



CITY COUNCIL WORK SESSION AGENDA
Budget Work Session - Recognition Groups/FOGT

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/89541276399?](https://us02web.zoom.us/j/89541276399?pwd=OGZ4TmFueExKVnpHc3dEbm1uNzM4UT09)
[pwd=OGZ4TmFueExKVnpHc3dEbm1uNzM4UT09](https://us02web.zoom.us/j/89541276399?pwd=OGZ4TmFueExKVnpHc3dEbm1uNzM4UT09)
Dial-in: 301 715 8592
Webinar ID: 895 4127 6399
Passcode: 214407**

**Wednesday, May 17, 2023
7:00 PM**

I. Budget Work Session Packet

1. Budget Work Session - Recognition Groups/FOGT
Suggested Action:
Agenda
 - Introductions
 - Council Discussion
 - Recognition Groups pages - 219 - 220
 - Questions and Answers
 - Other Items

[Grants and Contributions.pdf](#)
[Recogniton Groups Work Session Schedule 2023.pdf](#)
[Greenbelt Theatre 2022 Annual Summary.pdf](#)
[FY24 RG-GRP Report -Final.pdf](#)
[Old Greenbelt Theatre.pdf](#)
[Labor Day FY 24.pdf](#)
[Black History & Culture FY 24.pdf](#)
[CHEARS FY 24.pdf](#)
[Greenbelt Boys & Girls Club.pdf](#)
[FONDCA FY 24.pdf](#)
[Youth Baseball Little League FY24.pdf](#)
[GMST FY24.pdf](#)
[Babe Ruth FY24.pdf](#)
[Farmers Market FY 24 .pdf](#)
[The Space FY 24.pdf](#)
[GSA FY 24.pdf](#)
[Concert Band & Letter.pdf](#)
[GAC FY24.pdf](#)

2. Meetings and Stakeholders List

[meetings.pdf](#)
[Stakeholder Schedule.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: May 17, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Budget Work Session Packet

Subject:

Budget Work Session - Recognition Groups/FOGT

Suggested Action:

Agenda

- Introductions
- Council Discussion
 - Recognition Groups pages - 219 - 220
- Questions and Answers
- Other Items

Attachments:

[Grants and Contributions.pdf](#)

[Recognition Groups Work Session Schedule 2023.pdf](#)

[Greenbelt Theatre 2022 Annual Summary.pdf](#)

[FY24 RG-GRP Report -Final.pdf](#)

[Old Greenbelt Theatre.pdf](#)

[Labor Day FY 24.pdf](#)

[Black History & Culture FY 24.pdf](#)

[CHEARS FY 24.pdf](#)

[Greenbelt Boys & Girls Club.pdf](#)

[FONDCA FY 24.pdf](#)

[Youth Baseball Little League FY24.pdf](#)

[GMST FY24.pdf](#)

[Babe Ruth FY24.pdf](#)

[Farmers Market FY 24 .pdf](#)

[The Space FY 24.pdf](#)

[GSA FY 24.pdf](#)

[Concert Band & Letter.pdf](#)

[GAC FY24.pdf](#)

Miscellaneous

Fiscal Year 2024



Budgets in this section include the Greenbelt Connection, various budgetary reserves, and the fund transfer account.

Grants & Contributions

Funds are provided in this budget for contributions approved by City Council to service based oriented organizations that provide services to the community.

BUDGET COMMENTS

- Line 68, Contributions – Recognition Groups, provides funding for resident-based organizations that provide service to the Greenbelt community.
- Line 69, Grants, consists of funds provided to non-resident organizations that provide services to Greenbelt residents. An additional \$1,500 is allocated for worthy causes not known as of the publication of this document.
- Greenbelt residents voted in favor of forming a Reparations Commission in the 2021 election. In line 70, Advisory Boards & Committees, \$30,000 is proposed in FY 2024 to support the commissions efforts.



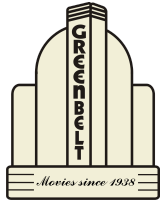
GRANTS & CONTRIBUTIONS Acct. No. 910	FY 2021 Actual Trans.	FY 2022 Actual Trans.	FY 2023 Adopted Budget	FY 2023 Estimated Trans.	FY 2024 Proposed Budget	FY 2024 Adopted Budget
OTHER OPERATING EXPENSES						
22 Organizational Leaders						
Swim Coaches	\$2,360	\$6,892	\$8,000	\$8,000	\$10,000	
30 Concert Band Conductor	0	3,600	3,600	3,600	3,600	
68 Contributions - Recognition						
01 - Boys & Girls Club	0	15,000	12,000	12,000	11,000	
02 - Aquatic Boosters	1,000	1,000	1,000	1,000	1,000	
03 - Greenbelt Concert Band	0	0	0	0	0	
04 - Greenbelt Youth Baseball	10,000	10,000	10,300	10,300	10,300	
06 - Greenbelt Tennis Association	0	0	0	0	0	
07 - Greenbelt Arts Center	34,300	34,300	34,300	34,300	43,060	
10 - Greenbelt Babe Ruth	3,500	2,100	3,500	3,500	3,500	
11 - Greenbelt Senior Softball	900	720	0	0	750	
16 - New Deal Café Arts (FONDCA)	0	2,825	2,800	2,800	3,000	
17 - Greenbelt Soccer Alliance	0	4,000	4,000	4,000	2,500	
18 - GEMZ	2,700	1,751	0	0	0	
21 - Ctr. For Dynamic Governance	0	5,000	0	0	0	
22 - Boys to Men	0	0	0	0	0	
23 - Greenbelt Unplugged	0	0	0	0	0	
XX - The Space					4,900	
Total Contributions	\$52,400	\$76,696	\$67,900	\$67,900	\$80,010	\$0
69 Grants						
11 - GIVES	\$1,506	\$1,506	\$1,500	\$1,500	\$1,500	
12 - Meals on Wheels	3,000	3,000	5,000	5,000	5,000	
13 - Washington Ear	1,000	1,000	1,000	1,000	1,000	
99 - Miscellaneous	0	0	1,500	1,500	1,500	
Total Grants	\$5,506	\$5,506	\$9,000	\$9,000	\$9,000	\$0
70 Advisory Boards & Committees						
ACE	\$9,955	\$14,784	\$18,000	\$18,000	\$18,000	
CERT	1,126	1,410	1,500	1,500	1,500	
Green ACES	0	0	1,000	1,000	1,000	
PSAC	0	1,754	1,900	1,900	1,900	
CART	414	1,449	1,500	1,500	1,500	
AAB	0	115	1,000	1,000	1,000	
FPAB	2,000	0	2,000	2,000	2,000	
Reparations Commission	0	0	0	0	30,000	
Total Advisory & Citizen Groups	\$13,496	\$19,512	\$26,900	\$26,900	\$56,900	\$0
TOTAL GRANTS & CONTRIBUTIONS	\$73,762	\$112,206	\$115,400	\$115,400	\$159,510	\$0

Recognition Groups Work Session

May 17, 2023

In-Person & Via Zoom

7:00 p.m.	Old Greenbelt Theatre (per City Office)	In-Person
7:15 p.m.	Greenbelt Labor Day	In-Person
	*send ZOOM as back-up	
7:30 p.m.	Greenbelt Black History & Culture Comm.	ZOOM
7:45 p.m.	CHEARS	ZOOM
8:00 p.m.	Greenbelt Boys & Girls Club	In-Person
8:15 p.m.	Friends of the New Deal Café Arts	In Person
8:30 p.m.	Greenbelt Youth Baseball Little League	In Person
8:45 p.m.	Greenbelt Swim Team	In Person
9:00 p.m.	Greenbelt Babe Ruth	ZOOM
9:15 p.m.	Greenbelt Farmers Market	ZOOM
9:30 p.m.	The Space	ZOOM
9:45 p.m.	Greenbelt Soccer Alliance	ZOOM
10:00 p.m.	Greenbelt Concert Band	ZOOM
10:15 p.m.	Greenbelt Cultural Arts	ZOOM



Friends of the Greenbelt Theatre

To: City Council
Cc: City Manager
From: Caitlin McGrath
Date: 5/11/2023
Re: Old Greenbelt Theatre Budget Work Session

Dear City Council,

Attached please find materials supporting our 2022 summary in preparation for our budget work session on May 17th, 2023.

Overall, the theater is slowly emerging from the pandemic. Despite our best efforts, like many theaters around the country, our attendance numbers have not returned to pre-pandemic levels. When we first reopened we were at around 10% of previous attendance; that has now climbed to closer to 50%. This means we still have losses each month, though they are slowing.

We have not returned to pre-pandemic levels of attendance and membership, but we are seeing improvements over 2021's numbers. We saw an increase after we returned to operating 7 days a week in November of 2022 and hope these gains will continue throughout the rest of 2023 as well.

In terms of community engagement, we have worked hard to bring back our signature programs such as Monday Matinees, and we have had positive responses to our educational programming, from Storytime on Screen to our adult education Cinema Classics lectures.

We continue our strong partnership with the Recreation Department, offering free shows, collaborative events, Artful Afternoon, Parents Night Out, and our first-ever weekly contributions to all three major camps: Kinder, Creative Kids and Pine Tree.

Rentals continue to be an important revenue stream and bring in new audience members otherwise unfamiliar with the theater and the area.

Donors were glad to see the return of the CITC tax credit program, which greatly helped our end-of-year fundraising efforts for our educational programming. We hope our membership numbers - which dipped to under 300 from our pre-pandemic level of 1,600 - rise in the coming year.

We received numerous relief grants earlier in the pandemic and continue to apply for all available funding while also branching out into programmatic support for our educational efforts.

Friends of Greenbelt Theatre

Profit and Loss

January - December 2022

	TOTAL
Income	
5100 Contribution Income	
5110 Donations	3,486.61
5111 Individual Donations	83,243.74
5112 Corporate Donations	256.37
5114 Film/Series Sponsorship	1,000.00
Total 5110 Donations	87,986.72
5120 Grants	
5122 State	87,500.00
5123 City Of Greenbelt	73,000.00
5124 Foundations	400.00
Total 5120 Grants	160,900.00
5130 Fundraiser/Event	60.00
5132 Fundraiser Sponsorships	565.00
Total 5130 Fundraiser/Event	625.00
Total 5100 Contribution Income	249,511.72
5200 Earned Income	
5210 Box Office	86,268.53
5220 Sales - Concessions	46,251.74
5230 Merchandise	743.18
5240 Sales - Advertisement	4,870.00
5250 Sales - Membership	3,660.00
5251 Membership Renewals	34,875.00
Total 5250 Sales - Membership	38,535.00
5260 Rental	20,450.00
5280 Interest Earned	37.87
5290 CC Processing Fees	3,320.62
Total 5200 Earned Income	200,476.94
5291 CC Redemption Income	96,503.71
Refunds-Allowances	60.00
Total Income	\$546,552.37
Cost of Goods Sold	
6000 Cost of Goods Sold	
6100 Concessions	15,106.43
6200 Film COGS	15,321.24
6210 Film Purchase/DVD	28,942.82
6220 Freight & delivery - COS	1,943.95
6230 Licensing/Distribution	3,255.58
6240 Movies-/DVD-Purchased	41.26
Total 6200 Film COGS	49,504.85

Friends of Greenbelt Theatre

Profit and Loss

January - December 2022

	TOTAL
6400 Merchant/Credit Card Fees	7,524.35
6500 Subcontractors - COS	30.00
6600 POS Fees	10,304.57
Total 6000 Cost of Goods Sold	82,470.20
Total Cost of Goods Sold	\$82,470.20
GROSS PROFIT	\$464,082.17
Expenses	
7000 Expenses	
7100 Administrative Expenses	571.88
7110 Advertising	9,797.65
7111 Marketing of Theatre	10,860.00
Total 7110 Advertising	20,657.65
7130 Bank Charges	77.54
7140 Dues & Subscriptions	400.00
7160 Insurance	809.00
7161 Insurance - Disability	5,163.00
7162 Insurance - Liability	7,042.63
Total 7160 Insurance	13,014.63
7170 Legal & Professional Fees	
7171 Accounting	7,574.49
7172 Legal Fees	7,825.50
Total 7170 Legal & Professional Fees	15,399.99
7180 General and Admin Expenses	1,671.20
7181 Office Expenses	7,067.67
7182 Supplies	4,034.26
Total 7180 General and Admin Expenses	12,773.13
7190 Repair & Maintenance	1,056.00
7210 Telecommunication	22.07
7230 Professional Development	354.48
7240 Fundraising	152.00
7241 Fundraiser	200.00
Total 7240 Fundraising	352.00
Total 7100 Administrative Expenses	64,679.37
7300 Payroll Expenses	
7310 Wages	258,454.04
7320 Taxes	21,795.54
7340 Payroll Service & Scheduling Fees	1,876.32
Total 7300 Payroll Expenses	282,125.90
7400 Meals and Entertainment	602.54

Friends of Greenbelt Theatre

Profit and Loss

January - December 2022

	TOTAL
7600 Building	65.77
7610 Rent or Lease	34,155.00
7620 Utilities	14,822.57
7630 Cleaning	741.77
Total 7600 Building	49,785.11
Total 7000 Expenses	397,192.92
Dues & Subscriptions	514.82
Interest Expense	217.45
Tax payment Adjustments	1.21
Total Expenses	\$397,926.40
NET OPERATING INCOME	\$66,155.77
NET INCOME	\$66,155.77

FGT Community Events January 2022

FGT Community Events January 2022				
Date	Film Title	Category	Collaboration	Total
Quarter 1				
1/3/22	The Woman	Monday Matinee	CANCELLED WEATHER	
1/22/22		Colby Clabaugh - RENTAL Aud		9
2/1/22		Angella Foster - RENTAL Aud		14
2/7/22	The Women	Monday Matinee - FREE		45
2/19/22		Leonard - RENTAL Aud		50
2/27/22	King Richard	FREE Screening	RUAK	67
3/5/22		Marc - RENTAL Aud		60
3/7/22	In the Heat of the Night	Monday Matinee - FREE		45
3/10/22		Marquee RENTAL		
3/11/22	2022 Oscar Nominated Shorts	OGT Event		65
3/12/22	2022 Oscar Nominated Shorts	OGT Event		50
3/13/22		Katie Reidy - RENTAL SS		14
3/14/22	2022 Oscar Nominated Shorts	OGT Event		33
			Italian Program and the Cinema & Media Studies Program, Cineteca Bologna, Arts for All, and the University of Maryland's School of Languages, Literatures & Cultures.	
3/18/22	Il Cinema Ritrovato - 2 films 1 roundtable	Valeria - FREE Aud		39
3/19/22		Rich Liska - RENTAL SS		8
3/27/22		Dan - RENTAL Aud / Music Video		5
Quarter 2				
4/3/22		Educational Workshop - FREE	Artful Afternoon	20
4/4/22	Sunset Boulevard	Monday Matinee - FREE		63
4/10/22		Rosanne - RENTAL SS		18
4/14/22		Utopia Film Festival	Frank Gervasi - GATe / Utopia	39

	4/23/22		Educational Workshop - Found Object		15
	4/27/22		Donna - RENTAL Aud		105
	4/30/22		Chris Allport - RENTAL Aud		50
	5/1/22		Shaymar - RENTAL Aud		40
	5/2/22	Guess Who's Coming to Dinner	Monday Matinee - FREE		44
	5/14/22	--	Special Programming - 125 Grand Opening Event		175
	5/15/22	--	Supratik - RENTAL SS		15
	6/6/22	Charade	Monday Matinee - FREE		70
	6/16/22	42	FREE Screening	RUAK	27
	6/17/22		GMS Graduation - RENTAL SS		50
	6/18/22	Da 5 Bloods	FREE Screening	RUAK	30
	6/20/22	Get On Up	FREE Screening	RUAK	57
	6/23/22		RENTAL Aud & SS	Nepal America Film Festival	100
	6/25/22		FREE Screening	Greenbelt PRIDE	28
	6/26/22	West Side Story HDMI	Nicholas Johnson - RENTAL SS		15
	6/26/22		RENTAL Aud & SS	Nepal America Film Festival	100
	6/29/22	--	CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48
	6/29/22	Peter Rabbit 2: The Runaway	Free Movie	Greenbelt Rec CKC After Care	15
	6/30/22	Peter Rabbit 2: The Runaway	School's Out Series - FREE!	Franklin Park	74
Quarter 3					
	7/1/22	Trolls	Free Movie	Greenbelt Rec Kinder Campers	30
	7/3/22		Segun - RENTAL SS		100
	7/4/22	Ocean's 11	Monday Matinee - FREE		70
	7/6/22		CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48
	7/6/22	Paw Patrol: The Movie	Free Movie	Greenbelt Rec CKC After Care	15
	7/7/22	Paw Patrol: The Movie	School's Out Series - FREE!	Franklin Park	67
	7/8/22		Free Movie	Greenbelt Rec Kinder Campers	32

	7/13/22		CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48
	7/13/22		Free Movie	Greenbelt Rec CKC After Care	15
	7/14/22	Cloudy with a Chance of Meatballs	School's Out Series - FREE!	Franklin Park	64
	7/15/22		Free Movie	Greenbelt Rec Kinder Campers	40
	7/19/22		Free Movie	Greenbelt Rec Camp Pine Tree	0
	7/20/22		CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48
	7/20/22		Free Movie	Greenbelt Rec CKC After Care	15
	7/21/22	Mitchells vs the Machines	School's Out Series - FREE!	Franklin Park	63
	7/22/22		Free Movie	Greenbelt Rec Kinder Campers	40
	7/23/22		Jamie K - RENTAL SS		25
	7/25/22		Dwayne - RENTAL Aud	City of Greenbelt	32
	7/27/22		CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48
	7/27/22		Free Movie	Greenbelt Rec CKC After Care	20
	7/28/22	Hotel Transylvania	School's Out Series - FREE!	Franklin Park	51
	7/29/22	Encanto	Free Movie	Greenbelt Rec Kinder Campers	40
	8/1/22	The Music Man	Monday Matinee - FREE		80
	8/3/22		CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48
	8/3/22		Free Movie	Greenbelt Rec CKC After Care	17
	8/4/22	Angry Birds Movie	School's Out Series - FREE	Franklin Park	51
	8/5/22		Free Movie	Greenbelt Rec Kinder Campers	40
	8/5/22		Free Movie	Spring Hill Lake Campers	47
	8/10/22	WORKSHOP - Paper Theatre	CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48
	8/10/22	Angry Birds 2	Free Movie	Greenbelt Rec CKC After Care	20
	8/11/22	Angry Birds Movie 2	School's Out Series - FREE	Franklin Park	38
	8/12/22	Monsters vs. Aliens	Free Movie	Greenbelt Rec Kinder Campers	29
	8/16/22		Free Movie	Pine Tree	15
	8/17/22		CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48

	8/17/22		Free Movie	Greenbelt Rec CKC After Care	14
	8/18/22	The Croods: A New Age	School's Out Series - FREE	Franklin Park	30
	8/19/22		Free Movie	Greenbelt Rec Kinder Campers	30
	8/24/22	WORKSHOP - Stop Motion Animation	CKC Morning Mix WORKSHOP	Greenbelt Rec Creative Kids Camp	48
	8/25/22	The Emoji Movie	School's Out Series - FREE	Franklin Park	49
	9/1/22		Amy Caruso - Community Meals RENTAL Aud	Nonprofit Church Gala / City	70
	9/3/22	Looney Tunes	Labor Day Cartoons - FREE		224
	9/4/22	Looney Tunes	Labor Day Cartoons - FREE		120
	9/5/22	The Birds	Monday Matinee - FREE		100
	9/10/22		Christopher Brown - RENTAL SS		20
Quarter 4					
	10/1/22		Tamiko Thomas - RENTAL Aud & SS		150
	10/14/22	Touch of Evil	Monday Matinee - FREE		36
	10/15/22		Kendyl - RENTAL Video Shoot Aud		4
	10/16/22		Greenbelt Arts Crawl	Greenbelt Arts Advisory Board	96
	10/18/22	Battleground	FREE Showing	GARF (Greenbelt Alliance for Reproductive Freedom)	18
	10/22/22		Lakia - RENTAL Aud		65
	10/28/22		Wild Rumpus - FREE Halloween Shorts	Greenbelt Recreation	300
	10/29/22		Lyles - RENTAL Aud		125
	10/30/22		Sheaniva - RENTAL SS		8
	11/6/22		Rohitha - RENTAL Aud		125
	11/7/22	Imitation of Life	Monday Matinee - FREE		40
	11/8/22	The Bad Guys	School's Out Series - FREE		38
	11/9/22		Advancing the Frame - FREE Sample WORKSHOP		5

	11/18/22	Till	GUEST SPEAKER - Dr. Dennis Doster, Black History Program Manager for MNCPPC and the head of the Civil Rights Trail project in Prince George's County.		30
	11/19/22		Utopia Film Festival	Frank Gervasi - GATe / Utopia	101
	11/20/22		Utopia Film Festival	Frank Gervasi - GATe / Utopia	92
	12/4/22	The Grinch	Community Event - FREE after Tree Lightening Ceremony	Greenbelt Recreation	320
	12/5/22	Christmas in Connecticut	Monday Matinee - FREE		75
	12/8/22		June - RENTAL Aud		65
	12/17/22	Elf	Community Event - \$5 tickets w/ Sock Donation	#hashtaglunchbag	85
	12/18/22		World Cup - RENTAL Aud		52
	12/18/22		Omar - RENTAL Aud		87
	12/19/22		Francis - RENTAL Aud		90
	12/31/22	Polar Express (Donated DVD)	Leslie - Aud		22



Box Office Performance

Old Greenbelt Theatre

REPORT DATE RANGE

Saturday, January 1, 2022 -
Saturday, December 31, 2022

129 Centenary
Greenbelt MD 20770

Gross Box Office	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
Downton Abbey: A New Era	-18	1,572.50	1,516.50	1,143.50	0.00	0.00	0.00	1,065.50	5,298.00	0.00	5,298.00	5,298.00	0.00%
Elvis	-23	1,281.00	1,186.50	788.50	0.00	0.00	0.00	872.00	4,128.00	0.00	4,128.00	4,128.00	0.00%
Where The Crawdads Sing	-26	1,147.00	969.00	781.50	0.00	0.00	0.00	884.50	3,782.00	0.00	3,782.00	3,782.00	0.00%
Mrs. Harris Goes to Paris	-26	984.00	1,267.50	564.00	0.00	0.00	0.00	878.00	3,693.50	0.00	3,693.50	3,693.50	0.00%
West Side Story	4	1,224.00	947.00	709.00	0.00	0.00	0.00	649.50	3,529.50	0.00	3,529.50	3,529.50	0.00%
CODA	-11	778.00	1,147.00	455.00	0.00	0.00	0.00	1,012.00	3,392.00	0.00	3,392.00	3,392.00	0.00%
Everything Everywhere All at Once	-10	907.50	1,043.50	663.50	0.00	0.00	0.00	770.00	3,384.50	0.00	3,384.50	3,384.50	0.00%
Cyrano	-6	1,040.00	903.50	532.00	0.00	0.00	0.00	550.00	3,025.50	0.00	3,025.50	3,025.50	0.00%
Black Panther: Wakanda Forever	-43	695.00	713.00	231.00	102.50	113.50	231.50	670.50	2,757.00	0.00	2,757.00	2,757.00	0.00%
TAR	-38	807.50	846.50	429.50	0.00	0.00	0.00	369.00	2,452.50	0.00	2,452.50	2,452.50	0.00%
The Banshees of Inisherin	-40	851.50	590.00	418.00	0.00	0.00	0.00	546.00	2,405.50	0.00	2,405.50	2,405.50	0.00%
The Tragedy of Macbeth	2	792.50	755.50	343.00	0.00	0.00	0.00	420.00	2,311.00	0.00	2,311.00	2,311.00	0.00%
Marcel the Shell With Shoes On	-23	517.50	707.50	374.50	0.00	0.00	0.00	563.50	2,163.00	0.00	2,163.00	2,163.00	0.00%
Till	-39	584.50	544.00	264.50	48.00	21.00	80.50	613.00	2,155.50	0.00	2,155.50	2,155.50	0.00%
The Duke	-14	706.00	698.00	295.00	0.00	0.00	0.00	450.50	2,149.50	0.00	2,149.50	2,149.50	0.00%
Jurassic World: Dominion	-21	486.00	712.50	406.50	0.00	0.00	0.00	540.50	2,145.50	0.00	2,145.50	2,145.50	0.00%
Death on the Nile	-4	559.00	464.50	428.50	0.00	0.00	0.00	676.00	2,128.00	0.00	2,128.00	2,128.00	0.00%
Petite Maman	-14	525.50	601.50	359.00	0.00	0.00	0.00	466.50	1,952.50	0.00	1,952.50	1,952.50	0.00%
The Fabelmans	-43	430.00	419.50	462.50	94.00	238.00	112.50	190.50	1,947.00	0.00	1,947.00	1,947.00	0.00%
Amsterdam	-38	454.00	648.00	355.00	0.00	0.00	0.00	367.00	1,824.00	0.00	1,824.00	1,824.00	0.00%
Hallelujah: Leonard Cohen, A Journey, A Song	-24	514.00	422.50	458.50	0.00	0.00	0.00	426.00	1,821.00	0.00	1,821.00	1,821.00	0.00%
See How They Run	-35	549.00	558.00	308.50	0.00	0.00	0.00	332.00	1,747.50	0.00	1,747.50	1,747.50	0.00%
The Automat	-5	374.00	577.00	320.50	0.00	0.00	0.00	369.50	1,641.00	0.00	1,641.00	1,641.00	0.00%
Nope	-27	395.50	496.00	368.00	0.00	0.00	0.00	376.50	1,636.00	0.00	1,636.00	1,636.00	0.00%
Emily the Criminal	-30	525.00	182.00	355.50	0.00	0.00	0.00	488.50	1,551.00	0.00	1,551.00	1,551.00	0.00%
BROS	-37	334.00	422.50	248.50	0.00	0.00	0.00	304.00	1,309.00	0.00	1,309.00	1,309.00	0.00%
Moonage Daydream	-35	373.00	180.50	318.50	0.00	0.00	0.00	411.00	1,283.00	0.00	1,283.00	1,283.00	0.00%
The Outfit	-9	263.00	436.00	456.00	0.00	0.00	0.00	74.00	1,229.00	0.00	1,229.00	1,229.00	0.00%
The Good House	-37	286.00	267.50	249.00	0.00	0.00	0.00	383.00	1,185.50	0.00	1,185.50	1,185.50	0.00%
Three Thousand Years of Longing	-32	380.50	345.50	134.50	0.00	0.00	0.00	281.00	1,141.50	0.00	1,141.50	1,141.50	0.00%
Drive My Car	6	445.50	258.00	298.00	0.00	0.00	0.00	133.50	1,135.00	0.00	1,135.00	1,135.00	0.00%
The Woman King	-35	248.00	311.00	223.00	0.00	0.00	0.00	311.00	1,093.00	0.00	1,093.00	1,093.00	0.00%

Box Office Performance

Old Greenbelt Theatre

Gross Box Office	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
Licorice Pizza	2	305.50	385.00	160.50	0.00	0.00	0.00	162.00	1,013.00	0.00	1,013.00	1,013.00	0.00 %
Parallel Mothers	2	260.00	317.00	157.00	0.00	0.00	0.00	245.00	979.00	0.00	979.00	979.00	0.00 %
Guillermo del Toro's Pinocchio	-47	386.50	204.00	94.00	101.50	86.50	22.50	54.50	949.50	0.00	949.50	949.50	0.00 %
The Northman	-14	293.00	323.00	167.00	0.00	0.00	0.00	135.50	918.50	0.00	918.50	918.50	0.00 %
Triangle of Sadness	-38	212.00	233.50	219.50	0.00	0.00	0.00	252.50	917.50	0.00	917.50	917.50	0.00 %
Benediction	-20	216.00	327.50	208.50	0.00	0.00	0.00	151.50	903.50	0.00	903.50	903.50	0.00 %
Empire of Light	-47	128.00	61.00	310.50	66.50	87.50	50.00	190.00	893.50	0.00	893.50	893.50	0.00 %
Official Competition	-22	347.50	100.00	188.00	0.00	0.00	0.00	244.00	879.50	0.00	879.50	879.50	0.00 %
My Old School	-27	209.50	284.00	109.50	0.00	0.00	0.00	224.00	827.00	0.00	827.00	827.00	0.00 %
Summer Of Soul (...Or, When The Revolution Could Not	27	197.50	156.50	246.50	0.00	0.00	0.00	195.00	795.50	0.00	1,977.00	795.50	0.00 %
The Worst Person in the World	-3	394.50	127.50	73.00	0.00	0.00	0.00	126.50	721.50	0.00	721.50	721.50	0.00 %
2022 Oscar Nominated Shorts: Animation	-6	180.50	206.50	103.50	0.00	0.00	0.00	222.00	712.50	0.00	712.50	712.50	0.00 %
The Rose Maker	-11	102.50	265.00	99.50	0.00	0.00	0.00	231.50	698.50	0.00	698.50	698.50	0.00 %
Infinite Storm	-10	395.50	85.00	42.00	0.00	0.00	0.00	135.50	658.00	0.00	658.00	658.00	0.00 %
The Velvet Queen	2	196.50	120.00	260.50	0.00	0.00	0.00	73.00	650.00	0.00	650.00	650.00	0.00 %
The Unbearable Weight of Massive Talent	-14	218.00	61.00	106.50	0.00	0.00	0.00	249.00	634.50	0.00	634.50	634.50	0.00 %
Brian and Charles	-22	160.50	216.00	106.50	0.00	0.00	0.00	101.50	584.50	0.00	584.50	584.50	0.00 %
Armageddon Time	-41	185.00	154.00	107.50	0.00	0.00	0.00	134.50	581.00	0.00	581.00	581.00	0.00 %
The Forgiven	-24	151.00	151.50	86.50	0.00	0.00	0.00	141.50	530.50	0.00	530.50	530.50	0.00 %
Who We Are: A Chronicle of Racism in America	0	223.50	130.00	115.50	0.00	0.00	0.00	40.50	509.50	0.00	509.50	509.50	0.00 %
The Eternal Daughter	-46	84.50	102.00	97.00	44.00	27.50	39.00	94.00	488.00	0.00	488.00	488.00	0.00 %
Elf	948	463.00	0.00	0.00	0.00	0.00	0.00	0.00	463.00	0.00	463.00	463.00	0.00 %
Decision to Leave	-39	159.50	123.50	102.50	0.00	0.00	0.00	76.00	461.50	0.00	461.50	461.50	0.00 %
2022 Oscar Nominated Shorts: Live Action	-6	76.50	76.00	82.00	0.00	0.00	0.00	207.50	442.00	0.00	442.00	442.00	0.00 %
Spoiler Alert	-46	48.50	130.50	67.50	27.50	41.50	43.50	73.50	432.50	0.00	432.50	432.50	0.00 %
Mothering Sunday	-10	50.50	108.50	179.00	0.00	0.00	0.00	82.50	420.50	0.00	420.50	420.50	0.00 %
Flee	5	149.50	114.50	80.00	0.00	0.00	0.00	73.00	417.00	0.00	417.00	417.00	0.00 %
Fiddler's Journey to the Big Screen	-15	73.00	108.50	110.00	0.00	0.00	0.00	103.00	394.50	0.00	394.50	394.50	0.00 %
2022 Oscar Nominated Shorts: Documentary	-6	114.00	188.00	47.00	0.00	0.00	0.00	39.00	388.00	0.00	388.00	388.00	0.00 %
Happening	-16	36.50	67.50	133.00	0.00	0.00	0.00	92.00	329.00	0.00	329.00	329.00	0.00 %
All The Beauty And The Bloodshed	-45	75.00	62.00	62.50	13.00	24.50	57.00	6.50	300.50	0.00	300.50	300.50	0.00 %
Julia	8	149.50	127.00	15.50	0.00	0.00	0.00	0.00	292.00	167.00	459.00	125.00	74.85 %
Both Sides of the Blade	-25	56.50	138.00	47.00	0.00	0.00	0.00	49.50	291.00	0.00	291.00	291.00	0.00 %



Box Office Performance

Old Greenbelt Theatre

Gross Box Office	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
BARDO, False Chronicle of a Handful of Truths	-42	38.00	58.00	41.00	41.50	32.50	32.00	34.00	277.00	0.00	277.00	277.00	0.00 %
Honk for Jesus. Save Your Soul.	-33	51.00	47.00	37.00	0.00	0.00	0.00	70.00	205.00	0.00	205.00	205.00	0.00 %
The Inspection	-44	93.50	0.00	0.00	0.00	0.00	0.00	90.50	184.00	0.00	184.00	184.00	0.00 %
Stars at Noon	-39	0.00	34.50	48.00	0.00	0.00	0.00	0.00	82.50	0.00	82.50	82.50	0.00 %
	27,512.50	26,531.00	17,853.50	538.50	672.50	668.50	20,845.00	94,621.50	167.00	95,970.00	94,454.50	56559.58 %	

Admits	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
Downton Abbey: A New Era	-18	204	213	166	0	0	0	139	722	0	722	722	0.00 %
Elvis	-23	174	170	111	0	0	0	119	574	0	574	574	0.00 %
Where The Crawdads Sing	-26	151	141	104	0	0	0	114	510	0	510	510	0.00 %
Mrs. Harris Goes to Paris	-26	130	174	81	0	0	0	116	501	0	501	501	0.00 %
West Side Story	4	164	132	103	0	0	0	89	488	0	488	488	0.00 %
CODA	-11	103	162	63	0	0	0	132	460	0	460	460	0.00 %
Everything Everywhere All at Once	-10	113	136	94	0	0	0	101	444	0	444	444	0.00 %
Cyrano	-6	137	129	75	0	0	0	70	411	0	411	411	0.00 %
Black Panther: Wakanda Forever	-43	97	103	32	14	14	32	96	388	0	388	388	0.00 %
TÁR	-38	113	123	62	0	0	0	49	347	0	347	347	0.00 %
The Banshees of Inisherin	-40	108	81	58	0	0	0	72	319	0	319	319	0.00 %
The Tragedy of Macbeth	2	110	110	48	0	0	0	56	324	0	324	324	0.00 %
Marcel the Shell With Shoes On	-23	70	105	55	0	0	0	74	304	0	304	304	0.00 %
Till	-39	76	77	39	6	3	11	78	290	0	290	290	0.00 %
The Duke	-14	94	96	43	0	0	0	63	296	0	296	296	0.00 %
Jurassic World: Dominion	-21	73	102	55	0	0	0	77	307	0	307	307	0.00 %
Death on the Nile	-4	75	70	57	0	0	0	90	292	0	292	292	0.00 %
Petite Maman	-14	73	84	52	0	0	0	69	278	0	278	278	0.00 %
The Fabelmans	-43	64	63	65	12	30	15	27	276	0	276	276	0.00 %
Amsterdam	-38	62	90	51	0	0	0	47	250	0	250	250	0.00 %
Hallelujah! Leonard Cohen, A Journey, A Song	-24	67	60	62	0	0	0	58	247	0	247	247	0.00 %
See How They Run	-35	78	79	46	0	0	0	46	249	0	249	249	0.00 %
The Automat	-5	53	83	46	0	0	0	49	231	0	231	231	0.00 %
Nope	-27	54	67	53	0	0	0	49	223	0	223	223	0.00 %
Emily the Criminal	-30	67	25	54	0	0	0	64	210	0	210	210	0.00 %



Box Office Performance

Old Greenbelt Theatre

Admits	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
BROS	-37	46	59	35	0	0	0	38	178	0	178	178	0.00 %
Moonege Daydream	-35	54	25	44	0	0	0	52	175	0	175	175	0.00 %
The Outfit	-9	36	61	65	0	0	0	11	173	0	173	173	0.00 %
The Good House	-37	39	38	36	0	0	0	52	165	0	165	165	0.00 %
Three Thousand Years of Longing	-32	47	47	19	0	0	0	35	148	0	148	148	0.00 %
Drive My Car	6	58	36	44	0	0	0	18	156	0	156	156	0.00 %
The Woman King	-35	30	44	31	0	0	0	43	148	0	148	148	0.00 %
Licorice Pizza	2	40	55	24	0	0	0	22	141	0	141	141	0.00 %
Parallel Mothers	2	35	44	23	0	0	0	34	136	0	136	136	0.00 %
Guillermo del Toro's Pinocchio	-47	50	28	13	14	11	3	8	127	0	127	127	0.00 %
The Northman	-14	37	43	23	0	0	0	16	119	0	119	119	0.00 %
Triangle of Sadness	-38	28	33	30	0	0	0	33	124	0	124	124	0.00 %
Benediction	-20	29	47	32	0	0	0	20	128	0	128	128	0.00 %
Empire of Light	-47	18	9	44	10	12	7	26	126	0	126	126	0.00 %
Official Competition	-22	47	14	26	0	0	0	31	118	0	118	118	0.00 %
My Old School	-27	28	41	16	0	0	0	29	114	0	114	114	0.00 %
Summer Of Soul (...Or, When The Revolution Could Not	27	26	22	34	0	0	0	27	109	0	270	109	0.00 %
The Worst Person in the World	-3	53	18	11	0	0	0	16	98	0	98	98	0.00 %
2022 Oscar Nominated Shorts: Animation	-6	24	27	14	0	0	0	30	95	0	95	95	0.00 %
The Rose Maker	-11	15	38	14	0	0	0	30	97	0	97	97	0.00 %
Infinite Storm	-10	55	12	6	0	0	0	18	91	0	91	91	0.00 %
The Velvet Queen	2	26	18	35	0	0	0	10	89	0	89	89	0.00 %
The Unbearable Weight of Massive Talent	-14	27	10	14	0	0	0	29	80	0	80	80	0.00 %
Brian and Charles	-22	22	30	16	0	0	0	14	82	0	82	82	0.00 %
Armageddon Time	-41	24	22	16	0	0	0	20	82	0	82	82	0.00 %
The Forgiven	-24	21	21	12	0	0	0	17	71	0	71	71	0.00 %
Who We Are: A Chronicle of Racism in America	0	31	19	16	0	0	0	5	71	0	71	71	0.00 %
The Eternal Daughter	-46	10	15	14	6	4	5	13	67	0	67	67	0.00 %
Elf	948	83	0	0	0	0	0	0	83	0	83	83	0.00 %
Decision to Leave	-39	20	16	15	0	0	0	10	61	0	61	61	0.00 %
2022 Oscar Nominated Shorts: Live Action	-6	10	11	12	0	0	0	29	62	0	62	62	0.00 %
Spoiler Alert	-46	7	21	10	4	6	6	9	63	0	63	63	0.00 %
Mothering Sunday	-10	7	16	24	0	0	0	12	59	0	59	59	0.00 %
Flee	5	21	16	12	0	0	0	10	59	0	59	59	0.00 %



Box Office Performance

Old Greenbelt Theatre

Admits	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
Fiddler's Journey to the Big Screen	-15	11	16	15	0	0	0	14	56	0	56	56	0.00 %
2022 Oscar Nominated Shorts: Documentary	-6	16	28	7	0	0	0	6	57	0	57	57	0.00 %
Happening	-16	5	10	19	0	0	0	11	45	0	45	45	0.00 %
All The Beauty And The Bloodshed	-45	9	9	9	2	3	7	1	40	0	40	40	0.00 %
Julia	8	22	19	2	0	0	0	0	43	25	68	18	72.00 %
Both Sides of the Blade	-25	8	21	7	0	0	0	7	43	0	43	43	0.00 %
BARDO, False Chronicle of a Handful of Truths	-42	5	8	6	5	5	4	4	37	0	37	37	0.00 %
Honk for Jesus. Save Your Soul.	-33	7	7	5	0	0	0	8	27	0	27	27	0.00 %
The Inspection	-44	12	0	0	0	0	0	11	23	0	23	23	0.00 %
Stars at Noon	-39	0	5	7	0	0	0	0	12	0	12	12	0.00 %
	3,709	3,754	2,532	73	88	90	2,773	13,019	25	13,205	12,994	51976.00 %	

Summary	Week	Total Admits	Gross Box Office	Net Box Office	Average Gross Ticket Price	Average Net Ticket Price	% Sales	% Occupancy
Downton Abbey: A New Era	-18	722	5,298.00	4,815.28	7.34	6.67	5.60 %	24.52 %
Elvis	-23	574	4,128.00	3,751.56	7.19	6.54	4.36 %	19.13 %
Where The Crawdads Sing	-26	510	3,782.00	3,437.50	7.42	6.74	4.00 %	17.71 %
Mrs. Harris Goes to Paris	-26	501	3,693.50	3,357.05	7.37	6.70	3.90 %	20.72 %
West Side Story	4	488	3,529.50	3,208.16	7.23	6.57	3.73 %	36.97 %
CODA	-11	460	3,392.00	3,083.07	7.37	6.70	3.58 %	47.92 %
Everything Everywhere All at Once	-10	444	3,384.50	3,076.29	7.62	6.93	3.58 %	42.69 %
Cyrano	-6	411	3,025.50	2,750.03	7.36	6.69	3.20 %	54.80 %
Black Panther: Wakanda Forever	-43	388	2,757.00	2,505.81	7.11	6.46	2.91 %	7.99 %
TÁR	-38	347	2,452.50	2,229.06	7.07	6.42	2.59 %	6.68 %
The Banshees of Inisherin	-40	319	2,405.50	2,186.44	7.54	6.85	2.54 %	10.02 %
The Tragedy of Macbeth	2	324	2,311.00	2,100.59	7.13	6.48	2.44 %	43.20 %
Marcel the Shell With Shoes On	-23	304	2,163.00	1,965.94	7.12	6.47	2.29 %	15.57 %
Till	-39	290	2,155.50	1,959.07	7.43	6.76	2.28 %	8.47 %
The Duke	-14	296	2,149.50	1,953.82	7.26	6.60	2.27 %	17.29 %
Jurassic World: Dominion	-21	307	2,145.50	1,950.03	6.99	6.35	2.27 %	11.92 %
Death on the Nile	-4	292	2,128.00	1,934.24	7.29	6.62	2.25 %	64.89 %
Petite Maman	-14	278	1,952.50	1,774.66	7.02	6.38	2.06 %	16.53 %

Box Office Performance

Old Greenbelt Theatre

Summary	Week	Total Admits	Gross Box Office	Net Box Office	Average Gross Ticket Price	Average Net Ticket Price	% Sales	% Occupancy
The Fabelmans	-43	276	1,947.00	1,769.63	7.05	6.41	2.06 %	6.25 %
Amsterdam	-38	250	1,824.00	1,657.85	7.30	6.63	1.93 %	14.60 %
Hallelujah: Leonard Cohen, A Journey, A Song	-24	247	1,821.00	1,655.11	7.37	6.70	1.92 %	51.46 %
See How They Run	-35	249	1,747.50	1,588.40	7.02	6.38	1.85 %	69.17 %
The Automat	-5	231	1,641.00	1,491.52	7.10	6.46	1.73 %	15.95 %
Nope	-27	223	1,636.00	1,487.02	7.34	6.67	1.73 %	13.03 %
Emily the Criminal	-30	210	1,551.00	1,409.76	7.39	6.71	1.64 %	12.27 %
BROS	-37	178	1,309.00	1,189.71	7.35	6.68	1.38 %	10.40 %
Moongae Daydream	-35	175	1,283.00	1,166.15	7.33	6.66	1.36 %	10.99 %
The Outfit	-9	173	1,229.00	1,117.15	7.10	6.46	1.30 %	41.19 %
The Good House	-37	165	1,185.50	1,077.56	7.18	6.53	1.25 %	10.36 %
Three Thousand Years of Longing	-32	148	1,141.50	1,037.57	7.71	7.01	1.21 %	9.30 %
Drive My Car	6	156	1,135.00	1,031.68	7.28	6.61	1.20 %	41.05 %
The Woman King	-35	148	1,093.00	993.46	7.39	6.71	1.16 %	10.05 %
Licorice Pizza	2	141	1,013.00	920.81	7.18	6.53	1.07 %	23.50 %
Parallel Mothers	2	136	979.00	889.88	7.20	6.54	1.03 %	22.67 %
Guillermo del Toro's Pinocchio	-47	127	949.50	863.02	7.48	6.80	1.00 %	3.45 %
The Northman	-14	119	918.50	834.80	7.72	7.02	0.97 %	33.06 %
Triangle of Sadness	-38	124	917.50	833.96	7.40	6.73	0.97 %	28.18 %
Benediction	-20	128	903.50	821.26	7.06	6.42	0.95 %	8.04 %
Empire of Light	-47	126	893.50	812.20	7.09	6.45	0.94 %	11.09 %
Official Competition	-22	118	879.50	799.46	7.45	6.78	0.93 %	8.02 %
My Old School	-27	114	827.00	751.70	7.25	6.59	0.87 %	7.74 %
Summer Of Soul (...Or, When The Revolution Could Not Have Started)	27	109	795.50	723.06	7.30	6.63	0.84 %	34.06 %
The Worst Person in the World	-3	98	721.50	655.82	7.36	6.69	0.76 %	20.42 %
2022 Oscar Nominated Shorts: Animation	-6	95	712.50	647.65	7.50	6.82	0.75 %	23.75 %
The Rose Maker	-11	97	698.50	634.88	7.20	6.55	0.74 %	7.53 %
Infinite Storm	-10	91	658.00	598.12	7.23	6.57	0.70 %	10.11 %
The Velvet Queen	2	89	650.00	590.86	7.30	6.64	0.69 %	29.67 %
The Unbearable Weight of Massive Talent	-14	80	634.50	576.72	7.93	7.21	0.67 %	33.33 %
Brian and Charles	-22	82	584.50	531.30	7.13	6.48	0.62 %	39.05 %
Armageddon Time	-41	82	581.00	528.10	7.09	6.44	0.61 %	25.63 %
The Forgiven	-24	71	530.50	482.19	7.47	6.79	0.56 %	29.58 %
Who We Are: A Chronicle of Racism in America	0	71	509.50	463.12	7.18	6.52	0.54 %	14.20 %



Box Office Performance

Old Greenbelt Theatre

Summary	Week	Total Admits	Gross Box Office	Net Box Office	Average Gross Ticket Price	Average Net Ticket Price	% Sales	% Occupancy
The Eternal Daughter	-46	67	488.00	443.55	7.28	6.62	0.52 %	13.96 %
Elf	948	83	463.00	421.05	5.58	5.07	0.49 %	22.55 %
Decision to Leave	-39	61	461.50	419.47	7.57	6.88	0.49 %	38.13 %
2022 Oscar Nominated Shorts: Live Action	-6	62	442.00	401.75	7.13	6.48	0.47 %	25.83 %
Spoiler Alert	-46	63	432.50	393.10	6.87	6.24	0.46 %	1.56 %
Mothering Sunday	-10	59	420.50	382.23	7.13	6.48	0.44 %	14.75 %
Flee	5	59	417.00	379.07	7.07	6.42	0.44 %	19.67 %
Fiddler's Journey to the Big Screen	-15	56	394.50	358.61	7.04	6.40	0.42 %	23.33 %
2022 Oscar Nominated Shorts: Documentary	-6	57	388.00	352.70	6.81	6.19	0.41 %	23.75 %
Happening	-16	45	329.00	299.06	7.31	6.65	0.35 %	18.75 %
All The Beauty And The Bloodshed	-45	40	300.50	273.16	7.51	6.83	0.32 %	9.09 %
Julia	8	43	292.00	265.45	6.79	6.17	0.31 %	19.11 %
Both Sides of the Blade	-25	43	291.00	264.55	6.77	6.15	0.31 %	17.92 %
BARDO, False Chronicle of a Handful of Truths	-42	37	277.00	251.77	7.49	6.80	0.29 %	0.84 %
Honk for Jesus. Save Your Soul.	-33	27	205.00	186.33	7.59	6.90	0.22 %	3.67 %
The Inspection	-44	23	184.00	167.25	8.00	7.27	0.19 %	14.38 %
Stars at Noon	-39	12	82.50	74.97	6.88	6.25	0.09 %	10.00 %
		13019	94,621.50	86,004.15	7.27	6.61	100.00 %	14.26 %



Box Office Ticket Type Summary (365 Days)

Old Greenbelt Theatre

REPORT DATE RANGE

Saturday, January 1, 2022 -
Saturday, December 31, 2022

FILM

All

SITE ADDRESS

129 Centerway
Greenbelt MD 20770

		VOUCHER SALES		TICKET SALES - REDEMPTIONS	
		QUANTITY	GROSS VALUE	ADMITS	GROSS VALUE
Standard Tickets					
0014	Member	0	0.00	5,287	34,365.50
0002	General Admission	0	0.00	2,421	21,789.00
0004	Matinee	0	0.00	2,608	18,256.00
0011	Senior Citizen	0	0.00	2,175	17,400.00
0010	Student	0	0.00	201	1,608.00
0016	Child Matinee	0	0.00	77	385.00
0006	Child	0	0.00	63	378.00
0012	Military	0	0.00	30	240.00
0032	Sock/glove donation	0	0.00	40	200.00
		0	0.00	12,902	94,621.50
Complimentaries					
0028	Bday Member	0	0.00	24	0.00
0008	Complimentary	0	0.00	60	0.00
0018	Member Child	0	0.00	33	0.00
		0	0.00	117	0.00
Gift Vouchers					
		0	0.00	0	0.00
		0	0.00	0	0.00
D-Box Tickets					
		0	0.00	0	0.00
		0	0.00	0	0.00
Other Vouchers					
		0	0.00	0	0.00
		0	0.00	0	0.00
3D Tickets					
		0	0.00	0	0.00
		0	0.00	0	0.00

Memorandum

To: Tim George, City Manager
From: Greg Varda, Director, Recreation
Date: May 5, 2023
Re: **FY24 Recognition Group Grant Requests**

Background

Greenbelt Recreation received nine applications for Recognition Group funding in FY24. Operating grant applicants included: Greenbelt Babe Ruth Baseball, the Greenbelt Boys and Girls Club, the Greenbelt Cultural Arts Center, the Greenbelt Municipal Swim Team, Greenbelt Senior Softball, Greenbelt Soccer Alliance, and Greenbelt Youth Baseball (Little League). Two project grant applications were received, from Friends of New Deal Café Arts and The SPACE. All of these applications were presented to the Grant Review Panel for their consideration, except that of Senior Softball, which needed additional work; their application will be reviewed separately by PRAB when ready.

The Grant Review Panel convened on Saturday, April 22, to discuss and evaluate the applications. This year's panelists, appointed by their home advisory boards and committees, included: Lance Beasley (PRAB), Koko Josey-Eason (YAC), and Kristin Stenson (AAB). CRAB and SCAC were unable to provide a panelist this year. Also present at the panel meeting were Greenbelt Recreation staff Greg Varda, Nicole DeWald, and Cathy Pracht.

In keeping with the Grant Review Panelist Handbook, members evaluated the potential direct and indirect benefits of all proposed activities to the Greenbelt community. Panelists 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.

All applications were scored on a 100 point scale by each panelist using a defined rubric. The applicants' average scores are provided below along with a summary of the panel's comments. Scores of 0-40 points are considered low; applications scored in this range may not warrant 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 highly meritorious, and rated them all in the very good to excellent range.

In most cases, the maximum amount of funding that the applicants are eligible to receive from the City is 50% of their project or operating budget for the coming year, with no fixed caps as to the amount. The total amount of funding requested by the applicants this year is \$88,041. This is within the City Manager's proposed budget for this program.

Grant Review Panel Scores and Comments

OPERATING GRANTS

Greenbelt Babe Ruth Baseball

85 points

Grant request (\$3,500) = 49% of the organization's FY24 operating budget

Amount of request per player: \$70. (If spectators are included: \$18 per person served.)

Panel Comments:

"Program provides a holistic approach to the sport, they try to make it fun. They try to teach players about health and wellness, both physical and mental as part of their program."

"Tend to be more focused on skill development and personal growth rather than wins and losses."

"Diverse and veteran leadership. Program alums return as coaches."

Panel Concerns:

"Is there marketing to gain female participation?"

"More outreach is needed to expand to see if there is more interest from female players."

"Explore co-promoting clinics with Greenbelt Little League in Greenbelt West and Greenbelt tation?"

Greenbelt Boys and Girls Club

85 points

Grant request (\$11,000) = 25% of the organization's FY24 operating budget

Amount of request per player: \$37. (If spectators are included: \$12 per person served.)

Panel Comments:

"Offer a wide variety of diverse programs"

"They serve the largest number of Greenbelt residents in our community."

"They are open to changing their programming to suit the needs of the larger community."

"A great resource to provide an athletic outlet for the youth."

Panel Concerns:

“Grant proposal missing data.”

“Does the City help with the diversity statement? Their statement is not very clear.”

Greenbelt Cultural Arts Center (GAC)

88 points

Grant request (\$43,060) = 37% of the organization’s FY24 operating budget
Amount of request per person served (participants and spectators): \$14

Panel Comments:

“They provide an immense community benefit, their shows attract people from outside and inside the community. They also partner with other community based organizations.”

Panel Concerns:

“They tend to operate at a loss, has anything been discussed regarding merchandising?”

“Vacant treasurer position.”

“Would add additional Greenbelt residents to serve as board members.”

Greenbelt Municipal Swim Team

78 points

Grant request (\$10,000) = 29% of the organization’s FY24 operating budget
Amount of request per swimmer: \$43. (If spectators are included: \$15 per person served.)

Panel Comments:

“Serves the community youth here in Greenbelt and surrounding communities.”

“They adamantly pursue their mission of promoting swimming as a life long activity, whether as a professional or entry level person.”

“They provide other group outings such as movie night and Chipotle fundraiser to gain funding and get themselves known in the community.”

“Future lifeguard pipeline.”

Panel Concerns:

“They address diversity, but there is no sort of plan. Are they going to Greenbelt West, are they looking to expand their pool of swimmers?”

“Would work to increase recruitment in all parts of the City.”

“Would work to diversify income streams.”

Greenbelt Soccer Alliance (GSA)

90 points

Grant request (\$2,500) = 19% of the organization’s FY24 operating budget

Amount of request per player: \$7. (If spectators are included: \$4 per person served.)

Panel Comments:

“Provide soccer activities and support in a rewarding environment no matter the skill level.”

“The funds they are requesting is to provide a 50% discount for City of Greenbelt residents as well as a significant discount for players on the reduced meal plan.”

“They are expanding programming to include pre-K and kindergarten”

“This program offers an opportunity for skill development without the pressures that come sometimes from a competitive environments.”

Panel Concerns: N/A

Greenbelt Youth Baseball/ Little League

84 points

Grant request (\$10,300) = 29% of the organization’s FY24 operating budget

Amount of request per player: \$37. (If spectators are included: \$26 per person served.)

Panel Comments:

“They have gone through a rebranding over the past 5 years, and are in a much better place. They joined the Cal Ripkin Little League going from an intramural program to a regional organization.”

“The leadership has changed, operating within the Little League guidelines which is more structured. The current leadership has done a great job.”

“They actively partner with local business to do fundraising.”

Panel Concerns:

“Need for a formal diversity policy/guidelines from the City to improve.”

“Struggling to increase volunteer pool beyond parents of participating children. Explore building relationship with local schools for coaching clinics, volunteers from University of Maryland?”

“Need to solidify concession fundraising. Explore food truck partnerships, sell prepared foods (i.e. pizza) outside of McDonald Field?”

PROJECT GRANTS

Friends of New Deal Café Arts (FONDCA) – 3 Music Festivals

94 points

Grant request (\$2,775) = 35% of the organization’s FY24 operating budget

Amount of request per person served (participants and spectators): \$5

Panel Comments:

“It is always nice to have community events, it brings the community together, it brings people in to patronize our local businesses and to learn about the City.”

“Having this music festival adds a lot of value to our community.”

Panel Concerns:

“Try an increase the number of donations that they are getting, if they do not receive City fund they would not be able to do this project.”

“Need to tighten up their grant writing.”***Fortunately context was provided by Tom LeMond and Nicole DeWald to clear up confusing portions of the proposal.)

The SPACE – Revolutionary Self-Care Pilot Project (yoga and art)

82 points

Grant request (\$4,156) = 63% of the organization’s project budget*

Amount of request per participant (at goal of 160 total): \$26.

** As a first-time Project Grant applicant, the organization has a one-time lower matching requirement. This proposal exceeds the program requirement of a \$.50 match for every \$1.00 awarded.*

Panel Comments:

“What they are doing is really awesome, they are providing community programming for youth and adults...serving as an arts community center for anyone who wants to participate.”

“Positioned to provide desired art therapy services to Greenbelt at a fraction of what it would cost for the City to provide.”

Panel Concerns:

“I wish the proposal/ideas had been fleshed out a little bit.”

“Important information was not available on the application.”

“If applying for another grant in the future have the application follow the RFP format.”

Staff Recommendations

A. Based on the panelists’ scores and the City Manager’s budget, Greenbelt Recreation would have no reservation with respect to fully funding all of this year’s Recognition Group applications at Council’s discretion.

B. The Grant Review Panelists observed that while applicant organizations stated that they welcome all those who wish to participate, not all organizations pointed to specific strategies for removing barriers and encouraging participation from underrepresented populations. Staff support the panel’s recommendation that Diversity, Equality and Inclusion training be provided to Greenbelt Recognition Groups; we intend to approach the City’s DEI Officer about possible training opportunities.

C. Staff have informed the Recognition Group applicants of the Nonprofit Recovery Grant Program being offered by the City of Greenbelt using ARPA funds. We encourage eligible groups to apply if they are able. We recommend that any group receiving a Recovery grant be permitted to claim their award as part of their required Recognition Group match, since the funds involved originate at the federal level.

D. Generally speaking, staff recommend that community organizations that are eligible to participate in the Greenbelt Recognition Group program be directed to do so for consideration of any support needs that fall within the program guidelines. This will help to ensure the fairness of the program, support cultural sector data collection, and promote greater understanding among Council, staff, advisory boards, and community organizations. This may also help to manage costs as the program grows, since Recognition Group grants have a matching requirement. Two new, large musical ensembles have applied for basic certification this year as Greenbelt Recognition Groups - Greenbelt Honk! Situation (marching band) and the Greenbelt Community Orchestra. It is possible that these groups may seek funding in future years, or that other new groups may do so.

As an affirmative example, we are very pleased that The SPACE has applied through the Recognition Group program for support in the coming year. On the other hand, the Grants and Contributions section of the proposed FY24 budget reflects an appeal from one outlier organization (the Greenbelt Concert Band), whom we would like to welcome back into the fold as a prospective operating grantee going forward.

Greenbelt Recreation thanks our applicants for their tremendous service to the community. We thank the Grant Review Panelists for their thoughtful and constructive participation. We thank Council and the City Manager for their review and guidance, and for their support of the broad range of community-based recreational activities 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 fiscal year 2024 are due by
4:30pm on Monday, February 6, 2023

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.

Friends of Greenbelt Theatre

1. **Name of organization:** _____
 2015 greenbelttheatre.org

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

Please check one: ☐ new application ☒ application for renewal of status
 Amy Knesel Office Manager

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

Telephone _____ E-mail amy@greenbelttheatre.org

3. **Organization's mailing address** (not a City of Greenbelt facility):
 129 Centerway Greenbelt, MD 20770

4. **What is the mission of this organization? Whom do you intend to serve?**
 FGT strives to become a hub for film appreciation and education in Prince George's
 County. We frequently host free and low-cost events in addition to daily films.

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.

Monday Mat nees & Throwback Thursdays: free class c f ms the f rst Monday & Thursday of each month (24/year)

Storytime on Screen: once-monthly of previous PGCMLS partnership, free beginning April '23

Guest speakers scheduled on an ongoing basis, we provide thought ul partnerships with local pro essionals to acilitate post- ilm discussions

School's Out series: free weekly films for school-aged children, June through August

Daily films: we are open 7 days/week on both screens

6. **How many people actively participate in your organization's primary activities this year (in-person and/or online)?** 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.*

July 1, 2021 – June 30, 2022 (last year actual):

12 0 12
Total active participants: _____ = (paying a fee _____ + without charge _____)

July 1, 2022 – June 30, 2023 (current year, projection):

24 0 24
Total active participants: _____ = (paying a fee _____ + without charge _____)

80
For the current year, please indicate: % Greenbelt residents _____
0 5 45 50
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

July 1, 2023 – June 30, 2024 (next year, projection):

24 0 24
Total active participants: _____ = (paying a fee _____ + without charge _____)

7. How many additional people participate in your organization's primary activities (in-person and/or online) as audience members, spectators and attendees? This does not include volunteers or staff.

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 12,000 = (paying a fee 10,000 + without charge 2,000)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 17,000 = (paying a fee 14,000 + without charge 3,000)

For the current year, please indicate: % Greenbelt residents 60

% ages 12 and under 15 % 13-17 yrs. 15 % 18-59 yrs. 30 % 60+ yrs. 40

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 20,000 = (paying a fee 16,000 + without charge 4,000)

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

Total number of supporting volunteers: 4 % Greenbelt residents 100
 % ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 25 % 60+ yrs. 75

9. Volunteer background checks (ALL applicants must complete sign this section)

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. Criteria for exclusion are included in the Policy and Information Guide for Recognition Groups. 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: _____

Amy Knesel

Office Manager

2-17-23

Name

Title/position

Date

- 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)
Caitlin McGrath	Executive Director	yes
Cathy Jones	Board Chair	yes
Michael Bloom	Secretary	no
Heather Scotten-Passchier	Board Member	yes
Connie Barber	Treasurer	yes
Supratik Chaudhuri	Board Member	yes
Kristie Magee	Board Member	yes
Adrienne Haddad	Board Member	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 Recognition Group status primarily to stay in good standing with the City.

We may occasionally request meeting space in the Community Center.

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 Amy Knesel Date 2-17-23
 Role within the organization Office Manager

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 fiscal year 2024 are due by
4:30pm on Monday, February 6, 2023

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 Inc.,
Year of founding: 1954 **Website:** www.greenbeltlaborday.com
Please check one: ☐ new application ☐ application for renewal of status
2. **Contact person:** Name Linda Ivy Position President
Telephone **E-mail**
3. **Organization's mailing address (not a City of Greenbelt facility):**
P O Box 2, Greenbelt MD 20770
4. **What is the mission of this organization? Whom do you intend to serve?**
Our mission is to support our community by having different fund raisers
to support their organizations. We provide 4 days of entertainment (free),

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.

Bands, talent show, art show, craft fair, information, rides, community outreach.

6. **How many people actively participate in your organization's primary activities this year (in-person and/or online)?** 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.*

July 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 900 = (paying a fee 0 + without charge 0)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 900 = (paying a fee _____ + without charge _____)

For the current year, please indicate: % Greenbelt residents 98

% ages 12 and under 25 % 13-17 yrs. 25 % 18-59 yrs. 25 % 60+ yrs. 23

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 1000 = (paying a fee 0 + without charge 0)

7. How many additional people participate in your organization's primary activities (in-person and/or online) as audience members, spectators and attendees? This does not include volunteers or staff.

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 900 = (paying a fee 0 + without charge 0)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 900 = (paying a fee 0 + without charge 0)

For the current year, please indicate: % Greenbelt residents 98

% ages 12 and under 25 % 13-17 yrs. 25 % 18-59 yrs. 25 % 60+ yrs. 23

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 1000 = (paying a fee 0 + without charge 0)

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

Total number of supporting volunteers: 100+ % Greenbelt residents 99
 % ages 12 and under _____ % 13-17 yrs. 30 % 18-59 yrs. 30 % 60+ yrs. 30

9. Volunteer background checks (ALL applicants must complete sign this section)

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. Criteria for exclusion are included in the Policy and Information Guide for Recognition Groups. 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: _____

Linda Ivy

Name

President

Title/position

April 10, 2023

Date

- 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)
Linda Ivy	President	yes
Keith Zevallos	Vice President	yes
Amy Knesel	Secretary	yes
Diane Segel	Treasurer	yes
Doreen Clower	Book Keeper	yes
Donna Peterson	At Large	yes
Wayne Williams	At Large	yes
Kathy Reynolds	At Large	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 will need assistance from Public Works, Police & Recreation

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 Linda Ivy Date April 10, 2023
 Role within the organization President

APPLICATION FOR BASIC CERTIFICATION

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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: _____

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

- 2. Contact person:** Name Dr. Lois Rosado. Position Co-Chair

Telephone [REDACTED] E-mail [REDACTED]

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

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

__To educate, enlighten, and enrich the public about the contributions of Black/African Americans have made and continue to make to American History.

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.

_The Greenbelt Black History and Cultural Committee plans and executes educational and cultural programs for Black History Month in February, Juneteenth in June and Maryland Emancipation Day in November. All activities take place in spaces around Greenbelt. Programs may contain family art activities, spoken word artist, Re-Enactor presentations, special guest speakers, cultural entertainers, local high school student presentations and films.

6. **How many people actively participate in your organization's primary activities this year (in-person and/or online)?** 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.*

July 1, 2021 – June 30, 2022 (last year actual):

Total active participants: _____ = (paying a fee _____0_____ + without charge_____50_____)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: _____ = (paying a fee _____0_____ + without charge_____20_____)

For the current year, please indicate: % Greenbelt residents _____

% ages 12 and under _____ % 13-17 yrs. _____20_____ % 18-59 yrs. _____35_____ % 60+ yrs. 45_____

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: _____ = (paying a fee _____0_____ + without charge_____25-30_____)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: _____ = (paying a fee ____0____ + without charge ____286____)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: _____ = (paying a fee ____0____ + without charge ____150____)

For the current year, please indicate: % Greenbelt residents ____90____

% ages 12 and under _____ % 13-17 yrs. ____10____ % 18-59 yrs. ____45____ % 60+ yrs. ____45____

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: _____ = (paying a fee ____0____ + without charge ____150____)

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

Total number of supporting volunteers: ____10____ % Greenbelt residents ____99____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. ____50____ % 60+ yrs. ____50____

9. Volunteer background checks (ALL applicants must complete sign this section)

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. Criteria for exclusion are included in the Policy and Information Guide for Recognition Groups. 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: _____

<u>Dr. Lois Rosado</u>	<u>Co-Chair</u>	<u>December 18,</u>
2022		
Name	Title/position	Date

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)
Dr. Lois Rosado	Co-Chair	Yes
Ms. Leeann Irwin	Co-Chair	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 are requesting the use of space in order to present in-person program, good sound equipment, a podium, Recreation and Community Center staff assistance.

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 Dr. Lois Rosado Date __December 18, 2022. Role within the organization – Co
Chair

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 fiscal year 2024 are due by **4:30pm on Monday, February 6, 2023**

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:** Chesapeake Education Arts Research Society (CHEARS)

Year of founding: 2006 **Website:** www.fox.com

Please check one: ☐ **new application** ☒ **application for renewal of status**

2. **Contact person:** Name **Maggie Cahalan** Position **Board Member**

Telephone [REDACTED] E-mail maggie@chears.org

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

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

The Chesapeake Education, Arts and Research Society (CEARS) is a volunteer 501(c)3 organization dedicated to working for the health of all within the Chesapeake Bay Watershed through projects in education, arts, research, and community building. The action plan

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.

Currently CHEARS has 8 active projects: 1) Three Sisters Demonstration Gardens and Food Forest; 2) Earth Squad tutoring and mentoring; 3) Green Man Festival; 4) Flowa and Lake Park Clean UP; 5) Greenbelt Climate Action Network; 6) Healthy EcoEating and Yard

6. **How many people actively participate in your organization's primary activities this year (in-person and/or online)?** 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.*

July 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 120 = (paying a fee 20 + without charge 100)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 120 = (paying a fee 25 + without charge 95)

For the current year, please indicate: % Greenbelt residents 75

% ages 12 and under 25 % 13-17 yrs. 20 % 18-59 yrs. 25 % 60+ yrs. 30

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 120 = (paying a fee 25 + without charge 95)

7. How many additional people participate in your organization's primary activities (in-person and/or online) as audience members, spectators and attendees? This does not include volunteers or staff.

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 160 = (paying a fee 0 + without charge 160)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 160 = (paying a fee 0 + without charge 160)

For the current year, please indicate: % Greenbelt residents 75

% ages 12 and under 25 % 13-17 yrs. 20 % 18-59 yrs. 25 % 60+ yrs. 30

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 160 = (paying a fee 0 + without charge 160)

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

Total number of supporting volunteers: 25 % Greenbelt residents 90
 % ages 12 and under 5 % 13-17 yrs. 15 % 18-59 yrs. 30 % 60+ yrs. 50

9. Volunteer background checks (ALL applicants must complete sign this section)

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. Criteria for exclusion are included in the Policy and Information Guide for Recognition Groups. 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: _____

Maggie Cahalan

Name

Board Member

Title/position

Feb 1 2023

Date

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)
Carolyn Lambright-Davis	Convener of Board of Stewards, Earth Squad Co-ordinator, Springhill Lake Garden Co-ordinator	yes
Bob Cahalan	Vice Convener of Board of Stewards, Flows Co-ordinator	yes
Lois Browne	Secretary of Board	yes
Kate Praeger	Treasurer	no
Maggie Cahalan	Board Member co-ordinator of CHIO-SQ, CCCCS, Gardens, PASA alley Crop	yes
Bill Davis	Board of Stewards, Nominating	yes
Effie Levner	Board of Stewards, Schrom Garden Co-ordinator, Poetry	yes
Joe Robbins, Jennifer Dudley, Deb Daniel	Board Members and Project co-ordinators	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 are very grateful for the support of public works in helping us with mulch delivery and other support for the Three Sisters gardens. We are also grateful for the use of space in the Center, Schrom Park, and Springhill Lake Recreation Center for use of our group.

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 Maggie Cahalan Date Feb 1 2023
 Role within the organization Board Member

1. Name of organization: Greenbelt Boys & Girls Club

2. Year of founding: unknown 3. Website: https://www.greenbeltbgc.org

4. Federal tax ID # (If applicable): [REDACTED]

5. Contact person: Name _____ Position President

Telephone [REDACTED] E-mail [REDACTED]

6. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
P O Box 376 Greenbelt, MD 20770

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

The mission is to provide quality athletic programs that contribute to the positive building of character, personality, and overall development of our city youth. We look to instill guidance, discipline, and leadership skills through participation in the various sports programs and activities provided by our club.

8. Please indicate the amount of your request here 11,000 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 2021 or FY 2022
- ☐ a Council-approved Greenbelt Recognition Group that received an FY23 project grant
- ☒ a Council-approved Greenbelt Recognition Group that received an FY23 operating grant

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2024

Period of Support: July 1, 2023 – June 30, 2024

Applications and supporting documents are due by 4:30pm on **Monday, February 6, 2023**.
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.

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 FY22, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY23 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*
- ☐ The organization is projecting a revenue surplus for FY23.
- ☒ The organization is projecting a revenue surplus for FY24.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested. *Total grant requests may exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.*

B. COMMUNITY MEMBERS SERVED

- 1. How many people actively participate in your organization's primary activities (in person and/or online)?** 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 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 202 = (paying a fee 168 + without charge 34)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 260 = (paying a fee 200 + without charge 60)

% Greenbelt residents

% ages 12 and under 45 % 13-17 yrs. 45 % 18-59 yrs. 10 % 60+ yrs. 0

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 300 = (paying a fee 250 + without charge 50)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 500 = (paying a fee _____ + without charge 500)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 550 = (paying a fee _____ + without charge 550)

% Greenbelt residents _____

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

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 600 = (paying a fee _____ + without charge 600)

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/role	Term length
Orin Howard	Yes	President/Board Member	2years
Louis Saint Felix	Yes	Treasurer/Bard Member	2years
Tonya Thomas	No	Board Member	2years
Daruis Thomas	No	Board Member	2years
Michelle Bracy	Yes	Board Member	2years
Anitra Byers	Yes	Board Member	2years
James Johnson	Yes	Board Member	2years
Chelsea Young	Yes	Board Member	2years
Tatijana Rodriguez	No	Board Member	2years
David Rodriguez	No	Board Member	2years

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

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

--

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

Employees

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

Independent contractors and consultants

Role	# of contractors <i>Individuals or companies</i>
JimJ Kofwafe CPA	

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 2021-June 2022 _____ July 2022-June 2023 _____ July 2023-June 2024 (projected) _____

Current year: % Greenbelt residents 85 % Non-residents 15

% ages 12 and under 0 % 13-17 yrs. 5 % 18-59 yrs. 90 % 60+ yrs. 5

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

5. Volunteer background checks (ALL applicants must complete and sign this section)

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. Criteria for exclusion are included in the Recognition Group Policy and Information Guide. 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: PG County Boys and Girls Club

Orin Howard
Name

President
Title/position

2/2/23
Date

- 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, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Salaries and wages	N/A			
b. Consultants' fees	taxes	2,500	2,500	2,500
c. Contractual personnel	N/A			
d. Facility rental				
e. Dues, memberships, league fees	County Dues	15k	16k	16k
f. Utilities	N/A			
g. Insurance		500	500	500
h. Supplies and materials	supplies for concessions, first aid, cheer etc	3,000	3,000	3,000
i. Equipment purchases	Helmets, uniforms	12,000	12,000	12,000
j. Equipment rental	N/A			
k. Marketing and outreach	Advertisement. website	1,500	1,500	1,500
l. Travel and lodging	N/A			
m. Food/catering	events/concessions	3,000	3,000	3,000
n. Awards	trophies	1,000	1,000	1,000
o. Grants	N/A			
p. Payment of debt	N/A			
q. Taxes		2,500	2,500	2,500
r. Other	Team Snap	1,499	1,499	1,499
s. Other	mailbox	350	350	350
t. Other				
Total Expenses		42,849	42,849	39,349

Expense Correction:

\$43,849

\$43,849

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Sales of goods	concessions	2,600	3,000	4,000
b. Admissions	N/A			
c. Tuition	N/A			
d. Fees for services rendered	N/A			
e. Membership dues, registration fees	memberships	27,000	30,000	30,000
f. Corporate support	N/A			
g. Foundation support	N/A			
h. Individual donations	various	3,000	4,000	4,000
i. City of Greenbelt support		12,000	11,000	11,000
j. Other grants				
k. Other*				
l. Other*				
m. Other*				
Total income		44,600	48,000	49,000
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
Profit (income in excess of expenses)		1,751	1,751	9,651
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)			

Profit correction:

\$4,151

\$5,151

** 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, 2022 (Last Fiscal Year)	Projected as of June 30, 2023 (Current Fiscal Year)
a. Checking/savings accounts*	\$5,631.30/\$2543.20	
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	\$8,174.50	

*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, 2022 (Last Fiscal Year)	Projected: loan balance as of June 30, 2023 (Current Fiscal Year)
a.	N/A		
b.			
c.			
Total Debt			

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2021 – June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Pro-bono professional services (legal, accounting, etc)				
b. Other waived fees	Greenbelt Recreation	500	500	500
c. Donated equipment				
d. Donated supplies and materials	Admin	500	500	500
e. Donated travel and lodging costs	Youth Travel	400	600	600
f. Donated space rental				
g. Other	volunteers	20,775	40,775	40,775
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, 2021_ - June 30, 2022

____ Grant type – please check one: Pr ☐ ct ____ / Ope ☒ g ____

Date of expense	Description of reimbursed expense	Amount
12/14/21	Food handlers license	512.00
9/22/21	Membership football county dues	1,170.00
10/21/21	Football Equipment	1,433.21
10/6/21	County Dues	150.
1/27/22	Basketball Uniforms	3,400
9/21/21	Tax Consultant	1,600
12/8/21	County Rentals	293.55
	Total:	

During Fiscal Year 2024, 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: Orin Howard Title: President

Name: _____ Title: _____

F. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Save your document as a PDF with the file name: name_of_organization_narrative_FY24

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 fiscal year 2024? 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 fiscal year 2024? 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 FY23 match may affect your grant amount for FY24.

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_FY24.
- 2. Budget variances (if applicable):** explanation of income and expense variations over 50%.
See section D. File name format: name_of_organization_variances_FY24
- 3. Narrative.** Please format your file name as follows: name_of_organization_narrative_FY24. 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_FY24. 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_FY24
- 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_FY24 (etc). Letters may not be submitted by the organization's Board members, staff, or contractors.

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 Orin Howard Date 2/2/23

Your role within the applicant organization: President

1. The Greenbelt Boys and Girls Club has been in operation for over 60 years. It was one of the first Boys and Girls club in the state of Maryland. The club provides the following activities for its youth ages 5-18: spring soccer, track and field, county basketball, intramural basketball, cheerleading, flag football, kickball and tackle football. Several of our teams have made it to the playoff in their division. Several of our basketball and football teams have won the championship for their age group. Our cheerleading program is divided into two teams: competitive and sideline. Our travel team has two national championships. Our club has had several members move on to become high school, collegiate, and professional athletes.

The club has rebranded. We are no longer the Raiders. We are now the Gators. We felt that it was important to reflect a new direction for the club. The members agreed that this would be a more appropriate mascot. Our club competes with many other programs that offer the same services. We have a shortage of coaches and board member interest as a result. Ironically, we have increased our number of youth for football and basketball. We are attempting to explore a partnership with lacrosse in 23-24. They will be offering free workshops for the community. We will also be exploring kickball. We may have to address the continuation of soccer and track this year.

The club maintains the equipment standard and certifies helmets annually. The club will be contracting for a certified CPR and AED instructor to improve safety.

2. We consider the club a viable part of the Greenbelt community. Local Vendors and community members can spectate and support. In addition, our club increases investment into the Greenbelt community financially during our activities. Many of the local members can have direct interaction and participate with the coaches and players. The club sports bring other residents to the community which can contribute to increased business in the city.

Our partnership strategies include fundraising opportunities with local restaurants and sports programs that share our values. We are currently engaged in discussions with the National Boys and Girls Club and local schools to explore potential opportunities.

3. Our members and spectators directly benefit from our commitment to community and health. It is an opportunity to meet new people, spend time with family and friends, exercise, celebrate our accomplishments, and grow from our losses. It is also an opportunity to give back to the community through volunteering. We also assist high school students with meeting their mandate for community service hours.
4. Fitness, mentorship, and community are staples for our club. Our club continues to offer opportunities to youth of all skill levels. We also contribute to the community through scholarships and community service. We are immensely proud of all the people involved in the club. We are extremely proud to offer the lowest club fees in the county with the ongoing support from the city and the community.

5. Our organization is based upon diversity. Our membership of the volunteers and board members reflect the composition of our members. It is unfortunate that we have lost some of our sports over the years. Our baseball program is no longer associated with the club and there have been multiple soccer programs added. We have lost a fair amount of white youth and families as a result. It is our hope that we add sports and activities that will generate more interest to this population in the future.
6. We utilize a web-based application that supports the Prince Georges County web-based site for families to learn about our activities. We have targeted marketing in specific communities that give flyers for our events. We promote our activities at the local schools and partner with local coaches from our high schools. We offer surveys and hold focus group meetings for input. We have also modified our website and plan to utilize the Greenbelt News Review and the other opportunities like the labor day festival to market.
7. Obtaining quality coaches and supporting healthy competition are our major initiatives this year. One of the realities of our tenure has been the lack of interest and quality volunteers. We have established a standard that we are proud that limits negative incidents. We pride ourselves on the relationships that we established with the city. We are unwilling to compromise our core values. We will be having a retreat to establish some new goals on the recruitment and the standard.
8. Our primary goal is to continue to offer quality opportunities for families. We will introduce new sports or other valuable opportunities when presented. We will also work towards increasing our volunteers with the goal of replacing us and our maintaining our standards
9. We are asking for \$11,000 during this grant cycle. We are now the Greenbelt Gators. We plan to utilize the funds for the following: Offer scholarships to families in need, offer workshops and training, improve the safety of our equipment, space rentals, provide more training to our volunteers, explore more sports like lacrosse and kickball, pay any federal government fees for our status (and for professional support), replace old uniforms (every 3 years), and purchase equipment. Our financial goal is to match and exceed any costs associated with the club.
10. Given the city support, we offer members annual sports dues and yearly sports dues. In addition, we accept donations from different supporters. In 2021-2022, we were able to match funds and exceed funds with our registration fees. We will continue to match funds as our program grows. We have seen an increase in football and basketball participants.

Greenbelt Boys and Girls Club Programs

Boys and Girls Basketball

Youth or Pee Wee basketball

Flag Football

Tackle Football

Soccer

Sideline Cheer

Competitive Cheer

Track and Field

Boys Lacrosse (pending)

Kickball (pending)

BIO**Orin Howard**

He has been the president for the last 12 years and a board member for 13 years. He has been the commissioner of Intramural basketball. He has also coached basketball for 10 years (3 years with the GBBC). He has been a member of the club for 14 years. He has had one child participate in the club.

Louis Saint Felix

He has been the treasurer for the last 12 years and a board member for 13 years. He has been the track commissioner for the last 5 years. He has also served as the soccer commissioner, track commissioner and basketball coach with the club. He has had three children that participated in the club. He also is a creator of adult sports.

David Rodriguez

He has been a board member for the last 5 years. He has been the Athletic Director for the last five years. He has been a coach for the cheerleading program. He has been a basketball and football commissioner for the club. David is a former semi-pro football player. He is also married to the board member and Cheerleading commissioner.

PROJECT GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2024

Updated November, 2022

Period of Support: July 1, 2023 – June 30, 2024

Applications and supporting documents are due by **4:30pm on Monday, February 6, 2023.**

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.

9. Recognition Group certification status. Please check one.

- ☐ This organization is seeking Recognition Group certification for the first time.
- ☐ This organization has been certified previously, but our status has lapsed. We are seeking renewal of our Recognition Group certification.
- ☒ This organization is certified as a Recognition Group for the current fiscal year.

10. 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

11. 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
Meghan Haney	Yes	President	Board/Volunteer
Julie Winters	Yes	Vice President	Board/Volunteer
Barbara Glick	Yes	Treasurer	Board/Volunteer
Michael Smallwood	yes	Art Programs	Board/Volunteer
Chris Logan	No	Advisor	Board/Volunteer
Dorian Winterfeld	Yes	NDC Board Liaison	NDC Board Member

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

N/A

12. Supporting volunteers – current year (July 1, 2022-June 30, 2023). *Please do not include Board members or others in governance. Estimates may be used.*

Total number of volunteers: 6 % Greenbelt residents 100
% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 10 % 60+ yrs. 90

Briefly describe the volunteers' activities.

Volunteers Include the Art Exhibits Coordinator, help with installing art exhibits, help with distributing flyers and postcards for music festivals and set up of music festivals.

13. How many people actively participate in your organization's primary, sponsored activities (in-person and/or online)? 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.*

July 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 40 = (paying a fee 0 + without charge 40)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 67 = (paying a fee 7 + without charge 60)
% Greenbelt residents 30
% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 30 % 60+ yrs. 37

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 70 = (paying a fee 10 + without charge 60)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 280 = (paying a fee 0 + without charge 280)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 400 = (paying a fee 0 + without charge 400)
% Greenbelt residents 85
% ages 12 and under 7 % 13-17 yrs. 5 % 18-59 yrs. 60 % 60+ yrs. 28

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 450 = (paying a fee 0 + without charge 450)

15. Volunteer background checks (ALL applicants must complete and sign this section)

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. Criteria for exclusion are included in the Policy and Information Guide for Recognition Groups. 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

President

Title/position

3/2/2022

Date

B. FINANCIAL INFORMATION

1. City of Greenbelt recent funding history. Please indicate any City funds awarded in the past three fiscal years, including but not limited to Recognition Group program grants.

July 1, 2020 – June 30, 2021:

Project grant: \$2,800 Operating grant: 0 Other*: 0

* Explanation: Matching funds for music festivals costs.

July 1, 2021 – June 30, 2022:

Project grant: \$2,800 Operating grant: 0 Other*: 0

* Explanation: Matching funds for music festivals costs.

July 1, 2022 – June 30, 2023:

Project grant: \$2,775 Operating grant: 0 Other*: 0

* Explanation: Matching funds for music festivals costs.

2. Financial snapshot. These figures should reflect the full scope of the organization's operations for each fiscal year.

	7/1/21 – 6/30/22 (Actual)	7/1/22 – 6/30/23 (Projected)	7/1/23 – 6/30/24 (Projected)
City of Greenbelt funding (any source)	\$2,800	\$2,775	\$3,000
Total revenues	\$7,500	\$9,000	\$10,000
Total expenses	\$5,500	\$7,000	\$8,000
Net profit/loss	\$2,000	\$2,000	\$2,000
Unrestricted year-end cash balance*	\$1,000	\$1,000	\$1,000
Restricted year-end cash balance**	\$1,000	\$1,000	\$1,000

*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:

Art hanging supplies, art reception costs, printing costs for fundraising literature and stamps.

3. **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	0	
b. Consultants' fees	0	
c. Contractual personnel	\$6,100	Music festival performers and sound engineers.
d. Facility rental	0	
e. Insurance	\$200	Venue Insurance
f. Supplies and materials	\$600	Posters, postcards and flyers for music festivals
g. Equipment purchases	0	
h. Equipment rental	\$200	Sound equipment and drum kit
i. Marketing and outreach	\$800	Newspaper ads and social media
j. Travel and lodging	0	
k. Food/catering	\$100	Food and water for performers
l. Awards	0	
m. Other	0	
n. Other	0	
o. Other	0	
Total Expenses	\$8,000	

INCOME	Amount	Description
a. Sales of goods	0	
b. Admission fees	0	
c. Tuition	0	
d. Fees for services rendered	0	
e. Membership dues, registration fees	\$100	Vendors
f. Corporate support	\$1,000	Local Businesses
g. Foundation support	0	
h. Individual donations	\$4,075	Fundraising
i. City of Greenbelt support	\$2,775	Project Grant
j. Other grants	\$2,000	Prince Georges County Council
k. Organization's savings and/or interest income	\$50	Bank
l. Other*	0	
m. Other*	0	
n. Other*	0	
Total Income	\$10,000	

** 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 points briefly in a narrative of up to three pages. Save your document as a PDF with the file name: name_of_organization_narrative_FY24

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 2024?**

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_FY24.
2. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY24. 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_FY24. 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_FY24
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_FY24 (etc). Letters may not be submitted by the organization's Board members, staff, or contractors.

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 Haney* Date March 3, 2023
Your role within the applicant organization President

Friends of New Deal Cafe Arts_narrative_FY24

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. New this year, FONDCA is proposing to coordinate art shows with the themes of the music festivals. Local artists will be invited to submit their art works for showing at the New Deal Cafe during and after the festivals.

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 Jazz Under The Stars Music Festival in June, the Greenbelt Blues Music Festival in September and the Crazy Quilt Music Festival in October. When funds are available, FONDCA provides funding for local school performances and Drum Festivals 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 FY2024. Since FONDCA is celebrating its 20th 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 20 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 16 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.



New Deal Cafe
 113 Centerway Greenbelt,
 MD 20770

March 3, 2023

Tim George

Acting City Manager
 25 Crescent Road
 Greenbelt, MD 20770

Dear Mr. George,

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 Under the Stars 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. I have found that many of these visitors from outside of Greenbelt have come to Roosevelt Center for the first time. 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.

In this way, FONDCA not only provides programs for the Cafe, it has supported many of the Roosevelt Center merchants. 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,

A handwritten signature in black ink that reads "Michael Hartman".

Michael Hartman President
 New Deal Cafe

FriendsofNewDealCafeArts_Programs_FY24

FY16

July 26, 2015 Art Show Reception, New Deal Cafe
 August 22, 2015 Free Blues Sampler Night, New Deal Cafe
 September 18, 2015 Free Blues Night, Beltway Plaza
 September 19, 2015 Greenbelt Blues Festival, Roosevelt Center
 October 4, 2015 Art Show Reception, New Deal Cafe
 November 15, 2015 Art Show Reception, New Deal Cafe
 Jan 24, 2016 Beech Tree Puppet Performance, New Deal Cafe
 February 7, 2016 Art Show Reception, New Deal Cafe
 April 2, 2016 Poetry Moment Reception, New Deal Cafe
 April 17, 2016 Art Show Reception, New Deal Cafe
 May/June 2016 Group Art Show Reception, New Deal Cafe
 June 4, 2016 Crazy Quilt Festival, Roosevelt Center

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 Blues night. 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
 Under the Stars Jazz Music Festival June 2022
 Greenbelt Blue Music Festival September 2022
 Crazy Quilt Music Festival October 2022

FriendsofNewDealCafeArts_BIO_FY24

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.

FriendsofNewDealCafeArts_BIO_FY24

Meghan Haney - FONDCA President

Meghan Has worked with FONDCA and the Greenbelt Community for many years. She has been President of FONDCA for the last 5 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 FONDCA as a volunteer.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2024

Period of Support: July 1, 2023 – June 30, 2024

Applications and supporting documents are due by 4:30pm on **Monday, February 6, 2023**.
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.

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 FY22, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY23 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*
- ☒ The organization is projecting a revenue surplus for FY23.
- ☒ The organization is projecting a revenue surplus for FY24.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested. *Total grant requests may exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.*

Any funds that are left over from one year to another is planned to improve the organization. For example, during FY23, GYBLL is planning on improving many aspects such as major purchases of equipment (pitching machines), upgrading facilities (batting cage) and other similar upgrades.

B. COMMUNITY MEMBERS SERVED

- 1. How many people actively participate in your organization's primary activities (in person and/or online)?** 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 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 182 = (paying a fee 182 + without charge 0)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 250 = (paying a fee 250 + without charge 0)

% Greenbelt residents 45

% ages 12 and under 90 % 13-17 yrs. 10 % 18-59 yrs. 0 % 60+ yrs. 0

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 280 = (paying a fee 280 + without charge 0)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 90 = (paying a fee 0 + without charge 90)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 100 = (paying a fee 0 + without charge 100)

% Greenbelt residents 45

% ages 12 and under 20 % 13-17 yrs. 30 % 18-59 yrs. 40 % 60+ yrs. 10

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 110 = (paying a fee 0 + without charge 110)

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/role	Term length
Andrea Lopez	No	President	1 year
Patrick Keaton	Yes	Treasurer	1 year
Troy White	Yes	Coaching Coordinator	1 year
Craig Hebert	Yes	Player Agent	1 year
James Inzeo	Yes	League Information Officer	1 year
Cindy Gonzalez	No	Board Member	1 year
Kim Blair	No	Board Member	1 year

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

New board members are volunteers from the community, often parents of participants, who must be approved by the Board. Officers are elected from and by the Board.

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

As with many youth organizations - especially those which are sports oriented the leadership, coaches, etc. are adults, while the participants are children. In terms of gender, the representation is roughly the same in terms of percentages in the adult leadership and youth participants.

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>
Umpires	1-2 per game	2-6	Umpire for games of the minors, intermediates, and junior levels

Independent contractors and consultants

Role	# of contractors <i>Individuals or companies</i>
Umpire games when needed	1-2
	Non

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.

None

4. Volunteers

July 2021-June 2022 70 July 2022-June 2023 80 July 2023-June 2024 (projected) 80

Current year: % Greenbelt residents 55 % Non-residents 45

% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 95 % 60+ yrs. 5

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

GYBLL is led and managed by an all-volunteer Board of Directors (including the Officers). Managers and assistant coaches are all volunteers. Fundraising is a volunteer effort also.

5. Volunteer background checks (ALL applicants must complete and sign this section)

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. Criteria for exclusion are included in the Recognition Group Policy and Information Guide. 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: Little League

Patrick Keaton

Name

Treasurer

Title/position

2/6/2023

Date

- 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, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Salaries and wages	N/A			
b. Consultants' fees	N/A			
c. Contractual personnel	Umpires	3965.00	4200	4400
d. Facility rental	N/A			
e. Dues, memberships, league fees	N/A			
f. Utilities	Pepco	950.10	1000	1100
g. Insurance	Liability from Little League and for Pull Ball	2307.85	2400	2500
h. Supplies and materials	st and fees, cleaning supplies, keys, signage, other team supplies	2461.88	7000	7500
i. Equipment purchases	Baseball equipment, such as bats, balls, safety equipment, etc.	18550.14	16000	16500
j. Equipment rental	N/A			
k. Marketing and outreach	Ads in the Greenbelt News Review	88.80	400	450
l. Travel and lodging	N/A			
m. Food/catering	N/A			
n. Awards	End of the season celebrations	1100	1300	1400
o. Grants	N/A			
p. Payment of debt	N/A			
q. Taxes	N/A			
r. Other	Administrative (P.O Box, Zoom, etc.)	527	900	1000
s. Other	Tournament fees	900	900	900
t. Other				
Total Expenses		30850.77	34,100	35750

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Sales of goods	Sales from the website; bingo income; snack sales	325.50	7000	7200
b. Admissions	N/A			
c. Tuition	N/A			
d. Fees for services rendered	N/A			
e. Membership dues, registration fees	Registration fees	17939.43	20000	21000
f. Corporate support	Sponsorships	0	1000	1000
g. Foundation support	N/A			
h. Individual donations	Donations from parents	100	500	500
i. City of Greenbelt support	Operating grant	10000	10300	10300
j. Other grants				
k. Other*	other fundraisers	425	1000	1000
l. Other*				
m. Other*				
Total income		28789.93	39800	41000
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
Profit (income in excess of expenses)			5700	5,250
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)	2,060.21		
	Amount to be made up with borrowed funds (does not count toward your grant match)			

(\$2,060.84)

** 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, 2022 (Last Fiscal Year)	Projected as of June 30, 2023 (Current Fiscal Year)
a. Checking/savings accounts*	6,012.39	7,000
b. Restricted operating funds **	0	0
c. Restricted capital funds**	0	0
d. Investments	0	0
e. Endowment balance	0	0
f. Planned giving commitments	0	0
Total Financial Reserves	6,012.39	7,000

*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, 2022 (Last Fiscal Year)	Projected: loan balance as of June 30, 2023 (Current Fiscal Year)
a. None	N/A	N/A	N/A
b.			
c.			
Total Debt			

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2021 – June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Pro-bono professional services (legal, accounting, etc)	Administrative, managerial, technical, and coaching volunteers	70000	70000	70000
b. Other waived fees	Field Rental Fees	9000	9000	9000
c. Donated equipment				
d. Donated supplies and materials				
e. Donated travel and lodging costs				
f. Donated space rental	Meeting rooms		1000	1000
g. Other				
Total In-Kind Contributions		79000	79000	79000

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, ²¹ - June 30, ²²

Grant type – please check one: Project ☐ / Operating ☒

Date of expense	Description of reimbursed expense	Amount
4/18/2022	Baseball Equipment purchases and uniforms	7,111.57
5/23/2022	Baseball Equipment purchases and uniforms	2,888.43
	Total:	10,000

During Fiscal Year 2024, 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: Patrick Keaton Title: Treasurer
 Name: Andrea Lopez Title: President

F. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Save your document as a PDF with the file name: name_of_organization_narrative_FY24

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 fiscal year 2024? 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 fiscal year 2024? 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 FY23 match may affect your grant amount for FY24.

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_FY24.
- 2. Budget variances (if applicable):** explanation of income and expense variations over 50%.
See section D. File name format: name_of_organization_variances_FY24
- 3. Narrative.** Please format your file name as follows: name_of_organization_narrative_FY24. 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_FY24. 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_FY24
- 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_FY24 (etc). Letters may not be submitted by the organization's Board members, staff, or contractors.

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 Patrick Keaton Date 2/6/2023

Your role within the applicant organization: Treasurer

Explanation of cost variances FY 24

GYBL

General comment:

A majority of our numbers (income, expenses, participation, etc) occur during the spring of the fiscal year. Therefore, the numbers for the current fiscal year (2023) are all estimates. However, the numbers from the fall, such as the costs and income from bingo are included in the estimates and help provide accurate estimates.

Supplies vs equipment:

In past applications, a majority of our expenses were played under supplies and materials. This typically included baseball equipment purchases, such as bats, balls, catcher's gear, uniforms and other annual needs. It would also include supplies like cleaning supplies, keys, office supplies, signs, and such.

In the current application, any baseball equipment costs were reported under equipment purchases. Any supplies that were purchased were included under supplies. There is a significant increase in the supplies since the league purchased several supplies that were used when we ran Bingo at the Labor Day Festival. We spent over \$2,500 in supplies and fees for the festival - all of which were included in the supplies.

It is also important to note that outreach was also higher than expected for the 2023 fiscal year since that also included costs for ads in the Greenbelt News Review concerning Bingo. That is expected to continue for 2024.

Sales of goods:

All of the income from Bingo was included in the income as Sales of Goods. The overall income from Bingo was over \$6,000. The costs were over \$2,500 so we made a profit of about \$3,500. If the committee allows us, we would like to manage Bingo at the 2023 Festival.

Concession:

For both the 2021 and 2022 spring seasons, the league was unable to raise funds in this method. For the 2021 season, we decided not to use the Snack Shack due to concerns about Covid. Any items sold there were limited to prepackaged items to encourage social distancing. Unfortunately, sales were not successful. In the 2022 season, there were plans to sell more goods from the Snack Shack, but once again, that did not work. The main issue is that only one of the groups utilize McDonald Field. Any sales were too focused on one group and the teams that played at the other fields did not have access. For the 2023 Spring season, we have already talked to parents about finding ways to make sales at more fields so that more players will have access. We are working to develop new plans for the season to sell concessions at the other fields which will increase but the income, but also increase the expenses since we need to buy more things to sell.

Fundraisers:

We are expecting an increase in the amount that we have from fundraisers, besides Bingo. We have had several parents volunteer to help us reach out to various sponsors or to help run fundraisers in 2023 and beyond.

Greenbelt Youth Baseball Little League (GYBLL)

Narrative FY 24

Program History and Impact

1. Organizational history and activities

Greenbelt Youth Baseball was incorporated in 2016, but continues a tradition of organized youth baseball in Greenbelt dating back to 1951. In 2019, Greenbelt Youth Baseball joined Little League (now known as Greenbelt Youth Baseball Little League (GYBLL)) and now participates in the various activities that Little League provides. This includes playing games with other leagues in our District, such as Laurel and South Baltimore, as well as playing in the state tournament at the end of the season. This provides new opportunities for both our players and the city as a whole. Teams from other areas will visit Greenbelt to play regular season games. As soon as we are able to return to normal schedules will also have the opportunity to host a tournament through Little League, bringing even more visitors to our city. We want them to see how wonderful our city is.

Our group provides the opportunity to learn and play the game of baseball to children between the ages 4 and 14 years old who live within the city limits of Greenbelt and the surrounding area. When possible, our season begins in the Spring of each year. The season typically kicks off with an opening day parade, which includes all teams displaying their banner and marching to a league baseball field, and after a presentation of each team, a double header is played. Since we are now part of Little League, the season typically ends with a state tournament. The winner of that tournament will go on with the opportunity to play for the national championship. The season ends in July.

With increased competition from other sports (soccer and lacrosse for example) and many baseball programs now being year-round, highly competitive travel teams, several neighboring jurisdictions have been cutting recreational baseball, leading players and even teams to seek to join us.

Our main activities are typically in the spring and early summer. We do also hold a Fall Ball session in September and October. During Fall Ball we seek to play games against other area leagues when the opportunity arises. If that is not an option, then we offer games within our league, as well as practice opportunities.

It is important to note that the operating grant does not go towards any of the expenses for the Junior team (ages 14). Their expenses are not included in the application.

2. Partnerships

Many of our collaborations have been with sponsors, who provide us funds in return for marketing opportunities. We also partner with several area businesses in activities which generate more business for them and funds for us. Teams from our league sometimes scrimmage against teams from other leagues in the area.

3. Personal benefit

Throughout all levels of our division participants are given an opportunity to be physically active in an enjoyable manner. At each level, they learn teamwork, sportsmanship, and respect for their opponents.

As they advance, they learn leadership, responsibility and how to encourage their teammates. Spectators are treated to live baseball games that are often very competitive and exciting.

4. Community benefit

We provide an outlet for healthy activity for the participants and coaches. Many people attend our games, which are free of charge. This provides entertainment and social interaction. By being part of Little League and playing games against other areas, more people will come to Greenbelt to play games. This in turn provides support to local businesses.

Organizational Effectiveness

5. Diversity, equity and inclusion

GYBLL is available to all boys and girls, ages 4-14. We have players of various diversity in our organization, and we encourage everyone to work together as a team and as a community to achieve a goal. Our mission is that if a player wants to play ball, then they should be able to. We will work with any family to ensure they have the equipment, scholarships, relationships, and coaching that they need to succeed. Everyone is welcome and we want to make sure that they feel like they are welcome. If any issues dealing with diversity arise, then we will address it accordingly.

6. Marketing, outreach and evaluation

GYBLL reaches prospective participants by advertising in the Greenbelt News Review; publishing announcements in social media such as Facebook and email list-serves; and, when possible, communicating using area schools. Feedback is often received via face-to-face conversations.

7. Challenges

A significant challenge faced by our organization continues to be the conditions of our playing fields. Without proper drainage, the field conditions deteriorate, limiting our ability to use the fields after poor weather conditions.

As with many volunteer organizations, we have an ongoing need for new volunteers. In a youth league such as ours, we often have parents involved for only as long as their children participate. This creates an ongoing need for new volunteers. As much as we can, we mentor parents who wish to coach as their children come into the league.

It is important to note that one challenge that we have had in the past was with the Pepco bill. It is believed that our meter is tied to one of the light poles at McDonald Field. We have worked with the city to come up with a solution for this. We will provide the city with the power bill from December to March and the city will reimburse that amount.

8. Goals

As our organization continues to grow, we hope to continue with even more participants. We want to improve the level of competitiveness within our organization. This will enable the participants from our league who choose to continue playing as they get older to compete with other athletes as they move

up to the next level of play. Also, we aim to increase participation and expand to more teams.

9. City support

During the past fiscal year, we were approved to receive \$10,000 in support from the City of Greenbelt. For the fiscal year 2024, we are requesting \$10,000, plus an additional \$300 to cover the extra Pepco bill. The primary request of \$10,000 funds will be used primarily to provide uniforms and equipment for the league teams. As in past years, we request continued use and maintenance of baseball fields for practices and games. We are very thankful for the support that we have received from the city over the years and we look forward to the opportunity to continue this relationship. In the review of the past Pepco bills, we believe that the \$300 will be more than sufficient to cover the electricity costs for the months that we do not have any activities (December – February). For reimbursement, we will submit the bills for those months.

10. Matching funds

GYBLL raises funds through a variety of methods. While a few scholarships are given to those without the means to pay, most participants pay a registration fee. We do offer discounts to residents of Greenbelt and to families that register more than one child. We also offer scholarships to families that have a financial need.

In past years, GYBLL sold various goods via a concession stand, mainly from the Snack Shack located at McDonald Field. For the 2023 Spring season, we have already talked to parents about finding ways to make sales at more fields so that more players will have access. Since McDonald is no longer our primary field, we need to find ways to spread out the sales.

GYBLL is proud to be a part of the Greenbelt Labor Day Festival by providing Bingo. It was an amazing experience and we feel the entire event was a success. In all, the league made over \$3,000 in profits from the event. Our goal is to utilize some of that money to help with the storage issues that we have at many of our fields, and to make some improvements to the equipment such as pitching machines.

We have several community organizations and commercial enterprises who are sponsors. Typically, we operate a concession stand (The Snack Shack) located at McDonald Field. The Shack is open during games and sells a variety of items, such as, but not limited to, chips, drinks, candy, and frozen treats. Since our league is more spread out now and McDonald is no longer our primary field, the league must determine better ways to sell concessions at multiple locations. In addition, we hold other fundraising events. We also have held several fundraisers with local restaurants during which a percentage of their sales are donated to us. Finally, we have GYBLL gear (shirts, hats, etc.) for sale through our website.

Field Locations in Greenbelt**Braden Field****McDonald Field****Schrom Hills Park****Address****101 Centerway, Greenbelt, MD 20770****7 Southway, Greenbelt, MD 20770****6915 Hanover Pkwy, Greenbelt, MD 20770**

Greenbelt Youth Baseball Little League Board

The Greenbelt Youth Baseball Little League Board consists of volunteers. They consist of parents of players that meet each month to manage this program. Board members must be voted into the board, and officers are elected for one 12-month term every October. The board members (and duties) are as follows:

Board Members

Andrea Lopez - President

Patrick Keaton - Treasurer

Player Agent - Craig Hebert - Player Agent

Troy White - Coaching Coordinator

James Inzeo - League Information Officer

Kim Blair - Board Member

Cindy Gonzalez - Board Member

Officer Descriptions

President - Andrea Lopez

Presides at league meetings, and assumes full responsibility for the operation of the local league. The president receives all mail, supplies, and other communications from the Little League International. The president must see to it that league personnel is properly briefed on all phases of rules, regulations, and policies of Little League. The league president is the contact between the local organization and Little League International.

Treasurer - Patrick Keaton

Will have care and custody of all funds for the League. Will submit a statement of finances to every board meeting, including all transactions. Will endorse checks and distribute approved funds as necessary for normal operating expenses. All other expenses must be approved by the board. Will review all receipts submitted for reimbursement. Will submit the taxes and the grant application to the City of Greenbelt.

Player Agent - Craig Hebert

Shall Conducts annual tryouts, and is in charge of player selection, assists president in checking birth records and eligibility of players. Manages all players transactions between teams. Acts as the player's representative of the league. Shall work with the Coaching Coordinator to determine the procedure for determining the tournament team. Assists president in checking birth records and eligibility of players.

Coaching Coordinator - Troy White

Shall represent coaches/managers in the league. He shall order and distribute training materials to players, coaches and managers. He shall coordinate mini-clinics as necessary. He shall serve as the contact person for Little League International.

League Information Officer - James Inzeo

Shall set up and manage the league's official website (site authorized by Little League International). Shall manage the Facebook and oversee the e-mail account for the league. Shall set up online registration and ensure player, manager, and coach data is uploaded to the Little League Data Center. Shall ensure that league news and scores are updated online on a regular basis. Shall collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members, and the media.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
 Fiscal Year 2024

A. GENERAL INFORMATION

1. Name of organization: Greenbelt Municipal Swim Team
2. Year of founding: 1957 3. Website: http://www.greenbeltswimteam.com
4. Federal tax ID # (if applicable): [REDACTED]
5. Contact person: Name Laura Hebert Position President
 Telephone [REDACTED] E-mail greenbeltswim@gmail.com
6. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
Greenbelt Municipal Swim Team, PO Box 491, Greenbelt, MD 20768-0491
7. What is the mission of this organization? Whom do you intend to serve?

Greenbelt Municipal Swim Team serves the youth of Greenbelt and the surrounding communities. Our mission is to promote swimming as a lifelong activity, to help each swimmer achieve her or his personal best as an athlete and as a person, and to advocate swimming as a family participation sport.

8. Please indicate the amount of your request here \$10,000 and briefly summarize the intended use of these funds below. Please be as specific as possible.

GMST plans to use \$10000 towards paying the salaries of coaches during the summer season.

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 2021 or FY 2022
- ☐ a Council-approved Greenbelt Recognition Group that received an FY23 project grant
- ☒ a Council-approved Greenbelt Recognition Group that received an FY23 operating grant

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2024

Period of Support: July 1, 2023 – June 30, 2024

Applications and supporting documents are due by 4:30pm on **Monday, February 6, 2023**.
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.

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 FY22, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY23 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*
- ☐ The organization is projecting a revenue surplus for FY23.
- ☐ The organization is projecting a revenue surplus for FY24.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested. *Total grant requests may exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.*

The amount requested is about 29% of total operating costs for a year. GMST would need to raise registration fees significantly in order to cover this amount, and this would run contrary to our mission of serving the community's children.

B. COMMUNITY MEMBERS SERVED

- 1. How many people actively participate in your organization's primary activities (in person and/or online)?** 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 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 140 = (paying a fee 140 + without charge 0)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 220 = (paying a fee 220 + without charge 0)

% Greenbelt residents 60

% ages 12 and under 70 % 13-17 yrs. 29 % 18-59 yrs. 1 % 60+ yrs. 0

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 230 = (paying a fee 230 + without charge 0)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 420 = (paying a fee 0 + without charge 420)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 430 = (paying a fee 0 + without charge 430)

% Greenbelt residents 60

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

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 440 = (paying a fee 0 + without charge 440)

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/role	Term length
Laura Hebert	yes	President	1 year
David Downs	yes	Vice-President	1 year
Christine Nickel	yes	Treasurer	1 year
Christopher Kelly	no	Secretary	1 year
Johanna Moore	yes	PMSL Representative	1 year
Tassia Prosper	no	Member-At-Large	1 year
Scott Jackson	yes	Member-At-Large	1 year
Elizabeth Johnson	no	Member-At-Large	1 year
Marc Swisdak	no	Fundraising/Events Chair	1 year

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

Board members are elected annually by the parents or guardians of registered swimmers. The Treasurer is appointed by a majority vote of the Board after vetting.

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

Yes. Board members are primarily Greenbelt residents, but also include parents from surrounding communities, including Severn Crossing. Approximately 50% of the Board and 60% of the swimmers are Greenbelt residents. The team includes swimmers from ages 5-18 and Board members are parents/guardians to swimmers ranging from 5-17.

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>
Head Coach	1	8-10	Coordinates with assistant coaches in planning practices and swim meets; swimmer development and training.
Assistant Coaches	4-6	12-20	Support Head Coach by implementing the swim practices and assisting during swim meets; swimmer development and training.

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 2021-June 2022 180 July 2022-June 2023 180 July 2023-June 2024 (projected) 190

Current year: % Greenbelt residents 60 % Non-residents 40

% ages 12 and under 0 % 13-17 yrs. 10 % 18-59 yrs. 80 % 60+ yrs. 10

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

Volunteer parents of swimmers comprise the team's governing Board and have overall responsibility for the team. Team parents also volunteer to run every swim meet by setting up the pool area, officiating, timing races, selling concessions, organizing swimmers, and then re-setting the pool area at the meet's conclusion. Outside of swim meets, parent volunteers run fund-raising events and out-reach programs for the team.

5. Volunteer background checks (ALL applicants must complete and sign this section)

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. Criteria for exclusion are included in the Recognition Group Policy and Information Guide. 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: _____

Laura Hebert
Name

President
Title/position

1/28/23
Date

- 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, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Salaries and wages		11,966	19072	20752
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental		6048	6706	6706
e. Dues, memberships, league fees		300	300	300
f. Utilities				
g. Insurance		950	950	950
h. Supplies and materials				
i. Equipment purchases	deck clock	0	300	250
j. Equipment rental				
k. Marketing and outreach	team flyers and banner	200	200	200
l. Travel and lodging				
m. Food/catering	team banquet	200	300	350
n. Awards	ribbons and trophies	2000	2000	2000
o. Grants				
p. Payment of debt				
q. Taxes		1185	1290	1380
r. Other	invitational fees	400	400	400
s. Other	team t-shirts	800	800	900
t. Other	P.O. Box	200	200	200
Total Expenses		24249	32518	34388

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Sales of goods	swim meet concessions	2000	2000	2500
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees		20943.19	21500.00	22000.00
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. City of Greenbelt support		9000	9000	10000
j. Other grants				
k. Other*				
l. Other*				
m. Other*				
Total income		31943.19	32500	34500
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
Profit (income in excess of expenses)		7694.19		112.00
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)		-18.00	
	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, 2022 (Last Fiscal Year)	Projected as of June 30, 2023 (Current Fiscal Year)
a. Checking/savings accounts*	34557.25	34000
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	34557.25	34000

*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, 2022 (Last Fiscal Year)	Projected: loan balance as of June 30, 2023 (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, 2021 – June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
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, 2021 - June 30, 2022

Grant type – please check one: Project ☐ / Operating ☒

Date of expense	Description of reimbursed expense	Amount
July, 2021	Summer coaches paid directly	7912.15
July, 2021	Trophies/ribbons (\$1500 cost)	1000.00
	Total:	8912.15

During Fiscal Year 2024, 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: Christine Nickel Title: GMST Treasurer
 Name: Laura Hebert Title: GMST President

F. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Save your document as a PDF with the file name: name_of_organization_narrative_FY24

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 fiscal year 2024? 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 fiscal year 2024? 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 FY23 match may affect your grant amount for FY24.

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_FY24.
2. **Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY24
3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY24. 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_FY24. 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_FY24
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_FY24 (etc). Letters may not be submitted by the organization's Board members, staff, or contractors.

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 Laura Hebert Date 1/28/23

Your role within the applicant organization: President

NARRATIVE

1. Benefit to the community

1.1 Organizational History and Activities

The Greenbelt Municipal Swim Team (GMST) was established in 1957 and in 1959 became a charter member of PMSL, the Prince-Mont Swim League. The team's governing board, the Greenbelt Aquatic Boosters, was organized in the late 1960s. The team's mission is the promotion of swimming as a lifelong activity in order to help each swimmer achieve her or his personal best as an athlete and as a person, and the advocacy of swimming as a family participation sport.

In the summer of 2022 GMST competed in Division C of PMSL (the third of six divisions) and finished fourth out of six teams in the regular season. Fifteen GMST swimmers competed in the league-wide All-Star Meet.

GMST offers a healthy outlet in which young people can be active while connecting with old friends and making new ones. Many swimmers return each summer just to catch up with those they do not have a chance to see during the school year. GMST also runs one of the only non-competitive year-round swim programs in the area. Other full-year programs (also known as "club teams") charge significantly more and have prohibitively demanding practice schedules. GMST's programs allows swimmers to stay in touch with swimming while also giving them room to explore other activities.

1.2 Partnerships

The team has been, and plans to continue to be, an active participant in outreach activities to the Greenbelt community. In September of 2022 the team extended its decade-long tradition of marching in the city's Labor Day Parade; this is also an exciting event for the kids. GMST had an informational booth at Fall Fest, the Green Man Festival, and Winter Fest sponsored by the Greenbelt Venture Crew.

1.3 Personal Benefit

GMST includes swimmers between ages 5 (our "Developmental" program) and 18. Participating youths learn a valuable life skill, engage in regular aerobic exercise, and make friends with whom they might not otherwise come in contact. Spectators at our summer swim meets can enjoy the thrill of an athletic contest while cheering on a local team.

1.4 Community Benefit

The Greenbelt Municipal Swim Team is one of the oldest continually operational organizations in the city and thus a strong thread tying together its past, present, and future. It offers Greenbelt families a well-run, long-established, year-round athletic program for the benefit of youths ages 5-18. Several current parents of swimmers have themselves been “Barracudas” in previous years. The majority of swimmers are Greenbelt residents as are most of the coaches. The team also serves as a home-grown training ground for pool lifeguards, and a way for motivated swimmers to have their first assistant coaching experience. And, since non-Greenbelt-resident summer swimmers are also required to be members of the Greenbelt Aquatic and Fitness Center, the swim team indirectly funnels revenue to the city that can be used to enhance the overall community experience.

2. Organizational Effectiveness

2.1 Diversity, Equity and Inclusion

GMST is one of the few summer swim teams that continues to offer practice throughout the year. Doing so, enables our community access to all-year physical fitness, as well as competitive training at a significantly reduced cost compared to winter swim clubs. GMST is therefore helping to open the door to less affluent families and families that value swimming as a fitness and community activity but may not want it to be their priority activity. The City of Greenbelt can take pride in knowing that GMST is one of the most accepting and accessible swim teams in PG County and likely in the DC metro area.

GMST does not currently record demographic information during the registration process, so we are unable to track progress on diversity and inclusion. We have (and will continue) to be accepting and encouraging of all swimmers regardless of race, gender, or religion.

2.2 Marketing, Outreach and Evaluation

Communication with team families is done through an e-mail list (run through Google Groups) and the team’s Facebook account. We also communicate with each separate session group (summer, fall, and spring) through our Active registration software. We attract prospective participants in several ways. The city’s Public Works department displays a banner before the team’s sessions. We print fliers that are posted at GAFC and distributed at local schools. In addition, GAFC hosts an annual team picture (poster-size), a display case, and bulletin board highlighting team accomplishments. We find word-of-mouth recommendations from current parents to be invaluable.

We hold an Annual Meeting at which the Board discusses the state of the team and team families can give feedback. We periodically survey team families to evaluate what needs we are or are not meeting.

2.3 Challenges

GMST has strengthened coaching and instruction over the past year, hiring a Greenbelt resident who is also an experienced coach with international swim experience. A continued challenge is to maintain and strengthen the coaching as we move forward.

Another challenge is to rebuild numbers following a loss of new, young swimmers during COVID closures. A reduction in swimmers has also meant more efficient coaching numbers and reduction in other activities due to reduced registration income. GMST has managed these changes well, and we will be challenged to manage them as both income and expenses are expected to increase post-COVID. We anticipate meeting this challenge and maintaining a steady and balanced budget.

An additional challenge, and positive opportunity, is the merging of Severn Crossing swim team (dissolved in 2021) with GMST. This merger has also contributed additional helpful volunteers, excellent swimmers, and diversity.

2.4 Goals

Goals for the upcoming year are to increase participant numbers. We also plan to increase swim meet concessions, and to participate in more community outreach.

2.5 City support

During fiscal year 2023, the City supported our team through a grant that paid \$8,000 in coaches' summer salaries and provided \$1,000 for purchasing trophies. In addition, the City also provided in-kind support by hanging our banners at various locations within the city during our membership registration periods. Furthermore, the Greenbelt Aquatic and Fitness Center (GAFC) allows us to rent lanes and to host swim meet competitions during the summer. This includes opening the pool for only our use in early morning practices during the summer and Sunday morning practices during the off-season. For FY2024, we request the City to support \$10,000 in coaches' salaries for summer swimmers. We appreciate the year-round support from the City of Greenbelt and the willingness of GAFC to work with us to enable practice and swim meets.

2.6 Matching funds

While the City grant funds the summer salaries of coaches, the team pays the salaries for coaches during the fall and winter/spring sessions and for lane fees throughout the year. These funds are primarily raised by charging registration fees. We also have several other revenue sources: running concessions during home swim meets, holding fundraising nights at local restaurants, and organizing a yearly swim-a-thon in which team swimmers collect pledges tied to the number of laps they can swim. We typically raise approximately \$22,000 - \$24,000 in this manner, which satisfies the city requirement that organizations provide matching funds.

Variances

This FY24 grant reflects a normal COVID-free swim team year with a relatively normal budget, for the first time in a number of years. Our registration numbers are rebounding since COVID, and it appears that we are still seeing the impact of a large number of young children who did not have the opportunity for swim lessons during the pandemic, with particular increases in our Developmental and 8&U registrations.

1. Expense Variance

Our expense increase is for coaches' salaries. The reason for this is that previous years, affected by COVID, resulted in fewer coaches on deck and fewer swimmers in the water. Additionally, we had hired a younger, relatively inexperienced head coach. This year, we have had the opportunity to hire an experienced coach with international recognition who is a Greenbelt resident.

Program Calendar

1) Practice Schedule

Session	Dates	Schedule
Fall	Early September – mid-December	Tue./Thu. afternoons, Sun. mornings
Winter/Spring	Mid-January – mid-May	Tue./Thu. afternoons, Sun. mornings
Summer	Late May – early August	Memorial Day – end of school: Mon.-Thu. afternoons End of school – mid/late July: Mon.-Fri. mornings, Mon.-Thurs. evenings (Severn Crossing Pool)

2) Swim Meets

The Prince-Mont Swim League (PMSL) schedule is very similar from year to year. Specific dates are given for 2022, but a similar schedule will apply to 2023 and 2024.

- Five regular-season PMSL meets: 6/18, 6/25, 7/2, 7/9, 7/16
- PMSL Divisionals @BBT: 7/23
- PMSL All-Stars @NCR: 7/30

The team also attends “B” meets with different themes that are not PMSL-sponsored. Dates are again given for 2019 only, although a similar schedule holds for other years.

- West Laurel B Meet (non-winners in previous meets) 6/26
- Knights of Columbus Mini-Meet (ages 10 and under) 7/14
- Adelphi Long-Course Luau (50-meter pool): 7/21

3) Other Team Events (including anticipated dates)

- Swim Team Movie Night at Old Greenbelt Theater: May, 2023
- GMST Open House: (held at the start of each Session: Fall, Winter/Spring, Summer)
- Summer Parent Meeting: May, 2023
- Summer Swim Session: May – July, 2023
- Chipotle fundraiser: June, 2023
- Kickoff Potluck Dinner and Social: June, 2023
- Team Tie-Dye and Ice Cream Social: July, 2023
- Swim-a-Thon Team Fundraiser: July, 2023
- GMST Alumni Social: July, 2023

- End-Of-Season Banquet and Pool Party: July, 2023
- Labor Day Parade: September, 2023
- Annual Meeting and Board Elections: September, 2023
- Fall Swim Session: September – December, 2023
- Fall Fest (booth sponsor): October, 2023
- Winter/Spring Swim Session: January – May, 2023
- Green Man Festival (booth sponsor): May, 2023
- Venture Crew Winter Fest (booth sponsor): December, 2022
- Stroke and Turn Clinics (two per Session)

Bios

Coach Bios are documented on our website:

<http://www.greenbeltswimteam.com/about/coaches/>

The GMST Head coach, Mr. Zach Shattuck, is 26 years old from Mount Airy, MD and has been swimming competitively for the last 8 years. He got his start in the sport at Frostburg State University where he was a 4-year participant and 3-year captain, breaking over 20 American Records in his classification. After college Zach worked for two years as the assistant swim coach at the University of Mary Washington in Fredericksburg, Virginia, and as a summer coach in Westminster, MD. Since 2015, Zach has competed for the United States at the 2017 World Championships, and the 2015 and 2019 Para Pan Am Games, the 2020 Paralympic Games, as well as several other international events, earning seven medals to date. Zach is a current member of the 2023 United States National Swim team trying out for the 2024 Paralympics.

The GMST President, Laura Hebert, has a competitive swimming background dating back to the YMCA programs in the 1980s and continues to swim regularly at the Greenbelt Aquatic and Fitness Center for exercise. The GMST President, a proud 'swim Mom' of four GMST Barracudas, is also aligned with the FAST swim club and maintains communication with other winter swim clubs and summer swim teams to help guide and operate GMST to its full potential.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
 Fiscal Year 2024

A. GENERAL INFORMATION

1. Name of organization: Greenbelt Babe Ruth
2. Year of founding: _____ 3. Website: www.greenbeltbaberuth.com
4. Federal tax ID # (if applicable): _____
5. Contact person: Name Ian Gleason Position Commissioner
 Telephone _____
6. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):

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

Greenbelt Babe Ruth strives to provide the best opportunity for individuals to grow not only as baseball players but more importantly as quality young people ready to be future leaders and role models in their community and world. We strive to provide a positive community environment, dedicated and quality coaching, and the development of a strong work ethic and moral righteousness.

8. Please indicate the amount of your request here \$3500 and briefly summarize the intended use of these funds below. Please be as specific as possible.

The funds will go towards our registration fees for both spring and fall seasons, purchasing new uniforms as needed, and updating our practice equipment. A portion of the money will also be put towards field maintenance to offer the best playing surface possible for our players.

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 2021 or FY 2022
- ☐ a Council-approved Greenbelt Recognition Group that received an FY23 project grant
- ☒ a Council-approved Greenbelt Recognition Group that received an FY23 operating grant

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
**OPERATING GRANT
APPLICATION INSTRUCTIONS**

Fiscal Year 2024

Period of Support: July 1, 2023 – June 30, 2024

Applications and supporting documents are due by 4:30pm on **Monday, February 6, 2023**.
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.

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:

Prince George's County Babe Ruth League

11. Financial need. Please check all that apply.

- ☐ At the conclusion of FY22, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY23 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*
- ☒ The organization is projecting a revenue surplus for FY23.
- ☒ The organization is projecting a revenue surplus for FY24.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested. *Total grant requests may exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.*

Our program requires constant upgrades in field maintenance, uniforms, and equipment. While we may not need all at once, typically, each year we have to focus funds on one of these areas and then rotate through each over the course of a few years. In addition, we have our regular fees associated with each season such as umpire fees and registration costs.

B. COMMUNITY MEMBERS SERVED

- 1. How many people actively participate in your organization's primary activities (in person and/or online)?** 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 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 45 = (paying a fee 45 + without charge 0)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 50 = (paying a fee 50 + without charge 0)

% Greenbelt residents 75

% ages 12 and under 0 % 13-17 yrs. 95 % 18-59 yrs. 5 % 60+ yrs. 0

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 50 = (paying a fee 50 + without charge 0)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 120 = (paying a fee 0 + without charge 0)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 140 = (paying a fee 0 + without charge 0)

% Greenbelt residents 80

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

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 150 = (paying a fee 0 + without charge 0)

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/role	Term length
Ian Gleason	Yes	Commissioner/Coach	As needed
Ruth Anne White	No	Coach	As needed
Westley Shoemaker	No	Coach	As needed
Benjamin Daniel	No	Coach	As needed
Matthew Baravechia	Yes	Coach	As needed
Emanuel Ortiz	No	Coach	As needed
Patrick Gleason	Yes	Coach	As needed
LaShel Baravechia	Yes	Parent Liason/Community Liason/Fundraising	As needed
Cheryl Gleason	Yes	Financial Consultant	As needed
Bob Sonneveldt	Yes	Consultant	As needed
Francis Gleason	Yes	Field Maintenance Consultant	As needed
Wesley Velasquez	No	Art Design	As needed

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

By consensus of the board members.

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

Yes, our leadership consists of individuals who both live in Greenbelt and throughout other parts of the County which is indicative of the youth that participate in the program. The leadership also consists of many individuals who have themselves participated in the Greenbelt Babe Ruth baseball. We hope that our coaching staff represents the diversity within the program itself.

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>
Consultants	3

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.

Patrick Gleason/Matthew Baravechia-Department of Recreation Part-time staff.

4. Volunteers

July 2021-June 2022 20 July 2022-June 2023 20 July 2023-June 2024 (projected) 20

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

% ages 12 and under 0 % 13-17 yrs. 5 % 18-59 yrs. 85 % 60+ yrs. 10

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

Our program exists only because of volunteers. Our coaching staff which interacts directly with the program participants provide baseball, fitness, life skills instructions, as well as mental health guidelines. Furthermore they develop a sense of responsibility and integrity in program participants. Our entire consultant staff from financial to field maintenance concerns offer their advice in specific areas to best benefit the program. We seek involvement from players and their families which includes parent volunteers who assist with selling concessions, up keep the field and transportation to away games. Finally, all team art work and photography is done on a volunteer basis as well, this includes the design of the new team logo we introduced for the 2018 season and our new website.

5. Volunteer background checks (ALL applicants must complete and sign this section)

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. Criteria for exclusion are included in the Recognition Group Policy and Information Guide. 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: Babe Ruth League

Ian Gleason

Name

Commissioner

Title/position

2/1/23

Date

- 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, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Dues, memberships, league fees	League Registration/Umpire Fees	2848.00	3100.00	3200.00
f. Utilities				
g. Insurance				
h. Supplies and materials	Field Maintenance	28.09	105.00	90.00
i. Equipment purchases	Uniforms, Equipment	2517.95	2400.00	2783.50
j. Equipment rental				
k. Marketing and outreach	News Review Ad, Website, Labor Day	583.14	1200.00	900.00
l. Travel and lodging				
m. Food/catering	Team Celebration	172.25	0.00	50.00
n. Awards				
o. Grants				
p. Payment of debt				
q. Taxes				
r. Other	Parent Organization Background Checks	76.50	76.50	76.50
s. Other				
t. Other				
Total Expenses		6225.93	6881.50	7100.00

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Sales of goods				
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees	Player Registration	4500.00	4800.00	5000.00
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. City of Greenbelt support	Operating Grant	2100.00	3500.00	3500.00
j. Other grants				
k. Other*	Labor Day Concessions	0.00	200.00	800.00
l. Other*				
m. Other*				
Total Income		6600.00	8300.00	9300.00
\$8,500				
Net profit or loss	Profit	Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
Profit (income in excess of expenses)		374.07	1418.50	2200.00
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)			
\$1,1618.50				

** 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, 2022 (Last Fiscal Year)	Projected as of June 30, 2023 (Current Fiscal Year)
a. Checking/savings accounts*	2505.20	1300.00
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	2505.20	1300.00

*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:

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Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2022 (Last Fiscal Year)	Projected: loan balance as of June 30, 2023 (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, 2021 – June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
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, 2021 - June 30, 2022

Grant type – please check one: Project ☐ / Operating ☒

Date of expense	Description of reimbursed expense	Amount
7/26/21	Background Check (Parent Organization)/Team Celebration	276.84
8/23/21	Glove Repairs/Equipment	400.00
1/20/22	Hats	634.73
3/8/22	News Review Ad	22.20
4/8/22	Uniforms	957.77
4/22/22	Equipment/League Registration Fees	888.00
6/7/22	Uniforms	405.96
	Total:	3585.50

During Fiscal Year 2024, 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: Ian Gleason Title: Commissioner
 Name: Patrick Gleason Title: Coach

F. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Save your document as a PDF with the file name: name_of_organization_narrative_FY24

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 fiscal year 2024? 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 fiscal year 2024? 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 FY23 match may affect your grant amount for FY24.

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_FY24.
- 2. **Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY24
- 3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY24. 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_FY24. 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_FY24
- 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_FY24 (etc). Letters may not be submitted by the organization's Board members, staff, or contractors.

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 Ian Gleason Date 2/1/23
Your role within the applicant organization: Commissioner

1. Organizational history and activities.

Greenbelt Babe Ruth Baseball has provided athletic opportunities for youth in and around the city for well over 30 years. The program was well established when Bob Sonneveldt—who passed leadership along to me three years ago—took over it in 1984. The number of teams we support varies from year to year as participation levels fluctuate. Over the past 15 years there has been a relatively stable number of teams we support: one Junior level team (ages 13-15) and one Senior level team (ages 16-18). During the Spring and Summer of 2018 we had a record number of participants (at least dating back to my affiliation with the program circa 2003) and as such fielded two Junior level teams and one Senior level team and we maintained these numbers this past summer. As recently as 2016 we struggled to have a full roster at both age levels and as such the 2018 season was a milestone for us in our participation levels. Our teams play their games in the Prince George’s County Babe Ruth League and individual players have the opportunity at the end of the season to try out for the Prince George’s County All Star teams at their respective age levels which then participate in the Babe Ruth State Tournament. The 15U Prince George’s County All Star team consisting of many Greenbelt players won the Maryland State Tournament this past summer and traveled to the Mid-Atlantic Regional Tournament in Pennsylvania.

In 2017, 2018, and again in 2021 we participated in the Greenbelt Labor Day Parade and during our games at Braden Field we began selling concessions. In the Fall of 2019 we had our largest turnout we have had in years for Fall Baseball during the months of September and October. We also sell concessions during Fall Fest at Schrom Hills and at the 2019 and 2022 Greenbelt Labor Day Festivals we sold concessions at a booth at the Greenbelt Labor Day Festival.

Since the conclusion of our last season we have been working with Greenbelt Youth Baseball to work on methods to better connect younger players from their program to our program as they progress to an older and more advanced level of play. Greenbelt Youth Baseball supports baseball players from Little League age up until 14 but once they reach this age they move on to our program.

2. Partnerships.

In the past calendar year we have had conversations with Greenbelt Youth Baseball on how we can better serve the baseball community in Greenbelt. We are working on teaming up to create a clear path from the younger age groups (with Greenbelt Little League) to the older age groups (with Greenbelt Babe Ruth). We have developed a working partnership with the baseball program at Eleanor Roosevelt High School to prepare players for their high school careers and provide playing opportunities after their season has concluded. We also work in collaboration with the Greenbelt Recreation Department to provide concessions for Fall Fest each October and

with the Greenbelt Labor Day Festival Committee to provide concessions at the Labor Day Festival.

3. Personal benefit.

Participants in our program benefit from our multifaceted approach. Individuals on our teams develop their skill sets in baseball and many of our participants use these skills and the time with our program to improve their skills so that they can play for area high school teams. A large portion of both the Junior Varsity and Varsity baseball teams at Eleanor Roosevelt High School (as well as several other local schools) play for our organization during the late spring and summer months. In addition to baseball skills we strive to develop physically fit young adults. Our participants are held accountable to being respectful and hardworking both on and off the field. This includes our players participating in regular field maintenance and an emphasis of developing a strong work ethic on the field and in the classroom.

As a program in the past year we several years we have started an emphasis on addressing nutrition with our players. This past year we have begun to incorporate portions of our program where we address the mental aspect of sports, mindfulness, and meditation. We are also researching future opportunities for community service activities as a team once society returns to a safer state from the pandemic. Finally, we have had several players recently go on to play baseball collegiately and several return to begin assisting on our coaching staff. Spectators are provided with a safe and family friendly environment that is situated in the heart of the city's recreation facilities. Our teams have also evolved a larger community and family environment that supports all participants.

4. Community benefit. If applicable, please comment on how you believe your programs enhance the community at large. How do your activities contribute to the overall vitality of Greenbelt and the well-being of its citizens? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Our program provides opportunities for our youth to stay physically active and we strive to instill these beliefs in our players so that they carry them with them after their participation in our program concludes. In recent years, we have included an increased emphasis in our program on nutrition, mindfulness, and meditation. It is our hope to develop the entire individual who comes out for our program. Nutrition, mindfulness, and mental health are aspects of personal health that can often be overlooked and as such, we have made a concerted effort to focus on them. We are striving to create a family friendly and community developing atmosphere at Braden Field during the spring and summer months. We are striving each year to bring more Greenbelters together for our games at Braden Field to add to the already vibrant sense of community in Greenbelt.

Organizational Effectiveness

5. Diversity, equity, and inclusion

To fill our teams we reach out to all parts of the City. We typically have a wide range of participants involved in our program, from the City Center to Greenbelt East and Greenbelt West. All parts of the city are covered on our team. As other baseball programs in the area have lessened we have even had to take in additional players from other locations who are without a local team. Our coaching staff is diversified in age, background, and gender.

We have yet to have a female player come out for our program but we are open to it. One of our coaches does a lot of the local softball level and is an encouraging factor in keeping young girls engaged in the sport as they get older.

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?

Each year we communicate with prospective participants through ads in the News Review, communication with Greenbelt Little League representatives, local high school coaches, representatives for the Prince George's Babe Ruth League, and word of mouth. We communicate with current participants via email. In the past three years we have tried to increase our communication with the community about our sponsored activities through the posting of our weekly schedule in the News Review and through weekly updates or articles in the News Review. We communicate with players and parents/guardians to evaluate the job we have done at the end of each season. In 2019 for the first time we posted signs in and around Greenbelt with our game times to raise more awareness about our schedule. We recently developed a website, www.greenbeltbaberuth.org, which we hope will raise interest in our program throughout the city. At the conclusion of each season we have a team meeting and feedback session with players and parents to find ways to improve our program.

7. Challenges. What are the most significant challenges that your organization is experiencing? How are you addressing these challenges?

One significant challenge we face is maintaining our field to a high level. We have been able to make some improvements over the years by adding and improving certain areas such as the artificial turf mound this past year. The City of Greenbelt has assisted in improving the batting cages and other aspects as well. Long term a complete revitalization of both the infield and outfield grass is necessary. Both areas are uneven and receive a lot of use from both our program and Greenbelt Boys and Girls Club. In the past small improvements have been made but no large scale improvements have been made in these areas in decades. At a recent City Council meeting we had several program parents and coaches present a plan to City Council for revitalizing the field over the coming years. We are doing the best we can as a program to

address the field concerns but the improvements that are necessary require greater funding and support from the city level.

7. Goals.

We have several goals as an organization which include maintaining our current levels of participation and if possible increasing them, supporting the Prince George's Babe Ruth League to attract quality teams to participate in league play, creating the highest quality playing surface for our players possible, and increasing community support and attendance at games. Another goal we have taken on is to incorporate a better awareness and understanding of nutrition, mindfulness, and mental health guidelines for the youth that we serve with an ultimate goal of fostering service driven and community minded young adults.

To reach our goals having to do with participation levels and community support we are working towards increasing awareness through the News Review and other communication means. We are in discussions with other teams and high schools to try to help support the Prince George's Babe Ruth League's efforts to create a competitive league year in and year out. As a team we work on field maintenance after each time we use the field and we have purchased different materials to assist in this process. We have also held multiple online informational sessions for our participants addressing both nutritional and mental health topics.

8. City support.

During the current Fiscal Year, the City of Greenbelt provided Greenbelt Babe Ruth \$2,100. For Fiscal Year 2023 we are requesting \$3,500. We would use these funds to directly support the participants at each of our age levels. Our main goal for the upcoming year is to continue to improve our playing field.

9. Matching funds.

We plan to match our requested city funding amount of \$3,500 through our registration fees and beginning fundraising again after a hiatus due to COVID-19. Our fundraising consists of selling concessions at Fall Fest and Labor Day, t shirt sales, and concessions at home games at Braden Field.

Greenbelt Babe Ruth Variances FY24

Expenses

Section H- Supplies and Materials (Field Maintenance)

FY22 \$28.09

FY23 \$105.00

FY24 \$90.00

We had several old pieces of field maintenance equipment break during the course of FY22 which required the need for purchasing new equipment to maintain our field.

Section K- Marketing and Outreach

FY22 \$583.14

FY23 \$1200.00

FY24 \$900.00

After several years directly impacted by the COVID-19 pandemic FY23 saw a return to more pre-COVID levels of activity for our organization which also resulted in an increased push in marketing and outreach to continue to build our program back up after several down years.

Section M- Food/Catering (Team Celebration)

FY22 \$172.25

FY23 \$0.00

FY24 \$50.00

During FY23 we were not able to have an end of year celebration due to conflicts with post-season tournaments and therefore we did not spend any money in this area.

Income

Section K- Other (Fundraising-Labor Day Concessions)

FY22 \$0.00

FY23 \$200.00

FY24 \$800.00

In FY23 we resumed our concessions at the Greenbelt Labor Day Festival, with a smaller profit than in pre-COVID years. We hope to continue to increase the revenue generated from this fundraiser in FY24.

Program Calendar: Greenbelt Babe Ruth

FY22

July 2021: Sent players to Prince George's County All Star Teams. Hosted 15U State Tournament at Braden Field.

September 2021: Participated in Greenbelt Labor Day Parade

September 2021-November 2021: Fall Season for 13-18 age group in the Prince George's County Babe Ruth League.

March 2022-June 2022: Spring Season Practices and Games for the 13-15 and 16-18 age group that participates in the Prince George's County Babe Ruth League

FY23

July 2022: Sent players to Prince George's County All Star Teams.

September 2022: Sold concessions at Greenbelt Labor Day Festival

September 2022-November 2022: Fall Season for 13-18 age group in the Prince George's County Babe Ruth League.

October 2022: Sold t-shirts and passed out information at City of Greenbelt Fall Fest.

March 2023-June 2023: Spring Season Practices and Games for the 13-15 and 16-18 age group that participates in the Prince George's County Babe Ruth League

Greenbelt Babe Ruth Key Personnel Bios

Ian Gleason (Commissioner/Coach): Ian has a multitude of experience working with youth in a variety of settings. A former City of Greenbelt Summer Camp staff member, a PGCPs teacher for the past 9 years, JV Girls' Soccer coach at ERHS for 8 years, JV baseball coach at ERHS for 4 years, and a member of the Babe Ruth coaching staff for the past 10 years.

Ruth Anne White (Head Coach): Ruth Anne has an immense amount of experience working with youth both in her native Ohio and in her adopted home of Maryland. Ruth Anne is the Executive Director of the National Center for Housing and Child Welfare, which works at the local, regional, and national level to create cross-agency partnerships to enable communities to respond appropriately to families and youth who are caught at the intersection of homelessness and child welfare. She previously coached for Lewisdale-University Park and has been on the coaching staff for Greenbelt Babe Ruth for the past five years.

Patrick Gleason (Head Coach): Patrick has a plethora of experience serving both the City of Greenbelt and area youth. He has been a City of Greenbelt Summer Camp staff member since 2007 and a teacher at ERHS since 2014. At ERHS he was the head JV Girls' Soccer coach from 2013-2020 and has since taken over the Varsity team. He has served as a Greenbelt Babe Ruth coach for 8 years.

Wesley Shoemaker (All-Star Coach): Wesley has served as an assistant coach for Greenbelt Babe Ruth for the past two seasons and this past summer he was the head coach for the Prince George's County 15U All-Star team that won the Maryland State Tournament. Wesley is currently studying Sports Journalism at West Virginia University.

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 fiscal year 2024 are due by
4:30pm on Monday, February 6, 2023

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
Please check one: ☐ new application ☒ application for renewal of status
2. **Contact person:** Name Carissa Ralbovsky Position Treasurer
 Telephone [REDACTED] E-mail treasurer@greenbeltfarmersmarket.org
3. **Organization's mailing address** (not a City of Greenbelt facility):
15 Centerway Suite 115, Greenbelt MD 20770
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 outdoor setting, accepting only vendors that produce their own products.

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

6. **How many people actively participate in your organization's primary activities this year (in-person and/or online)?** 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.*

July 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 850/wk = (paying a fee 0 + without charge 850)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 850/wk = (paying a fee 0 + without charge 850)

For the current year, please indicate: % Greenbelt residents _____

% ages 12 and under 5 % 13-17 yrs. 5 % 18-59 yrs. 55 % 60+ yrs. 35

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 850/wk = (paying a fee 0 + without charge 850)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: n/a = (paying a fee _____ + without charge _____)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: _____ = (paying a fee _____ + without charge _____)

For the current year, please indicate: % Greenbelt residents _____

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

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: _____ = (paying a fee _____ + without charge _____)

8. How many people do you anticipate will have volunteered this fiscal 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

9. Volunteer background checks (ALL applicants must complete sign this section)

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. Criteria for exclusion are included in the Policy and Information Guide for Recognition Groups. 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: _____

Carissa Ralbovsky

Name

Treasurer

Title/position

2/6/23

Date

- 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)
Terry Kucera	President	yes
Carissa Ralbovsky	Treasurer	yes
Brianne Boylan	Secretary	yes
Tanea Manning	Vice President	no
Jeff Lemieux	Board	yes
Scott Fifield	Board	yes
Billy Kennedy	Board	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 the use of the parking lot between the Community Center and the Roosevelt Center.

We request practical support in setting up and taking down parking barrels and no parking signs as well as the use of electricity from the electrical poles.

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 Carissa Ralbovsky Date 2/6/23
 Role within the organization Treasurer

PROJECT GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2024

Updated November, 2022

Period of Support: July 1, 2023 – June 30, 2024

Applications and supporting documents are due by **4:30pm on Monday, February 6, 2023.**

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.

9. Recognition Group certification status. Please check one.

- ☐ This organization is seeking Recognition Group certification for the first time.
- ☐ This organization has been certified previously, but our status has lapsed. We are seeking renewal of our Recognition Group certification.
- ☒ This organization is certified as a Recognition Group for the current fiscal year.

10. 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

11. 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
Shaymar Higgs	yes	Executive director	board, staff, contractor
Sadibu Kabba	yes	onsite coordinator	contractor, volunteer
Windy Cooler	yes	Board member	board, volunteer
Jennifer Dudley	no	Board member	board, volunteer
Tammy Hurley	yes	Board member	board, volunteer
Kimmie Jolly	no	Board member	board, volunteer
Robert Rand	yes	Board member	board, volunteer
Rev. Dr. Melissa Sites	yes	Board member	board, volunteer

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

N/A

12. Supporting volunteers – current year (July 1, 2022-June 30, 2023). *Please do not include Board members or others in governance. Estimates may be used.*

Total number of volunteers: 15 % Greenbelt residents 95%
% ages 12 and under 0 % 13-17 yrs. 60 % 18-59 yrs. 33 % 60+ yrs. 7

Briefly describe the volunteers' activities.

on-site assistance at mall storefront, leading art programs, assembling art kits, fundraising, administrative tasks, developing programming, clothing and book donations setup

13. How many people actively participate in your organization's primary, sponsored activities (in-person and/or online)? 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.*

July 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 988 = (paying a fee 0 + without charge 988)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 2000 = (paying a fee 0 + without charge 2000)

% Greenbelt residents 95

% ages 12 and under 40 % 13-17 yrs. 20 % 18-59 yrs. 33 % 60+ yrs. 7

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 2100 = (paying a fee 0 + without charge 2100)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 100 = (paying a fee 0 + without charge 100)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 150 = (paying a fee 0 + without charge 150)

% Greenbelt residents 95

% ages 12 and under 40 % 13-17 yrs. 20 % 18-59 yrs. 33 % 60+ yrs. 7

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 300 = (paying a fee 0 + without charge 300)

15. Volunteer background checks (ALL applicants must complete and sign this section)

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. Criteria for exclusion are included in the Policy and Information Guide for Recognition Groups. 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: _____

Shaymar Higgs

Name

Executive Director

Title/position

2/1/23

Date

B. FINANCIAL INFORMATION

1. City of Greenbelt recent funding history. Please indicate any City funds awarded in the past three fiscal years, including but not limited to Recognition Group program grants.

July 1, 2020 – June 30, 2021:

Project grant: 0 Operating grant: 0 Other*: 0

* Explanation: _____

July 1, 2021 – June 30, 2022:

Project grant: 0 Operating grant: 0 Other*: 0

* Explanation: _____

July 1, 2022 – June 30, 2023:

Project grant: 0 Operating grant: 0 Other*: \$2500

* Explanation: Greenbelt Council discretionary grant in October 2022

2. Financial snapshot. These figures should reflect the full scope of the organization's operations for each fiscal year.

	7/1/21 – 6/30/22 (Actual)	7/1/22 – 6/30/23 (Projected)	7/1/23 – 6/30/24 (Projected)
City of Greenbelt funding (any source)		\$2,500	\$5,000
Total revenues	37,515.75	\$45,000	\$80,000
Total expenses	35,977.41	\$44,000	\$78,000
Net profit/loss	1,538.34	\$1,000	\$2,000
Unrestricted year-end cash balance*	\$2,137.91	\$1,000	\$2,000
Restricted year-end cash balance**	N/A	N/A	N/A

*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:

--

3. **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	\$4,620	project manager, art as therapy instructor, art as therapy consultant, yoga instructor
d. Facility rental	\$720	classroom space
e. Insurance		
f. Supplies and materials	\$1296	yoga mats, canvas boards, acrylic paints, brushes, trays, journals, custom T-shirts
g. Equipment purchases		
h. Equipment rental		
i. Marketing and outreach	\$700	printing services, social media, and newspaper advertisements
j. Travel and lodging		
k. Food/catering		
l. Awards		
m. Other		
n. Other		
o. Other		
Total Expenses	\$7336	

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	\$2445	program donation-based to be accessible to low-income participants + general donations
i. City of Greenbelt support	\$4891	Project grant award
j. Other grants		
k. Organization's savings and/or interest income		
l. Other*		
m. Other*		
n. Other*		
Total Income	\$7336	

** 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 points briefly in a narrative of up to three pages. Save your document as a PDF with the file name: name_of_organization_narrative_FY24

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 2024?**

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_FY24.
2. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY24. 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_FY24. 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_FY24
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_FY24 (etc). Letters may not be submitted by the organization's Board members, staff, or contractors.

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 Robert Rand Date February 5, 2023

Your role within the applicant organization Board member



The SPACE: Free Art For All, Inc
6000 Greenbelt Road, Ste. 13
Greenbelt, Maryland 20770
FreeArtForAll.org

Proposal for Revolutionary Self-Care Pilot Project February 5, 2023

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

Project Title: Revolutionary Self-Care Pilot Project

Overview: Revolutionary Self-Care will promote individual self-healing through opportunities for self-expression using the modalities of art and poetry, yoga, and meditation. By leveraging our existing relationship with schools and families in our significantly underserved Greenbelt West community, we will bridge the access gap while breaking down the cultural stigmas to weave a stronger, more resilient community.

Barriers to Diversity, Equity, and Inclusion in Mind & Body Wellness: Research shows that engagement in the arts can promote holistic health, particularly for individuals from disadvantaged minority populations. The World Health Organization (WHO) recommends that "arts and cultural organizations make health and well-being an integral and strategic part of their work."¹ While many studies demonstrate the many physical, emotional, and community-building benefits of yoga and meditation, disadvantaged populations continue to face barriers to accessing these resources, such as balancing scheduling with home duties, illness, and work responsibilities.^{2,3} In addition to these external barriers, the perceived high cost of equipment, the belief that yoga is only for a particular population or body type, and the characteristics of the typical yoga instructor, the benefits are often overlooked by minority and low-income communities. Because many of our participants are low-income, they often lack access to quality mental health care professionals. This Revolutionary Self-Care initiative seeks to address those barriers to create a program accessible to participants of in the nearby community.

¹ Fancourt, Finn S. *What is the evidence on the role of the arts in improving health and well-being? A scoping review.* WHO Regional Office for Europe, <https://www.ncbi.nlm.nih.gov/books/NBK553775/>

² Spadola, Christine E. "Enhancing Yoga Participation: A Qualitative Investigation of Barriers and Facilitators to Yoga among Predominantly Racial/Ethnic Minority, Low-Income Adults," <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5786160/>

³ Moscoso, Dagmara I. "The impact of yoga in medically underserved populations: A mixed-methods study," <https://pubmed.ncbi.nlm.nih.gov/30935532/>

Program Design and Outcomes:

Yoga

Led by [René Hood](#), LCPC, LPC, CAC, NCC, DAC, CAIP, MHFA-1, a licensed yoga instructor also licensed in cognitive behavioral therapy (CBT), participants will learn breathing and mindfulness techniques. Classes will focus on cultivating present, centered awareness and grounding in body awareness in order to generate penetrating insight into habitual patterns of thought and behavior.

Past sessions have included:

- Guided Healing through PTSD
- Domestic violence trauma recovery
- Coping skills following the COVID-19 pandemic.

Class Terms: Two 30-minute sessions per month for 6 months

Class Goals: 80 total participants for the program

Art as Therapy

Participants will have access to expressive painting and journal-writing/poetry workshops. The sessions will feature themed conversation, poetry writing, and group workshopping. Shaymar Higgs will lead these sessions, assisted by [Lindsey Vance](#), ATR-BC, LPC, as mentor.

Example activities include

- Expressive Drawing for Healing Grief and Processing Trauma
- Story Writing and Journaling to Explore, Digest, and Integrate past memories.

Class Terms: Two one-hour structured sessions per month for 6 months.

Class Goals: 80 total participants for the program

Organizational Management and Capacity

The SPACE Free Art For All is a 501(c)(3) non-profit organization established in 2018 as a public charity to provide free art enrichment experiences in a community-based environment. The SPACE is governed by a six-member Board of Directors composed of individuals with a long, collective history of community engagement, social service, and non-profit management experience. The board develops organizational policy, provides financial and program oversight, and ensures that the organization achieves its mission under Federal, State, and local mandates.

The SPACE was founded and is directed by [Shaymar Higgs](#), an artist with a passionate interest in using the arts and the creative process to build community and promote personal growth and discovery. He was named [Greenbelt's Outstanding Citizen of 2021](#) for his service to the

community and especially residents of Greenbelt West.

Since 2018, The SPACE has partnered with over 35 local and regional organizations to provide regular programming and special programs, including art therapy, self-care, motivational, and yoga programs. The SPACE has assembled and distributed hundreds of art kits to support at-home learning and exploration. See [The SPACE website](#) and [The SPACE Facebook page](#) with hundreds of program listings for more detail. Students from George Washington University's Art Therapy Program helped with programs in 2021 and 2022. The SPACE programs have been extensively covered by the Greenbelt News Review. See especially, [Free Art for All Is Both Inspiring and Therapeutic](#), GNR, René Sewell-Rayson, 4/8/2021, (page 12) and [The Library and The SPACE: A Collaboration That Works](#), Greenbelt News Review (GNR), Melissa Sites, November 3, 2022 (page 1).

The SPACE receives most of its cash funding through donations and grants. It also receives extensive in-kind donations for legal support, donated equipment, art supplies, space rental, clothes giveaways, and its literacy program. As a new non-profit, a major challenge is increasing funding. The board is focused in 2023 on obtaining grant funds and increasing individual and corporate donations. Dozens of volunteers help provide the energy, talent, and effort to help with The SPACE's many programs.

Programs and activities are promoted on social media ([Facebook](#), [Instagram](#), local email lists), on the [The SPACE website](#), using local posters, and announcements in the *Greenbelt News Review*.

Funding Request

We request a grant of \$4891 for the pilot program. The SPACE will match \$2445. Contractors include project manager, yoga instructor, art as therapy instructor, and art as therapy consultant. Supplies include a yoga mat for each participant for the yoga sessions; canvas boards, acrylic paint packs, paint brush sets, paint trays, and leatherette journals for the art as therapy sessions; and a custom program T-shirt for those completing the program. Marketing and outreach include design and printing for social media marketing and posters.

Summary

Within underserved populations, art-based interventions provide healthy coping and self-expressive outlets for individuals. Even throughout the collective trauma of the COVID-19 pandemic, The SPACE Free Art for All was open to provide an outlet for in-person and virtual yoga and meditation classes. Revolutionary Self-Care will provide our community with the needed skills to be a more connected, empathetic, and inclusive community. Through experiences with socially, ethnic, and age-representative instructors, we will allow our participants to see themselves as individuals capable of self-healing and living a much fuller life.



Greenbelt Recognition Program Grant 2023

The Space Free Art For All,
Inc

Shaymar Higgs

Shaymar@FreeArtForAll.org

Revolutionary Self Care Expenses

Item	Description	Total
Staffing		
Contractors	Project Management - \$50/hr 30 hours 6 months = \$1,500 Art as Therapy Instructor - \$80/hr 2x month 6 months = \$960 Yoga Instructor - \$90/class 2x month 6 months = \$1,080 Art Therapy Consultant - \$90/session 2x month 6 months = \$1,080	\$4,620.00
Facilities		
Facility space	24 sessions x \$30 = \$720	\$720.00
Program Supplies		
Yoga		
	Yoga Mats (16pcs) 4 sets x \$125 each = \$500	\$500.00
Art as Therapy Workshops		
	Canvas Boards (32 pack) \$46/pack x 3 = \$138	\$138.00
	Acrylic Paint (12 colors/pack) \$20/pack x 3 = \$60	\$60.00
	Paint Brush Set (40/pack) \$7/pack x 3 = \$21	\$21.00
	Paint Trays (15/pack) \$8/pack x 2 = \$16	\$32.00
	Hardcover Leatherette Journals (20 pack) \$95/pack x 3 = \$285	\$285.00
Incentives	Custom Shirts (for participants and staff) \$13/each x 20 shirts = \$260	\$260.00
Marketing and Outreach		
Printing and Advertising	Printing Services (approx.) \$400 Newspaper/Social Media Advertisements (approx.) \$300	\$700.00
Total		\$7,336.00

Revolutionary Self Care Funding

Item	Description	Total
Recognition Group Project Grant		
	Funds from Recognition Group program	\$4,891.00
The SPACE Matching Funds		
	Funds from donations, program income, and/or other grants	\$2,445.00
Total		\$7,336.00

The SPACE Key Personnel

Shaymar Higgs: Founder and Executive Director. The 2021 Outstanding Citizen of the Year for the City of Greenbelt, Shaymar has over 10+ years of community development, government contracting, non-profit, and private sector experience. Shaymar brings a breadth of knowledge to every project under his supervision. It is his desire to use his professional and artistic strengths in building and implementing effective strategies, managing and developing communities, and policy creation and enhancement. Mr. Higgs has worked as a teaching artist for over a half-dozen nonprofit organizations, schools, and museums teaching mixed-media art to cooking and nutrition classes.

Currently, he also works for M-NCPPC, overseeing the Cosca Regional Skateboard Park. He also serves on the Arts Advisory Board for the City of Greenbelt and is an editorial board member for Greenbelt Online.

Sadibu Kabba: Onsite volunteer. Started out as a high school Intern (circa early 2019), now he is giving back to the community by volunteering at The SPACE! Get him started about any of the following topics and it's on: entertainment, pop culture, comic book writer, gamer.

Ob: Tech guru volunteer. Ob is the creator of the YouTube series: "Making Art With Code." Ob is fluent in multiple computer languages, a huge fan of Minecraft, 3D rendering, and open-source software. Ask him about Blender, and you will instantly be his favorite student! Special skills: computer programming, sound engineering, graphic designer, 3D rendering.

Kathy "Vanesse" Jones: Master seamstress volunteer. Life-long seamstress, crafter, and artist, Kathy is highly skilled with her hands. Specialties include: sewing, pastels, painting, jewelry-making, knitting & crochet, upholstery.

Board Members

Windy Cooler, Director-at-large: Windy Cooler is a former anti-poverty organizer and a public minister in the Quaker tradition. Working widely in the Quaker world, she is primarily concerned with corporate discernment practices in the face of interpersonal and institutional crises. Her projects include Life and Power: Quaker Discernment on Abuse, an international listening ministry that is building tools for the Religious Society of Friends to address abuse in their communities. Windy has lived with her family in Greenbelt for over 15 years.

Jennifer Dudley, Director-at-large: Starting as a volunteer at The SPACE in 2019, Jennifer is full of enthusiasm with skills to match. Working in the nonprofit sector for the last two years with a focus on project development and community programming, Ms. Dudley is excited to bring her expertise to our mission of The SPACE. On top of those skills, Jennifer has been a ServSafe Instructor since 2015 while also working in the hospitality industry for over 15 years.

Tammy Hurley, Director-at-large.

Kimmie Jolly, Director-at-large: Kimmie has been a proud member of The SPACE for the past 4 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, Director-at-large: Bob is a retired federal IT worker who married into Greenbelt 18 years ago. He is a founding member of Greenbelt Racial Equity Alliance (GREAA) and a member of Baltimore Racial Justice Action (BRJA). He is keenly interested in working with others to measurably narrow racial disparities in Greenbelt. He also loves flying kites, gardening, and playing pickleball. He has completed the Board Basics A-Z course offered by the Center for Nonprofit Advancement and the DC Bar Pro Bono Center.

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.

Tom Adams
 33Q Ridge Road
 Greenbelt, Maryland

February 2, 2023

City of Greenbelt Recognition Group Program,

The SPACE is applying for a fiscal year 2024 Recognition Group Project Grant to support its **Revolutionary Self Care Pilot Project**.

I wholeheartedly support this project and encourage you to fund their request.

The creative spark behind this proposal is Shaymar Higgs, who has developed an impressive track record of programs and projects through his non-profit organization The SPACE to serve residents of Greenbelt and especially those in Greenbelt West.

For several years, I have been watching and supporting Shaymar, one of Greenbelt's promising young leaders, as he uses arts-based programming to build community and encourage personal growth and discovery.

No other Greenbelt program offers as many services to the residents of Greenbelt in general and Greenbelt West in particular. The SPACE fills an important and critical role in Greenbelt's social services delivery system. Because it serves so many people who do not have access to the mainstream social services, it is an irreplaceable organization. If it did not exist, more under-served children and adults would continue to be neglected and under-served. For these reasons, I strongly encourage the Mayor and City Council of Greenbelt to support the SPACE as generously as possible. It is an important and critical part of the Greenbelt social infrastructure.

The program design to use yoga and art therapy to promote the health and welfare of local residents is novel and appropriate for the challenges of recovering from the pandemic.

Your funds are well-spent on this project. I have no doubt that he and his organization have the capacity and creativity to complete the project. I look forward to seeing what he builds from the results of this pilot project.

Thanks in advance for your consideration.

Sincerely,

Tom Adams,
 240-305-3433

Lois Rosado, Ed.D.
8024 Lakecrest Drive
Greenbelt, Maryland 20770

January 29, 2023

City of Greenbelt Recognition Group Program,

The SPACE is applying for a fiscal year 2024 Recognition Group Project Grant to support its **Revolutionary Self Care Pilot Project**.

I wholeheartedly support this project and encourage you to fund their request.

The creative spark behind this proposal is Shaymar Higgs, who has developed an impressive track record of programs and projects through his non-profit organization The SPACE to serve residents of Greenbelt and especially those in Greenbelt West.

For several years, I have been watching and supporting Shaymar, one of Greenbelt's promising young leaders, as he uses arts-based programming to build community and encourage personal growth and discovery.

This project will help continue his efforts to reach under-served residents in Greenbelt who might not otherwise participate in City programs. The program design to use yoga and art therapy to promote the health and welfare of local residents is novel and appropriate for the challenges of recovering from the pandemic.

Many folks in Greenbelt don't realize how young people go to speak with Shaymar, who are often in crisis. He has done great work in helping youth calm down, try new strategies, suggest programs available in Greenbelt that may help them further. Shaymar has been a lifeline to young people in Greenbelt and especially in West Greenbelt. This program will enable more to engage in positive self-care.

Your funds will be well spent on this project. I have no doubt that he and his organization have the capacity and creativity to complete the project. I look forward to seeing what he builds from the results of this pilot project.

Thanks in advance for your consideration.

Sincerely,

Lois Rosado, Ed.D.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2024

Period of Support: July 1, 2023 – June 30, 2024

Applications and supporting documents are due by 4:30pm on **Monday, February 6, 2023**.
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.

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 FY22, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY23 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*
- ☒ The organization is projecting a revenue surplus for FY23.
- ☐ The organization is projecting a revenue surplus for FY24.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested. *Total grant requests may exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.*

As explained in the Variances attachment, pandemic related delays in purchasing and difficulties in attaining planned master-coach consulting services, have continued to result in unspent funds in 2022. We do plan to return to more normal levels of equipment purchases and consulting in 2023.

B. COMMUNITY MEMBERS SERVED

- 1. How many people actively participate in your organization's primary activities (in person and/or online)?** 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 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 300 = (paying a fee 300 + without charge _____)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 319 = (paying a fee 319 + without charge _____)

% Greenbelt residents 70

% ages 12 and under 68 % 13-17 yrs. 32 % 18-59 yrs. _____ % 60+ yrs. _____

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 350 = (paying a fee 350 + without charge _____)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 250 = (paying a fee _____ + without charge 250)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 300 = (paying a fee _____ + without charge 300)

% Greenbelt residents 70

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

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 350 = (paying a fee _____ + without charge 350)

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/role	Term length
David Whiteman	Yes	President	2023
Erik Blaufuss	Yes	Vice-president	2023
Jose Tillard	Yes	Treasurer	2023
Amy Knesel	Yes	Secretary	2023
Patrick Gleason	Yes	Board Member At-large	2023

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

Board members are elected by majority vote from volunteer organization members (often parent volunteers) at an annual, public organization meeting.

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

We have a diverse board where most are family members of participating and former players and thus the board is representative of the population that we serve.

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>
N/A			

Independent contractors and consultants

Role	# of contractors <i>Individuals or companies</i>
Professional Trainer for Rec Program	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.

N/A

4. Volunteers

July 2021-June 2022 35 July 2022-June 2023 36 July 2023-June 2024 (projected) 56

Current year: % Greenbelt residents 60 % Non-residents 40

% ages 12 and under _____ % 13-17 yrs. 10 % 18-59 yrs. 80 % 60+ yrs. 10

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

All board positions are volunteer. In addition, coaches, team managers and team parents in the recreational program are all volunteers. Some of the select teams do pay for professional coaching (and transact that business directly between the team and the coach - not through the club) but team management and team organizational duties are all performed by volunteers.

5. Volunteer background checks (ALL applicants must complete and sign this section)

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. Criteria for exclusion are included in the Recognition Group Policy and Information Guide. 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: MSYSA (Maryland State Youth Soccer Association)

Thomas Earles
Name

Grants Committee Member
Title/position

2/3/23
Date

- 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, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Salaries and wages		0	0	0
b. Consultants' fees	Professional coaching and coach training	1,520	3,578.75	4,000
c. Contractual personnel		0	0	0
d. Facility rental		0	447.79	500
e. Dues, memberships, league fees	League registration	5,253.25	4,395.25	5,000
f. Utilities		0	0	0
g. Insurance	Player Insurance	1,155.73	756.63	800
h. Supplies and materials		206.98	219.78	300
i. Equipment purchases		2,931.45	1,830.33	1,500
j. Equipment rental		0	0	0
k. Marketing and outreach		0	0	0
l. Travel and lodging		0	0	0
m. Food/catering		0	0	0
n. Awards	Player Scholarships	200	0	200
o. Grants		0	0	0
p. Payment of debt		0	0	0
q. Taxes		0	419.59	500
r. Other	Website Fees	169	10	10
s. Other	Coaches Uniforms	0	0	300
t. Other				
Total Expenses		11,436.41	11,658.12	13,110

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Sales of goods	Player uniforms	199.07	105.33	120
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees		9,459.82	10,769.98	12,000
f. Corporate support				
g. Foundation support				
h. Individual donations		64.75	39.25	65
i. City of Greenbelt support		2,380	4,000	2,500
j. Other grants	City of New Carrollton	0	2,500	0
k. Other*	Credit card Cash back	30.55	23.44	50
l. Other*	MSYSA	1000	0	0
m. Other*				
Total income		13,134.19	17,438	14,735
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
Profit (income in excess of expenses)		1,697.78	5,779.88	1,625
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, 2022 (Last Fiscal Year)	Projected as of June 30, 2023 (Current Fiscal Year)
a. Checking/savings accounts*	6,205.07	14,781.37
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	6,205.07	14,781.37

*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:

N/A

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2022 (Last Fiscal Year)	Projected: loan balance as of June 30, 2023 (Current Fiscal Year)
a. PGSI	Outstanding checks	0	4,000
b.			
c.			
Total Debt		0	4,000

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2021 – June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Pro-bono professional services (legal, accounting, etc)		25,000	30,000	40,000
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		25,000	30,000	40,000

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, 2022 - June 30, 2023

Grant type – please check one: Project ☐ / Operating ☒

Date of expense	Description of reimbursed expense	Amount
Dec. 2022	Reimbursement of recreational soccer registration discount for Greenbelt residents	4,000
Dec. 6, 2021	Reimbursement of recreational soccer registration discount for Greenbelt residents	2,380
	Total:	see variances

During Fiscal Year 2024, 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: Erik Blaufuss Title: Vice-president
 Name: Jose Tillard Title: Treasurer

F. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Save your document as a PDF with the file name: name_of_organization_narrative_FY24

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 fiscal year 2024? 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 fiscal year 2024? 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 FY23 match may affect your grant amount for FY24.

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_FY24.
- 2. Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY24
- 3. Narrative.** Please format your file name as follows: name_of_organization_narrative_FY24. 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_FY24. 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_FY24
- 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_FY24 (etc). Letters may not be submitted by the organization's Board members, staff, or contractors.

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 Thomas Earles Date February 5, 2023

Your role within the applicant organization: Grants Committee Member

Greenbelt Soccer Alliance Variances

Please note that all financial information reported in the Grant application is calculated per calendar year. Values reported for July 2021 – June 2022 are for calendar year 2021. Values reported for July 2022 – June 2023 are actuals for calendar year 2022. Values estimated for July 2023 – June 2024 are projected values for calendar year 2023. However, Greenbelt operating grants are budgeted and spent within the Fiscal year which they are received, split between Fall and Spring recreational soccer seasons within that fiscal year. We have included expenses for *calendar* years 2021 and 2022 (page 10) to try and accommodate the request for a summary of receipts in a completed *fiscal* year, but have not totalled them, to try to avoid confusion.

The Greenbelt SA continued to operate at a reduced scale in 2022 because of ongoing pandemic concerns and restrictions, affecting not only youth registration but also volunteer participation. Additionally, lower levels of registration and other pandemic related concerns, which caused delays in purchasing and difficulties in attaining planned master-coach consulting services, have continued to result in unspent funds in 2022. We plan to return to more normal levels of equipment purchases and consulting in 2023.

That said, player registration numbers were up in 2022 over 2021. We also did return to some higher levels of professional coaching involvement in 2022.

The unusually high profit amount shown for calendar year 2022 (page 8) includes \$4,000 in outstanding checks to PGSI, a debt that was carried over. Our actual profit for the year is only \$1779.88

About Greenbelt Soccer Alliance

Greenbelt Soccer Alliance (SA) (<http://www.greenbeltsoccer.org/>) provides young soccer players in Greenbelt and the surrounding communities the opportunity to play soccer in a supportive and rewarding environment that emphasizes fun, enjoyment and development of soccer skills. Greenbelt SA provides several levels of soccer for players aged 4 through high school, including recreational teams as well as advanced select teams. Our innovative soccer programs were recognized for excellence in grassroots soccer programming in 2018 by the Maryland State Youth Soccer Association.

Benefit to the Community

-Organizational history and activities.

Greenbelt SA was incorporated in the state of Maryland in 2010 with a principal office in Greenbelt, MD. We became a City of Greenbelt Recognition group in 2011. Our first season of soccer occurred in the spring of 2011. Greenbelt SA became a member of the Maryland State Youth Soccer Association (MSYSA) in 2011 and received 501(c)3 status from the IRS as a public charity in 2012. The number of registrants has grown from the initial ~40 participants in the spring of 2011 to the past year when we served more than 300 individual children (approx. 70% from Greenbelt, the largest represented residency) throughout 2022 with over 1,000 registrations for soccer activities. Since its founding, Greenbelt SA has consistently remained in good business standing with the state of Maryland. All of our activities within MSYSA benefit from a comprehensive accident insurance policy for our players and coaches.

Greenbelt SA originated in Greenbelt and has many ties to Greenbelt. Our organization is run by a board of directors— all current members are Greenbelt residents. Our principal office is in Greenbelt. The sole bank account maintained by Greenbelt SA is at the Greenbelt Federal Credit Union. Our select teams practice at Schrom Hills Park, Northway and Mandan fields and play in summer scrimmage games hosted at those fields. We are currently hosting professional indoor training at Greenbelt Elementary school and have hosted MSYSA coach training at local school gymnasiums in Greenbelt. Our greatest achievement recently has been the expansion of our recreation soccer offerings to include teams in the Kindergarten and Pre-K divisions.

A distinctive aspect to our programming is providing US Youth Soccer affiliated activities to the Greenbelt community. Before the pandemic, we achieved this by sponsoring a total of 17 teams playing in three local leagues: the PGSI small-sided league in Hyattsville that offers pure recreational soccer, the AAYSA soccer league in Anne Arundel County that offers select-level recreational soccer, and the Soccer Association of Columbia league.

Some specific examples of the distinctive nature of our recreational soccer programming, all of which adhere to US Youth Soccer recommendations that would otherwise not exist in Greenbelt, are listed below. We briefly describe the rationale for each.

1. Offering 4v4 soccer format for players 4-8 years old. Playing 4v4 with no goalie is the format recommended by US Youth Soccer, and the US Soccer Federation, for these ages. Using the 4v4 format means that fewer players are involved on a small field of play, there is much greater interaction with the ball, more goals are scored, more fun is had and players learn faster.
2. Delaying the introduction of goalies until players are at least 9 years old. Research has shown that many players under the age of 9 have not developed the ability to track a flighted ball so putting them in goal can be a frustrating experience. Also, what often happens in youth recreational leagues is that players with the least fitness are asked to play goalkeeper when it is exactly those players who should be encouraged to run more and get into better shape.
3. No standings are maintained in the league. National studies have indicated that the #1 reason that players drop out of recreational sports is the perceived "pressure to win" from adults. This is why US Youth Soccer recommends that standings not be maintained in leagues for players up to U12. Without standings being recorded, coaches feel more freedom to give all players the playing time they deserve. Also, parents are encouraged to realize that the primary goal of youth soccer participation is to provide a positive playing environment that the child will want to return to. This increases the chance that they will continue with recreational sports as they enter the difficult middle school years.
4. Guarantee of a minimum of 50% playing time in games. Kids want to play in the games and no child should sit on the bench and not have substantial involvement in the game. Therefore, we limit the size of teams so all players are guaranteed to play at least 50% in every game. The only exceptions are for disciplinary reasons where coaches have the authority to deny playing time for disruptive behavior.

5. Recreational soccer practices directed by a professional youth coach. In most local soccer organizations, a parent volunteer is given a set of equipment and some practice plans and goes out on their own to conduct practice as best they can. In our recreational soccer program, that same parent volunteer works under the direction of a professional youth coach every week. The professional coach provides the parent volunteer with an age-appropriate practice plan and assists them in implementing the plan. This format continues for the entire season so that parent volunteers are continually learning how to become better coaches, which improves the experience of the players.

-Personal benefit.

The largest beneficiaries of Greenbelt SA's soccer programs are the young players on our teams. The "age-group training model" that we follow for our recreational soccer program, and our other soccer opportunities, are distinctly different from those offered by any other Greenbelt organization and thus expand the range of offerings and the choices available to Greenbelt children. Our soccer programming starts with players in Pre-K and Kindergarten. For these players we offer access to the 4v4 training model recommended by US Youth Soccer and mandated by US Soccer. We are the only local Greenbelt organization that offers training using this recommended training model, which emphasizes development of ball skills in a fun environment. In order to keep costs down, we rely on parent volunteer coaches to work with all of our recreational teams. In order to ensure that players receive quality training from volunteer coaches who may have received no previous coach training, we hire a professional youth coach to work with the parent volunteers on a weekly basis throughout the season. In this way, parent coaches are learning how to coach youth soccer throughout the season. This ensures that our youngest players are experiencing quality coaching from the beginning of their experience with Greenbelt SA.

Also, we strongly believe that coaches are better able to provide a quality, age-appropriate experience for the players by obtaining more coach training. We provide coach education on an on-going basis in our recreational soccer program as described above. We also require that select team (try-out based for ages U12 and above) coaches obtain coach training to qualify them to lead a travel team in the state of Maryland. In order to make this as easy as possible for the coaches, Greenbelt SA reimburses the cost of any training through the USSF D License or the NSCAA Level 6 Diploma. Greenbelt SA is also sponsoring all coaches to attend an annual Coach Development Workshop hosted by Soccersource360 in February of each year.

-Partnerships.

While serving the Greenbelt community, we strive to work closely with, and learn from, more experienced local soccer providers from outside of Greenbelt. Of particular help to us have been relationships with MSYSA, Prince George's Soccer Initiative, Takoma Soccer, Greater Laurel United Soccer, Laurel Soccer Club, Calverton Soccer, Arundel Adidas Academy and Arundel Soccer Association. Current club president David Whiteman helped to establish PGSI and has served on its board, and as a member of the Recreational/Developmental Soccer Committee of MSYSA. He has also obtained nationally recognized coaching licenses from the two major soccer education organizations in the US.

We also have established good relations with Greenbelt schools, by helping to host middle school games at Greenbelt fields, by sponsoring coach training for Eleanor Roosevelt High School (ERHS) coaches, by holding scrimmages with ERHS teams, by arranging practice space in both Springhill Lake Elementary and Dora Kennedy Middle schools and by contributing used equipment on several occasions to the aftercare program at Springhill Lake Elementary.

Greenbelt SA has also hosted several high school team soccer players in volunteer capacities in past seasons to help supplement our on-field volunteer coaches. These high school students have learned valuable on-field leadership skills while earning volunteer credit needed for graduation.

-Community benefit.

Greenbelt SA offers programming for all youth from Pre-K through high school in ways that provide a quality experience and address the decline of recreational activities in youth. For example, childhood obesity is an acknowledged and increasingly serious problem. Schools have decreased or eliminated recess time and children spend more time inside using various electronics while outdoor play time has decreased. For these reasons, programming that provides opportunities for outdoor play is needed. But it is well known that one of the most important things that kids need is the opportunity to play spontaneously and creatively. So in a

structured activity like a soccer practice, it is important to incorporate a substantial amount of less structured activity in the experience as well. This is one of the fundamental lessons of US Youth Soccer through such statements as “give the game back to the player” and “let the game be the teacher”. Coaches are recommended to use 25-40% of practice time for games with little or no coaching at all. The kids are permitted to play freely and learn from the game itself. In addition, during games, parents and coaches are discouraged from giving directions to the players. Children must be permitted to *play* soccer and if coaches and parents are telling them what to do during the games or practices, players do not have the chance to make their own decisions and learn from their mistakes, which is what play entails. Learning from mistakes, without the fear of criticism, is a fundamental part of the creative process and is strongly encouraged by US Youth Soccer.

Organizational Effectiveness

-Diversity, equity and inclusion.

Greenbelt Soccer Alliance aims to serve the entire local youth soccer community, regardless of gender, family background, or socioeconomic status. Many of our teams are coed or have dedicated teams for girls, supporting the removal of barriers that prevent young girls from excelling in sports. Additionally, we offer discounts for students on Free and Reduced Meals (FARM) in school, often times allowing them to play soccer with us at very low cost.

- Marketing, outreach and evaluation.

We maintain a very informative website (<http://www.greenbeltsoccer.org/>) that describes all of our activities and contains a wealth of information for players, parents and coaches. We use email directly to past customers and to local user groups for advertising. We also distribute fliers to local schools and place ads in the Greenbelt News Review. At the start of Spring and Fall season each year, we host a parent-coach meeting to discuss the upcoming season and request feedback on activities from families here and throughout the season. We have received useful feedback on our programs via a google form survey. We use the responses to those surveys to adjust and improve our programming. It was partially in response to one such survey that we instituted the age-group training model offered by Soccersource 360 that brings a professional coach to work with our youngest players.

-Challenges

A major obstacle to providing a quality soccer experience for local youth is the availability of affordable, quality facilities for our activities. We have learned that when parents are choosing a soccer program in which to enroll their young player, they often will choose an organization that offers a path for their child that extends upward through the middle and high school years. To provide a quality soccer experience through middle and high school, larger lighted outdoor facilities with quality surfaces and indoor winter facilities are needed. But Greenbelt fields are open access and have much un-permitted adult play on them so the general quality of those fields is rather low when compared with the fields in surrounding communities. When the turf field at Eleanor Roosevelt field was first opened, we were able to negotiate the use of the field on 3 days per week which greatly improved our ability to attract and retain high school age players. Most recently our access to the field has been limited to 1 day with another day of shared use which is insufficient for retaining high school age players. Finally, the only indoor winter space we can access is via the public school gymnasiums, for which there is much competition. The Board of Greenbelt Soccer Alliance believes that soccer participation could be increased significantly in Greenbelt if improved facilities were available. Ways to consider improving this situation for the outdoor fields would be to control access to certain Greenbelt grass fields, install lights and/or a turf field. While these are expensive solutions, they would significantly improve the recreational offerings in Greenbelt and help to expand participation and get more kids involved in the recreational activities that they need for general fitness. We also greatly encourage the City to make an appeal to Eleanor Roosevelt HS for preferred access to the turf field for City programs.

This lack of high-quality facilities has impacted our ability to attract and retain older, advanced players at the select and travel team levels. Through their play in multiple locations during the season, they are exposed to some of the best local soccer facilities other clubs have available and are often lured away.

-Goals.

Our main goal is to provide quality soccer opportunities extending through high school for both boys and girls. To further this objective, our goals for the coming year are to continue to increase overall soccer participation by offering quality programs while keeping the cost of participation as low as possible. We will continue to strongly encourage coach training in order to improve the quality of experience for the players. We also will continue our outreach to the Eleanor Roosevelt soccer program with the goals of 1) sponsoring coach training for the coaches at ERHS who are not currently licensed or who wish to increase their degree of licensing and 2) to have access to the newly installed turf field.

Over the coming five years, we hope to continue to improve our reputation as a local soccer club that offers quality programs for all youth ages for both boys and girls at prices that are less than larger organizations in surrounding communities. We will work with the PGSI league in Hyattsville to improve the quality of their programming to even more closely follow recommendations for youth soccer. Through these efforts, we desire to build participation rates in local soccer that create a stable organization that is able to consistently offer soccer options for all ages and genders, despite the large attrition rate that characterizes the teen years.

-City support.

In 2022, Greenbelt Soccer Alliance received a \$4,000 grant from the city of Greenbelt. Those funds were targeted exclusively for further reducing the cost of recreational soccer programs for Greenbelt residents who participate in our recreational soccer program offered in fall and spring seasons. The funds are not used for any other purpose than to give discounts to Greenbelt residents. In fall 2022 season we invoiced the city for \$4,000 of discounts that were provided directly to 115 Greenbelt residents registering in our recreational soccer program. Going forward, as pandemic restrictions continue to ease, we wish to continue offering this discount to city residents to encourage participation in our local soccer program. In light of our current reserves, we are making a grant request of \$2,500 this year, which would assist us in continuing to offer discounts of \$35 to all Greenbelt residents for the Fall 2023 and Spring 2024 seasons.

Since our inception we have benefited significantly from the in-kind support we have received from the City of Greenbelt. This support has included access to practice fields and indoor meeting space without which Greenbelt Soccer Alliance would not have been able to start or continue. We will continue to request permits for Mandan, Schrom, Northway fields as we have in the past. We will also make occasional requests for meeting space in either the Community Center or Youth Center. In the fall, it is also very helpful to have access to the outfield portion of the Braden ball field to have a lighted space to practice for those groups that are preparing for late season tournaments. As we stated above, the availability of affordable lighted practice space in the fall is a major obstacle to providing a quality soccer experience in Greenbelt. Finally, if storage space near a practice field became available, it would also greatly benefit operations at that field by permitting equipment to be stored there.

-Matching funds.

Our main source of funds is the registration fees paid by participants. In calendar year 2022 we collected approximately \$11,000 through these registrations. In addition, we raised funds through grants, fund-raisers and donations. In addition to the \$4,000 City of Greenbelt grant for FY2023, we raised additional money through a City of New Carrollton recreational grant of \$2500 and a few smaller fundraising efforts.

- Impacts of COVID-19

The COVID-19 pandemic continued to impact Greenbelt SA in 2022, just as it did youth sports nationwide. For guidance on reopening, We have continued to follow the MSYSA guidelines (<https://www.msysa.org/covid-19/msysa-updates/>), as well as local regulations and restrictions for guidance on offering our activities. Getting volunteers to return—as coaches and organizers of the program—is one particular area where the pandemic continues to impact us. Many families still haven't fully returned to extra-curricular group activities. However, in 2022 we began to see a return to more normal outdoor soccer activities, and we are optimistic that trend will continue in 2023.

Greenbelt SA Calendar of Activities

Greenbelt SA offers soccer programming in all 4 seasons. Our offerings are 1) recreational soccer for grades PreK (ages 4 and 5) to 8th offered in spring and fall, 2) winter indoor professional training offered for grades 1-6,) 4 seasons of select soccer for 6th grade and older. We also offered summer soccer at Mandan Field. The calendar of our current and anticipated activities for calendar 2023 and 2024 is below. *Note: COVID-19 partially impacted our calendar of activities for early 2022.*

Month	Activities in 2022	Activities anticipated in 2023
January	1. All activities canceled – COVID 19	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School
February	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select team indoor practices at Springhill Lake Elementary in Greenbelt.	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select team indoor practices at Springhill Lake Elementary in Greenbelt.
March	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select team indoor practices at Springhill Lake Elementary in Greenbelt. 3. Start of outdoor practices for select and recreational teams	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select team indoor practices at Springhill Lake Elementary in Greenbelt. 3. Start of outdoor practices for select and recreational teams
April	1. Spring outdoor game seasons for select-level teams in NCSL, PGSI and AAYSA leagues 2. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields)	1. Spring outdoor game seasons for select-level teams in NCSL, PGSI and AAYSA leagues 2. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields)
May	1. Practices for all teams continued 2. Start of spring outdoor games in all leagues 3. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields)	1. Practices for all teams continued 2. Start of spring outdoor games in all leagues 3. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields)
June	1. End of spring season tournaments in all leagues	1. End of spring season tournaments in all leagues
July	1. Summer soccer program at Mandan field 2. Select team practices resumed	1. Summer soccer program at Mandan field 2. Scrimmages for select teams

	3. Scrimmages for select teams	
August	1. Recreational team practices began– 2. Select team practices continued except for high school players who practiced with their school teams 3. Scrimmages for select teams	1. Recreational team practices began– 2. Select team practices continued except for high school players who practiced with their school teams 3. Scrimmages for select teams
September	1. Practices for all teams continued 2. Start of fall outdoor games in all leagues 3. High school practice and play games with their schools and participate in Greenbelt SA team activities on the weekend	1. Practices for all teams continued 2. Start of fall outdoor games in all leagues 3. High school practice and play games with their schools and participate in Greenbelt SA team activities on the weekend
October	1. Practices for all teams continued 2. Fall game seasons continued for all teams. 3. High school practice and play games with their schools and participate in Greenbelt SA team activities on the weekend	1. Practices for all teams continued 2. Fall game seasons continued for all teams. 3. High school practice and play games with their schools and participate in Greenbelt SA team activities on the weekend
November	1. End of season tournaments in all leagues	1. End of season tournaments in all leagues
December	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select and recreational team indoor practices at Springhill Lake Elementary in Greenbelt.	1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School 2. Select and recreational team indoor practices at Springhill Lake Elementary in Greenbelt.

Key Personnel Greenbelt Soccer Alliance

David Whiteman, President Greenbelt SA

David is the president and one of the founders of Greenbelt Soccer Alliance. He has more than 13 years of coaching and soccer administrative experience starting in the Boys and Girls Club in 2007. Since then, he has focused on learning age-appropriate methods of soccer training and details of how soccer clubs are best administered. He has gained nationally recognized certificates from the two major soccer education organizations in the US: the US Soccer Federation and the United Soccer Coaches. He has also been trained as a USSF certified grade 8 referee. David Whiteman possesses a PhD in Physics and works at the Howard University Research Campus in Beltsville, MD in atmospheric studies relating to weather and climate. As a civil servant he worked at NASA/Goddard Space Flight Center for 37 years until his retirement in 2017.

- USSF National Youth License & Grade 8 Referee
- USC Advanced National Diploma
- MSYSA D, E and F Licenses, U6/U8 and E Certificates
- NSCAA Level 6 diploma & Goalkeeper 1 diploma

Jose Romero, Select Soccer Coordinator Greenbelt SA

Jose grew up playing youth soccer in El Salvador, fell in love with the game and has continued playing as an amateur. He began coaching and helping Greenbelt SA operations in 2013. As a player, he learned training techniques from his coaches, and he prepares players to grow and work together as a team and prepare for matches both physically and psychologically by understanding and prioritizing the objectives of the game. He encourages young players to learn and develop on and off the playing field, by creating a positive learning environment in good and bad times. Building high self-esteem in each one of his youth players is one of his main goals.

- MSYSA D, E and F Coaching Licenses.

John Dingle, Contractor: Recreational Soccer Training Program

John has spent the past twenty-nine years working with young soccer players and developing youth soccer education programs. During this period, John has been instrumental in developing new coaching methods and new coaching activities to ensure player development. John believes “the work of a child is play” and by using age-appropriate activities the players not only develop their soccer abilities, but also learn life lessons. John has authored seven coaching manuals, has been a featured clinician throughout the Mid-Atlantic, and continues to animate activities for the Animated Coach’s Library.

- United States Soccer Federation “B” and National “Youth” Licenses
- Maryland State Youth Soccer Association Instructor for “E” and “D” Coaching Licensing Courses
- MSYSA Boys and Girls ODP Coach and Assessor
- Founder of the Central Maryland Short Sided League and the Columbia Winter Soccer League
- Former College and High School Coach

Board Members

President: Davie Whiteman

Vice President: Erik Blaufuss

Treasurer: Jose Tillard

Secretary: Amy Knesel

Board Member at Large: Patrick Gleason

Note: GreenbeltSA holds annual elections for Board members in May. Many of the current Board members will transition out of the organization as their players have aged out of the program, and many of other volunteer positions are now, or soon will need to be, filled by new members. All this to say, GreenbeltSA is heading into a period of substantial leadership change.

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 fiscal year 2024 are due by **4:30pm on Monday, February 6, 2023**

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 Concert Band**

Year of founding: 1962 **Website:** greenbeltconcertband.org

Please check one: ☐ **new application** ☒ **application for renewal of status**

2. **Contact person:** Name **Elihu Zimet** Position **General Manager**

Telephone E-mail

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

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

The Greenbelt Concert band is an adult organization dedicated to providing quality musical entertainment

to the citizens of Greenbelt, Prince George's County, and surrounding areas. The Band performs for civic

and charitable organizations, retirement and nursing facilities, and provides musical activities to the general public such as the Greenbelt 4th of July celebration.

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.

Beginning February 2022 both the Concert and Wind ensemble Bands phased in a resumption of rehearsals after a two year hiatus due to Covid. By the end of the Spring season the Bands have given concerts at the Community Center and for the 4th of July plus another concert outside of Greenbelt. The Wind ensemble also gave concerts at nursing homes. This Fall we have performed at the American Legion, the Greenbelt Community Center, The Christmas Tree lighting, and the Green Ridge House in Greenbelt.

6. **How many people actively participate in your organization's primary activities this year (in-person and/or online)?** 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.*

July 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 38 = (paying a fee _____ + without charge 38)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 40 = (paying a fee _____ + without charge 40)

For the current year, please indicate: % Greenbelt residents _____

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 50 % 60+ yrs. 50

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 42 = (paying a fee _____ + without charge 42)

7. How many additional people participate in your organization's primary activities (in-person and/or online) as audience members, spectators and attendees? This does not include volunteers or staff.

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 1500 = (paying a fee _____ + without charge 1500)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 2000 = (paying a fee _____ + without charge 2000)

For the current year, please indicate: % Greenbelt residents _____

% ages 12 and under 10 % 13-17 yrs. 10 % 18-59 yrs. 50 % 60+ yrs. 30

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 2000 = (paying a fee _____ + without charge 2000)

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

Total number of supporting volunteers: 8 % Greenbelt residents 12
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 25 % 60+ yrs. 75

9. Volunteer background checks (ALL applicants must complete sign this section)

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. Criteria for exclusion are included in the Policy and Information Guide for Recognition Groups. 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: _____

Elihu Zimet

Name

General Manager

Title/position

1/6/23

Date

- 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)
Joan Rackey	Music Director	no
Elihu Zimet	General Manager	no
Alice Kreisle	Librarian	no
Paul Quillen	Treasurer	no
Caroline Cherrix	Personnel Manager	no
Kathy Bartolomeo	Proerty Manager	yes
Chris Porter	Publicity Manager	no
Tom Cherrix	Conductor Emeritus	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.*

The Band appreciates the continuation of in-kind services including providing room reservations in the Community Center for rehearsals on Monday evenings (Concert Band)

and Tuesday afternoons(Wind Ensemble). In addition we request the continuing provision of storage space for percussion and other equipment as well as file cabinets for

our music library. We appreciate the use of a public address system for concerts in the Center as well as the provision for seating for band and audience members. By a separate letter to the City Council, the Band requests the continued direct support of our Music Director at the same level of support, \$3,600, as in previous years.

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 Elihu Zimet Date 2/2/2023
 Role within the organization General Manager

January 6, 2023

Letter to the Greenbelt City Council
From the Greenbelt Concert Band

Dear Greenbelt City Council Members,

The Greenbelt Concert Band is deeply appreciative that the City Council has approved our past petitions requesting the Council to directly fund the salary of our Music Director for \$3600 per year (as a support contractor to the City as had been done in previous years) rather than through the Operating Grant process that required matching funds.

The purpose of this letter is to again petition the City Council to directly fund the Band's Music Director as in years past at the same funding level of \$3600. Due to our establishment of a 501(c)3 tax exempt status and enhanced fund-raising, including significant voluntary contributions from Band members, we have raised sufficient funding to cover our operational costs. Because of our enhanced efforts in fund raising, we no longer request matching funds from the City Council and will meet all operational costs internally. Our hope is that the Council will continue the direct funding of our Music Director now and in years to come.

Because we are no longer requesting operational funding, we have submitted a Basic Certification (for in-kind services only) application.

Respectfully yours,

Elihu Zimet
General Manager, Greenbelt Concert Band
13025 Scarlet Oak Dr
Gaithersburg, MD 20878
zimete@verizon.net 301-977-2312

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2024

Period of Support: July 1, 2023 – June 30, 2024

Applications and supporting documents are due by 4:30pm on **Monday, February 6, 2023**.
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.

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 FY22, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY23 operating budget. *Restricted operating funds are included; restricted funds for capital projects are excluded.*
- ☐ The organization is projecting a revenue surplus for FY23.
- ☐ The organization is projecting a revenue surplus for FY24.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested. *Total grant requests may exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.*

B. COMMUNITY MEMBERS SERVED

- 1. How many people actively participate in your organization's primary activities (in person and/or online)?** 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 1, 2021 – June 30, 2022 (last year actual):

Total active participants: 138 = (paying a fee 0 + without charge 138)

July 1, 2022 – June 30, 2023 (current year, projection):

Total active participants: 214 = (paying a fee 39 + without charge 175)

% Greenbelt residents 40

% ages 12 and under 10 % 13-17 yrs. 20 % 18-59 yrs. 35 % 60+ yrs. 35

July 1, 2023 – June 30, 2024 (next year, projection):

Total active participants: 400 = (paying a fee 39 + without charge)

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

July 1, 2021 – June 30, 2022 (last year actual):

Total spectators: 1099 = (paying a fee 80 + without charge 1019)

July 1, 2022 – June 30, 2023 (current year, projection):

Total spectators: 1783 = (paying a fee 1583 + without charge 204)

% Greenbelt residents 50

% ages 12 and under 5 % 13-17 yrs. 10 % 18-59 yrs. 45 % 60+ yrs. 40

July 1, 2023 – June 30, 2024 (next year, projection):

Total spectators: 2735 = (paying a fee 2590 + without charge 145)

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/role	Term length
Julie Ann Hawk	yes	President, Board of Directors	2 years
Bob Kleinberg	no	Vice President, Admin	2
Pamela Northrup	no	Vice President, Programs	2
vacant		Treasurer	
Ashley Zielinski Rudy	yes	Secretary	2
Wes Dennis	no	at-large	2
Kate Magill	no	at-large	2
Meg Nemeth	no	at-large	2
Isabelle Strauss-Riggs	no	at-large	2

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

Any member of the organization can nominate someone to the VP Admin and Nominations committee. Candidates are then voted upon at the annual membership meeting.

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

The leadership at GAC is fairly representative of the Greenbelt community, including historically marginalized groups, which is reflective of the diversity in our community and the audiences that we hope to benefit. The board is also actively engaged in activity to increase the engagement of members of the Greenbelt community as we begin a return to 'normal' operations.

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>
General Manager	1	8-16	Facilities Manager, Volunteer Support

Independent contractors and consultants

Role	# of contractors <i>Individuals or companies</i>
Cleaning Service	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.

n/a

4. Volunteers

July 2021-June 2022 138 July 2022-June 2023 214 July 2023-June 2024 (projected) 4

Current year: % Greenbelt residents 40 % Non-residents 60

% ages 12 and under 10 % 13-17 yrs. 20 % 18-59 yrs. 35 % 60+ yrs. 35

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

Box Office managers and cashiers, ushers, zoom meeting coordination, website team, fundraising volunteers, parade volunteers, administrative support, marketing and promotion, facilities helpers, organizers,

5. Volunteer background checks (ALL applicants must complete and sign this section)

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. Criteria for exclusion are included in the Recognition Group Policy and Information Guide. 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: _____

Julie Ann Hawk
Name

President
Title/position

2/2/23
Date

- 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, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Salaries and wages	General Manager salary + taxes	\$ 5,694	\$ 10,000	20,000
b. Consultants' fees	Musician's stipends			
c. Contractual personnel	Cleaner, plumber, etc.	\$551	\$3400	3500
d. Facility rental	GAC (+Heat), costume shop, rehearsals	\$30,296	\$30,500	46,000
e. Dues, memberships, league fees	AACT and WATCH	\$ 363	450	550
f. Utilities	electricity, phone, internet	\$ 5,487	7000	8,000
g. Insurance	facility, D&O, volunteer insurance	\$3269	\$3400	3500
h. Supplies and materials	office, software & bathroom supplies	\$618	\$1750	2625
i. Equipment purchases	includes projects not capitalized	\$1,074	\$2,000	2500
j. Equipment rental				
k. Marketing and outreach	marketing, postage, printing	\$556	\$4600	5750
l. Travel and lodging				
m. Food/catering	Concessions expenses, Costco fee		\$125	\$125
n. Awards				
o. Grants				
p. Payment of debt				
q. Taxes	Property fees	\$525	\$525	525
r. Other	Royalties, production expenses		\$8050	12000
s. Other	Guest program income split	\$622	\$7500	7500
t. Other	Ticket & credit-card fees	\$370	\$3000	4500
Total Expenses		\$49,425	\$82300	117,075

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Proposed, Next Fiscal Year July 1, 2023 – June 30, 2024
a. Sales of goods	Concessions gross	0	0	0
b. Admissions	Resident productions	0	23,500	25,200
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees		\$6630	\$8000	\$8000
f. Corporate support				
g. Foundation support				
h. Individual donations		\$599	\$3000	\$4000
i. City of Greenbelt support		\$34,300	\$34,300	\$43,060
j. Other grants				\$2500
k. Other*	Guest program gross sales	\$1744	\$15,000	15,000
l. Other*	Advertising in programs		\$300	\$300
m. Other*	Non-program rental		\$700	\$700
Total income		\$43,275	\$84,800	\$98,760
\$43,273				
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2021 June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
Profit (income in excess of expenses)			0	
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)	\$(6150)	\$(6000)	\$(18,315)
	Amount to be made up with borrowed funds (does not count toward your grant match)			
		(\$6,152)	\$2,500	

** 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, 2022 (Last Fiscal Year)	Projected as of June 30, 2023 (Current Fiscal Year)
a. Checking/savings accounts*	5661	6000
b. Restricted operating funds **	21256	21260
c. Restricted capital funds**	2074	2075
d. Investments	40700	40500
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	69691	69835

*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:

b. Rainy Day Fund c. Sound & DEI Fund d. restricted Herling & Ozur Funds
--

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2022 (Last Fiscal Year)	Projected: loan balance as of June 30, 2023 (Current Fiscal Year)
a.			
b.			
c.			
Total Debt		0	0

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2021 – June 30, 2022	Budget, Current Fiscal Year July 1, 2022 – June 30, 2023	Projected, Next Fiscal Year July 1, 2023 – June 30, 2024
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, 2021 - June 30, 2022

Grant type – please check one: Project ☐ / Operating ☒

Date of expense	Description of reimbursed expense	Amount
10/29/21	Rent	15,562
10/29/21	Salary	2,187
4/6/22	Rent	14,563
4/6/22	Salary	1,988
	Total:	34,300

During Fiscal Year 2024, 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: Sian MacAdam Title: General Manager
 Name: Julie Ann Hawk Title: President

F. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Save your document as a PDF with the file name: name_of_organization_narrative_FY24

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 fiscal year 2024? 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 fiscal year 2024? 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 FY23 match may affect your grant amount for FY24.

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_FY24.
2. **Budget variances (if applicable):** explanation of income and expense variations over 50%.
See section D. File name format: name_of_organization_variances_FY24
3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY24. 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_FY24. 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_FY24
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_FY24 (etc). Letters may not be submitted by the organization's Board members, staff, or contractors.

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 Julie Ann Hawk Date 2/4/23
Your role within the applicant organization: President

Program History and Impact

1.Activities. As we have begun to emerge from the Covid-19 shut downs and forced virtual productions, we believe that we are keeping the best of what we've learned from our virtual work, while also returning to regular operations in the 'new normal.' *12 Angry Women* opened successfully in August, and our first in-person musical in 2 years opened in October, to many excited patrons— and received great reviews, as well. We have plans for a full season, while also maintaining a conservative approach to safety and Covid protocols, with an eye toward keeping our community safe. We participated in the first ever Greenbelt Arts Walk, where community members had the unique opportunity to tour the full theater space (onstage and backstage), and tell us what they'd like to see at the GAC.

Our recent board election brought us a great deal of change in leadership, from a new president, to several new members of the board. The new board has committed to reopening the GAC with an eye toward serving the Greenbelt community by asking them what they would like us to provide to the community, and finding ways to make it happen. Initial feedback from the community is overwhelming in the request for more opportunities for people of all ages to be on stage, as well as for more plays geared toward the whole family. We plan to keep these requests in mind as we select our upcoming season.

We have scheduled a series of workshops geared toward people with no theater experience; we are also hoping to offer some free introductory workshops for middle and high school students, as well as adults. Many of our young people have lost crucial developmental years as artists and consumers of live performance. Many adults have expressed an interest in trying new things as they return to what they hope to be a more balanced life. We believe that GAC can be a great resource for rebuilding those skills and habits in people of all ages.

We are also in the beginning phases of putting together a series of play reading groups, starting with a Queer-focused series, as well as a series dedicated to social justice plays for discussion. Of particular importance in the creation of these groups is that there are no barriers to participation, so we are researching the creation of a play library within the GAC so that those who do not have to means to acquire scripts for reading will be able to borrow them from us, since play scripts are frequently not part of public library collections.

The addition of Youth Liaisons from ERHS, and specifically their production of "Freeplays," introduced us to our first ERHS student to become a board member, Izzy Strauss-Riggs, who jumped right in and coordinated the volunteers for our most recent participation in the Labor Day parade. Anya Wilkinson and Mecca Lartigue have gone off to college, and we are in the process of recruiting and onboarding our new Youth Liaisons, and should be able to introduce them soon.

The Rude Mechanicals "spiked the canon" in November of 2021 with their Princess Bride-inspired production of *Cymbeline*, the last Shakespeare play that they had yet to produce.

One thing that we are trying to accomplish with all of our activities is rebuilding a strong community of people who are passionate about the arts *and* serving all members of the greater Greenbelt community. Our other priority is finding ways to say yes to suggestions, no matter how difficult they may seem.

2.Partnerships.

GAC enters its fourth year of an enduring partnership with a resident theatre troupe in the GAC space. This season The Rude Mechanicals have produced *Twelve Angry Women* (an all-female adaptation of the classic *Twelve Angry Men*), and a pair of Restoration Comedies - *The Belle's Stratagem*, envisioned as a 1970's sitcom, and the *Beaux' Stratagem*, envisioned as a 1980's sitcom. We have partnered with

Kate Robinson Drama to provide a space for her weekly theatre classes, which are attended by homeschooled students who then have the opportunity to produce their own performance at the end of each semester. We are also entering into our second summer of hosting her Teen Summer Shakespeare Intensive, which last year produced an all-teen version of *The Tempest*, and this year looks forward to a Wild West themed *Taming of the Shrew*. GAC has also been happy to renew our previous partnership with the Duckworth Institute which enables severely disabled students to participate in supervised occupational therapy at the theater. GAC provided support to Greenbelt Parks & Recreation to allow the Creative Kids Camp and Halloween parade to use our facilities to support their activities.

3. Personal benefit. Beyond the cultural and social benefit of having live performances available to our community, GAC brings the opportunity to actively participate in and learn about theatre to hundreds of citizens each year. We have the opportunity to fill educational and social gaps that have been left by the ongoing (though waning) pandemic for our youth, and our beginner workshops for adults offer an entry point for those who have always wanted to try theatre/performing arts, without making a large financial commitment. The radio shows and other virtual productions that we produced during the past few years continue to be a resource for our community to access virtual theatre at any time, free of charge.

4. Community benefit. We are a vital part of the commercial and communal gathering space in Greenbelt. Community members who come to our shows or participate in our programs also become patrons of the New Deal Cafe, The Co-op and many other local places of business. The digital theatre we created over the past few years continues to be available to the community at any time, free of charge. We have hosted City drama camps in the summer without charge, most recently allowing Creative Kids Camps the use of our space for a changing area and restrooms during their outdoor performances in the summer of 2022. We work with local businesses and groups, and participate actively in Greenbelt festivals and events. We produce plays written by Greenbelt authors and support Greenbelt-based guest groups. We support the News-Review with advertising revenue. We support the Co-op by sub-letting the space under the store. We aim to serve as a hub for belonging to the arts community. As we continue a thoughtful reopening accompanied by strategic planning, our aim is to provide whatever arts-related programming/services that the citizens of Greenbelt are seeking and within our current capabilities.

Organizational Effectiveness

5. Diversity, equity and inclusion. In 2021, Greenbelt Arts Center codified the Greenbelt Community Pledge as part of the organization's bylaws. Codifying this pledge was only a first step in our commitment to the people of Greenbelt. As part of our current strategic planning process, our first step is to codify what this looks like in our work and interactions with each other and the community.

Belonging, Equity, and Expansion at Greenbelt Arts Center (BEE@GAC) is an initiative aimed at rebuilding our community theatre in the "post-covid" era with an emphasis on building community through theatre. Over the next several months, BEE@GAC will be seeking input from organizational and community stakeholders in order to evaluate how well GAC is serving the community and what things GAC can do to best serve all members of the community as a community performing arts organization. We will utilize information collected from the community to set organizational goals for the next 3, 5 and 10 years in the areas of programming, facilities, and education.

The primary purpose of the BEE@GAC initiative is to emphatically state our commitment to the belief that all people belong in all spaces, and to begin the work that must be done to make our arts community a safer, accountable space— a space where those who have historically been excluded from places of art-making can make an artistic home. We will stumble. We will fail. But we will keep moving forward in

the hope that we can be a place where people have what they need to be creative and express themselves as members of our creative community.

Some barriers to participation that have been identified so far include: transportation, a perception of exclusivity (that directors only cast people they know), and health concerns related to Covid as we return to full-size audiences. GAC continues a long history of selecting programming that promotes values of social justice and equity in our communities, delivering content to awaken minds towards understanding and action, but we know that we have work to do, and our focus is on listening to our community members to eliminate barriers to participation that are within our control.

6. Marketing, outreach and evaluation. We sell tickets, advertise shows, and provide (mostly free) online artistic content via www.greenbeltartscenter.org (110,595 page views from 22,119 unique visitors for the year, averaging about 303 site views per day).. We make extensive use of email (1623 unique subscribers with an over 29.9% typical click-thru rate) to distribute news and market to past patrons. Further, we have taken great advantage of our Facebook and Instagram presence (approximately 15,800 views/interactions) to add photos and announcements such that the page is a constant hub of activity. Both resident and guest productions independently market their shows, reaching out to GATE, social media, and radio to bring in additional audiences.

Focusing on a diverse array of high quality programming, especially family productions, has brought in new audiences to the theatre. We produce audience surveys, attendance reports for resident and non-resident productions, receive direct feedback from patrons, feedback from volunteers, and volunteer retention statistics.

7. Challenges. Our greatest challenge has been the lingering effects of the COVID-19 closures as we attempt to return to live performances with audiences. While we have progressively lifted restrictions on the size of audiences, we have instituted at least one limited-size audience per extended run production, and even our unrestricted audiences are smaller than prior to the shutdown. At the same time, our costs have increased, including the rent for our facility, increased costume storage costs with decreased space and access as a result of the loss of our space at the Community Center, and increases in day to day expenses as a result of inflation. The aging infrastructure in the building means that emergency repairs loom in our future, such as the recent need to replace our water heater (and the associated cleanup from that emergency). Additionally, we are at the beginning of a new leadership cycle, which brings with it some board uncertainty and change, which can destabilize an organization in the short-term, while pushing to a stronger future.

We are working to address these challenges by meeting them head on: beginning a new strategic planning cycle with the full board and community input, and seeking new revenue sources in the form of rentals, classes, and grants. We are also having difficult discussions about how to balance competing priorities, our need for additional revenue, public perception of safety in an ongoing health crisis, and equity of access as we begin offering classes and determining what fees (if any) to institute for participation. Currently, our budget shortfalls can be met by the use of GAC savings and the Rainy Day Fund, but this will not be a long term solution. Ultimately, this will impact many of our decisions about programming, such as whether big budget musicals and technical theatre spectacles are as high a priority as providing Greenbelters with more opportunities to experience theatre in a myriad of ways: on stage, back stage, the audience, and/or through open studio opportunities.

8. Goals. GAC continues to focus on a safe reopening season, following all of the current guidance from federal, state, and local agencies, while also balancing the concerns and suggestions of our membership and the Greenbelt community. The transition to new leadership has proven to be rockier than we had

hoped, but not altogether surprising, as a change in leadership/values can be difficult for those who seek the status quo. We are also glad to see some members of the board recognize their own needs by drawing new personal boundaries to prioritize their personal wellbeing following several stressful pandemic years. While this ultimately has led to some turnover in leadership, we believe that prioritizing people will make our organization stronger in the long run.

A major goal of the new board is to complete a strategic planning session with community involvement. With the commencement of our BEE@GAC campaign, we hope to engage stakeholders from throughout the Greenbelt area to gain insight and varied perspectives about the future of GAC as a community of theatre and art makers. Traditionally, the arts world has been a social community, including gatekeeping in various forms. We seek to know what barriers to participation, if any, that GAC has been holding onto, so that we can find innovative means of removing them to make arts-making accessible to all people who want to participate. In the coming months, we will continue soliciting feedback in a variety of ways (surveys, community meetings, engaging people at events like the Greenbelt Arts Walk), and follow that data wherever it leads, even if it means changing the ways in which we have always done the business of show.

A personal goal of our President is to have at least one new person enter the GAC space each week, whether that is virtually, at a performance, or some other event. One way that we hope to accomplish this is by beginning a play reading series in which participants read and discuss plays together, like a book club. This also answers some of the feedback we've received from the community, where they've asked for more opportunities for people with little to no experience to participate in theatre-making. It is also a low-stakes way of bringing new and innovative plays to our community without the expense of a full-blown production.

Also, since many members of our board are or have been theatre educators, and one of the number one requests during the Arts Walk was more opportunities for middle and high school students to participate, we would like to build stronger relationships with the young people in our community to create the experiences that they are seeing. We continue to work with our Youth Liaisons to do this; the addition of a high school senior to complete the at-large term of our President is also proving to be a great help in this regard.

9.City support.

In the current fiscal year, GAC has received \$34,300 of in-kind support from the City of Greenbelt. GAC is requesting \$43,060 for FY24. These funds will cover the rental fees for the facility, a storage unit for costume storage and insurance thereof, as well as utilities and staff costs. The increase is a result of increased rent on a new lease for the facility, and the increased cost of a storage unit to accommodate the costume storage that had previously been housed/rented from the city at the community center.

10.Matching funds.

GAC generates the revenues for our productions and other programming via the sale of memberships, ticket sales, rental of the facility for other programming, and donations from individuals. We hope to increase the programming offerings, and offset the additional costs by pursuing additional revenue from sponsorships, sales of advertising, and additional grant writing.

Greenbelt Arts Center Variances
Section F.2

Section E. Expenses

Note that black font indicates changes of >50%; gray font indicates smaller changes.

- a. Salaries and wages: Part-time general manager; total includes payroll taxes.
- b. Consultants' fees: Payments to artistic staff for resident productions, and other professional services.
- c. Contractual personnel: Payments to the weekly cleaner and for plumbing repair. Cleaning was reduced while the facility was closed, will increase for the 23-24 season.
- d. Facility rental: Rent for the facility at 123 Centerway, costume storage and occasional rehearsal space rental fees. Rent for the facility increased in FY23, as called for in our sublease with the Co-op. Costume shop rental increased significantly after conclusion of the Community Center contract in January 2023.
- e. Dues, memberships, league fees: GAC is a member of the AACT and WATCH. WATCH suspended fees for FY22.
- f. Utilities: Includes Electricity, phone and internet. HVAC is part of the rental agreement.
- g. Insurance: facility and liability insurance, Directors & Officers insurance, volunteer coverage..
- h. Supplies and materials: includes office supplies, software, restroom supplies and cleaning supplies. Software needs increased for online shows (Zoom license, etc.). Re-opening in FY23 will require increased restroom and cleaning supplies.
- i. Equipment purchase: Typical equipment purchases include minor repair and replacement for items in the facility. This includes production tech equipment. This line item does not include capital projects.
- k. Marketing and outreach. Includes advertising in the Greenbelt News Review, printing and mailing postcards and printing posters. In FY20 we instituted a new series of community outreach events celebrating the season opening and GAC's 40th anniversary. Marketing was reduced during online productions in FY21 and FY22, and is projected to resume in FY23.
- m. Food/catering: GAC has discontinued the sale of concessions at shows and participation in the cafe at the Festival of Lights (Sparkle Mart).
- p. Payment of debt: none
- q. Taxes: Commercial property fee is \$525 per year.
- r. Other: Royalties and production expenses: This includes expenses specific to the resident productions, and varies from year to year based on the season. FY22 had no onsite resident productions. . GAC resumed in-person shows in FY23; the estimate for FY24 includes a full season, but with attendance suppressed by the continuing effects of the pandemic.
- s. Other: Guest program expenses: GAC's agreement with Guest Theater Organizations (GTOs) splits the income from ticket sales after subtracting expenses for marketing and ticket processing fees. In FY22 we put on no in person productions. FY23 began operations with a reduced capacity. Once the capacity was increased to normal, GAC still encountered suppressed audience sizes. FY24 is anticipating normal operations with at least 1 GTO production.
- t. Other: Ticket & Credit card fees: In FY22 we did not charge for productions, but encountered fees for membership and donations paid by credit card. In FY 23, we returned to in person productions with regular ticketing, However, FY23 began operations with a reduced capacity. Once the capacity was increased to normal, GAC still encountered suppressed audience sizes. FY24 is anticipating normal operations with at least 1 GTO production

Section E. Income

- a. GAC has discontinued the sale of concessions at shows and participation in the cafe at the Festival of Lights (Sparkle Mart).
- b. Admissions: Gross admissions income from GAC resident productions. See expenses line (r) for the assumptions about the FY22, FY23, and FY24 seasons
- e. Membership dues and registration fees: Higher-level GAC memberships include additional individual donations. Donations have mostly held consistently despite the pandemic and closure of the facility.
- h. Individual donations: This line includes donations made outside of the membership structure. It does not include restricted donations for capital projects. It does include donations of show expenses where the person does not ask to be reimbursed. In FY22, some of our "ticket income" came as suggested voluntary donations associated with online performances. The increased figures are a result of the return to fully realized productions which incorporate many donations to the production expenses. GAC is also pursuing more opportunities for revenue, including donations.
- i. City of Greenbelt - FY24 has had significant increases in GAC operating expenses (namely rent for the facility and the increased costume storage costs). Therefore, the increased request for FY24.
- j. GAC received no additional operating grants or foundation donations in FY22. GAC is pursuing additional grant funding to provide additional community programming. This number represents an anticipated MSAC Creativity grant.
- k. Other: Guest program income: Includes gross admission income for Guest Theater Organizations (GTOs.) Includes agreement with the Rude Mechanicals. See expenses line (s) for the assumptions about the FY22, FY23 and FY24 seasons.
- l. Other: Sales of advertising in show programs. We hope to increase this revenue with the resumption of in-person shows.
- m. Other: non-program rental. There were no non-program (non-GTO) rentals in FY22, due to pandemic restrictions. In FY24, we plan to resume facility rental and possible rental of equipment, costumes, etc., as a supplemental revenue source.

GAC calendar - COG Grant Application FY24

Online offerings, remaining available free of charge on our YouTube Channel

- The Green Hornet "Justice Wears a Blindfold" - February 2022
- Another World AKA Alter Ego - March 2022
- Yours Truly, Johnny Dollar "Murder is a Merry-Go-Round Affair" - April 2022
- Silver Theatre "Murder Unlimited" - May 2022
- Escape "A Diamond as Big as the Ritz" - August 2022

Productions from our partnership with The Rude Mechanicals

- Twelve Angry Women - August 2022
- The Belle's Stratagem - February 2023
- The Beaux Stratagem - March 2023

Guest Productions

- The Chromatics - Returning Presence - December 2022

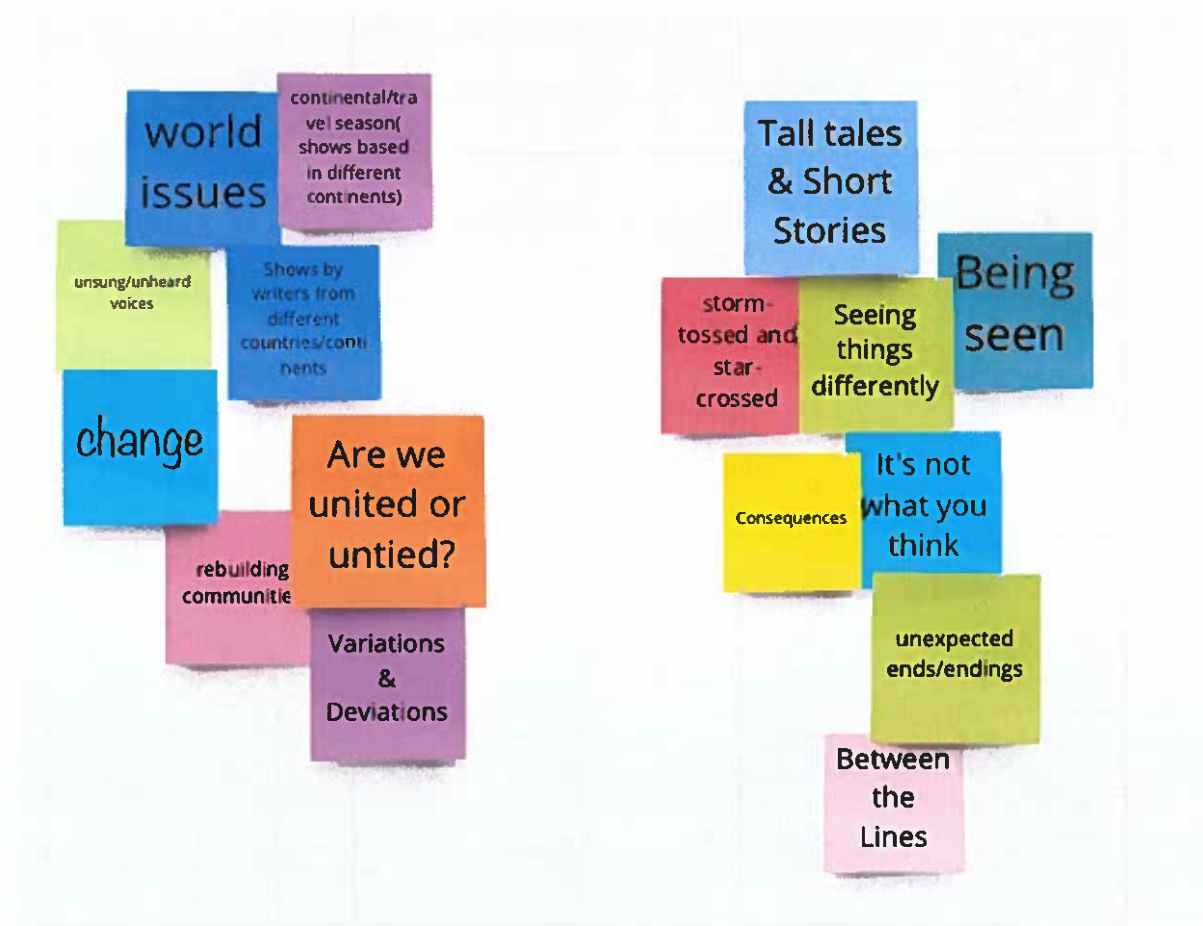
Productions from our partnership with Kate Robinson Drama Teen Summer Shakespeare Intensive

- The Tempest - July 2022
- The Taming of the Shrew - July 2023

Mainstage Productions

- The Last Five Years - November 2022
- Arcadia - March 2023
- The Mountaintop - April 2023
- The Children's Hour - May 2023
- The Patchwork Girl of Oz - June 2023
- Merrily We Roll Along - July 2023

For the future, we are soliciting submissions for our 2023-24 season to fulfill our theme of "Welcome Home - Coming Back To GAC". We chose this theme based on feedback we've gotten from our community.



- Works that focus on experiences of marginalized communities
- Works by less well-known authors, especially women, POC, and LGBTQIA+ writers
- Works that address issues of inequality or injustice
- Works that focus on connection within society
- Productions that have a new perspective on classic or traditional works
- Directors and production teams with a clear focus on what "home" means in context of their show

Greenbelt Arts Center Bios January 2023

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.

Julie Ann Hawk (she/they) was elected to the President of the Board in October of 2022. A Greenbelter since 2019, Julie is the Front of House Operations Manager for the Center for Performing Arts at Prince George's Community College. Prior to that, she taught Theatre and Music throughout Prince George's County and central Maryland since moving to Maryland in 2007, most recently teaching Theatre at Eleanor Roosevelt High School.

Julie earned a Bachelor of Music in Vocal Performance (Opera/Classical) from Mercyhurst University in Pennsylvania, before pursuing a teaching certification (K-12 Music) at Edinboro University of PA, where she met her husband (Kevin). In 2007, she completed a Master of Arts in Vocal Performance (Musical Theatre) at New York University, where she had also been a member of the Voice Faculty. During her teaching career, she taught Theatre and Music at both the elementary and high school levels, organized countless productions, and was amazed by her students daily. She has written Theatre curriculum for Prince George's County Public Schools and DigitalTheatre+.

While serving as the Vice President of Programming and Secretary for Maryland Theatre Education Association, she is also a proud member of the Alpha Cohort of the Maryland Anti-Racist Educators of the Arts Learning Lab, and continues to devote much of her creative time to making sure that all people have equitable access to arts making opportunities.

Pamela Northrup (she/her), GAC's Vice President of Programs, has been involved in theatre in one way or another for most of her life. She has worked in nearly every position, from running tech to managing a box office and business office to producing, and even performing onstage whenever she can. She holds a Bachelor's Degree in Theatre from Westminster College in New Wilmington, PA and has been a part of the GAC community since performing in her first show there in 2013. She has been a member of the Board of Directors of GAC for 5 years, and was elected VP in 2019.

Bob Kleinberg, Administrative Vice President (he/him) has a long association with the Greenbelt Arts Center, starting with his first role in Arcadia by Tom Stoppard over 25 years ago. Since then, he has performed in and directed numerous shows, and served on the GAC Board of Directors since 2009. He also serves as the organization's Technical Director and System Administrator.

Ashley Zielinski Rudy, Secretary (she/her) has been active in the arts her entire life, and performing in the DMV area for the last 15 years as an actor, dancer, and vocalist. She has been involved in productions as a performer, choreographer, and collaborator for new and devised works. Ashley is a professional program manager with experience in community engagement, contingency planning, federal awards management, and cross-sector collaboration. As the Director of the Zoo and Aquarium All Hazards Partnership (ZAHP), she serves on committees for multiple national groups and participates in agricultural and commercial facilities sector preparedness initiatives.

KATE MAGILL ROBINSON (she/her) has worked professionally as an actor, costume designer, drama teacher and arts education administrators in various theatres and schools across the country. She relocated to the Maryland/D.C area in 2013 with her husband, Mark (who often works alongside her) and has continued to work part time as a teacher / director / designer, while homeschooling her 2 children (Aaron - age 10; Aria - age 6).

Kate received a Bachelor of Arts in Interdisciplinary Arts from Shippensburg University of Pennsylvania, with concentrations in theatre, music and literature. She began her career as an actor, teacher and resident costume designer for Gamut Theatre in Harrisburg, PA. While living in Pennsylvania, she also worked with Open Stage of Harrisburg, Elizabethtown College and was an Adjunct Professor of Costume Design for Gettysburg College. After marrying, she moved to Alabama and became the Education Program Coordinator for the Alabama Shakespeare Festival where she managed their SchoolFest Matinee Program and expanded the Acting Academy, to include a highly successful wing of the Acting Academy specifically for homeschoolers. She then moved to the San Francisco Bay Area to become the Director of Education for the Marin Shakespeare Festival, managing numerous Artist Residency programs and Summer Shakespeare camps in the Bay Area. Later, she became the Education Director / Artistic Director for Cinnabar Theater's Young Repertory Company, which focused on producing fully staged operettas and classical plays, using area children and teenagers.

After her first child was born, Kate and her family moved back to the east coast to be closer to extended family. Since then she has been teaching/directing and designing part-time while homeschooling her own children. She is currently the director of Camp Encore - a summer camp for teenagers around Greenbelt. She has directed the school musicals for five years at University Park Elementary School and is an Adjunct Drama Instructor for the Holton-Arms Arts Adjunct Program, as well as a Costume Designer for a number of Holton's productions, and directs Camp Encore through the Greenbelt Community Center. This past summer she expanded her programming to start the Teen Summer Shakespeare Intensive (TSSI), hosted by the Greenbelt Arts Center, which teaches theatre/Shakespeare skills through mounting a full scale Shakespeare production.

You can find out more about her at katerobinsondrama.com (teaching website), and <https://katemagillrobinson.weebly.com/>.

City Council Work Session Agenda Item Report

Meeting Date: May 17, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: Budget Work Session Packet

Subject:

Meetings and Stakeholders List

Suggested Action:

Attachments:

[meetings.pdf](#)

[Stakeholder Schedule.pdf](#)

CITY OF GREENBELT, MARYLAND
25 Crescent Road, Greenbelt, MD 20770-1891

5/10/2023 8:55 AM



City Council Meetings & Work Sessions
May – June

Regular Meeting – 2 nd Public Hearing/Constant Yield Tax Rate	Mon.	05/22	7:30 pm
Advisory Board Interview	Wed.	05/24	7:10 pm
Budget Work Session – Final Budget Review	Wed.	05/24	7:30 pm
No Meeting – City Holiday – Memorial Day	Mon.	05/29	
Work Session – County Council Representatives (tentative)	Wed.	05/31	7:30 pm
Regular Meeting – Budget Adoption	Mon.	06/05	7:30 pm
Work Session – TBD	Wed.	06/07	7:30 pm
Work Session – TBD	Mon.	06/12	7:30 pm
Work Session – TBD	Wed.	06/14	7:30 pm
No Meeting – City Holiday – Juneteenth	Mon.	06/19	
Regular Meeting	Tues.	06/20	7:30 pm
Work Session – TBD	Wed.	06/21	7:30 pm
MML Summer Conference (Ocean City)	Sun. –	06/25 –	
	Wed.	06/28	
No Meeting – MML Summer Conference	Mon.	06/26	
No Meeting – MML Summer Conference	Wed.	06/28	

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



5/10/2023 8:55 AM

Ready to be scheduled:

Parke Crescent Apartment Complex
Virtual Meetings Accessibility for Blind and
Visually Impaired
City Contracting Policy
Greenbelt East HOAs/COAs
Hotels
Washington Gas
Washington Suburban Sanitary Commission
(WSSC)
Advisory Board Chairs

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July &
Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections &
Enforcement (DPIE)
Museum Plan
Bernard Penney (*Memorial Donation in honor of
Leonie Penney*)
Potential Bond Referendum/Capital Financing
Cemetery Plans
MARC Train Service/ MDOT
Arts & Entertainment District
Street Lights (Pepco)
EV Chargers Five Year Plan
Fleet Vehicles Ten Year Plan

Annual															
Advisory Group Chairs	7/22														
Franklin Park at Greenbelt Station Mgmt.	12/21	12/22													
Greenbelt Center HOAs	3/23														
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22														
Greenbelt Homes, Inc.	8/22														
Greenbelt Station HOA/Verde Apts.	8/22														
School Board Member	9/21	2/23													
State Highway Administration	11/20	11/22													
Biennial															
Beltsville Ag. Research Center	8/18	11/22													
Beltway Plaza	9/22														
NASA/GSFC	3/22	4/23													
Greenbelt Business Alliance	10/22														
Greenbelt Park NPS	1/22	3/23													
Greenway Shopping Center	12/20	2/23													
Religious/Spiritual Organizations	6/22														
Twice a Year															
County Council Person and At Large Members															
Meetings as Needed															
Apartments	4/21														
Comcast/Verizon	3/21														
Greenbelt Office Parks															
Greenbelt Watershed Groups	10/19														
Hotels															
PEPCO/WSSC	2/22														
Prince George's Economic Development Corp.	11/21														
Prince George's Planning Board	10/19														
Roosevelt Center Owner	8/20														
University of Maryland	4/15														
WMATA/PGDPW&T (Semi-Annual)	5/22														
Newly Elected/Appointed Officials (Presentation of a Council Regular Meeting)															
County Executive															
School Board CEO															
State's Attorney	1/23														