozart - Symphony #40
Seth Glabman – Soundscape Rhapsody
Edward Elgar - Serenade for Strings
Carl Maria von Weber – Overture: Peter Schmolli

March 17, 2024 concert, Greenbelt Community Center:

Franz Schubert - Symphony #8 “Unfinished”
Felix Mendelssohn - string symphony #2
Percy Grainger - Children’s March and Irish Tune from Derry
Camille Saint-Saens - Suite in D major

June 2, 2024 concert, Greenbelt Community Center (joint concert with Greenbelt Concert Band):

Aaron Copland - Outdoor Overture
John Mock (arr) - Two Sea Shanties
Hubert Parry - “Frolic” from English Suite for String Orchestra
Aaron Copland - The City

Greenbelt Community Orchestra FY26
Explanation of variances

Table 1. Variations in spending

Category with more than a 50% variance	Reason
Contractors/Consultants' fees	The orchestra began compensating the conductors in 2025 in order to ensure the retention of our high-quality conductors, who previously had been volunteering their time. The orchestra established payment levels for the FY26 year to be commensurate with the rates paid to conductors of similar ensembles in the community and in economically comparable communities. We are paying them half that rate for the remainder of FY25 because that is what the orchestra can afford for this year.
Facility rental	The orchestra typically performs in the Community Center gym, which is available at no cost to the ensemble. However, we have planned a special collaborative concert with the ERHS band in FY25 and will need to pay a portion of the fee for use of the ERHS auditorium for this concert.
Supplies and materials: printing for parts and concert programs	During FY24, the orchestra was able to print concert programs for free through one of the members' employers. However, the orchestra can no longer rely on free program printing. This incurs a cost of roughly \$85 per concert. Additionally, we asked musicians to print their own parts in FY24 with very few exceptions. We learned that this was a barrier for some members and began paying to print parts for the entire orchestra in FY25. To reduce costs in FY26, we only plan to print for musicians who specifically request it.
Equipment purchases: purchase and repair of percussion equipment shared with the Greenbelt Band	We do not expect regular costs in this category. In FY25, we had an opportunity to support the purchase of a xylophone. In FY25, we supported the repair of the timpani.
Equipment rental: rental of music and performance rights	The music available in the public domain - which does not require the orchestra to rent the music or performance rights - represents a small portion of orchestral repertoire and composers. In FY24, we rented Aaron Copland's score to "The City" for a program on Greenbelt Day; we otherwise relied on music available for free. In FY25 and 26, we plan to rent music more frequently to allow our musicians to access a more diverse repertoire. In addition, we plan a special program in FY25 featuring Black

Category with more than a 50% variance	Reason
	composers and one in FY26 featuring women composers. Both of those special programs require renting multiple pieces of music.
Marketing and outreach	To conserve funds given our recent decision to pay the conductors, we plan to rely on free marketing and outreach in FY25.
Other: Banking fees	The account we initially established for the orchestra charged monthly maintenance fees. We switched to a new bank in FY25 and no longer incur such fees.

Table 2. Variations in income

Category with more than a 50% variance	Reason
Membership dues, registration fees	The orchestra began collecting voluntary dues from members in FY25. These dues allow us to pay our conductors and ensure access to diverse music.
Individual donations	In FY24 and the first part of FY25, the orchestra did not collect dues, and donations from orchestra members were counted as individual donations. Now that we collect voluntary dues, that source of income is separated from individual donations, resulting in an expected decrease in individual donations.
City of Greenbelt support	We were not eligible to receive support in FY24 because we registered as an organization that year. We received a smaller project grant in FY25 and are now eligible to request assistance with operating funds.
Other grants	We have submitted an application for funding from the PGAHC to support a special concert in FY26 for Women's History Month featuring a program of music from women composers.
Other: Benefits from event with the Cinema	In FY24, we performed Aaron Copland's score to the film, The City. We collaborated with the Cinema on an event featuring the film and received half the proceeds. This was a one-time event.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
APPLICATION FOR BASIC CERTIFICATION
For new certification or renewal of current status. In-kind services only.

First-time applications are accepted at any time. Applications for renewal of
 Recognition Group status for the City's FY26 are due by
4:30pm on Monday, February 3, 2025

Email your completed application to the Recreation Department's
 Administrative Coordinator, cpracht@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: Greenbelt Labor Day Festival Committee
 Year of founding: 1955 Website: <https://greenbeltlaborday.com/>
 Social media: <https://www.facebook.com/greenbeltlaborday>
 Please check one: ☐ new application ☒ application for renewal of status
2. Contact person: Name Karen Yoho Position Board President
 Telephone [REDACTED] E-mail [REDACTED]
3. Organization's mailing address (not a City of Greenbelt facility):
[REDACTED]
4. What is the mission of this organization? Whom do you intend to serve?
Annual community event celebrating our community.
 - To organize and safely operate a family-oriented Festival in Greenbelt during Labor Day weekend for the enjoyment of its residents.
 - To encourage civic spirit and unity through community-wide participation.
 - To help non-profit organizations to raise money by facilitating their operation of booths and other approved activities during the Festival
 - To encourage the development of the talents of the citizens, especially the young people, through exhibitions and competition.

5. **Description of your group's activities:** Please provide a brief but comprehensive overview of the types of activities your group typically sponsors -- or intends to sponsor -- over the course of a year. If any activities take place outside of Greenbelt, please indicate this. Activities must be open to the general public.

Festival kicks off Friday evening with the presentation of the Outstanding Citizen honor, ~~followed by live entertainment from local bands throughout the four days, community~~ organization booths, carnival rides and games, food and refreshments, bingo, (organized by Greenbelt Little League) photo and art show, pet show (organized by Greenbelt Girl Scout troop/s), information day, craft sale, used book sale (organized by Greenbelt Elementary School PTA), parade on Labor Day, games and activities organized by Greenbelt Recreation, and more! Greenbelt Public Works plays a big part in the Festival set up and throughout the event.

6. **How many people do you anticipate will have actively participated in your organization's primary, in-person and online 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: 1,000 % Greenbelt residents 80
% ages 12 and under 25 % 13-17 yrs. 25 % 18-59 yrs. 25 % 60+ yrs. 25

Briefly explain whom you have included in these figures.

Festival performers, parade participants, registered participants in art and photo shows, employees and volunteers.

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

Total number of spectators: 3,000 % Greenbelt residents 80
% ages 12 and under 25 % 13-17 yrs. 25 % 18-59 yrs. 25 % 60+ yrs. 25

Briefly explain whom you have included in these figures.

Festival attendees, parade watchers.

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: 60 % Greenbelt residents 85
% ages 12 and under % 13-17 yrs. 20 % 18-59 yrs. 40 % 60+ yrs. 40

Briefly describe the volunteers' activities.

Planning for the annual Festival, volunteering on site

9. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

- ☐ *I certify that our organization does not work with minors.*
- ☒ *I certify that our organization does work with minors, but we are never in "care and control" of minors (i.e. – legal parents/guardians are always present with minors)*
- ☐ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

Karen Yoho

Board President

1-3-2025

NAME

TITLE/POSITION

DATE

Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses other than violence or sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence offenses** within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public

10. Leaders. However formally or informally your group may be organized, please list your leaders, their roles, and their residency status.

Name	Role	Greenbelt resident (yes/no)
Karen Yoho	President, Board	yes
Donna Peterson	Vice President, Board	yes
Jon Gardner	Treasurer, Board	yes
Kathy Reynolds	Secretary, Board	yes
Keith Zevallos	At Large, Board	yes
Linda Ivy	At Large, Board	no
Emily Cole	At Large, Board	no

11. 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.*

- Request meeting rooms for monthly committee meetings
- Request continued support of Greenbelt Public Works (separate letter to Public Works will be sent)
- Request use of city facilities during the Festival weekend

12. 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 City of Greenbelt's Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature Karen Yoho Digitally signed by Karen Yoho
Date: 2025.01.03 19:38:50 -05'00' Date January 3, 2025
Role within the organization President, Board

Additional Information

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
APPLICATION FOR BASIC CERTIFICATION
For new certification or renewal of current status. In-kind services only.

First-time applications are accepted at any time. Applications for renewal of
 Recognition Group status for the City's FY26 are due by
4:30pm on Monday, February 3, 2025

**Email your completed application to the Recreation Department's
 Administrative Coordinator, cpracht@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: Greenbelt Farmers Market

Year of founding: 2008 Website: greenbeltfarmersmarket.org

Social media: Facebook: @GreenbeltFarmersMarket, Instagram: @greenbelt.farmersmarket

Please check one: new application X application for renewal of status

2. Contact person: Name Greg Rusk Position Secretary

Telephone [REDACTED] E-mail [REDACTED]

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

4. What is the mission of this organization? Whom do you intend to serve?
We bring fresh local produce to the residents of Greenbelt in a
convivial setting, accepting only vendors that produce
their own goods.

5. **Description of your group's activities:** Please provide a brief but comprehensive overview of the types of activities your group typically sponsors -- or intends to sponsor -- over the course of a year. If any activities take place outside of Greenbelt, please indicate this. Activities must be open to the general public.

Sunday weekly market from May through November.

10 a.m. to 2 p.m. with the exception of Labor Day

Plus one holiday market in December timed to coincide with the Arts and Crafts event in the Festival of Lights (Sparkle Mart)

6. **How many people do you anticipate will have actively participated in your organization's primary, in-person and online 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: 50/wk % Greenbelt residents 20
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 90 % 60+ yrs. 10

Briefly explain whom you have included in these figures.

Vendors, musicians, and performing artists

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

Total number of spectators: 1500/wk % Greenbelt residents 80
% ages 12 and under 5 % 13-17 yrs. 5 % 18-59 yrs. 55 % 60+ yrs. 35

Briefly explain whom you have included in these figures.

Market customers and visitors

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: 35 % Greenbelt residents 90
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 50 % 60+ yrs. 50

Briefly describe the volunteers' activities.

Assist market manager in market activities, such as market setup/teardown, vendor assistance

9. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

- ☒ *I certify that our organization does not work with minors.*
- ☐ *I certify that our organization does work with minors, but we are never in "care and control" of minors (i.e. – legal parents/guardians are always present with minors)*
- ☐ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

Greg Rusk

Secretary

1/15/2025

NAME

TITLE/POSITION

DATE

Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses other than violence or sex within the past 10 years.**
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence offenses within the past 7 years**
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.**
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.**
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public

10. Leaders. However formally or informally your group may be organized, please list your leaders, their roles, and their residency status.

Name	Role	Greenbelt resident (yes/no)
Scott Fifield	President	Yes
Terry Kucera	Board	Yes
Carissa Raibovsky	Board	Yes
Greg Rusk	Secretary	Yes
Rosie Weaver	Board	Yes
Brian Stauber	Vice President	Yes
Amber Massey	Board	Yes
David Benack	Treasurer	Yes

11. 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.*

We request practical support for:

- * setting up and taking down parking barrels and no parking signs
- * use of electricity from the parking lot electrical poles
- * installation of street banners by Public Works

12. 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 City of Greenbelt's Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature Gregory Rusk Digitally signed by Gregory Rusk
Date: 2025.01.22 14:26:24 -05'00' Date 01/22/2025

Role within the organization Secretary

Additional Information

PROJECT GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2026

Updated December 2024

Period of Support: July 1, 2025 – June 30, 2026

Applications and supporting documents are due by **4:30pm on Monday, February 3, 2025.**

Submit all materials by email to cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@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 Sample Score Sheet for Project Grant Applications,** available online, to see how your application will be evaluated 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 provided 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, RECOGNITION GROUP PROGRAM
PROJECT GRANT APPLICATION
Fiscal Year 2026

A. GENERAL INFORMATION

1. Name of organization: _____
2. Year of founding: _____ 3. Website: _____
4. Social media: _____
5. Federal tax ID # (if applicable): [REDACTED] _____
6. Contact person: Name _____ Position _____
Telephone [REDACTED] E-mail [REDACTED]
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]

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

9. Please indicate the amount of your request here _____ and briefly summarize the intended use of these funds below. Please be as specific as possible. (Maximum request: \$5,000).

During the upcoming year of support, grant recipients will be required to present receipts to the Recreation Department, accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate directly to the purposes specified in this application for which funding was sought and approved.

10. City of Greenbelt funding status. Please check one. The applicant organization is currently:

- ☐ Seeking Recognition Group certification and City funding for the first time.
- ☐ A Council-approved Recognition Group seeking City funding for the first time.
- ☐ A Council-approved Recognition Group which has previously received City funding.

11. Non-profit status. 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 to the Internal Revenue Service 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, has not applied for this status, and does not have a fiscal sponsor

12. Leaders. Please identify your organization’s current key personnel, whether paid or volunteer. Include all those in governance roles (Board of Directors or equivalent), as well as those in key operational roles (General Manager, etc).

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer

If any of the above personnel are City of Greenbelt employees, please give their name, department and job title here.

For questions 13 through 15, please provide information for your most recently completed fiscal year (July 1, 2023 – June 30, 2024), if your organization was operating during that time. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ☐ and provide estimates below for the period of July 1, 2024 – June 30, 2025.

13. Supporting volunteers. *Please do not include Board members or others in governance.*

Total number of volunteers: _____ % Greenbelt residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____
Briefly describe the volunteers' activities.

14. How many people actively participated in your organization's primary in-person and online programming 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, staff, or spectators.*

Total number of participants: _____ % Greenbelt residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____
Briefly explain whom you have included in these figures.

[See below](#)

15. How many additional people participated in your organization's primary in-person and online programming activities? as audience members, spectators and attendees (if applicable)? *This does not include volunteers or staff.* Include estimates as needed.

Total number of spectators: _____ % Greenbelt residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____
Briefly explain whom you have included in these figures.

[See below](#)

Box 14: Figures reflect the total number of class registrants for FY25 to date.
Box 15: Figures reflect the 6-10 students of our Afterschool Education program, and anticipated reach of SHLES' 2026 Literacy Fair.

16. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

- ☐ *I certify that our organization does not work with minors.*
- ☐ *I certify that our organization does work with minors, but we are never in "care and control" of minors
(i.e. – legal parents/guardians are always present with minors)*
- ☐ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

Sheila Tibert

NAME	SIGNATURE	TITLE/POSITION	DATE
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Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

B. FINANCIAL INFORMATION

1. **Financial snapshot.** Please provide actual totals for Fiscal Year 2024 (if applicable) and estimates for Fiscal Year 2025. These figures should reflect the full scope of the organization’s operations.

	7/1/23 – 6/30/24	7/1/24 – 6/30/25
City of Greenbelt funding (if applicable)		
Total revenues		
Total expenses		
Net profit/loss		
Unrestricted year-end cash balance*		
Restricted year-end cash balance**		

*Cash on hand which the organization may spend at its discretion.

** Cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign. Please indicate the purpose of these funds here:

- 2. Project budget:** This table pertains only to the specific, proposed project for which funding is being requested. Include your requested City funding amount and the corresponding expenses in this table. This is a cash budget; do not include any in-kind values.

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

INCOME	Amount	Description
a. Sales of goods		
b. Admission fees		
c. Tuition		
d. Fees for services rendered		
e. Membership dues, registration fees		
f. Corporate support		
g. Foundation support		
h. Individual donations		
i. City of Greenbelt support		
j. Other grants		
k. Organization's savings and/or interest income		
l. Other*		
m. Other*		
n. Other*		
Total Income		

** If you wish to list fund-raising income that doesn't fit into one of the other categories, please specify the nature of your activities in the Description column. Please do not indicate "fund raising", as this is not sufficiently clear.*

C. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to three pages. Label your responses “1a”, “1b”, etc. Save your document as a PDF with the file name: name_of_organization_narrative_FY26

1. Proposed project:

- a. Impact.** With as much specificity as possible, describe 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 residents, 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 resources will be needed to implement this project, and which of them are already in place? These may include, for example: personnel, funds, facilities, supplies, equipment, and commitments of in-kind support.

Is your organization partnering with any other Greenbelt organizations to achieve this project? If so, please describe how you intend to work together.

- c. City support.** How would City funds be used to support this project? Do you intend to use project grant funds as a match for other funding opportunities?

City matching requirements:

If your organization is awarded a Project Grant for the first time: the organization must contribute at least \$.50 in cash income -- or from savings -- to match every \$1.00 which they are awarded by the City of Greenbelt.

If your organization has previously received City funding: the organization must contribute at least \$1.00 in cash income -- or from savings -- to match every \$1.00 which they are awarded by the City of Greenbelt.

Funds raised from most other sources count toward this match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. The following do NOT count towards the organization's required match: surplus revenues that are added to savings; loans; planned giving commitments; income channeled into investments or endowment funds. Both City project grant funds, and the organization's matching contribution, must be spent on the proposed project during the year of support.

How does your organization plan to match your requested City funding in FY 2026?

Please 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 comments you think are necessary for reviewers to understand the program summary information which you will be providing as a separate document.

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.

If your organization was awarded funding from the City of Greenbelt for the current fiscal year, please provide an update on the supported activities.

- b. **Diversity, equity and inclusion.** The City's Recognition Group program, as a whole, is intended to serve Greenbelt residents in the full scope of their diversity. How do this organization's activities help the City of Greenbelt achieve the goal of engaging its diverse population?

Has your organization identified any barriers to diverse participation in the activities and/or leadership structure of your group, and if so, how is your group addressing these barriers?

- c. **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.

Has your organization experienced any financial challenges in the past or current fiscal year, and if so, how have you managed them? These may include, for example, revenue shortfalls, unexpected expenses, or ambitious fundraising campaigns.

D. REQUIRED DOCUMENTS: please send the following in PDF format to the address on page 1 in a single email.

1. **Completed application.** Please format your file name as follows:
name_of_organization_application_FY26.
2. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY26.
Limit: 3 pages.
3. **List of programs** reflecting the organization's activities from your previous and current fiscal years, as applicable (combined into one file). File name:
name_of_organization_programs_FY26. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
4. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY26
5. **Letter(s) of support.** One letter is required, attesting to the value of the proposed project and the capacity of the organization to complete it. Up to two additional letters may be submitted at the applicant's option. Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY26 (etc).

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.

E. 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 Sheila Tibert Date _____

Your role within the applicant organization _____



Community-Driven Storytelling

Greenbelt Access Television

15 Crescent Road, Suite #204

Greenbelt, MD 20770

(301) 507-6581

GreenbeltAccessTV.org

greenbeltaccess@gmail.com

Sheila Tilert, Executive Director

Greenbelt Access Television Instructor Bios

George Kochell, Animation Instructor - gkochell@yahoo.com

- George Kochell has been animating and illustrating since the 1970s. In 1998, George joined Greenbelt Access Television (GATE) as a Digital and Visual Arts Facilitator, bringing his specialized skills in the animation arts to the DMV's corner of Public Access.
- Since starting at GATE, George has taught digital animation, comic book illustration, and graphic design to numerous schools, community centers, and libraries in Prince George's County and neighboring counties and districts. He has championed alternative teaching and accommodations to students of diverse backgrounds and learning needs, having offered a digital animation homeschool curriculum as well as independent studies for students with behavioral and learning disabilities for the last twenty years.
- His students' works have gone on to be featured in PBS and WETA programming, the Digital Media Archives for the University of Maryland,

College Park, and numerous film festivals around the world, notably ASIFA-East Animation Festival and Poppy Jasper International Film Festival. Many of his students since graduation have gone on to work in technical and creative fields, citing George as a pivotal resource in their growth as digital artists.

Ali Everitt, Animation Instructor - alieveritt@gmail.com

- Ali Everitt has been animating, both digitally and through stop-motion, since 2011. Prior to working at Greenbelt Access Television (GATE), Ali had developed over 10 years of experience working with differently abled youth, and extensive experience conducting classes in the digital arts from past jobs.
- She joined GATE in 2022 as an animation assistant, and became an animation instructor that same year, as she began conducting stop-motion animation classes. Ali's new curriculum is a much-welcomed addition to our animation department's offerings, as her stop-motion classes incorporate a more organic and all-ages friendly approach to animation.
- In the last few years, Ali has successfully implemented and conducted a variety of animation classes and workshops to students of all ages, and consistently works to improve her curricula to fit the needs of her students. Also since joining GATE, Ali has successfully conducted several claymation workshops and classes through Springhill Lake's Afterschool program.



City of Greenbelt FY26 Recognition Group Project Grant Proposal Narrative

Greenbelt Access Television

15 Crescent Road, Suite #204

Greenbelt, MD 20770

(301) 507-6581

GreenbeltAccessTV.org

greenbeltaccess@gmail.com

Sheila Tilert, Executive Director

1.

Our proposed project is to launch an Animation Education program in Prince George's County Public Schools in tandem with their Media Arts programming. We are requesting a Recognition Group Project Grant from the City of Greenbelt to cover our teaching expenses and ensure an enriching and all-encompassing Media Arts program in partnership with Achieve Tutoring and Springhill Lake Elementary School.

1A.

Our programming will serve the youth of Prince George's County Public Schools. We have just completed a four-week Afterschool Animation program at Springhill Lake Elementary with Achieve Tutoring, LLC. Next year, we will join Springhill Lake Elementary in assisting their 5th grade students in brainstorming and creation of

visual presentations (we intend on expanding student's presentation options by providing instruction to digital and stop motion animation presentations) for the 2026 Literacy Fair, an annual event promoting literacy and reading comprehension skills in students K-5th. We believe in the importance of Media Arts and Literacy, and anticipate our program will serve Greenbelt youth by preparing them for an increasingly technological world; encouraging creativity and critical thinking skills, fostering engagement with one another and the community, and developing clear communication through audiovisual art.

Through support of Maryland Common Core objectives and standards, we believe our supplementation in Prince George's County Schools' Media Arts programming will greatly enhance student learning, while fostering their self-esteem and ability to connect with others. Further, we aim to assist students with the technological know-how to feel confident in their current jobs, as well as pursue their desired fields.

1B.

On the smaller scale in which we are beginning, we are equipped with the personnel to complete this project: two seasoned animation instructors, George Kochell and Ali Everitt. We intend on continuing our partnership with Achieve Tutoring LLC and their founder, Greenbelt resident Demond Moy, in our outreach and integration for local schools. We will need to ensure funding for instructor pay, and to allocate costs for equipment and supplies as required.

1C.

We are currently working on our education program to meet both Achieve Tutoring and Springhill Lake Elementary's curricula, both of which are in their budgeting process. We intend on allocating the City's funding to our costs for these programs, including: instructor pay, planning time, class supplies, and travel expenses. We plan on having our partners (Springhill Lake Elementary, other Prince George's County Public Schools) assist us in the matching of the City's funds towards this project.

We are looking forward to assisting in Springhill Lake Elementary's 2026 Literacy Fair, and continuing to meet Achieve Tutoring's plan of a 4-week program of Afterschool Animation in Social and Emotional Learning (SEL), which has entailed both individual and group-based animation projects focusing on SEL modules like Self-Awareness, Relationships, Self-Management, and Making Responsible Decisions. In order to continue our mission, we must allocate funds for the following:

Instructor	Rate	Anticipated Hours/Trips/Miles	Total
George Kochell (Instruction)	\$38/hour	36 hours	\$1,368
George Kochell (Planning)	\$27/hour	18 hours	\$486
George Kochell (Travel (Bus))	\$2.25/ride	12 trips	\$27
Ali Everitt (Instruction)	\$30/hour	48 hours	\$1,440
Ali Everitt (Planning)	\$22/hour	24 hours	\$528
Ali Everitt (Travel (Car from Hampden to Greenbelt))	\$0.70/mile	36 miles	\$266

Supplies Required	Anticipated/Allocated Cost
Motion-capture Devices (six required, \$120 each)	\$720
Stop-motion supplies (paper, popsicle sticks, writing/drawing utensils)	\$165

Personnel Costs	Cost of Supplies	Total
\$4,115	\$885	\$5,000

2A.

For over 20 years, Greenbelt Access Television has pioneered education in Media Arts, an art form only recently recognized at the national and state level. As a public access television station, we place precedence on education and maintaining a

platform for young voices to be represented through their digital media storytelling through screening their work on our television channels, online live streaming, and social media.

Our animation department has worked with Greenbelt Elementary and Eleanor Roosevelt High School, and we currently work in partnership with the Greenbelt Recreation Department, as well as offering Homeschool animation classes. These classes enhance media literacy and give our students an advantage in accessing high-quality video, editing, and animation equipment and software that most schools do not provide. Many of our animations have been award-winning and nominated in film, animation, and media festivals worldwide.

2B.

GATe regularly produces content that directly supports Diversity, Equity and Inclusion (DEI). We make video productions to publicize upcoming events in Greenbelt that celebrate its diversity, such as the Public Service Announcement on Greenbelt's Black American History Month. We also platform community events which highlight DEI causes, such as the presentations by the Reparations Commission and Senior Citizens Advisory Council.

We are in a longstanding partnership with the Pathways School, which provides special education by partnering with community-based organizations to meet the needs of students with emotional and behavioral disabilities.

As a public access television studio, we also believe that making media accessible to all of Greenbelt's residents is core to our mission. Our productions are free to the public, and we make sure our videos can be watched through local cable channels and streamed online at our website as well as through social media platforms. We also endeavor to make filmmaking more accessible through our educational programs that teach the fundamentals of filmmaking and animation.

Although we strive for absolute accessibility, we're aware that knowledge gaps can become a barrier. That is why we emphasize educating our members through our classes and workshops on what goes into our activities. We also make sure that our

board decisions in open session are transparent by making them open to our members, and recording the minutes.

2C.

The majority of our funding is received from Public, Educational, and Governmental (PEG) checks sent to us by Comcast and Verizon, a cut of the sum of total cable subscription fees they receive. With the continuous drop in cable subscriptions in previous years, we have felt the financial impact, seeing roughly a 10% decrease in our total income every year.

We are taking this financial hit as an opportunity to pivot our focus to classes and other educational programs and in-studio offerings as a source of income. While we are now in an upswing on class registrations, it is due to these decreasing funding sources that we are now facing a financial burden in covering overhead and payroll, which impacts our ability to provide for our students. We intend on continuing to apply for operational and project-based grants for Education in the Arts to assist us in our mission in bolstering digital creativity and media literacy.



3 LAUREL HILL RD, UNIT A, GREENBELT, MD 20770
OFFICE (301.982.3355)
WWW.YOU-ACHIEVE.COM

October 13, 2024

To Whom It May Concern:

Achieve Tutoring has been awarded a three-year grant award (July 1, 2024 - June 30, 2027) by the Maryland State Department of Education (MSDE) to provide afterschool enrichment to 80 students in grades K - 5 at Springhill Lake Elementary School in Greenbelt, Maryland. We partner with various community organizations to bring engaging activities to our students. We plan to partner with Greenbelt Access Television, Inc. (GATe) this school year. We are planning for GATe to provide approximately six hours of animation activities to about 8 to 10 students. We are confident that our students will enjoy these fun and informative activities.

If you have any questions, please contact me at demon@you-achieve.com

President

Demond W. Moy



Greenbelt Access Television

15 Crescent Road, Suite #204
Greenbelt, MD 20770
(301) 507-6581
GreenbeltAccessTV.org

Sheila Tilert, Executive Director
greenbeltaccess@gmail.com

Executive Summary:

For over 20 years, Greenbelt Access Television has pioneered education in Media Arts, an art form only recently recognized at the national and state level. The importance of Media Arts and Literacy is imperative for young people growing up in an increasingly technological world; encouraging creativity and critical thinking skills, fostering engagement with one another and the community, and developing clear communication through audiovisual art.

Prince George's County Public Schools are steadily implementing Media Arts, and we have begun to offer our educational services to local schools (Springhill Lake Elementary) and educational organizations (Achieve Tutoring) in tandem with their curricula to help expand on their offerings and provide more youth with more access to filmmaking and animation skills. We are requesting a Recognition Group Project Grant from the City of Greenbelt to cover our teaching expenses and ensure an enriching and all-encompassing Media Arts program in partnership with Achieve Tutoring and Springhill Lake.

About Us:

Greenbelt Access Television, Incorporated (GATE) was founded in 1986 by the direction of the Greenbelt City Council as an independent, non-profit, 501(c)(3) organization to foster public cable access in the city. We are proud to be a source of media education to our students, offering filmmaking, videography, editing, and animation classes. For our younger students, with ages ranging from elementary to high-school level, we believe these classes give them an advantage in accessing high-quality video, editing, and animation equipment and software that most schools do not provide.

Our animation department has previously worked with numerous schools in the Greenbelt area; these programs worked to enhance media literacy as well as help students meet common core standards. We are in a longstanding partnership with the Pathways School, which provides special education by partnering with community-based organizations to meet the needs of students with emotional and

behavioral disabilities. In addition to this, our head animation instructor, George Kochell, has over 20 years of experience working with neurodivergent children, teens, and young adults. Many of our animations have been award-winning and nominated in film, animation, and media festivals worldwide.

Need Statement:

According to The National Assessment of Educational Progress (NAEP)'s 2024 Reading Assessment, reading comprehension scores of US students reached record lows across various age groups; with 40% of fourth graders and 33% of eighth graders scoring below the NAEP basic reading level. For fourth graders, this has been a significant drop since 2019 and the lowest score in 20 years. For eighth graders, this is the largest percentage of scores below the basic metric in the history of the NAEP's Reading Assessment. Given the years in which these percentages have begun to decline, including student attendance rates not returning to pre-pandemic levels, it is apparent that the pandemic has exacerbated basic reading comprehension skills.

We believe our Media Arts educational programming will be helpful for students of Prince George's County for the following reasons:

1. The artistic aspect enhances student engagement, which may increase student attendance and willingness to participate.
2. Storyboarding and scriptwriting activities can improve literacy skills by encouraging students to analyze and construct effective narratives.
3. Through a hands-on, visually immersive medium such as animation or filmmaking, students can more easily visualize scientific processes and mathematical concepts, making abstract ideas more concrete.
4. Our programs are inclusive, and sensitive to the needs of neurodivergent learners. Our educators have extensive experience working with students of all ages on the spectrum, and can confidently meet their needs and ensure all students feel supported.

Project Vision Statement:

As a public access television station, access and education to visual storytelling is our mission. Through support of Maryland Common Core objectives and standards, we believe our supplementation in Prince George's County Schools' Media Arts programming will greatly enhance student learning, while fostering their self-esteem and ability to connect with others. Further, we aim to assist students with the technological know-how to feel confident in their current jobs, as well as pursue their desired fields.

Cost Projection:

We are currently working on our education program to meet both Achieve Tutoring and Springhill Lake Elementary's curricula, both of which are in their budgeting process. We intend on allocating the City's funding to our costs for these programs, including: instructor pay, planning time, class supplies, and travel expenses.

To assist in Springhill Lake Elementary's 2026 Literacy Fair, and to meet Achieve Tutoring's plan of a 4-week program of Afterschool Animation in Social and Emotional Learning (SEL), we must allocate funds for the following:

Instructor	Rate	Anticipated Hours/Trips/Miles	Total
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Supplies Required	Anticipated/Allocated Cost
Motion-capture Devices (six required, \$120 each)	\$720
Stop-motion supplies (paper, popsicle sticks, writing/drawing utensils)	\$165

Personnel Costs	Cost of Supplies	Total
\$4,115	\$885	\$5,000

Summary:

There is evidence of an educational deficit in a post-pandemic, highly technological world. It is crucial to prepare young people for an ever-changing world as best as we (Greenbelt Access Television, the community, adults) possibly can. With the City's funding, we can ensure that we will focus this energy on Prince George's County Public Schools. By helping these students bolster their academic success, providing aid to those falling behind, and encouraging creativity in talented young minds, we are confident that we can help better their futures.

Greenbelt Access Television Board of Directors

Frank Gervasi, President - 301-467-2418, frankrgervasi@gmail.com

Maria Silvia Miller, Vice President - 281-773-8523, mariasilviamiller@gmail.com

John Campanile, Treasurer - 240-360-9637, jbelltower@yahoo.com

Konrad Herling, Secretary - kongeneherl@gmail.com

Amy Knesel, Council Appointed Board Member - aknesel@greenbeltmd.gov

Jennifer Dudley - 240-988-7099, jdud89@gmail.com

Susan Harris - susan20912@verizon.net

Nelea Johnson - 202-718-1257, EAmelialive@gmail.com

Mike McMullin - yesartworx@gmail.com

Robert C. Zugby, Board Member Emeritus - 301-345-2065, rczugby@aol.com

Greenbelt Access Television Staff

Sheila Tilert, Executive Director - sheilatilert@gmail.com

George Kochell, Animation Instructor - gkochell@yahoo.com

Ali Everitt, Animation Instructor - alieveritt@gmail.com

Laila Turner, Animation Intern - amythestx@gmail.com

Other Information:

Tax ID Number: 52-1508313

SAM.gov Unique Entity ID: MZCUQSDQC3M4

Categories	FY 2024	FY 2025
Income		
- Verizon	55,007	25,905
- Comcast	58,503	24,926
<i>Total Cable Payments to date:</i>	113,510	50,831
<i>Projected:</i>		
Membership/Classes:	2,553	1,390
Interest:	2,419	
Donations/Grants:	25,570	400
Refugee Aid		
Other:		2,441
Utopia:	8,917	2,318
--		
<i>Total Income:</i>	<i>152,970</i>	<i>57,380</i>
Expenses		
<u>Admin</u>		
Advertising/GNR:	3,207	1,280
Bank Fees:	145.05	
<u>Class/Instruction</u>		
Animation (Digital and Claymation):	215	42
Film:		
<i>Total Class/Instruction:</i>	<i>215</i>	<i>42</i>
<u>Consulting/Professional Fees</u>		
Zoom:	0	70
Adobe:	3,942	3,942
Music Subscription:	1,000	1,000
Website:	444	463
Quickbooks:	2,960	
<i>Dues and Subscriptions Total:</i>	<i>8,346</i>	<i>5,475</i>
Employee/Board Training:	0	0
Insurance:	4,350	4756.72
Meals:	0	
Annual Meeting:		
Reimbursements:	1913.56	25.37
Office Supplies:	796	725.86
Postage:	11	0
Professional Memberships (ACM):	0	
Professional Services (Accountant, Plumbing, etc):	3,590	1,800
<u>Taxes:</u>		
Property Taxes (County)		
(Property Taxes (City)		
<i>Total Property Taxes:</i>		
Maryland Business Certificate of Status / Rel	241	241
Telephone:	1,289	860
<i>Total Administrative:</i>	<i>23,863</i>	<i>14,966</i>
<u>Equipment/Rentals</u>		
Replacement Fund:		
Equipment Purchases:	4,553	
Equipment Rentals (TelVue):	8,400	
<i>Total Equipment/Rentals:</i>	<i>12,953</i>	
<u>Rent</u>		
Community Center:	6,277	4,362
Storage:	2,057	1,578
<i>Total Rent:</i>	<i>8,335</i>	<i>5,940</i>
<u>Studio</u>		
Blank Media:		
Software:		
<i>Total Studio:</i>		
<u>Utopia Film Festival</u>		
Food/Purchases/Rentals:	1,555	2,091
Printing/Advertising:	2,425	3,916
<i>Total Utopia Film Festival:</i>	<i>3,980</i>	<i>6,007</i>
<u>Employees/Payroll</u>		
Wages:	100,721	53,840
Bonuses:	1950	550
Employee Health:	535	
Employee Health Deductions:	-150	
FUTA:	176	82
Medicare:	1,526	844
Social Security:	6,523	3,610
SUTA:	408	184
Payroll Expenses (DD fee):	1462	4681
<i>Payroll Total:</i>	<i>113,151</i>	<i>63,792</i>
<u>Total Expense:</u>	<u>162,281</u>	<u>90,704</u>
<u>Net Income:</u>	<u>-9,311</u>	<u>-33,324</u>

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2026

Period of Support: July 1, 2025 – June 30, 2026

Applications and supporting documents are due by 4:30pm on **Monday, February 3, 2025**.
Submit all materials in a single email to: cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@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 Sample Score Sheet for Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 50% of your score will be based on your organization's program history and impact, and 50% of your score will be based on your organizational effectiveness with respect to leadership, volunteer engagement, and finances.
- 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 provided 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, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
Fiscal Year 2026

A. GENERAL INFORMATION

1. Name of organization: _____
2. Year of founding: _____ 3. Website: _____
4. Social media: _____
5. Federal tax ID # (if applicable): _____
6. Contact person: Name _____ Position _____
Telephone _____ E-mail _____
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):

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

8. Please indicate the amount of your request here _____ and briefly summarize the intended use of these funds below. Please be as specific as possible.

9. **City of Greenbelt funding status. 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 Council-approved Greenbelt Recognition Group receiving in-kind support only;
the organization previously received Recognition Group funding in FY 2023 or FY 2024
- _____ a Council-approved Greenbelt Recognition Group that received an FY25 project grant
- _____ a Council-approved Greenbelt Recognition Group that received an FY25 operating grant

10. Non-profit status. 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 to the Internal Revenue Service 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:

11. Financial need. Please check all that apply.

_____ At the conclusion of FY24, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY25 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

_____ The organization is projecting a revenue surplus for FY25.

_____ The organization is projecting a revenue surplus for FY26.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested.

B. COMMUNITY MEMBERS SERVED

1. How many people actively participate in your organization's primary, in-person or online programming 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 2023-June 2024 _____ July 2024-June 2025 _____ July 2025-June 2026 (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 in-person or online programming activities as audience members, spectators and attendees? *This does not include volunteers or staff.*

July 2023-June 2024 _____ July 2024-June 2025 _____ July 2025-June 2026 (Projected) _____

Current year: % Greenbelt residents _____ % Non-residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

C. KEY PERSONNEL

1. **Governance.** Please list your current Board of Directors or equivalent and the officers of your organization. Please specify whether or not they are Greenbelt residents and whether they receive compensation from the organization for their work in any capacity (employee, contractor, consultant or unpaid).

Name	Greenbelt resident (yes/no)	Title/Role	Compensation Status

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

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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 <i>Individuals or companies</i>

3. **City staff disclosure.** If any of your Board members or key staff persons are City of Greenbelt employees, please provide their name, Department and job title below.

4. **Volunteers**

July 2023-June 2024 ____ July 2024-June 2025 ____ July 2025-June 2026 (projected) ____

Current year: % Greenbelt residents ____ % Non-residents ____

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

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

5. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

- ☐ *I certify that our organization does not work with minors.*
- ☐ *I certify that our organization does work with minors, but we are never in "care and control" of minors
(i.e. – legal parents/guardians are always present with minors)*
- ☐ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

			
NAME	SIGNATURE	TITLE/POSITION	DATE

Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

- D. FINANCIAL INFORMATION.** Please include below the funds which you are requesting from the City and the corresponding proposed expenditures. This is a cash budget; do not include any in-kind values.

EXPENSES	Description	Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Proposed, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Online services				
f. Dues, memberships, league fees				
g. Utilities				
h. Insurance				
i. Supplies and materials				
j. Equipment purchases				
k. Equipment rental				
l. Marketing and outreach				
m. Travel and lodging				
n. Food/catering				
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other				
t. Other				
u. Other				
Total Expenses				

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Proposed, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Sales of goods				
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees				
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. City of Greenbelt support				
j. Other grants				
k. Other*				
l. Other*				
m. Other*				
Total income				
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Projected, Next Fiscal Year July 1, 2025 – June 30, 2026
Profit (income in excess of expenses)				
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)			
	Amount to be made up with borrowed funds (does not count toward your grant match)			

** If you wish to list fund-raising income that doesn't fit into one of the other categories, please specify the nature of your activities in the Description column. Please do not indicate "fund raising", as this is not sufficiently clear.*

If there is an increase or decrease of 50% or more in any individual expense or income line items from one year to the next, you will need to provide an explanation of these variances.

Financial Reserves

Assets	Actual as of June 30, 2024 (Last Fiscal Year)	Projected as of June 30, 2025 (Current Fiscal Year)
a. Checking/savings accounts*		
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves		

*Unrestricted funds which the organization may spend at its discretion.

** Cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign. Please indicate the purpose of these funds here:

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2024 (Last Fiscal Year)	Projected: loan balance as of June 30, 2025 (Current Fiscal Year)
a.			
b.			
c.			
Total Debt			

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2023 – June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Projected, Next Fiscal Year July 1, 2025 – June 30, 2026
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				

Use of Past Grant Funds

Please provide a summary of all receipts submitted to Greenbelt Recreation for reimbursement during the most recently completed fiscal year in which you received funding. Receipts under \$100 for similar purposes, such as office supplies, can be combined on a single line without specifying a date.

Most recent year of City grant support: July 1, ____ - June 30, ____

Grant type – please check one: Project ____ / Operating ____

Date of expense	Description of reimbursed expense	Amount
	Total:	

During Fiscal Year 2026, receipts presented to Greenbelt Recreation 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: _____

F. NARRATIVE. Please address all of the following prompts and questions briefly in four pages or fewer. Number your responses according to the structure below. Save your document as a PDF with the file name: name_of_organization_narrative_FY26.

Program History and Impact

1. **Activities.** Provide a brief historical overview of your organization, including a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. 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. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities.
2. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other Greenbelt community organizations on program development and/or promotions during the past and current fiscal years. Do you have any plans to collaborate with other Greenbelt organizations in the period of support?
3. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
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 residents? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

5. **Diversity, equity and inclusion.** The City's Recognition Group program, as a whole, is intended to serve Greenbelt residents in the full scope of their diversity. How do this organization's activities help the City of Greenbelt achieve the goal of engaging its diverse population?
Has your organization identified any barriers to diverse participation in the activities and/or leadership structure of your group, and if so, how is your group addressing these barriers?
6. **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?
7. **Challenges.** Please describe your organization's significant long or short-term challenges. How are you addressing them?
8. **Goals.** What are your organization's goals and how are you working toward them?
9. **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 FY26? 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?

- 10. Matching funds.** Operating grants are capped at a maximum of 50% of an organization's operating budget for the coming year. (Most grant awards are for a smaller percentage.) For every dollar awarded by the City of Greenbelt, an operating grant recipient must also spend at least one dollar from other sources on their program and operating expenses during the period of support. These sources may include the organization's savings as well as new revenues such as: 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.

How does your organization plan to match your requested City funding in FY26? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt grant, please also explain the problem and how you are working to correct it this year.

Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving City funding. Your success in meeting your FY25 match may affect your grant amount for FY26.

F. REQUIRED DOCUMENTS: please send the following in PDF format to the address on page 1 in a single email.

1. **Completed application.** Please format your file name as follows:
name_of_organization_application_FY26.
2. **Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY26
3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY26. **Limit: 4 pages.**
4. **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_FY26. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
5. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY26
6. **OPTIONAL: Up to three letters of support.** Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY26 (etc).

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: _____

Additional Information

The SPACE Narrative (Section F)

Program History and Impact

1. Activities

In 2018, Shaymar Higgs pitched the idea of giving underserved communities access to high-quality art supplies, materials, and lessons to provide skills to encourage entrepreneurship, career development, and personal growth to Quantum Companies, who offered him a three-week pop-up art space at Beltway Plaza Mall. Seven years later, under Shaymar's creative and entrepreneurial leadership, The SPACE achieved 501(c)(3) nonprofit organization status and has engaged nearly 20,000 participants in arts, wellness, personal development, employment, and business entrepreneur activities. The SPACE provides free arts programming for low-income residents in Greenbelt West who otherwise have difficulty with the fees for or transportation to the City's arts programming in Central Greenbelt.

Regular weekly programs and services for 2025 include:

- **Sew What: Learning to Sew** (Sunday 1:30 – 3:00); sewing machines provided
- **Strings & Keys:** Music lessons (Wednesday 5:30 to 6:30 pm); ukulele, keyboard, and guitar provided.
- **Blossom to Bloom:** Yoga and Mindfulness with René Hood (Saturday 10:00 – 11:30 am)
- **Expressive Art Workshops:** various artistic mediums and various artists-teachers (Sat. 2 – 4 pm)
- **Open Game Nights:** Fun for the whole family. (First and Third Fridays, 5 – 7 pm)

Special programs and workshops have included: art for wellness, youth dance recitals, hair braiding, yoga and meditation sessions, story times, comic book days, kite flying with kits, Black history programs, Excel classes, chalk art, Barack Obama massive portrait community coloring, drawing and illustration, bath salts, linoleum block printing, ping pong, Hispanic Heritage month programs, Black History month programs, crochet stuffed animals (amigurumi), tie-dye, Mother's and Father's Day activities, skate parties, school supplies giveaways, acrylic pour painting, pumpkin carving, silk painting, mixed-media portraiture, Anime/manga anime illustration, jewelry-making, and spring and summer camps with Playtime Project.

Artrepreneur Program: This new program may be the flagship effort of The SPACE in 2025. The four-week program merges creativity with business, teaching students how to use technical design software such as Canva for design and branding, XTool Creative Suite & Cricut Design Studio for digital prototyping, and Tinkercad, Fusion360 & PrusaSlicer for 3D design and printing. The program builds on the equipment and setup of the Entrepreneur Lab, described above.

2. Partnerships

Since 2019, The SPACE has partnered with over 30 local organizations to hold regular programs, workshops, and special events including these Greenbelt partners: CHEARS, Three Sisters Gardens, City of Greenbelt Police Department, Friends of Greenbelt Library, Greenbelt Community Foundation, Greenbelt Lion's Club, Greenbelt MakerSpace, Greenbelt Unplugged, Greenbelt Black History and Culture Committee, and Greenbelt Rotary Club.

A new partnership with Employ Prince George's and the City of Greenbelt, facilitated by State Senator Alonzo Washington, established a Workforce Development Center in the Third Space Lounge, and redesigned the original SPACE shop into an entrepreneur Lab in the summer and fall of 2024. The City has renewed support for 2025 and 2026.

The SPACE has developed a partnership with [Playtime Project](#) which seeks to cultivate resilience in children experiencing family housing insecurity by providing and expanding access to transformative play experiences. Playtime Project maintains a community-based play area setting in the "Upper SPACE" former Big Lots store, which The SPACE uses for programs, classes, and activities.

The SPACE will continue these partnerships in the next year and plans to develop more partnerships with other Greenbelt and Prince George's County groups and organizations.

3. Personal benefit

The SPACE provides a pro-social environment that promotes individualized support through arts education and exploration opportunities, career development, and wellness services to youth, adults, and families in underserved communities.

Supportive engagement with the arts promotes mental and physical health, especially in the disadvantaged populations that are the primary clients of The SPACE. The technical skills and leadership programs provide self-discovery and help build paths to entrepreneurship and employment. The SPACE provides a safe harbor for support and building community.

4. Community benefit

The SPACE programming provides special opportunities for underserved residents in Greenbelt West to benefit from free art, personal development, and business development programs that they otherwise would not have easy access to. The SPACE serves as a community art studio to provide gathering spaces and programs where residents can unite to discover themselves and each other through the arts — to heal, share, and question their experiences.

As a Black-led organization, The SPACE works to provide opportunities and leadership for People of Color in Greenbelt.

The Revolutionary Self-Care program especially offers art-based opportunities to provide healthy coping skills and self-expressive outlets for individuals from underserved populations. Through experiences with socially-, ethnically-, and age-representative instructors, the program allow participants to see themselves as individuals capable of self-healing and living a fuller life.

The workforce and business development programs offered by The SPACE support residents with finding jobs, developing marketable skills, learning technical skills, and creating new businesses.

Organizational Effectiveness

5. Diversity, equity and inclusion

The SPACE is the only Black-founded and Black-led non-profit operating in Greenbelt. Diverse leadership is a key priority for the officers and board.

The SPACE is adjacent to two “qualified” Census tracts encompassing the Franklin Park Apartments, meaning at least 50% of households in this area have an income less than 60% of the Area Median Gross Income (AMGI). Residents in this area have the lowest income in Greenbelt and are mostly Black and Latinx.

Most of Greenbelt’s arts and recreation programs and facilities are in Greenbelt Center and require payment of fees. The SPACE provides a critical opportunity for residents in Greenbelt West to conveniently engage with the arts and receive services tailored to their needs. All classes are free. The new workforce development and entrepreneurship programs provide needed resources for unemployed and underemployed residents.

6. Marketing, outreach, and evaluation

The SPACE creatively uses social media – Facebook, Instagram, and email lists – to promote programs and services. Through partnerships and networking with other local organizations, The SPACE amplifies its messaging and reaches larger audiences. The *Greenbelt News Review* has extensively covered The SPACE since its founding and regularly runs announcements of programs. Posters and flyers at its three locations provide information on regular and special programs.

The SPACE keeps daily records of participation and engagement in the main “shop” and in each class. Evaluations of the success or shortcomings of current programming, including attendance numbers and participant experience through surveys, help tweak current programs to be more effective and help guide future programming for what works best and what is most needed.

7. Challenges

The SPACE has grown primarily from the creative energy of its Founder and CEO, Shaymar Higgs. The SPACE faces continued growth challenges this coming calendar and fiscal year in:

- Increasing and sustaining income from fundraising, grants, and special programs to cover the increased cost of funding the new programs established in 2024 through generous grants.
- Working smarter with more efficient administrative processes.
- Recruiting and managing volunteers to support programs and administrative needs.
- Recruiting new board members. We are especially looking for a treasurer.
- Developing a workforce development program.

The City of Greenbelt was very generous with ARPA funds in 2024, including the obligation of funds for 2025 and 2026 for the workforce and business development programs. We are stepping up our grant writing efforts to include new sources of funding from County, State, business, and foundation sources. We are working to develop a sustained fundraising program that looks beyond our small number of regular donors, with the help of local non-profit consultants.

The SPACE engaged the ongoing services of a bookkeeper who is an expert with QuickBooks in February 2024 to help us better track spending from restricted funding from grants and to keep track of our financial position.

Coordinating volunteers remains a key opportunity and challenge. We have plans for creating a system to match volunteer interests with the needs of The SPACE.

The Entrepreneur Lab has exceeded expectations in creating a space for artistic technical learning and discovery with a modest amount of equipment. The Workforce Development has been more of a challenge. Getting people in the door to take advantage of the setup has been challenging. We plan on doing more promotions and using partnerships to spread the word.

8. Goals

The SPACE's vision, mission, and values create the community-based context for its programs and services. The SPACE offers programs that seek to realize these goals:

Vision: Lives are transformed when we shape our geographic region into a deeply connected, inter-reliant community of care, kindness, and creativity.

Mission: The SPACE provides a place where the Prince George's County community can unite to discover themselves and each other through the arts — to heal, share, and question their experiences.

Foundational Mission (2018): The SPACE gives underserved communities access to high-quality art supplies, materials, and lessons to provide skills and exposure to entrepreneurship, career development, and individualized growth. The SPACE provides a pro-social environment that promotes individualized support through arts education and exploration opportunities, career development, and personal development services for youth, adults, and families in underserved communities.

9. City support

For City FY2025, the City of Greenbelt provided the following financial and in-kind support:

- Recognition Group Operating Grant of \$20,000 (July 1, 2024)
- Workforce Development Center and Entrepreneur Lab ARPA Grant of \$50,000 (July 12 – December 31, 2024)
- Workforce Development Center and Entrepreneur Lab ARPA Grant of \$50,000 (obligated for calendar years 2025 – 2026, but funds not yet received)

For FY2026, The SPACE is requesting a Recognition Group Operating Grant of \$30,000 from the City to support ongoing and new programs and services. These funds will provide partial funding for the programs outlined in the attached List of Programs, including the workforce development center and entrepreneur lab.

We may seek rooms from City facilities for some programs.

10. Matching funds

The SPACE understands that City funds must be matched 1:1 by funds from other sources. We have \$25,000 obligated from the City (see above) and a \$5,000 grant from the Greenbelt Community Foundation for the Artrepreneur Program in 2025, already received. We have grant applications pending for the Prince George's County Community Partnership Grant and intend to reapply for the Maryland State Arts Council Creativity Grant, the Maryland Charity Campaign, and County Council Special Appropriation Grants. We expect to increase our income from individual donations through fundraising and generate additional income from special programs and sales of products produced in the ELab (sold, for example, at Sparkle Mart last December).

The SPACE Key Personnel

Shaymar Higgs; Founder and Executive Director of The SPACE: Free Art For All. He was named the [2021 Outstanding Citizen of the Year](#) for the City of Greenbelt for his service to the community and his support of arts programming for underserved residents in Greenbelt West. Shaymar has nearly 15 years of community development, government contracting, non-profit, and private sector experience. He brings a breadth of knowledge to every project under his supervision. He desires to use his professional and artistic strengths to build and implement effective strategies, manage and develop communities, and enhance policy. Mr. Higgs has worked as a teaching artist for over a half-dozen nonprofit organizations, schools, and museums, teaching various subjects including mixed-media art, cooking, and nutrition classes.

The recent summer 2024 partnership with Employee Prince George's, the City of Greenbelt, and The SPACE to develop an Entrepreneur Lab has allowed Shaymar to build a creative incubator space that encourages young people to explore technology combined with the arts to create their own income streams.

Sadibu Kabba, Onsite volunteer and contractor. Sadibu has been supporting The SPACE since 2019 where he first served as an Intern. He has since expanded his role to onsite operations, program maintenance, and also a Top Tier Craftier with our daily Arts and Crafts programming at The SPACE, helping to coordinate planned and impromptu visits from our community and partners. His interests are in developing Anime, Manga, and Pop Culture and he is currently working on publishing his first masterpiece.

William A. Cox, Technical support. William A. Cox has been involved in entrepreneurial ventures since 2015, with expertise in electronics, programming, CAD, circuit design, 3D printing, and research and development. He has led numerous classes and played a key role in introducing 3D printing to The SPACE. Additionally, he has been instrumental in selecting the right hardware for electronics prototyping and assembly. William is driven by a passion for teaching others how computers and electronics work and fostering technological proficiency. His goal is to create a collaborative environment where people can work on projects without the burden of expensive equipment. Looking ahead, he aims to help evolve The SPACE into a dedicated Maker Space.

Shawn Morris, Tech Specialist, A-Tech IT Solutions. With around 7 years of experience in open-source, server-based, and data storage technologies, Shawn Morris brings a hands-on, solutions-driven approach to his work. As the owner of A-Tech IT Solutions, he excels in bringing concepts to reality, focusing on his passions for computers, programming, and home assistance technologies. Shawn's drive comes from his love of making things happen and his goal of seeing his creations embraced and utilized by the community.

Board Members

Shaymar Higgs, Director-at-large. See bio above.

Kimmie Jolly, Director-at-large. Kimmie has been a proud member of The SPACE for the past five years. As an artist specializing in painting and crafting, she has actively participated in several events and initiatives. Her passion lies in bringing joy and positivity to people's lives, and she is eager to continue supporting The SPACE as it grows and flourishes.

Robert Rand, Board Chair. Bob is a retired federal IT worker who married into Greenbelt 20 years ago. He is a founding member of Greenbelt Racial Equity Alliance (GREAA), a Commissioner on the Greenbelt Reparations Commission, and a member of Baltimore Racial Justice Action (BRJA). He is keenly interested in working with others to measurably narrow racial disparities in Greenbelt and in growing community. He also loves flying kites, gardening, and playing pickleball.

Temisan Shebi, Director-at-large. Temisan has worked as a Technology Consultant in Project Management for 10+ years out of the DC Metro Area. She has led, served, and supported non-profit organizations such as the Hampton University Alumni Association, College Bound, BuildDC, Peer Forward, Girl Scouts, Junior Achievement, Youth Engagement Strategy, Sister to Sister, S.N.A.P. Camps for Youth in Macon County, and Adopt a Family Holiday Sharing programs for the greater part of 25+ years. Temisan has been involved with The SPACE since 2022, jumping right in to help run the Full Steam Ahead Technology Program partnered with Deloitte Consulting's Impact Day in June 2023. Her interests are in arts, crafts, cosplay, body painting, and organizing and executing immersive and energetic events. Temisan holds a PMP, CSM, MBA, and is also a member of Delta Sigma Theta Sorority, Inc.

Rev. Dr. Melissa Sites, Director-at-large. Melissa is the Executive Director of the College Park Arts Exchange. She is passionate about incorporating the arts in everyday life. As a working musician, Sites teaches and performs in and around Greenbelt and College Park. Sites is also a writer, working in poetry, fiction, and non-fiction, and currently reports for the Greenbelt News Review. Since coming to work for College Park Arts Exchange in 2005, Sites has expanded CPAE programs to over 150 events annually, serving over 7000 individuals. With wide-ranging interests across the arts and humanities, Sites holds a BA from Hollins College in English and Music, and an MFA in poetry, Women's Studies Certificate, and PhD in English Literature from the University of Maryland. An ordained Episcopal Deacon, Sites has completed the EfM Theology extension program and the Contemplation and Creation Care certificate from Sewanee, and enjoys studying Biblical Hebrew.

The SPACE List of Programs

Ongoing Programs and Services:

Regular Free Weekly Programs and Services

- **Sew What: Learning to Sew** (Sunday 1:30 – 3:00); sewing machines provided
- **Strings & Keys:** Music lessons (Wednesday 5:30 to 6:30 pm); ukulele, keyboard, and guitar provided.
- **Blossom to Bloom:** Yoga and Mindfulness with René Hood (Saturday 10:00 – 11:30 am)
- **Expressive Art Workshops:** various artistic mediums and various artists-teachers (Saturday 2 – 4 pm)
- **Revolutionary Self-Care:** This program includes the Yoga and Mindfulness classes and Expressive Art Workshops listed above, programs provided by students from the George Washington University Art Therapy Program, and additional arts and wellness classes and workshops offered throughout the year.
- **Open Game Nights:** Fun for the whole family. (First and Third Fridays, 5 – 7 pm)

Daily Programs and Services

Workforce Development Center and Entrepreneur Lab: The back room of the Third Space Lounge is now a **Workforce Development Center** (WDC) under the Employ Prince George’s organizational umbrella with three computers, network access, a laser printer, and office supplies to allow prospective employees to search for and apply for jobs, take training for career development, and learn technical skills.

The **Entrepreneur Lab** (ELab) in the original SPACE storefront showcases software and equipment to inspire and encourage young entrepreneurs to learn marketable skills including 3D printing, laser engraving, video production, AI arts creation, and custom clothing creation with custom-designed vinyl transfers. The Lab has two single-head [Prusa 3-D printers](#), a Cricut vinyl cutter for clothing transfers, heat presses, [an xTool F1 laser engraver](#), and the latest iPhones and iPads for video production and photography. If funding allows, the lab would like to acquire a [Prusa XL 3-D printer](#), which can accommodate up to 5 print heads.

The Workforce Development Center and ELab started in 2024 from a three-way partnership with the City of Greenbelt, Employ Prince George’s (American Jobs Centers), and The SPACE.

Drop-in Explorations: staff are available to chat and help visitors engage with art supplies and equipment.

Safe Harbor: the safe space allows youth and families to gather and explore numerous activities.

Curated Community Library: free multicultural, bilingual early readers, teenage books, and graphic novels are carefully chosen to support the needs of BIPOC families and youth.

Free Community Bookshelves: large bookcases located outside the shop have rehomed more than 10,000 books so far. Used books have come from Friends of Prince George's Public Library, Greenbelt Labor Day Book Sale remainders, and individual donors.

Free Clothes Rack: thousands of clothing items and shoes are distributed to the public for free — a vital resource for Greenbelt's homeless and low-income residents. Individuals donate used clothing and shoes.

Free Art Kits: Dozens of kits are available for free. The SPACE has distributed over 400 to date. These were especially important during the pandemic to support arts engagement, creativity, and stress reduction in isolation.

The kits include DIY stickers; paint kits with acrylic paint, brushes, pen, and paper; paper puppets; rainbow scratch-off pads; kite kits; and multicultural Crayola packs with face drawing and coloring templates.

Artrepreneur Program: This new program may be the flagship effort of The SPACE in 2025. The four-week program merges creativity with business, teaching students how to use technical design software such as Canva for design and branding, XTool Creative Suite & Cricut Design Studio for digital prototyping, and Tinkercad, Fusion360 & PrusaSlicer for 3D design and printing. The program builds on the equipment and design of the Entrepreneur Lab, described above.



ARTREPRENEURSHIP
WHERE CREATIVITY MEETS BUSINESS

Turn your creative passion into a reality with industry standard equipment and software, in the safe space that you already love!

WHAT YOU'LL LEARN:

- **Design & Branding:** Canva
- **Digital Prototyping:** XTool Creative Suite & Cricut Design Studio
- **3D Design & Printing:** Tinkercad, Fusion360 & PrusaSlicer

Class Details:

- 📅 Tuesdays, Wednesdays, Thursdays | 5-7 PM
- 📅 4-Week Program
- 📍 The SPACE Free Art For All
6000 Greenbelt Rd, Suite 13
Greenbelt, MD 20770

THE SPACE
FREE ART FOR ALL
@TheSPACEFreeArtForAll
thespace@freeartforall.org

JOIN THE WAITING LIST

The poster is yellow with a sunburst background. It features a silhouette of a person working at a desk with a computer. A QR code is located in the bottom right corner.

Special Programs and Workshops

Special programs and workshops have included: wellness art programs, youth dance recitals, hair braiding, yoga and meditation sessions, story times, comic book days, kite fly afternoons, Black history programs, Excel classes, chalk art, Barack Obama massive portrait community coloring, drawing and illustration, bath salts workshop, linoleum block printing, ping pong, Black History month programs, Hispanic heritage month programs, crochet stuffed animals (amigurumi), tie-dye, Mother's and Father's Day activities, skate parties, school supplies giveaways, acrylic pour painting, pumpkin carving, silk painting, mixed-media portraiture, and Anime/manga anime illustration.

Engagement for 2024 and Previous Years

Year/Month	Guests	Special Events (Calendar Year List)
2024	Total 5064	
Dec	393	• Winter Wonderland Art Craft Table • Sparkle Mart 3D Printing demo and sales
Nov	407	• The SPACE Experience v0.5 Open House
Oct	523	• Fall Fest Kite Fly with kits
Sep	309	
Aug	363	• Community Mural Workshop • Back to School events • Coffee with Whiskey Poetry • Information Day Table
Jul	594	
Jun	650	• Pride Day • Pride Bingo • SNAP Camp: Sustainability, Nutrition & Arts Playground (Co-sponsored by Deloitte)
May	645	• Free Comic Book Day
Apr	245	
Mar	323	
Feb	329	
Jan	283	
2023	4276	
2022	2495	
2021	459	
2020	549	
2019	6469	
2018	477	
Grand Total	19789	

The SPACE: Notes on Financials

“City FY” refers to the City’s fiscal year from July 1 to June 30 of the following year. The SPACE has a calendar year fiscal year.

Income:

a. Sales of goods, City FY25 to date was \$2,688.50, mostly from Sparkle Mart sales December 7-8, 2024. We expect to expand sales of ELab merchandise through 2025 and 2026.

c. We have a contract with Kingsman Academy in Washington, DC, to train students for the Artrepreneur Program through the Entrepreneur Lab with a focus on video production.

g. Foundation support, City FY24:

- Greenbelt Community Foundation, \$4870
- Maryland State Arts Council, \$4,000

i. City of Greenbelt Support:

City FY24

- ARPA Non-profit Recovery Grant: \$20,000
- Outreach & Communications: \$45,000 (acted as fiscal sponsor)
- Greenbelt Recognition Group Project Grant: \$4156

City FY25

- ARPA Workforce and Business Development Grants for calendar year 2024: \$50,000
- ARPA Mini-grant for pocket garden irrigation project (fiscal sponsor only): \$500
- Greenbelt Recognition Group Operating Grant: \$20,000
- ARPA Workforce and Business Development Grant for January to June 2025 (half of \$25,000 per year): \$12,500

Expenses:

c. Contractual personnel: Expenses for contractual personnel increased substantially in City FY 2025 for three main reasons: 1) The SPACE acted as fiscal sponsor for the ARPA Communications and Outreach grant (\$45,000) which used contractors for canvassing to promote applications for ARPA grants for individuals; 2) The SPACE was able to consistently pay Executive Director for management; and 3) some additional contractors were used for the

ARPA workforce and business development grants (\$50,000). We don't expect any fiscal sponsorships in City FY26.

For City FY25, The SPACE paid contractors and professionals \$66,924.12 from 7/1/24 to 1/16/25. We estimate 6 x 3 x \$400 for three instructors for weekly arts and music programs + 6 x \$6,000 for the Executive Director + \$66,924.12 to get the value for City FY25.

For City FY26, we estimate 12 x 3 x \$400 (\$14,400) for three instructors for weekly arts and music programs + 12 x \$6,000 (\$72,000) for the Executive Director + \$4000 for bookkeeping and accounting + \$8,000 for additional contractors = \$98,400.

d. Facility rental: Beltway Plaza Mall began charging monthly rent at \$900 in May 2024, which increased to \$1250 by December 2024. This will increase to \$1550 monthly by August 2025.

g. Utilities: The SPACE overpaid for Pepco for several years, which was refunded in November 2024 as a credit toward rent.

i. Supplies and materials. In City FY 24, The SPACE bought keyboards, ukeleles, guitars, sewing machines, sewing fabric and supplies, storage racks, yoga supplies, tables, chairs, and other furniture to set up for new classes. In City FY 25 to date, we spent \$12,783.61 for more desks and furniture to set up for the Business Development Center and ELab, "uniform" jerseys, t-shirts, and jackets custom printed in-house with the Outreach logo, office supplies for the Outreach effort, 3D printing supplies, and laser engraver supplies.

j. Equipment purchases. In City FY25 to date, The SPACE spent \$10,504.97 on equipment purchases to equip Outreach workers with iPads for canvassing and to equip the Entrepreneur Lab with two single-head Prusa 3-D printers, heat presses, an xTool F1 laser engraver, and the latest iPhones and iPads for video production and photography. We don't expect to make many more equipment purchases through summer 2025. For FY 26, we hope to acquire larger format 3-D printers.

n. Food/catering. The SPACE spent \$1329.35 on food in City FY25 to date, mostly for Outreach events and meetings.

u. Other

City FY24: \$2,223.88

- Events: \$1,551.81
- Security system: \$100.00
- Shipping & postage: \$121.69
- Software & apps: \$450.38

City FY25: \$2,900

- Events: \$1,200

- Security system: \$400
- Shipping & postage: \$300
- Software & apps: \$1,000

City FY26: \$3,100

- Events: \$1,200
- Security system: \$400
- Shipping & postage: \$300
- Software & apps: \$1200

Profit

FY 2024 (July 1, 2023 to June 30, 2024): \$39,580.75

Most of this amount was restricted reserves from various grants in various stages of completion – see income above. All of these grants had spending deadlines in 2024.

PROJECT GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2026

Updated December 2024

Period of Support: July 1, 2025 – June 30, 2026

Applications and supporting documents are due by **4:30pm on Monday, February 3, 2025.**

Submit all materials by email to cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@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 Sample Score Sheet for Project Grant Applications,** available online, to see how your application will be evaluated 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 provided 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, RECOGNITION GROUP PROGRAM
PROJECT GRANT APPLICATION
Fiscal Year 2026

A. GENERAL INFORMATION

1. Name of organization: _____
2. Year of founding: _____ 3. Website: _____
4. Social media: _____
5. Federal tax ID # (if applicable): _____
6. Contact person: Name _____ Position _____
Telephone _____ E-mail _____
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):

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

9. Please indicate the amount of your request here _____ and briefly summarize the intended use of these funds below. Please be as specific as possible. (Maximum request: \$5,000).

During the upcoming year of support, grant recipients will be required to present receipts to the Recreation Department, accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate directly to the purposes specified in this application for which funding was sought and approved.



10. City of Greenbelt funding status. Please check one. The applicant organization is currently:

- ☐ Seeking Recognition Group certification and City funding for the first time.
- ☐ A Council-approved Recognition Group seeking City funding for the first time.
- ☐ A Council-approved Recognition Group which has previously received City funding.

11. Non-profit status. 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 to the Internal Revenue Service 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, has not applied for this status, and does not have a fiscal sponsor

12. Leaders. Please identify your organization’s current key personnel, whether paid or volunteer. Include all those in governance roles (Board of Directors or equivalent), as well as those in key operational roles (General Manager, etc).

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer

If any of the above personnel are City of Greenbelt employees, please give their name, department and job title here.

For questions 13 through 15, please provide information for your most recently completed fiscal year (July 1, 2023 – June 30, 2024), if your organization was operating during that time. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ☐ and provide estimates below for the period of July 1, 2024 – June 30, 2025.

13. Supporting volunteers. *Please do not include Board members or others in governance.*

Total number of volunteers: _____ % Greenbelt residents _____
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____
 Briefly describe the volunteers' activities.

14. How many people actively participated in your organization's primary in-person and online programming 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, staff, or spectators.*

Total number of participants: _____ % Greenbelt residents _____
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____
 Briefly explain whom you have included in these figures.

15. How many additional people participated in your organization's primary in-person and online programming activities? as audience members, spectators and attendees (if applicable)? *This does not include volunteers or staff.* Include estimates as needed.

Total number of spectators: 300 % Greenbelt residents _____
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____
 Briefly explain whom you have included in these figures.

Combined attendance at the Blues Festival in September of 2023 and the jazz festival in June of 2024.

16. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

- ☐ *I certify that our organization does not work with minors.*
- ☐ *I certify that our organization does work with minors, but we are never in "care and control" of minors
(i.e. – legal parents/guardians are always present with minors)*
- ☐ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

Meghan Haney

NAME	SIGNATURE	TITLE/POSITION	DATE
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Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

B. FINANCIAL INFORMATION

1. **Financial snapshot.** Please provide actual totals for Fiscal Year 2024 (if applicable) and estimates for Fiscal Year 2025. These figures should reflect the full scope of the organization's operations.

	7/1/23 – 6/30/24	7/1/24 – 6/30/25
City of Greenbelt funding (if applicable)		
Total revenues		
Total expenses		
Net profit/loss		
Unrestricted year-end cash balance*		
Restricted year-end cash balance**		

*Cash on hand which the organization may spend at its discretion.

** Cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign. Please indicate the purpose of these funds here:

- 2. Project budget:** This table pertains only to the specific, proposed project for which funding is being requested. Include your requested City funding amount and the corresponding expenses in this table. This is a cash budget; do not include any in-kind values.

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

7,470

INCOME	Amount	Description
a. Sales of goods		
b. Admission fees		
c. Tuition		
d. Fees for services rendered		
e. Membership dues, registration fees		
f. Corporate support		
g. Foundation support		
h. Individual donations		
i. City of Greenbelt support		
j. Other grants		
k. Organization's savings and/or interest income		
l. Other*		
m. Other*		
n. Other*		
Total Income		

** If you wish to list fund-raising income that doesn't fit into one of the other categories, please specify the nature of your activities in the Description column. Please do not indicate "fund raising", as this is not sufficiently clear.*

C. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to three pages. Label your responses “1a”, “1b”, etc. Save your document as a PDF with the file name: name_of_organization_narrative_FY26

1. Proposed project:

- a. Impact.** With as much specificity as possible, describe 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 residents, 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 resources will be needed to implement this project, and which of them are already in place? These may include, for example: personnel, funds, facilities, supplies, equipment, and commitments of in-kind support.

Is your organization partnering with any other Greenbelt organizations to achieve this project? If so, please describe how you intend to work together.

- c. City support.** How would City funds be used to support this project? Do you intend to use project grant funds as a match for other funding opportunities?

City matching requirements:

If your organization is awarded a Project Grant for the first time: the organization must contribute at least \$.50 in cash income -- or from savings -- to match every \$1.00 which they are awarded by the City of Greenbelt.

If your organization has previously received City funding: the organization must contribute at least \$1.00 in cash income -- or from savings -- to match every \$1.00 which they are awarded by the City of Greenbelt.

Funds raised from most other sources count toward this match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. The following do NOT count towards the organization's required match: surplus revenues that are added to savings; loans; planned giving commitments; income channeled into investments or endowment funds. Both City project grant funds, and the organization's matching contribution, must be spent on the proposed project during the year of support.

How does your organization plan to match your requested City funding in FY 2026?

Please 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 comments you think are necessary for reviewers to understand the program summary information which you will be providing as a separate document.

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.

If your organization was awarded funding from the City of Greenbelt for the current fiscal year, please provide an update on the supported activities.

- b. Diversity, equity and inclusion.** The City's Recognition Group program, as a whole, is intended to serve Greenbelt residents in the full scope of their diversity. How do this organization's activities help the City of Greenbelt achieve the goal of engaging its diverse population?

Has your organization identified any barriers to diverse participation in the activities and/or leadership structure of your group, and if so, how is your group addressing these barriers?

- c. 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.

Has your organization experienced any financial challenges in the past or current fiscal year, and if so, how have you managed them? These may include, for example, revenue shortfalls, unexpected expenses, or ambitious fundraising campaigns.

D. REQUIRED DOCUMENTS: please send the following in PDF format to the address on page 1 in a single email.

- 1. Completed application.** Please format your file name as follows:
name_of_organization_application_FY26.
- 2. Narrative.** Please format your file name as follows: name_of_organization_narrative_FY26.
Limit: 3 pages.
- 3. List of programs** reflecting the organization's activities from your previous and current fiscal years, as applicable (combined into one file). File name:
name_of_organization_programs_FY26. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
- 4. Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY26
- 5. Letter(s) of support.** One letter is required, attesting to the value of the proposed project and the capacity of the organization to complete it. Up to two additional letters may be submitted at the applicant's option. Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY26 (etc).

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.

E. 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 Meghan Hansy Date _____

Your role within the applicant organization _____

Friends of New Deal Cafe Arts_narrative_FY26

Proposed project:

a. Impact.

Friends of New Deal Cafe Arts (FONDCA) is seeking support for its outdoor music festivals in Roosevelt Center. This project benefits the Greenbelt community both socially and financially. This project, with planned activities in Roosevelt Center fills that need and helps the local businesses. The music festivals are free of charge and feature high quality art and music performances for all ages.

Many studies show that community arts programs are a vital part to provide social and financial benefits for a community. FONDCA's music programs help build community through different music genres that welcome all. In addition to benefiting the audiences, the festivals support local artists to display their musical talents and works of art. FONDCA raises funds for the music program so performers are paid and the community enjoys free outdoor music festivals in Roosevelt Center.

The festivals proposed are the Greenbelt Jazz Music Festival in June, the Greenbelt Blues Music Festival in September and the International Music Festival in October. When funds are available, FONDCA provides funding for local school performances in Roosevelt Center.

This project is intended to serve Greenbelt's residents, businesses as well as local and regional performers. In prior years, the events attracted over 1,500 participants to Roosevelt Center and local businesses. We anticipate a similar or larger audience this year. We estimate the audience consists of 75 % Greenbelt residents and 25% non-residents.

This project benefits Greenbelt citizens as follows: Greenbelt community receives access to free outdoor music festivals. During these music events, FONDCA has artist's showings at the New Deal Cafe. Exposure of local artists and festival performers may lead to direct sales, new contracts and help build cohesive artistic community spirit. FONDCA's advertising budget and promotional use of FACEBOOK and other media enables musicians to reach a wider audience. Additionally, since the festivals bring many people to Roosevelt Center, the local businesses benefit from increased sales.

FONDCA is pleased with the continuing financial support we receive from our local business. Each year our programs have improved in quality because of the continuing support from Beltway Plaza, Town Center Realty & Associates, Roosevelt Center Merchants Association, plus additional donations from Greenbelt CO-OP Supermarket & Pharmacy, and the Greenbelt Federal Credit Union. The major benefit of FONDCA programs is that they provide free high quality events to the community. We welcome and encourage the entire Greenbelt community to join.

As mentioned above, the FONDCA arts and music programs provide the infrastructure to enable local artists and musicians to reach new audiences. In previous years, FONDCA supported young musicians which attracted audiences from East and West Greenbelt communities to visit historic Greenbelt's Roosevelt Center. We continue to seek ways to promote the interaction of the Greenbelt community. For example, FONDCA organized and supported

the first "Greenbelt Art Walk " that included visits to artist studios throughout Greenbelt. FONDCA offers the community to become engaged in these festivals as an audience participant, volunteer or donor. All FONDCA activities are planned, organized and implemented by volunteers. Therefore, 100% of the funds raised are used to support the arts and music programs.

b. Feasibility.

The steps and procedures are in place to accomplish FONDCA's programs for FY2026. Since FONDCA is celebrating its 22nd anniversary, our programs are well known and supported by the community. FONDCA has already taken steps to ensure the resources are financial and volunteers available. The committee we have in place to book music and work on advertising for the Blues Festival includes Jazz Webb, Tish Martinez and Barbara Bjanes. Since funding feasibility is a major factor in the planning of these events, FONDCA has been successful in obtaining county grant funds to partially fund the proposed festivals. These funds will be used to meet the City's matching fund requirements. FONDCA's history of fundraising shows we have been very successful in generating the necessary matching fund requirements. In prior years we would raise 2 dollars for each City dollar. This success can be attributed to Greenbelt resident donations as well as teaming with the DC Blues Society and the Archie Edwards Heritage Foundation. These associations enable sharing event information, using social media to coordinate events that avoid calendar conflicts. This association enabled FONDCA to advertise the Greenbelt Blues Festival at very attractive rates to a much wider audience. This year we will continue with our outreach plans by increasing our use of social media. The facilities for FONDCA events are in place, the New Deal Cafe and Roosevelt Center.

c. City support.

City support of these festivals is essential for success. In addition to City financial support, the logistical work done by Public Works is key. They ensure the stage platforms, picnic tables and cans for the recycling are available before the start of the event and their timely cleanup of Roosevelt Center after the event. City funds are used to pay a portion of the cost of performers, sound engineers and festival advertising. Since FONDCA does not use any paid staff to implement these programs, 100% of the funds raised are used to promote and improve these events. When our fundraising exceeds our target amounts, we improve the events by selecting performers that are better known and have a larger fan base. This enables us to attract a wider, more diverse audience. Over the years, we have been very fortunate to bring top talent to Greenbelt events without exceeding our budgets. FONDCA has successfully raised matching funds through donations and corporate sponsors. We are always investigating other funding sources. Over the years we have been able to receive grant funds from Prince George's County Council, other 501(c)3 organizations and the Greenbelt Community Foundation.

2. Organizational capacity and Programming history

FONDCA's mission is to bring arts and music programs to Roosevelt Center and the New Deal Cafe. For the past 22 years FONDCA board members and volunteers have been sponsoring the free annual outdoor festivals and year-round art shows at the New Deal Cafe. We continue to seek new programs that will benefit the Greenbelt Community. For this grant we are proposing to have theme art shows with each festival. FONDCA has in place the personnel to successfully

implement music festivals, art shows and artist receptions.

In addition to music festivals, other examples of FONDCA's program history include the Poetry Moment and public Poetry Box, art walks to artist studios, a Farmers Market children art project, children school music productions and puppet shows. We can accomplish these activities through active volunteers and successful collaborations with other Greenbelt organizations. The New Deal Cafe is one such organization. This is accomplished by having a Cafe board member on the FONDCA board in an advisory role. Other successful collaborations include the Friends of Greenbelt Theater, Greenbelt Access TV, Greenbelt Community Foundation, and the Farmers Market. FONDCA publicizes our sponsored activities in newspapers, social media and on the radio. The majority of our advertising budget is spent on publicity published in the Greenbelt News Review. We continue to improve our social media presence by adding a FACEBOOK page for individual events and through collaboration organizations such as the DC Blues Society. Having both volunteers in place and successful working relationships with other organizations, FONDCA is confident we will perform this project.

b. Financial history.

FONDCA is funded through private donations, corporate sponsors, grants and City's financial support. Over the last 22 years, the primary source of revenue came from Greenbelt residents (52%), followed by corporate sponsors (26%) and Greenbelt City grants (22%). FONDCA carefully manages our program budgets and has a funding reserve to ensure our projects are fully funded. When donations fall short of goals, we access the reserve funds to ensure all financial responsibilities are met. This situation might arise since FONDCA selects and commits to hiring performers before receiving all donations and sponsor funding. FONDCA maintains approximately \$2,000 in reserve to cover these contingencies. FONDCA has always managed to raise funds to match a City of Greenbelt contribution/grant. We were awarded \$2,775 from the City of Greenbelt for the current fiscal year.

Friends of NewDeal Cafe Arts_BIO_FY26

Julie Winters has been a Greenbelt resident for 27 years. She graduated from Mary Washington College in 1990 with a B.A. in English with a concentration on writing. She has been on the board of Friends of New Deal Café Arts (FONDCA) since October 2017 and currently serves as Vice President. She has also hosted poetry open mics at New Deal Café and has been a featured poet at a few local poetry readings, for example, the Evil Grin series based in Annapolis. In addition to her work on the FONDCA board, she chairs the selection committee for the Poetry Moment Box outside New Deal Café.

Friends of New Deal Cafe Arts_BIO_FY26

Meghan Haney - FONDCA President

Meghan has worked with FONDCA and the Greenbelt Community for 12 years. She has been President of FONDCA for the last 6 years. As president, she has overseen and helped to coordinate the Roosevelt Center outdoor music festivals.

Before joining FONDCA, she was the Art Coordinator at New Deal Cafe and worked with New Deal Cafe as a volunteer and a paid employee.

FriendsofNewDealCafeArts_Programs_FY26

FY17

August 6, 2016 Jazz Under the Stars, Roosevelt Center (NEW event)

August 2016 Art Show Reception, New Deal Cafe

August 17, 2016 Free Blues Sampler Night, New Deal Cafe

September 9, 2016 Free Blues Night, Beltway Plaza

September 10, 2016 Greenbelt Blues Festival, Roosevelt Center

October 2, 2016 Art Show Reception, New Deal Cafe

December 11, 2016 Art Show Reception, New Deal Cafe

February 5, 2017 Art Show Reception, New Deal Cafe

April 2017 Poetry Moment Reception, New Deal Café May/June 2016 Group Art Show Reception, New Deal Cafe

June 2017 Crazy Quilt Festival, Roosevelt Center

FY18, FY 19 repeats the events in FY17 with the exception of Beltway Plaza Blunight. The Jazz Festival was expanded to an all day event.

FY20

Crazy Quilt Festival June 2019

Blues Festival September 2019

Jazz Festival October 2019

Six Art Receptions (new local artists artwork changes every two months at New Deal Café)

* Art Reception for Eleanor Roosevelt HS students at New Deal Cafe

FY21

Festival could not be held due to COVID restrictions.

FY22Six Art exhibits in New Deal Cafe. Six masked art receptions held at New Deal Cafe

Blues Festival Sept.2021

Crazy Quilt Festival Oct.2021

FY23

Six Art Exhibits and Six Art Receptions at New Deal Cafe

Greenbelt Jazz Music Festival June 2022

Greenbelt Blue Music Festival September 2022

Crazy Quilt Music Festival October 2022

FY24

Six Art Exhibits and Six Art Receptions at New Deal Cafe

Greenbelt Jazz Festival June 2023

Greenbelt Blues festival 2023

Greenbelt Crazy Quilt Music Festival

FY25

Six Art Exhibits and Six Art Receptions

Greenbelt Jazz Festival June 2024

Greenbelt Blues Festival September 2024



113 Centerway, Greenbelt, MD. 20770

February 3, 2025

Nicole Dewald
Arts Supervisor / City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Dear Ms Dewald,

As the president of the New Deal Cafe, it my pleasure to write this letter is in support of Friends of New Deal Cafe Arts (FONDCA).

FONDCA sponsors the visual, performing and literary arts at the New Deal Cafe and in Roosevelt Center. FONDCA provides funding for the popular outdoor festival events in Roosevelt Center, such as the Crazy Quilt festival, the Blues festival, the Drum Festival and Jazz concert. FONDCA also sponsors events in the Cafe, such as art shows and poetry receptions, as well as book signings, CD releases, and puppet performances. FONDCA has also supported artist studio tours.

Through these programs and activities, FONDCA attracts visitors from throughout the Washington, DC and Baltimore region. Many have come back to the Cafe and other Roosevelt Center attractions, such as the Theatre, Greenbelt Arts Center, and even the Greenbelt Coop. In addition to eating at the Cafe, they patronize the other restaurants in Roosevelt Center. Some of the people who come to FONDCA events and the Café have even moved to Greenbelt, as was the case with my wife and me.

Over the years, other entities have recognized the programs that FONDCA has offered. These entities include, but are not limited to, Beltway Plaza, Town Center Realty & Associates, Roosevelt Center Merchants Association, plus additional donations from Greenbelt CO-OP Supermarket & Pharmacy, Old Greenbelt Theatre and the Greenbelt Federal Credit Union.

The New Deal Cafe strongly supports FONDCA's request for any City funds that are available.

Thank you,



John Campanile
President, New Deal Cafe Board



113 Centerway, Greenbelt, MD. 20770

February 3, 2025

Nicole Dewald
Arts Supervisor / City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

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Thank you,



John Campanile
President, New Deal Cafe Board

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2026

Period of Support: July 1, 2025 – June 30, 2026

Applications and supporting documents are due by 4:30pm on **Monday, February 3, 2025**.
Submit all materials in a single email to: cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@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 Sample Score Sheet for Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 50% of your score will be based on your organization's program history and impact, and 50% of your score will be based on your organizational effectiveness with respect to leadership, volunteer engagement, and finances.
- 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 provided 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, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
Fiscal Year 2026

A. GENERAL INFORMATION

1. Name of organization: _____
2. Year of founding: _____ 3. Website: _____
4. Social media: _____
5. Federal tax ID # (if applicable): _____
6. Contact person: Name _____ Position _____
Telephone _____ E-mail _____
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):

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

8. Please indicate the amount of your request here _____ and briefly summarize the intended use of these funds below. Please be as specific as possible.

9. **City of Greenbelt funding status. 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 Council-approved Greenbelt Recognition Group receiving in-kind support only;
the organization previously received Recognition Group funding in FY 2023 or FY 2024
- _____ a Council-approved Greenbelt Recognition Group that received an FY25 project grant
- _____ a Council-approved Greenbelt Recognition Group that received an FY25 operating grant

10. Non-profit status. 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 to the Internal Revenue Service 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:

11. Financial need. Please check all that apply.

_____ At the conclusion of FY24, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY25 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

_____ The organization is projecting a revenue surplus for FY25.

_____ The organization is projecting a revenue surplus for FY26.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested.

B. COMMUNITY MEMBERS SERVED

1. How many people actively participate in your organization's primary, in-person or online programming 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 2023-June 2024 _____ July 2024-June 2025 _____ July 2025-June 2026 (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 in-person or online programming activities as audience members, spectators and attendees? *This does not include volunteers or staff.*

July 2023-June 2024 _____ July 2024-June 2025 _____ July 2025-June 2026 (Projected) _____

Current year: % Greenbelt residents _____ % Non-residents _____

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

C. KEY PERSONNEL

1. **Governance.** Please list your current Board of Directors or equivalent and the officers of your organization. Please specify whether or not they are Greenbelt residents and whether they receive compensation from the organization for their work in any capacity (employee, contractor, consultant or unpaid).

Name	Greenbelt resident (yes/no)	Title/Role	Compensation Status

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 <i>Individuals or companies</i>

3. **City staff disclosure.** If any of your Board members or key staff persons are City of Greenbelt employees, please provide their name, Department and job title below.

4. **Volunteers**

July 2023-June 2024 ____ July 2024-June 2025 ____ July 2025-June 2026 (projected) ____

Current year: % Greenbelt residents ____ % Non-residents ____

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

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

5. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

- ☐ *I certify that our organization does not work with minors.*
- ☐ *I certify that our organization does work with minors, but we are never in "care and control" of minors
(i.e. – legal parents/guardians are always present with minors)*
- ☐ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

NAME	SIGNATURE	TITLE/POSITION	DATE
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Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

- D. **FINANCIAL INFORMATION**. Please include below the funds which you are requesting from the City and the corresponding proposed expenditures. This is a cash budget; do not include any in-kind values.

EXPENSES	Description	Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Proposed, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Online services				
f. Dues, memberships, league fees				
g. Utilities				
h. Insurance				
i. Supplies and materials				
j. Equipment purchases				
k. Equipment rental				
l. Marketing and outreach				
m. Travel and lodging				
n. Food/catering				
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other				
t. Other				
u. Other				
Total Expenses				

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Proposed, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Sales of goods				
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees				
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. City of Greenbelt support				
j. Other grants				
k. Other*				
l. Other*				
m. Other*				
Total income				
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Projected, Next Fiscal Year July 1, 2025 – June 30, 2026
Profit (income in excess of expenses)				
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)			
	Amount to be made up with borrowed funds (does not count toward your grant match)			

** If you wish to list fund-raising income that doesn't fit into one of the other categories, please specify the nature of your activities in the Description column. Please do not indicate "fund raising", as this is not sufficiently clear.*

If there is an increase or decrease of 50% or more in any individual expense or income line items from one year to the next, you will need to provide an explanation of these variances.

Financial Reserves

Assets	Actual as of June 30, 2024 (Last Fiscal Year)	Projected as of June 30, 2025 (Current Fiscal Year)
a. Checking/savings accounts*		
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves		

*Unrestricted funds which the organization may spend at its discretion.

** Cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign. Please indicate the purpose of these funds here:

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2024 (Last Fiscal Year)	Projected: loan balance as of June 30, 2025 (Current Fiscal Year)
a.			
b.			
c.			
Total Debt			

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2023 – June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Projected, Next Fiscal Year July 1, 2025 – June 30, 2026
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				

Use of Past Grant Funds

Please provide a summary of all receipts submitted to Greenbelt Recreation for reimbursement during the most recently completed fiscal year in which you received funding. Receipts under \$100 for similar purposes, such as office supplies, can be combined on a single line without specifying a date.

Most recent year of City grant support: July 1, ____ - June 30, ____

Grant type – please check one: Project ____ / Operating ____

Date of expense	Description of reimbursed expense	Amount
	Total:	

During Fiscal Year 2026, receipts presented to Greenbelt Recreation 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: _____

F. NARRATIVE. Please address all of the following prompts and questions briefly in four pages or fewer. Number your responses according to the structure below. Save your document as a PDF with the file name: name_of_organization_narrative_FY26.

Program History and Impact

1. **Activities.** Provide a brief historical overview of your organization, including a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. 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. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities.
2. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other Greenbelt community organizations on program development and/or promotions during the past and current fiscal years. Do you have any plans to collaborate with other Greenbelt organizations in the period of support?
3. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
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 residents? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

5. **Diversity, equity and inclusion.** The City's Recognition Group program, as a whole, is intended to serve Greenbelt residents in the full scope of their diversity. How do this organization's activities help the City of Greenbelt achieve the goal of engaging its diverse population?
Has your organization identified any barriers to diverse participation in the activities and/or leadership structure of your group, and if so, how is your group addressing these barriers?
6. **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?
7. **Challenges.** Please describe your organization's significant long or short-term challenges. How are you addressing them?
8. **Goals.** What are your organization's goals and how are you working toward them?
9. **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 FY26? 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?

- 10. Matching funds.** Operating grants are capped at a maximum of 50% of an organization's operating budget for the coming year. (Most grant awards are for a smaller percentage.) For every dollar awarded by the City of Greenbelt, an operating grant recipient must also spend at least one dollar from other sources on their program and operating expenses during the period of support. These sources may include the organization's savings as well as new revenues such as: 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.

How does your organization plan to match your requested City funding in FY26? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt grant, please also explain the problem and how you are working to correct it this year.

Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving City funding. Your success in meeting your FY25 match may affect your grant amount for FY26.

F. REQUIRED DOCUMENTS: please send the following in PDF format to the address on page 1 in a single email.

1. **Completed application.** Please format your file name as follows:
name_of_organization_application_FY26.
2. **Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY26
3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY26. **Limit: 4 pages.**
4. **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_FY26. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
5. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY26
6. **OPTIONAL: Up to three letters of support.** Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY26 (etc).

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: _____

Additional Information

Greenbelt MakerSpace FY26 Narrative

1. Activities

The Greenbelt MakerSpace Tool Lending Library began as a traditional MakerSpace, offering classes, workshops and a physical space for community members to Make or otherwise craft items of their choosing. This included things ranging from wood working, to knitting to custom Arduino setups. We transitioned to a Tool Lending model which allows us to make tools available to members and partners, which would otherwise be expensive, cumbersome to store/maintain or difficult to buy for single use. We also continue the Repair Cafes for helping people learn to repair their items. Our greatest achievements and sponsored activities have all been focused around community engagement and the “co-operative spirit” of the surrounding Greenbelt area. To the best of our knowledge, we are the only Tool Lending Library using our model in Prince George’s County.

The tool library has gained popularity and is now supported by three dozen dedicated volunteers who are actively expanding programs, hours of operation, and community outreach efforts that have begun to increase membership needed for long-term financial viability. As we get more stable and settled, we hope to increase programming to include additional workshops and classes.

Activities are publicized through ads and notes in the Greenbelt News Review, Facebook <https://www.facebook.com/Makerspace125/> , and additional online community forums, flyers posted on community bulletin boards in the Coop Supermarket, Community Center, Library, and New Deal Cafe, and physical signage outside the Makerspace during opening hours, near the Greenbelt Farmers' Market.

Examples of past programs that highlight the capability to implement the proposed project include hosting quarterly Repair Cafes, successful operation of the tool library, with over 1000 visitors and 400 loans over the last year.

2. Partnerships.

We have collaborated with a number of groups including but not limited to The Greenbelt Farmers Market, Labor Day Festival Committee, and The Space. An example of a specific promotion was our volunteers staffing and information booth for the Tool Lending Library during the most recent Labor Day Festival. We were able to engage with many residents and offer them a way to fix some old items, get some work done around the house or otherwise engage with fellow residents. We have also passed along items donated to us that we weren't able to effectively use at the time including sending a 3D Printer to the Space.

3. Personal benefit.

Participants are able to learn new skills at their own pace through exchanges with our multi-skilled volunteer staff. They also have access to tools and instruments that could prove very difficult to get a hold of otherwise. All of our services and interactions are provided in a warm and welcoming environment with neighbors and other community members.

4. Community benefit.

Along with several of the benefits previously mentioned, (practical, social and environmental), we are open to all interested parties. Adopting a DIY mindset can help save money, lessen one's environmental footprint and gives our members the opportunity to proactively both serve the community and receive the benefits of others' service.

Repair Cafes are free programs run entirely by volunteers in the community. These programs enhance the ability of all residents to participate in sustainability initiatives to reuse items and build community knowledge, skills, and resiliency. These programs are advertised across the community and open to all community members. Over 200 people participated in the repair cafes last year. We have even been able to solicit donations of key items that originally came to us by way of repair request at one of our Cafe's.

While the tool library needs membership dues (and liability waiver forms) to help pay for the rent and insurance, the dues are requested on a sliding scale based on income. Barriers to participation are reduced to support community inclusion regardless of income status. Sharing tools and expertise alleviates individuals from having to purchase and store their own tools, and thus be able to build and repair at greatly reduced-cost. While we are not aware of any such usage, small businesses could take advantage of access to a wide base of tools as well.

This grant will ensure we are able to continue to offer this sliding scale program by funding commonly requested tools and programs that can attract new members. This will, in turn, help expand membership and earned revenue that can subsidize more low-income membership offerings and free programs.

Currently, annual member dues have not been enough to cover the cost of running the organization, with donations covering the difference. The primary costs are rent for the current facility space in the Granite building and insurance, plus a monthly fee for the library software. The organization is looking at additional funding options so that it can be more financially stable, build reserve funds, expand its current services, and possibly offer new services.

5. Diversity, equity and inclusion.

Given the social, economic, racial and cultural diversity already present in Greenbelt, we hope to expose our members to certain elements of STEAM principles, which could help to encourage involvement in those fields where some groups are currently under-represented.

6. Marketing, outreach and evaluation.

Currently our most utilized forms of outreach include word of mouth, local advertising in the News Review, organic users of our website that find us through online search engines, posting in targeted social media channels and prominently displayed signage near our physical space when volunteers are working.

7. Challenges

We have a number of people volunteering to help but struggle to coordinate them and plan new activities. Recently, someone volunteered to be a volunteer coordinator.

8. Goals

We plan to extend the hours for the Tool library, and add classes in tool usage and home repair. We also plan to set up a small wood shop in our newly rented space.

9. City Support

We are proposing for \$5200 in matching funds to offset some of our operating expenses, particularly rent and insurance.

10. Matching Funds

We expect our FY26 expenses will be about \$17200, and we anticipate about \$6000 in memberships and \$6000 in individual donations, so hope the city will fund the \$5200 shortfall.

Greenbelt Makerspace Cooperative Brief Bios

Robert Candey, scientist and engineer at NASA, grew up as a tinkerer and repairer, and worked in the family retail hardware store, helped found the Greenbelt Makerspace (originally Club125) 2012-present, started the first Repair Cafe on the east coast in 2014, and currently President of the Makerspace.

Greenbelt Makerspace Cooperative Recent Activities

Lending library open hours currently Saturdays 10-12, Sundays 11-1 (depends on volunteer support) enables borrowing of tools and other useful items, with some consulting and small repairs on-site. We had at least 734 people come by the tool library in 2024 and another 140 to the repair cafes. Looks like we lent at least 380 tools in 2024.

Repair Cafes 2023 May 13 and Oct. 21, 2024 March 16, July 20, Oct. 19, 2025 Feb 1

The Repair Cafés https://www.greenbeltmakers.org/things_to_do/repair-cafe/ teach people how to repair their tired or broken stuff, and rescue them from the recycle or garbage bins. Typical repairs include clothing, furniture, kitchen appliances, computers, jewelry, toys, etc. These popular events first started in 2014 and is made possible by an eager supporting group of volunteers.

Activities are publicized through the following forums:

The Greenbelt News Review (Both paid ads and earned media placements)

The Facebook Group (<https://www.facebook.com/Makerspace125/>), and by volunteers and members on additional online community forums

Flyers posted on community bulletin boards in the Coop Supermarket, Community Center, Library, and New Deal Cafes

Physical signage setup outside the Makerspace during opening hours, and located near the entrance to the Greenbelt Farmers' Market.

Blog posts on our website with details about new program and opportunities

Dissemination to members that have opted into a helpful, spam-free curated email distribution list.

Green ACES



Greenbelt Advisory Committee on Environmental Sustainability and Greenbelt Green Team

Date: February 3, 2025

SUBJECT: Letter of Support for the Makerspace City of Greenbelt Grant Application

Green ACES and the Greenbelt Green Team are happy again to write this letter in support of the Greenbelt Makerspace Cooperative, Inc.'s application for a grant for matching operating funds.

The Greenbelt Makerspace provides a tool Lending Library, Repair Cafes, and classes that enable city residents to create new things and repair existing equipment and their homes. Not only do these activities help Greenbelters maintain their homes and property, these activities promote sustainable practices by decreasing the amount of tools and appliances manufactured, shipped, and then eventually sent to the landfill. Makerspace activities use the knowledge, skills, and co-operative spirit of volunteers to save our residents money.

For years Green ACES and the Greenbelt Green Team have been promoting the three R's of waste management: Reduce, Reuse, and Recycle, as well as Compost (a form of Recycling food waste) in Greenbelt.

REDUCE: In the cooperative spirit that is Greenbelt, the Makerspace Tool Library shares tools within the Greenbelt community, reducing the number of tools we buy that may be needed only infrequently.

REUSE: Our country is a throw-away society; when something breaks, we typically throw it away. The Repair Café has been a leader in our community in helping Greenbelt residents reuse our belongings that have been broken in some way. As the *Greenbelt News Review* reported, the Makerspace Repair Café was open Saturday, February 1st, to help make broken items useful again.

Funding from the City of Greenbelt grant will support the mission and goals of Makerspace by improving the Greenbelt-based Repair Cafes and Tool Lending Library.

The Greenbelt Makerspace is one of the sustainable programs in Greenbelt that has enabled the City of Greenbelt to be certified and re-certified as a Sustainable Maryland Community, and helped earn us the title of Maryland "Sustainable Champion" during our last two rounds of recertification.

Greenbelt is a city of co-operatives. Green ACES and the Greenbelt Green Team are proud of our co-operatives and are happy to support them in any way we can. They help form a cohesive community.

We hope the City will support these worthwhile endeavors.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2026

Period of Support: July 1, 2025 – June 30, 2026

Applications and supporting documents are due by 4:30pm on **Monday, February 3, 2025**.
Submit all materials in a single email to: cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@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 Sample Score Sheet for Operating Grant Applications,** available online, to see how your application will be evaluated by the Grant Review Panel. 50% of your score will be based on your organization's program history and impact, and 50% of your score will be based on your organizational effectiveness with respect to leadership, volunteer engagement, and finances.
- 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 provided 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, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
Fiscal Year 2026

A. GENERAL INFORMATION

1. Name of organization: _____
2. Year of founding: _____ 3. Website: _____
4. Social media: _____
5. Federal tax ID # (if applicable): [REDACTED] _____
6. Contact person: Name _____ Position _____
Telephone [REDACTED] E-mail [REDACTED]
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):

[REDACTED]
8. What is the mission of this organization? Whom do you intend to serve?

8. Please indicate the amount of your request here _____ and briefly summarize the intended use of these funds below. Please be as specific as possible.

9. **City of Greenbelt funding status. 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 Council-approved Greenbelt Recognition Group receiving in-kind support only;
the organization previously received Recognition Group funding in FY 2023 or FY 2024
- _____ a Council-approved Greenbelt Recognition Group that received an FY25 project grant
- _____ a Council-approved Greenbelt Recognition Group that received an FY25 operating grant

10. Non-profit status. 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 to the Internal Revenue Service 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:

11. Financial need. Please check all that apply.

_____ At the conclusion of FY24, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY25 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

_____ The organization is projecting a revenue surplus for FY25.

_____ The organization is projecting a revenue surplus for FY26.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested.

B. COMMUNITY MEMBERS SERVED

1. How many people actively participate in your organization's primary, in-person or online programming 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 2023-June 2024 _____ July 2024-June 2025 _____ July 2025-June 2026 (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 in-person or online programming activities as audience members, spectators and attendees? *This does not include volunteers or staff.*

July 2023-June 2024 _____ July 2024-June 2025 _____ July 2025-June 2026 (Projected) _____

Current year: % Greenbelt residents _____ % Non-residents _____

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

C. KEY PERSONNEL

1. **Governance.** Please list your current Board of Directors or equivalent and the officers of your organization. Please specify whether or not they are Greenbelt residents and whether they receive compensation from the organization for their work in any capacity (employee, contractor, consultant or unpaid).

Name	Greenbelt resident (yes/no)	Title/Role	Compensation Status

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

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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 <i>Individuals or companies</i>

3. **City staff disclosure.** If any of your Board members or key staff persons are City of Greenbelt employees, please provide their name, Department and job title below.

4. **Volunteers**

July 2023-June 2024 ____ July 2024-June 2025 ____ July 2025-June 2026 (projected) ____

Current year: % Greenbelt residents ____ % Non-residents ____

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

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

5. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

- ☐ *I certify that our organization does not work with minors.*
- ☐ *I certify that our organization does work with minors, but we are never in "care and control" of minors
(i.e. – legal parents/guardians are always present with minors)*
- ☐ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

NAME	SIGNATURE	TITLE/POSITION	DATE
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Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

- D. **FINANCIAL INFORMATION**. Please include below the funds which you are requesting from the City and the corresponding proposed expenditures. This is a cash budget; do not include any in-kind values.

EXPENSES	Description	Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Proposed, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Online services				
f. Dues, memberships, league fees				
g. Utilities				
h. Insurance				
i. Supplies and materials				
j. Equipment purchases				
k. Equipment rental				
l. Marketing and outreach				
m. Travel and lodging				
n. Food/catering				
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other				
t. Other				
u. Other				
Total Expenses				

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Proposed, Next Fiscal Year July 1, 2025 – June 30, 2026
a. Sales of goods				
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees				
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. City of Greenbelt support				
j. Other grants				
k. Other*				
l. Other*				
m. Other*				
Total income				
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2023 June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Projected, Next Fiscal Year July 1, 2025 – June 30, 2026
Profit (income in excess of expenses)				
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)			
	Amount to be made up with borrowed funds (does not count toward your grant match)			

** If you wish to list fund-raising income that doesn't fit into one of the other categories, please specify the nature of your activities in the Description column. Please do not indicate "fund raising", as this is not sufficiently clear.*

If there is an increase or decrease of 50% or more in any individual expense or income line items from one year to the next, you will need to provide an explanation of these variances.

Financial Reserves

Assets	Actual as of June 30, 2024 (Last Fiscal Year)	Projected as of June 30, 2025 (Current Fiscal Year)
a. Checking/savings accounts*		
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves		

*Unrestricted funds which the organization may spend at its discretion.

** Cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign. Please indicate the purpose of these funds here:

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2024 (Last Fiscal Year)	Projected: loan balance as of June 30, 2025 (Current Fiscal Year)
a.			
b.			
c.			
Total Debt			

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2023 – June 30, 2024	Budget, Current Fiscal Year July 1, 2024 – June 30, 2025	Projected, Next Fiscal Year July 1, 2025 – June 30, 2026
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				

Use of Past Grant Funds

Please provide a summary of all receipts submitted to Greenbelt Recreation for reimbursement during the most recently completed fiscal year in which you received funding. Receipts under \$100 for similar purposes, such as office supplies, can be combined on a single line without specifying a date.

Most recent year of City grant support: July 1, ____ - June 30, ____

Grant type – please check one: Project ____ / Operating ____

Date of expense	Description of reimbursed expense	Amount
	Total:	

During Fiscal Year 2026, receipts presented to Greenbelt Recreation 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: _____

F. NARRATIVE. Please address all of the following prompts and questions briefly in four pages or fewer. Number your responses according to the structure below. Save your document as a PDF with the file name: name_of_organization_narrative_FY26.

Program History and Impact

1. **Activities.** Provide a brief historical overview of your organization, including a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. 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. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities.
2. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other Greenbelt community organizations on program development and/or promotions during the past and current fiscal years. Do you have any plans to collaborate with other Greenbelt organizations in the period of support?
3. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
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 residents? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

5. **Diversity, equity and inclusion.** The City's Recognition Group program, as a whole, is intended to serve Greenbelt residents in the full scope of their diversity. How do this organization's activities help the City of Greenbelt achieve the goal of engaging its diverse population?
Has your organization identified any barriers to diverse participation in the activities and/or leadership structure of your group, and if so, how is your group addressing these barriers?
6. **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?
7. **Challenges.** Please describe your organization's significant long or short-term challenges. How are you addressing them?
8. **Goals.** What are your organization's goals and how are you working toward them?
9. **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 FY26? 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?

- 10. Matching funds.** Operating grants are capped at a maximum of 50% of an organization's operating budget for the coming year. (Most grant awards are for a smaller percentage.) For every dollar awarded by the City of Greenbelt, an operating grant recipient must also spend at least one dollar from other sources on their program and operating expenses during the period of support. These sources may include the organization's savings as well as new revenues such as: 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.

How does your organization plan to match your requested City funding in FY26? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt grant, please also explain the problem and how you are working to correct it this year.

Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving City funding. Your success in meeting your FY25 match may affect your grant amount for FY26.

F. REQUIRED DOCUMENTS: please send the following in PDF format to the address on page 1 in a single email.

1. **Completed application.** Please format your file name as follows:
name_of_organization_application_FY26.
2. **Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY26
3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY26. **Limit: 4 pages.**
4. **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_FY26. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
5. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY26
6. **OPTIONAL: Up to three letters of support.** Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY26 (etc).

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: _____

Additional Information

Greenbelt Arts Center Program History and Impact

1.Activities.

GAC is a vital part of the Greenbelt community having provided the only nonprofit live theater since 1980. Our activities include GAC produced shows, shows produced by our resident troupe, the Rude Mechanicals, guest productions we host, as well as gallery and online art. All programs feature local artists. The current season includes a number of productions that highlight themes of diversity, inclusion, and equity. GAC produced *The Importance of Being Ernest*, a play with an LGBTQ theme; *Tick Tick Boom*, whose theme encourages people to pursue their ambitions; and *No Laughing Matter*, by a local playwright Jeff Dunne, a comedy about misunderstandings based upon an immigrant's language issues. We hosted a guest production of *The Magic of Words: An Edgar Allan Poe Mentalism Show*, written and performed by Alex Zavistovich (from Baltimore). We are providing free workshops in stagecraft that include directing, acting, producing and improv. Our free lobby and online art galleries highlight a different artist for each production, and if possible the art show is aligned with the theme of the theatrical show. We give local artists the opportunity to showcase their work. In a number of cases, this is the “world premiere” of their art as they have never had a previous art exhibit. We host artists from various ethnic backgrounds, from the LGBTQ+ community, senior citizens, and youths.

2.Partnerships.

GAC continues its partnership with our resident theater troupe the Rude Mechanicals for a sixth year. This year they produced *A School for Scandal*, Shakespeare's *Much Ado About Nothing*, as well as Chekov's *The Seagull*. The Rude Mechanicals play a vital part in helping us identify and make necessary upgrades to our facility. Several members now serve on GAC's board. This year's production of Kate Robinson's “Teen Summer Shakespeare Intensive” will be *As You Like It*. The City's Camp Encore is returning for its summer theater camp again, this time with two sessions instead of one. GAC partners with the “Wild Rumpus” at Halloween, providing changing areas and a home base for groups of participants in the Wild Rumpus/Halloween Parade taking place in the Town Center. We have a new partnership with “The Village Idiots” who produce and perform Improv shows. There is a partnership with the Greenbelt Cinema to show films related to the Rude Mechanicals shows. We plan to seek future partnerships with restaurants and Makerspaced for sharing tools.

3. Personal benefit.

We provide a space for people to connect with others who share their interests and values. Participation provides an opportunity for personal growth and development. They learn valuable skills like public speaking, teamwork, and time management that can be applied to other areas of their lives. Local residents use our productions and art galleries for expressing their creative side. GAC activities are open to all and we encourage inclusivity through teamwork. Some participants “grow up” with GAC. They participate in a children's play, then volunteer to help with stagecraft as teenagers, then

study theater when they get to college. We are uniquely placed for children and adults in Greenbelt to have a great experience and learn to love theater.

4. Community benefit.

We are a source of entertainment and enrichment for the entire community by introducing audiences to a wide range of artistic styles and perspectives. We provide an affordable and accessible form of entertainment that can be enjoyed by people of all ages and backgrounds. Ultimately, one of the main goals of GAC's season programming is to include as many opportunities for members of the Greenbelt community to feel at home in the GAC space as possible. They come together and experience a shared sense of connection and belonging to a worthwhile group. Local audiences get to see friends, family, and neighbors perform, fostering a sense of community and belonging. Our online art gallery makes local art accessible to those who are homebound or immunocompromised and cannot be in crowded spaces. Greenbelt residents benefit from GAC's participation in community events such as the Labor Day Parade, the Wild Rumpus, Art Walks, and others. As a member of the Greenbelt Town Center Merchants Association, GAC promotes use of the other retailers in the Roosevelt Center. Patrons, cast, crew and volunteers often eat at local restaurants or stop by the Co-Op for some shopping.

ORGANIZATIONAL EFFECTIVENESS

5. Diversity, equity and inclusion.

GAC bylaws state that we "...operate under the principles of the City of Greenbelt Community Pledge, which states, "The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate all people. By sharing together all are enriched. We strive to be a respectful, welcoming community that is open, accessible, safe and fair." GAC strives to be an open and welcoming place for all. As such, we encourage performers of all races and ethnicities, gender identities, sexualities, abilities, and ages to submit proposals for productions, to audition for plays, and to volunteer. We encourage directors to practice inclusive casting by selecting actors based on their talent and suitability for the role rather than their physical appearance unless specific characteristics are essential to the part. In further support of our goal of inclusive casting, GAC strives to provide accommodations that might otherwise be barriers to participation. We do our best to work with actors who anticipate a need for accommodation. We continue to work on processes and procedures that create a theater community that respects all individuals and their personal boundaries, while successfully presenting art that challenges the hearts and minds of our artists and audiences alike. This process is slow and incremental, and we continue to learn and grow from our successes and our mistakes.

6. Marketing, outreach and evaluation.

GAC provides a standard marketing and promotion campaign for each production through ads and articles in the Greenbelt News Review, emails to our patron list, posts

on our website, GAC's and other community Facebook pages and Instagram, video trailers played by GATe and the Greenbelt Cinema, posters and postcards. We encourage the cast and crew of each show to promote their experience throughout the audition, rehearsal, and performance timeframe. They use their social media and distribute postcards. Each production's audience is different as they come to see the cast and crew as much as to see the actual play. For the art gallery, we hold receptions that are open to the public where people can speak with the artist about the lobby art, and we also post art on our Facebook page and Instagram. When we have a volunteer writer, we send articles about the artist to the Greenbelt News Review.

We distribute marketing materials when we participate in Greenbelt community events such as the Wild Rumpus and the Arts Walk. We recruit new volunteers through articles in the News Review, posts on our website, social media and word of mouth. We collect information regarding the number of people who participate in GAC activities and the number of tickets sold per show and for the year. We plan to use our new ticketing software to send surveys to the audience for their feedback and suggestions.

7.Challenges.

A major shift in leadership introduced new board members with fresh ideas. While adjusting takes time, it has created growth opportunities. We launched a board orientation, held our first retreat since the pandemic, and implemented JIRA to track productions. Despite challenges, we continued producing shows and preparing for the 2026 season.

Volunteer recruitment remains our biggest hurdle. Since the pandemic, our volunteer base has shrunk, leaving members stretched thin. The board has taken on extra roles, but managing volunteers requires structure. We've developed job descriptions and are refining roles in production, facilities, and marketing. Our best recruitment efforts included a box office training event and free stagecraft workshops. We plan to seek a volunteer coordinator to strengthen these efforts.

Rising costs, especially rent and utilities, are a concern. Space limitations mean auditions and rehearsals often overlap. Sharing wall space with the church next door creates noise challenges for performances and rentals. We plan to improve stage lighting and sound insulation. Financial stability depends on production success, donations, and membership. Having to cancel a children's show last fall hurt revenue. Adding new improv performances helped. To maintain cash flow, we'll expand workshops, improv, and guest productions. We continue donor outreach, using QR codes in playbills for easy contributions. Grants provide support, though future reductions in government funding for the arts may impact that support. Savings and investments offer stability, and with increased productions and volunteers, we expect financial growth.

8. Goals.

For the first time since the pandemic, we held a board retreat where we revised GAC's mission statement. At this retreat, newly created board and officer job descriptions were reviewed and we developed a list of our strategic priorities. Our top four priorities are:

1) Recruiting and presenting 1-2 performance productions that can be organized and presented quickly. 2) Improve marketing and promotion with a focus on the website and social media. 3) Work to develop a large group of volunteers for both ongoing positions and new tasks. 4) Engage our current membership and increase membership. Our revised mission statement is: "The mission of the Greenbelt Arts Center is to provide a dedicated and sustainable hub that makes the arts accessible to our community."

One of GAC's primary goals is to be an open and welcoming place for all. We are focused on being a community theater and art space where anyone can come to experience theater or art from novices to those who are experienced. We want to expand the number of people participating in or watching from the audience. To do this, we must make GAC more visible and accessible to the Greenbelt community.

In order to expand our programming, we must ensure the facility is in working order and safe. This year we have focused on improved safety and accessibility by using the Nonprofit Recovery Grant funds to purchase a mechanized evacuation chair to ensure people with mobility issues can safely exit during an emergency. We built ramps to make the stage and other rooms used by cast and crew accessible. Last year's Camp Encore had one child in a wheelchair who was able to participate fully as an actor.

9.City support.

GAC has received \$43,275 for FY25. These funds will cover the rental fees for the facility, a storage unit for costume storage, insurance, maintenance, and staff costs. Rent for both the facility and the costume storage shop have increased. With the City's support, non facility funds will be used to increase our marketing efforts to build our audiences. We have increased expenses for software programs to improve efficiency and effectiveness. These include On The Stage for ticketing and promotion, upgraded MailChimp for regular contact with our constituents, JIRA for project management, and Adobe for ease of contract sharing and signing. GAC is requesting \$43,275 for FY26. We receive in-kind donations as many volunteers pay for items needed in their production or for the facility.

10.Matching funds.

Our main source of revenue is ticket sales both for GAC productions and Guest Productions with whom we split the net proceeds. We also rent the facility for events and weekly homeschool theater classes. Individuals support us by becoming members or donating. Currently, we have received a grant from the Maryland State Arts Council for production costs and a grant from the Greenbelt Community foundation for lighting. We have a board restricted fund we call the "Rainy Day Fund" for special purchases or other one-time needs. Above all, our programming depends on the in-kind support provided by the many volunteers who contribute their valuable services. Volunteers and other organizations also provide the use of costumes, set pieces, special equipment, and other valuable items at no or nominal cost to GAC. If we had to pay for these services, our budget would balloon by several orders of magnitude.

KEY PERSONNEL BIOS GREENBELT ARTS CENTER

EMPLOYEE

Sian MacAdam was hired as the General Manager for the Greenbelt Arts Center (GAC) on March 6, 2021. Sian has been a resident of Greenbelt for more than 20 years, where she and her husband have loved raising their two (now teenage) children.

Sian comes to the GAC with almost four years of experience as the Office Manager for the Greenbelt Community Church. This experience includes: managing all community groups using the church space, including contracts and scheduling; overseeing facilities operations, including heating, plumbing, electrical issues, and general maintenance for the building; interacting with the public and supporting the pastor and congregation; and publishing the weekly bulletin and newsletter.

Since joining the GAC, Sian has assisted in the final stages of the renovation of the Dressing Room, created a new flier for the GAC that can be distributed to the community, and managed the upkeep of the GAC facility, including dealing with plumbing and electrical issues. Sian works with all theatrical groups using the GAC space to schedule auditions, rehearsals, and everything leading up to opening nights. Sian also manages the numerous GAC volunteers, and handles rental groups using the facility.

BOARD MEMBERS

Carol Shaw, President

Carol has over 30 years of fundraising and nonprofit management experience. She has held executive level positions at state, national and international not-for-profit associations and service organizations and was a consultant in fundraising and board and organizational development for over five years.

She has been a volunteer most of her life and has worked with volunteer organizations throughout her career. In 2004, Carol was a founding board member of the Greenbelt Community Foundation. She returned to the GCF board in 2015 and served as president from 2018 until 2021. She has served as board member and president or chair for several other Greenbelt organizations. These include GIVES and the Senior Citizens Advisory Committee. From her retirement in 2014, she has managed GAC's Front of House. She joined GAC's board in 2023 and served as treasurer until being elected president in 2024.

Truc Le, Treasurer

Truc has been an active community leader since 2019, taking on diverse roles that blend creativity, organization, and strategic management. She brings experience in teamwork, administration, and content creation. As Treasurer of the Greenbelt Arts Center, she manages financial records, supervises bookkeeping, and ensures compliance with Maryland nonprofit regulations.

Previously, Truc served as Managing Editor of the *Owl Newspaper*, where she expanded the publication into multimedia and secured a 90% budget approval rate to support its mission. She also founded and led the Clay Club at PGCC, making ceramic arts financially accessible to

students, and earned recognition for her ability to organize workshops and collaborate with charitable organizations.

Beyond her leadership, Truc has a deep passion for the arts, engaging in painting, crafts, and content creation since 2015. With her analytical mindset and creative vision, she is committed to fostering sustainable growth and artistic innovation.

Alan Duda, Secretary

One of the top leaders in the Rude Mechanicals. Does all areas of production - directs, produces, set build. Known as the "Crap Maven" for GAC as he helps keep the facility organized.

Wes Dennis, VP - Programs

Wes Dennis is a passionate leader and advocate for the Greenbelt Arts Center (GAC), serving as Vice President of Programs since October 2023. A dedicated ambassador for GAC, he works to attract new talent, engage volunteers, and ensure a welcoming environment for all. He oversees the selection of the theater's programming season in collaboration with the playreading committee and frequently serves as the Board liaison to productions, providing essential support to artists and teams.

Wes first joined the GAC community as an actor in 2019 and became actively involved in Board discussions in 2020, contributing to the theater's diversity initiatives. Elected to the Board later that year, he continues to champion inclusion and artistic excellence in his leadership position. With a deep commitment to community-driven theater, he plays a vital role in shaping GAC's future and fostering meaningful connections between artists and audiences.

Jeff Poretsky, VP - Operations / Technical Director

Jeff has been involved in theater in multiple capacities for over 30 years. A member of Techno-Fandom, a floating group of theater technicians, he has worked on numerous Science Fiction Conventions in North America, including multiple World Science Fiction Conventions. He has also worked in commercial theater for over 5 years. Additionally Jeff is the Technical Director of The Rude Mechanicals - the resident company of The Greenbelt Arts Center - for over 20 years.

In addition to the technical theater experience, he has been the president of his HOA for the last 7 years, was a board member of the local pool, and is an adult leader in scouting for the last 40+ years - currently serving as Committee Chair for T614G in Silver Spring. He also volunteers his amateur radio skills to support public service events.

Linda Thompson, Gallery Manager and at large board member

Linda has successfully managed GAC's art gallery for over 10 years. An artist herself, she is out in the arts community and always seeking new artists. She works and an administrator for the National Museum of Language.

Chris Dullnig, At Large Board Member

Chris is new to the Greenbelt Arts Center but has done community theater since he was 17 years old. He took a 30 year hiatus to have children and properly care for them.

Chris Dullnig is an engineer working at GSFC for the last 40 years. He has worked on many projects with complex issues, both individually and on teams, earning him multiple awards.

Chris has volunteered at the box office, but prefers the stage. Chris is a member of the Rude Mechanicals and has been involved in the last 4 GAC productions.

Swithin David, at large board member

"My purpose is to help people perceive and think well. I've been doing it for over 20 years. Through my journeys, I've enhanced my skills as a certified vision therapist, while also helping Optometrists grow their businesses with my business acumen and leadership. In the last decade, I've started focusing on helping more patients suffering from neurological problems.

I also teach improv comedy to adults and teens." He created the improv troupe "Village Idiots"

Greenbelt Cultural Arts Center Program FY24 and FY25

GAC 2023-24 Season

August 25-September 9, 2023 - *Ill Met By Moonlight*

The Rude Mechanicals, directed by Joshua Engel

"Inspired by Tolkien and Susanna Clarke, this is a darker version of Midsummer. The woods of Athens are a Perilous Realm, where people go in and come back changed... or not at all."

October 6-October 21, 2023 - *The Devil You Don't*

Written and performed by Christopher DePamphilis

"A one hour sleight of hand magic show detailing how, as a minority, I got into the craft."

December 15 -December 17, 2023 - *The Chromatics Holiday Concert*

"The Chromatics are a high-energy local band on a mission to delight audiences with a full spectrum of songs about science, technology, life, and their intersection. "

January 5 - January 20, 2024 - *Merrily We Roll Along*

Directed by Roy Hammond

"A musical comedy about fame, friendship and fate. Stephen Sondheim's score is his best ever! The recent revival in NY has enjoyed great success."

January 26 - February 3, 2024 - *Macbeth*

The Rude Mechanicals, directed by Liana Olear

"An innovative staging of a Shakespeare classic. In a near-future Scotland beset by rebellion, treason, and troublesome prophecies, who is fit to govern?"

February 16 - March 3, 2024 - *Ms. Story's Living History*

Original production written by Shemika Renée, directed by Rikki Howie Lacewell

"An eccentric bookstore owner brings history to life by introducing the audience to women whose lives left their mark on history."

April 12 - May 4, 2024 - *A Man of No Importance*

Directed by Julia Arbutus

"Alfie Byrne is a bus conductor in 1964 Dublin whose heart holds secrets that he can't share with anyone but his imagined confidante, Oscar Wilde. When he attempts to put on an amateur production of Wilde's Salome in the local church hall, he confronts the forces of bigotry and shame over a love "that dare not speak its name." But the redemptive power of theatre changes his life and brings his friends back to his side."

May 10 - May 18, 2024 - *The Rudes Abide (A One-Acts Festival)*

The Rude Mechanicals

"From putting their innovative spin on classical works to showcasing creations of local playwrights, the Rudes' selection of short plays is sure to surprise and delight."

May 31 - June 15, 2024 - *Fiveplay*

Written by local playwright Erica Smith, directed by Rocky Nunzio

"An affectionate look at polyamory and the modern family. This is a show about a family -- Venn House, six people who chose one another. Sure, sometimes poly people's problems are about relationships. Sometimes they're about jobs, or money, or haunted antiques. And sometimes family is even more complicated than it seems."

June 23-July 14, 2024 - *Romeo and Juliet* (Teen Summer Shakespeare Initiative - TSSI)

Produced and directed by Kate Magill Robinson

June 23-July 5, 2024 - *Camp Encore* (Greenbelt Recreation Department)

GAC 2024-2025 SEASON

August 23 - September 7, 2024 - *The School for Scandal*

The Rude Mechanicals, directed by Alan Duda

"Sir Peter Teazle can't get a break. His young wife wants fun and luxury, and his rebellious ward is in love with the wrong man: not the well-regarded Joseph, but his spendthrift brother Charles. As the brothers' rich uncle comes to town, all characters are tested, and gossip and double entendres fly wild. From the ambitiously constructed set to live video segments, The Rude Mechanicals push artistic and technical boundaries in this tribute to 80s television.

October 18-19, 2024 *Magic of Words: An Edgar Allan Poe Mentalism Show*

Written & performed by Alex Zavistovich

"Have you ever talked about a book you read with someone who has also read it? You come to a part you both love, and for a minute you're transported to that place. You've made a real mental connection; you're sharing the same energy. It's like magic."

October 26, 2024 *SlaughterHouse Live Comedy Improv*

Directed by Swithin David

"Slaughter House Live is a competition where three improv directors compete to create the creepiest, spontaneous comedy scenes based on audience suggestion and participation. The silliness and the macabre meet to celebrate those with a wicked sense of humor!"

November 1 - 16, 202 *The Importance of Being Earnest*, by Oscar Wilde

Directed by Stephen Cox

"Absolutely hilarious comedy from the supremely witty pen of Oscar Wilde. It skewers the exaggerated, prim manners of Victorian society and the follies of ascribing too much importance to fanciful surface ideals."

December 7-21 *The Naughty List - An Improv Comedy Soap Opera*

Directed by Swithin David

"The Naughty List is an improvised soap opera filled with Christmas-lore inspired characters who are anything but nice! This dark satire corrupts the holidays with passion, schemes, and melodramatic acting. Each performance is completely made up with audience suggestions, and each performance builds on the previous one. "

December 31, 2024 (two performances) *New Year's Eve Improv Comedy*

Directed by Swithin David

"Rock in the new year with these improv comedy competitions! These interactive shows are driven by audience suggestions, and the winners are determined by audience votes. Never seen before, and never to be seen again. Great fun for the whole family!"

January 24 - February 1 2025 *The Seagull*, by Anton Chekhov

The Rude Mechanicals, directed by Melissa Schick

"Constantine is a tortured songwriter involved in founding the punk rock movement in the late 1970s. He'd love nothing more than to prove his worth to his rich and famous but cold and withholding mother, the famous diva, Arkadina. Constantine is in love with Nina, a young aspiring singer who wants to make it big. Nina is a little star struck by the wildly successful Trigorin, who is dating Arkadina. Masha, the gothest goth who ever gothed, is in unrequited love with Constantine and Medvedenko the schoolteacher is in unrequited love with Masha. Everyone at Sorin's estate is clearly very, very happy."

February 21 - March 8 2025 *No Laughing Matter*

Written and directed by local playwright Jeff Dunne

"Alexei Dmitri Konstantin Nikolay Sergei Stepanovich has just arrived in New York. On his way to find a job as a busboy, he has the misfortune to sit next to a British courier for the Russian intelligence agency, and now the FBI thinks he is a spy. This is equally unfortunate for Special Agents Humphrey and Williams, who must watch Alexei like a hawk in order to figure out just what he is (not) up to. Why is he flirting with Maggie the waitress? Does Angel, in her zealous devotion to the memory of the Eagles' Glenn Frey, represent some kind of threat to national security? What about Richard, the despondent owner of The Egg Plant, or the peculiar Alejandro, a man allergic to nearly everything except coffee?"

March 21 - April 12 2025 *Tick, Tick... Boom!* A musical by Jonathan Larson

Directed by Margo McCready

"Jon is an aspiring musical composer struggling to find success in the industry approaching his 30th birthday. He contemplates whether he should continue to struggle doing what he loves or follow the paths of his girlfriend Susan, choosing family as a means of stability, or his best friend Michael, changing careers to find stability. This autobiography of Jonathan Larson, best known for creating "Rent", was made into a movie in 2021"

May 9 - 17 2025 *Much Ado About Nothing*, by William Shakespeare

The Rude Mechanicals, directed by Shirley Long

“Beatrice and Benedick are bitter exes who can’t stand each other. Hero and Claudia find love at first sight. The Prince just wants to play cupid. And the vengeful Don Jon is bent on ruining everyone else’s lives just because he can. Will the villain get his way, or – even in this day and age – does love really conquer all? Set in today’s world, with updated characters and incorporating modern technology, the Rudes present a contemporary spin on one of Shakespeare’s greatest and most beloved comedies.”

June 23 - July 18, 2025 daytime Camp Encore (Session 1) (Greenbelt Recreation Department)

June 23 - July 20, 2025, evenings *As You Like It* (Teen Summer Shakespeare Initiative -TSSI)

Produced and directed by Kate Magill Robinson

July 21 - August 8, 2025 daytime Camp Encore (Session 2) (Greenbelt Recreation Department)

Greenbelt Arts Center Budget Variances FY26

H. Insurance - In FY23 we paid insurance annually (every May). This covered payments until May 2024 when we changed to making monthly payments. The amount paid in FY24 is only May and June (2024) payments. We will pay \$4,095 in FY2026.

I Supplies and materials - have greatly increased as we have added subscriptions to a number of software programs to improve efficiency and institutionalization - project management JIRA, ticketing and promotion On The Stage, ease of sharing and signing contracts and other documents Adobe, paying taxes ESmart Payroll, backup Ai.1, and we continue to us Techsoup for discounts on office software including ongoing use of Zoom and Quickbooks.

K. Equipment Rental - we rent a carpet cleaner at least once a year. The FY26 is for 2 rentals instead of one.

J. Other grants - we received a one time Nonprofit Recovery grant of \$25,000. We did not budget for this but our budget is a great decrease over previous year.

M. Other - guest production gross sales have been merged with admissions for clarity in production income.