# CITY COUNCIL WORK SESSION AGENDA

**Budget Work Session - Recognition Groups**

**COUNCIL MEETING WILL BE ONLINE ONLY**

**Due to the COVID-19 precautions, the Council Meeting will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.**

**Resident participation:**
**https://us02web.zoom.us/j/81257241096?pwd=S0doR2JCYUxqbjRPMGIrREhXM2FXQT09**
**OR**
**Join By phone: (301) 715-8592**
**Meeting ID: 812 5724 1096**
**Passcode: 967885**

**In advance, the hearing impaired is advised to use Video Relay Services (VRS) at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email banderson@greenbeltmd.gov.**

**Wednesday, May 12, 2021**
**7:00 PM**

**Budget Work Session Packet** *Agenda â€¢ Introductions â€¢ Council Discussion â€¢ Questions and Answers â€¢ Other Items*

FY 22 Recognition Group Work Session
Suggested Action:

Reference:
Listing of FY22 Recognition Groups

Grant Review Panel Report
Recognition Group Meeting Schedule
Recognition Group Applications - In order of meeting schedule
New Basic Certification applications
Listing of FY22 Recognition Groups.pdf
Grant Review Panel Report.pdf
Greenbelt Soccer Alliance Inc_.pdf
Greenbelt Concert Band.pdf
Greenbelt Labor Day Festival.pdf
Greenbelt Arts Center.pdf
Greenbelt Farmers Market.pdf
Municipal Swim Team.pdf
Center for Dynamic Community Governance.pdf
Friends of the New Deal Cafe Arts.pdf
Greenbelt Babe Ruth.pdf
Greenbelt Youth Baseball.pdf
Greenbelt Senior Softball.pdf
The GEMZ.pdf
Connecting Accross Greenbelt.pdf
Greenbelt Alliance for Reproductive Freedom.pdf

Agenda Item No:

# City Council Work Session Agenda Item Report

Meeting Date: May 12, 2021
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Recreation
Item Type: Work Session Item
Agenda Section: Budget Work Session Packet

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**Subject:**
FY 22 Recognition Group Work Session

**Suggested Action:**

Reference:
Listing of FY22 Recognition Groups
Grant Review Panel Report
Recognition Group Meeting Schedule
Recognition Group Applications - In order of meeting schedule
New Basic Certification applications

**Attachments:**
Listing of FY22 Recognition Groups.pdf
Grant Review Panel Report.pdf
Greenbelt Soccer Alliance Inc_.pdf
Greenbelt Concert Band.pdf
Greenbelt Labor Day Festival.pdf
Greenbelt Arts Center.pdf
Greenbelt Farmers Market.pdf
Municipal Swim Team.pdf
Center for Dynamic Community Governance.pdf
Friends of the New Deal Cafe Arts.pdf
Greenbelt Babe Ruth.pdf
Greenbelt Youth Baseball.pdf
Greenbelt Senior Softball.pdf
The GEMZ.pdf
Connecting Accross Greenbelt.pdf
Greenbelt Alliance for Reproductive Freedom.pdf

# FY22 RECOGNITION GROUPS

## OPERATING GRANT

Greenbelt Babe Ruth Baseball
www.greenbeltbaberuth.com

Greenbelt Boys & Girls Club
www.greenbeltbgc.org

Greenbelt Cultural Arts
www.greenbeltartscenter.org

Greenbelt Municipal Swim Team
www.greenbeltswimteam.com

Greenbelt Senior Softball

Greenbelt Soccer Alliance
www.greenbeltsoccer.org

Greenbelt Youth Baseball Little League
www.greenbeltyouthbaseball.siplay.com/site

## PROJECT GRANT

Center for Dynamic Community Governance
www.dynamic-governance.org

FONDCA – Friends of the New Deal Café Arts
www.newdealcafe.com/fondca

GEMZ, INC
www.makemeagem.org

## BASIC CERTIFICATIONS

African Women's Cancer Awareness Assoc.
www.awcaa.org

Astronomical Society of Greenbelt
Http://www.GreenbeltAstro.org

Chesapeake Education Arts Research Society
http://www.chears.org

Citizens to Conserve and Restore Indian Creek
www.ccric.org

Connecting Across Greenbelt - NEW

Girl Scout Troop 27

Girl Scout Troop 2790

Girl Scout Troop 22014

Girl Scout Troop 23007

Daisy Girl Scout Troop #23010

Girl Scout Troop 23023 (Daisy)

Greenbelt Alliance for Reproductive Freedom-NEW

Greenbelt Biota

Greenbelt Black History and Culture Committee

Greenbelt Climate Action Network
www.chears.org/gcan

Greenbelt Community Development Corporation
www.greenbeltcdc.org

Greenbelt Community Foundation
greenbeltcommunityfoundation@gmail.com

Greenbelt Community Garden Club
Greenbeltcommunitygardenclub.org

Greenbelt Concert Band

Greenbelt Farmers Market

Greenbelt Fibromyalgia Support Group

Greenbelt Homeschoolers

Greenbelt Interfaith Leadership Association

Greenbelt Intergenerational Vol. Exchange Service
givesoffice@gmail.com



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**Greenbelt Labor Day Committee**

**Greenbelt Maker Space**

**Greenbelt Mamas & Papas**

**Greenbelt Pottery Group**

**Greenbelt Racial Equity Alliance (GREA)**
https://greenbeltracialequity.org/

**Greenbelt S.I.T.Y. Stars**
greenbeltsitystars@gmail.org

**Greenbelt Tennis Association**

**Greenbelt Unplugged**
www.greenbeltunplugged.org

**Miss Greenbelt Scholarship Organization, Inc.**
www.missgreenbelt.com

**Peace & Justice Coalition of PG County**
www.justpeace-pgmd.org

**Random Unselfish Acts of Kindness**
spreadruak@gmail.com

**The Space Free Art for All**
www.freeartforall.org

**Well-Wishers for the Animals of Greenbelt Shelter**



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City of Greenbelt

# Grant Review Panel Report:

## Recommendation to the Greenbelt City Council Concerning FY 2022 Project and Operating Grant Applications

May 3, 2021

### Background

The Grant Review Panel convened on Saturday, April 24, to review community group applications for City of Greenbelt project and operating grants in Fiscal Year 2022. These grants are available to local organizations, at Council's discretion, through the city's Recognition Group program. All five panelists were present for this online meeting, including: Lance Beasley (PRAB), Tom LeaMond (AAB), Lisa Lake (CRAB), Marti Galvin (SCAC) and Malik Gupta (YAC). Also present were Greenbelt Recreation staff Greg Varda and Nicole DeWald. This meeting was open to the public but no guests were in attendance.

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. The applicants' average scores are provided below along with a summary of the panel's comments.

The maximum amount of funding an organization may receive through this program is 50% of their project or operating budget, depending on the type of grant. Requests ranged from 19% to 50%. Two grant requests (from Babe Ruth and Senior Softball) were adjusted downward to 50% in order to comply with the funding cap.

The total allowable amount of funding requested by the applicants was $61,820. Based on their findings, the Grant Review Panel is recommending grant awards totaling $59,320, which is within the City Manager's proposed budget for this program.

### Summary Findings

The Grant Review Panel's award recommendations are indicated in the spreadsheet provided below. This chart shows the applicant groups' FY21 city awards, FY22 funding requests, cash reserves, and FY22 budgets along with the average application scores and the panel's funding recommendations. Detailed findings are provided in the section following this spreadsheet.

| PROJECT GRANTS | | | | | | | |
|---|---|---|---|---|---|---|---|
| Organization/ Grant Purpose | FY21 City Grant | Unrestricted Cash Balance (6/30/20, actual) | FY22 Project Budget | Maximum Allowable Grant | % of Budget | Average GRP Score | GRP Recommended Funding |
| **Center for Dynamic Community Governance** (4 workshops & support for visual disability inclusion) | * | $3,471 | $10,000 | $5,000 | 50% | 83 | **$2,500** |
| **Friends of New Deal Café Arts** (music festivals) | $2,800 | $1,018 | $9,850 | $2,800 | 28% | 100 | **$2,800** |
| **The GEMZ** (girls' public speaking program) | $2,700 | $1,480 | $6,042 | $1,900 | 31% | 99 | **$1,900** |
| ***Subtotal – project grants*** | *$5,500* | | | *$9,700* | | | *$7,200* |
| **OPERATING GRANTS** | | | | | | | |
| | FY21 City Grant | Unrestricted Cash Balance (6/30/21, projected) | FY22 Operating Budget | Maximum Allowable Grant | % of Budget | Average GRP Score | GRP Recommended Funding |
| **Greenbelt Babe Ruth** (equipment and field maintenance supplies) | $3,500 | $2,500 | $4,200 | $2,100 | 50% | 99 | **$2,100** |
| **Greenbelt Cultural Arts Center** (rent, staff, utilities, insurance) | $34,300 | $25,242 | $81,450 | $34,300 | 42% | 97 | **$34,300** |
| **Greenbelt Municipal Swim Team** (trophies)** | $1,000 | $22,500 | $39,250 | $1,000 | 23% | 99 | **$1,000** |
| **Greenbelt Senior Softball** (uniforms, equipment, franchise fees, insurance) | $900 | $1,042 | $1,440 | $720 | 50% | 90 | **$720** |
| **Greenbelt Soccer Alliance** ($35/50% discounts for Greenbelt residents) | $4,000 | $6,863 | $21,300 | $4,000 | 19% | 100 | **$4,000** |
| **Greenbelt Youth Baseball – Little League** (equipment, uniforms, insurance, umpires, website) | $10,000 | $7,200 | $21,900 | $10,000 | 46% | 95 | **$10,000** |
| ***Subtotal – operating grants*** | *$49,700* | | | *$52,120* | | | *$52,120* |
| **TOTAL** | $55,200 *** | | | $61,820 | | | **$59,320** |
| Amount alotted for Recognition Groups in the FY22 Proposed Budget **** | | | | | | | $67,600 |

* CDCG last received a city grant in FY20 for $3,600.

** The Swim Team was awarded $9,000 for FY21, including $8,000 for coaches. They are requesting the same amount ($9,000 total) for FY22.

*** Total Recognition Group reimbursements for the current fiscal year will be less than the total amount of the awards due to program cancellations related to COVID-19.

**** Excluding funds for swim coaches ($8,000) and the Greenbelt Concert Band Conductor ($3,600). These two items are also included in the budget but were not reviewed by the Grant Review Panel.

## Scores and Comments

**OPERATING GRANTS**

**Greenbelt Babe Ruth** **99 points**

**Comments:** "Well established"; "holistic approach to player development – mental, physical, spiritual"

**Concerns:** "Competition from year-round football and basketball"

**Greenbelt Cultural Arts Center (GAC)** **97 points**

**Comments:** "Expansive programming across interest groups/generations"; "large number of volunteers" [170]; "successful COVID survival strategy" – "impressive pivot to digital programs"

**Concerns:** "Large ask" [$34,300, 42% of FY22 budget]; "very dependent" on city financial support; projecting a deficit in FY22 even with full funding of their city grant request [$6,450 loss, to be made up with savings]; are other revenue streams available to this group, such as other grant opportunities?

**Greenbelt Municipal Swim Team** **99 points**

**Comments:** "Established community presence" of over 64 years; generates revenue for the GAFC and a talent pool for recruitment of lifeguards

**Concerns:** Amount spent on trophies [$2,500 budgeted for FY22]

**Greenbelt Senior Softball** **90 points**

**Comments:** Appreciated the health and social benefits of this senior athletic opportunity

**Concerns:** Little presence in Greenbelt, with games primarily being played elsewhere; "seems like their reach is very small and mostly benefits non-Greenbelters" [projecting 20 players, 10% Greenbelt residents, in FY22]

**Greenbelt Soccer Alliance (GSA)** **100 points**

**Comments:** "Large number of beneficiaries" [projecting 350 registrations in FY22]; "large in-kind contribution" [volunteer hours valued at $40,000 for FY22]; "strong partnerships with Greenbelt schools and other soccer programs"

**Concerns:** [None stated]

**Greenbelt Youth Baseball/ Little League** **95 points**

**Comments:** Commended the program's character development aspect and their Return to Play plan; extensive in-kind contributions [volunteer time valued at $75,000 for FY22]; 70-year history

**Concerns:** ongoing issues with field conditions

**Greenbelt Boys and Girls Club** **[No application]**

***Staff note:*** *The Greenbelt Boys and Girls Club did not provide an application to be evaluated by the Grant Review Panel. Due to the pandemic, The Club did not request funding in FY21 and only used $7,242 of their $14,300 grant in FY20. It is expected that the Club will request a grant of approximately 16,000 for FY22. There is money earmarked in the FY22 Proposed Budget to fund this amount if City Council approves. In the near future, the Club will need to provide an application to be reviewed by staff and PRAB. PRAB will provide a funding recommendation to Council and the Club will come before Council for approval of funds at a regular City Council meeting.*

**PROJECT GRANTS**

**Center for Dynamic Community Governance** **83 points**

**Comments:** "Provides valuable training and support to foster self-advocacy and participation in community governance" among the visually impaired; 95% of participants are reported to be Greenbelt residents; "community connectedness is very strong"

**Concerns:** Panelists struggled to understand the organization's activities and their plan for FY22 – expressed that they would have liked to see a clearer and more concise proposal, including a rough schedule of programs; suggested that if funds are to be used for "ongoing" support activities as described, the operating grant application may be a better fit going forward; panelists also expressed concern that the group's "$5,000 ask is to pay Board members for their professional services"

***Staff note:*** *as indicated in the applicant's leadership chart, their two Co-Directors are also contractors for the organization, working as paid trainers. Current Recognition Group policy does not prohibit the use of city funds to pay contractors – a practice which is fairly common among the participating groups. The policy also does not prohibit contractors from serving in a governance role, or prevent board members from serving as contractors. Staff are not aware of another instance of this overlap among the current Recognition Groups.*

*Staff request Council's guidance on this issue for the FY23 application round. Moving forward, Recreation would support adding a restriction that city funds may not be used to compensate an applicant organization's officers. City funds could still be requested if needed to help compensate other personnel who also serve on the Board in a non-officer role. Staff recognize that there may be individuals - including but not limited to founders - whose dedication and expertise are valuable to an organization in both a governance and an operational capacity. (Such dual roles are not uncommon in the non-profit sector.) The staff recommendation seeks to balance this consideration with the encouragement of internal oversight by leaders without a direct, personal financial interest. All Recognition Group grant applicants are evaluated*

*in part on the qualifications and effectiveness of their leaders and also on the strength and scope of their volunteer support; we believe that the proposed rule change would be consistent with both these values.*

**Friends of New Deal Café Arts (FONDCA) 100 points**

**Comments:** Big "bang for the buck"; events are free, Greenbelt-centered and don't require sign up to attend; attract people to Roosevelt Center; help build community

**Concerns:** [None stated]

***Staff note:*** *The emphasis of this application is on the music festivals which FONDCA coordinates in Roosevelt Center. On page 2, the applicant indicates that they wish to use the requested $2,800 in city funding to support their sponsored art shows, in addition to the festivals. No expenses associated with the art shows are clearly indicated in the project budget provided. Staff advise that although the art shows may be related in theme to the festivals, they are outside of the scope of this project grant; reimbursable expenses should be limited to festival promotions and musicians' fees. If the applicant wishes to request city funding for exhibiltons in addition to music festivals, staff would recommend that they submit an operating grant request in the next application round. Project grants are intended for narrowly defined, time-limited activities, whereas operating grants can encompass a broader scope of programming and operations.*

**The GEMZ, Inc 99 points**

**Comments:** "Very progressive"; "strong leadership team" with diverse expertise; "unique and much needed"; suggestions included partnering with other organizations to recruit additional members, offering interships, and providing mentorship opportunities for recent program "graduates"

**Concerns:** [None stated]

This report was compiled by Greenbelt Recreation on behalf of the Grant Review Panel, based on the panelists' discussion and score sheets.

CITY OF GREENBELT

# OPERATING GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Soccer Alliance, Inc.
2. **Website:** www.greenbeltsoccer.org
3. **Contact person:** Name Erik Blaufuss Position At-Large board
   Telephone [illegible] E-mail [illegible]
4. **Organization's mailing address** (not a City of Greenbelt facility):
   10 Olivewood Ct, Greenbelt MD 20770
5. **What is the mission of this organization? Whom do you intend to serve?**
   We provide young soccer players with the opportunity to play soccer in a supportive and rewarding environment that emphasizes fun, enjoyment and skill learning, at a level that fits his/her interest and ability.
6. **Please indicate the amount of your request here** $4000 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**
   We seek sufficient funds to offer a $35 discount (50%) to all Greenbelt residents playing in both our fall 2021 and spring 2022 seasons. We gave $2345 in such discounts to Greenbelt residents for fall season 2019. Since the spring season 2019, we expanded our recreational program to support PreK and Kingergarten age players.
7. **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 2019 or FY 2020

   ☐ a Council-approved Greenbelt Recognition Group that received an FY21 project grant

   ☑ a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

8. **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:

9. **Financial need. Please check all that apply.**

   ☐ At the conclusion of FY20, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

   ☐ At the conclusion of FY21, the organization's checking/savings balance is expected to be at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

   ☐ The organization is projecting a revenue surplus for FY21.

   ☐ The organization is projecting a revenue surplus for FY22.

   If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested for FY22. *Total grant requests typically 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.*

N/A

**B. COMMUNITY MEMBERS SERVED (benefit to the community)**

1. **How many people actively participate in your organization's primary, sponsored activities (live and 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 2019-June 2020 197 July 2020-June 2021 70 July 2021-June 2022 (Projected) 350

   **Current year:** % Greenbelt residents/organizations 45 % Non-residents/organizations 55

   % ages 12 and under 67 % 13-17 yrs. 33 % 18-59 yrs. 0 % 60+ yrs. 0

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

July 2019-June 2020 150 July 2020-June 2021 0 July 2021-June 2022 (Projected) 300

**Current year:** % Greenbelt residents 50 % Non-residents 50

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

## C. KEY PERSONNEL (organizational effectiveness)

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

| Name | Greenbelt resident (yes/no) | Position | Term length |
|---|---|---|---|
| David Whiteman | Yes | President | 2021 |
| Jose Romero | No | Vice-President | 2022 |
| Jim Cooney | No | Secretary | 2021 |
| Gilbert Mkouonchou | Yes | Treasurer | 2022 |
| Darryl McCallum | No | At large | 2022 |
| Erik Blaufuss | Yes | At large | 2022 |
| Nathan Hill | No | At large | 2021 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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 *If positions are seasonal, please indicate months of service.* |
|---|---|---|---|
| N/A | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Independent contractors and consultants**

| Role | # of contractors *Individuals or companies* |
|---|---|
| Professional Trainer for Rec Program | 2 |
| | |
| | |
| | |
| | |

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 2019-June 2020 32 July 2020-June 2021 10 July 2021-June 2022 (projected) 32
**Current year:** % Greenbelt residents 60 % Non-residents 4A
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

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 parenting duties are all performed by volunteers.

D. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Attach your response as a PDF and attach it to your application email..

**Benefit to the Community**

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current 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. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)

2. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?

3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.

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

**Organizational Effectiveness**

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?

6. **Challenges.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization responded to these challenges? If your organization is experiencing other significant long or short-term challenges as well, how are you addressing them?

7. **Goals.** What are your organization's goals and how are you working toward them?

8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2022? 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?

| |
|---|
| Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding. |

9. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match 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 2021? If your organization experienced a deficit last fiscal year, or if your organization failed to match a

City of Greenbelt contribution/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 FY20 match may affect your grant amount for FY21.*

E. **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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Salaries and wages | | 0 | 0 | 0 |
| b. Consultants' fees | Professional coaching and coach trainining | 6205 | 2087.00 | 2500 |
| c. Contractual personnel | | 0 | 0 | 0 |
| d. Facility rental | | 1318 | 388.11 | 500 |
| e. Dues, memberships, league fees | | 11,535 | 1447.09 | 15,000 |
| f. Utilities | | 0 | 0 | 0 |
| g. Insurance | | 0 | 0 | 0 |
| h. Supplies and materials | | 2903 | 46.37 | 100 |
| i. Equipment purchases | | 535 | 0 | 500 |
| j. Equipment rental | | 0 | 0 | 0 |
| k. Marketing and outreach | | 165 | 184.00 | |
| l. Travel and lodging | | 0 | 0 | 0 |
| m. Food/catering | | 0 | 0 | 0 |
| n. Awards | Player scholarships | 1100 | 615.00 | 1000 |
| o. Grants | | 0 | 0 | 0 |
| p. Payment of debt | | 0 | 0 | 0 |
| q. Taxes | | 417 | 347.01 | 400 |
| r. Other | coaching discounts | 355 | 0 | 300 |
| s. Other | refunds | 1060 | 3648.00 | 1000 |
| t. Other | Field maint. | | 2500.00 | 0 |
| **Total Expenses** | | 25,593 | 12947.86 | 21,300 |

| INCOME | Description | Actual Totals, Last Fiscal Year July 1, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Sales of goods | | 0 | 675.26 | 0 |
| b. Admissions | | 0 | 0 | 0 |
| c. Tuition | | 0 | 0 | 0 |
| d. Fees for services rendered | | 0 | 0 | 0 |
| e. Membership dues, registration fees | | 19,635 | 7910.21 | 14300 |
| f. Corporate support | | 0 | 0 | 0 |
| g. Foundation support | | 0 | 0 | 0 |
| h. Individual donations | | 282 | 250.5 | 500 |
| i. Loans* | | 0 | 0 | 0 |
| j. City of Greenbelt support | | 4040 | 0 | 4000 |
| k. Other grants | City of New Carrollton | 2500 | 2500.00 | 2500 |
| l. Organization's savings or interest income | | 0 | 0 | 0 |
| m. Other | | 0 | 0 | 0 |
| n. Other | | 0 | 0 | 0 |
| o. Other | | 0 | 0 | 0 |
| **Total Income** | | 26,457 | 11335.97 | 21300 |

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

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

**Financial Reserves**

| Assets | Actual as of June 30, 2020 (Last Fiscal Year) | Projected as of June 30, 2021 (Current Fiscal Year) |
|---|---|---|
| a. Checking/savings accounts* | 8512.56 | 6862.96 |
| 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** | 8512.56 | 6862.96 |

*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: monies owed as of June 30, 2020 (Last Fiscal Year) | Projected: monies owed as of June 30, 2021 (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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Pro-bono professional services (legal, accounting, etc) | volunteer coaching | 44,000 | 7,000 | 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** | | 44,000 | 7,000 | 40,000 |

**Reimbursements**

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

**Please check one:**

☐ Our organization is receiving funding for the first time in the current fiscal year. We are summarizing our reimbursed expenses for the period of July 1, 2020 – present.

☑ Our organization received funding during the city's Fiscal Year 2020. We are summarizing our reimbursed expenses for the period of July 1, 2019 – June 30, 2020.

☐ Our organization is currently receiving in-kind services only. We last received funding during the city's Fiscal Year 2019. We are summarizing our reimbursed expenses for the period of July 1, 2018 – June 30, 2019.

| Date of expense | Description of reimbursed expense | Amount |
|---|---|---|
| Nov 2019 | Rec soccer registration discount for Greenbelt residents Fall 2019 | 2345 |
| April 2020 | Spring 2020 Rec season cancelled - COVID 19 | 0 |
| | | |
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |

During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: DAVID WHITEMAN Title: President

Name: ERIK BLANFUSS Title: At-Large board member

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

F. ATTACHMENTS – **Please attach to your application email in PDF format.**

1. **REQUIRED: narrative** addressing all 9 topics in section D; above. Limit. 4 pages. File name format: name_of_organization_narrative_FY22

2. **REQUIRED:** program calendars reflecting the organization's activities from the previous and current fiscal years, including upcoming events. As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name_of_organization_programs_FY22

3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name_of_organization_variances_FY22

4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name_of_organization_letter_1_FY22 (etc)

5. **OPTIONAL:** summary information about the **credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name_of_organization_bios_FY22

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 ERIK BLAUFUSS Date January 30, 2021

Your role within the applicant organization: At-Large Board Member

Greenbelt Soccer Alliance Variances

Please note that all financial information reported in the Grant application are calculated per calendar year. Values reported for July 2019 – June 2020 are for calendar year 2019. Values reported for July 2020 – June 2021 are actuals for calendar year 2020. Values estimated for July 2021 – June 2022 are projected values for calendar year 2021. 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.

The Greenbelt SA operated at a much smaller scale in 2020 because of COVID-19 pandemic concerns and restrictions. Major impacts on financials include:

1. Much smaller registration costs and income due to the cancellation of our recreational soccer seasons. This also was reflected in smaller overall operating expenses, incomes for rentals, consulting and supplies, and increased refunds due to cancelled play.
2. We experienced a small influx of funds from sales in late 2019, recognized in 2020, of surplus uniform t-shirts. We now sell these as part of our registration process and do not expect these sales to continue.
3. The City of New Carrollton grant could not be used for soccer registrations and was instead used for field maintenance at the Youth Memorial Park facility, located in the City of New Carrollton. This was a one-time expense.

**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, 3) 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 2020 and 2021 is below. *Note*: COVID-19 impacted our calendar of activities for 2020 and will continue for early 2021.

| Month | Activities in 2020 | Activities anticipated in 2021 |
|---|---|---|
| | | |
| January | 1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School<br>2. Select team indoor practices at Springhill Lake Elementary in Greenbelt.<br>3. Futsal or indoor soccer Winter league participation for select teams | 1. None: COVID-19 |
| February | 1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School<br>2. Select team indoor practices at Springhill Lake Elementary and Greenbelt Elementary schools.<br>3. Futsal or indoor soccer Winter league participation for select teams | 1. None: COVID-19 |
| March | 1. End of Select team indoor practices at Springhill Lake Elementary and Dora Kennedy French Immersion schools.<br>2. End of Futsal or indoor soccer Winter league participation for select teams<br>3. Outdoor Spring season cancelled – COVID 19 | 1. Start of outdoor practices for select-level high-school teams (held at Northway, Schrom, Mandan, Robert Goddard fields) |
| April | 1. All activities cancelled – COVID 19 | 1. Spring outdoor game seasons begin select-level teams in NCSL, PGSI and AAYSA leagues<br>2. Outdoor practices for select-level high school teams (held at Northway, Schrom, Mandan, Robert Goddard fields) |
| May | 1. All activities cancelled – COVID 19 | 2. Finish spring seasons for select teams.<br>3. Tournaments usually at end of May for all teams |
| June | 1. All activities cancelled – COVID 19 | 1. All activities cancelled – COVID 19 |
| July | 1. All activities cancelled – COVID 19 | 1. Summer soccer program at Mandan field – pending COVID 19 status<br>2. Select team practices resume |

| | | |
|---|---|---|
| | | 3. Scrimmages for select teams may be arranged. |
| August | 1. All activities cancelled – COVID 19 | 1. Recreational team practices start – pending COVID-19 status<br>2. Select team practices continue except for high school players who practice with their school teams<br>3. Scrimmages for select teams may be arranged |
| September | 1. Fall recreational soccer seasons cancelled – COVID 19<br>2. Select-level high school teams begin practice | 1. Practices for all teams continue<br>2. Start of fall outdoor games in all leagues<br>3. High school practice and play games with their schools and participate in Greenbelt SA team activities on the weekend |
| October | 1. Practices and Fall game season continue for select-level high school teams. | 1. Practices for all teams continue<br>2. Fall game seasons continue for all teams.<br>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 for select-level leagues | 1. End of season tournaments in all leagues<br>2. Select teams may have sleep-away tournaments |
| December | 1. All activities cancelled – COVID 19 | 1. Indoor professional training by Soccersource 360 hosted at Greenbelt Elementary School<br>2. Select and recreational team indoor practices at Springhill Lake Elementary in Greenbelt.<br>3. Winter session I futsal games on weekend (no practices) for high school players who were involved in their school teams |

**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 13years 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 Couches. 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, Vice-President 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, Recreational SoccerTraining 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

**Dallas Sava, Recreational Soccer Professional Trainer**

Ms. Dallas Sava is a 2019 graduate of Eleanor Roosevelt High School and is serving as the professional trainer for our recreational soccer program for the seasonal year 2019-2020. Ms. Sava acquired her USSF National D License in July, 2019 under sponsorship of Greenbelt Soccer Alliance. She was the captain of the Eleanor Roosevelt High School County Champion girls soccer team in 2019 and will be continuing her education at West Texas A&M University.

**Board Members**

David Whiteman, President, Greenbelt resident, credentials above
Jose Romero, Vice President Greenbelt SA, credentials above
Jim Cooney, Secretary Greenbelt SA
Gilbert Mkouonchou, Treasurer Greenbelt SA, Greenbelt resident
Nathan Hill, At Large Board Member.
Erik Blaufuss, At Large Board Member, Greenbelt Resident
Darryl McCallum, At Large Board Member.

**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**

*1. Organizational history and activities*

Greenbelt SA was incorporated in the state of Maryland in 2010 with 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 (40% from Greenbelt, the largest represented residency) throughout 2019 with over 500 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 7-member board of directors, where the President and Treasurer and one at-large member 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. This summer will hope to be able to host approximately 50 pickup games over a 5-week period at Mandan or Schrom fields during July-August. This past season Greenbelt SA hosted PGSI recreational league games for 7/8 grade players on Saturdays at Schrom Hills Park. We are currently hosting professional indoor training at Greenbelt Elementary school and have hosted MSYSA coach training at Dora Kennedy French Immersion in Greenbelt. Our greatest achievement during this past year was 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 yrs 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.

*2. 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.

*3. 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. As part of our efforts to learn more about and participate in the local soccer community, club president David Whiteman currently holds a position on the Executive Board of PGSI and was previously 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: the US Soccer Federation (USSF) and the United Soccer Coaches (USC) including the 5-day Advanced National Diploma course.

We also have established good relations with Greenbelt schools. We have done this 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. We have received numerous letters of thanks from the students in the Springhill Lake after care program for these donations.

Greenbelt SA has also reached out to other soccer organizations in Greenbelt. Specifically, for our summer soccer program in 2019, we invited players from the Greenbelt Boys and Girls club to register free of cost as a way to foster broader cooperation between our local soccer organizations.

*4. 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 environment 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 which maximizes both fun and learning and is strongly encouraged by US Youth Soccer.

Greenbelt Soccer Alliance now offers pure recreational soccer for younger players and select recreational and travel soccer for U12 players and older. In order to populate teams as players enter middle school, when attrition rates increase in all recreational sports, we must explicitly work with surrounding communities to have a sufficient number of players. By doing so, we are now offering quality soccer opportunities for players from Pre-K to high school that are comparable to, but less expensive than, that of larger clubs outside of Prince George's County.

**Organizational Effectiveness**

*5. 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.

*6 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 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. In 2019, we had 2 select teams fold due to lack of returning players or move outright to other organizations for better facilities.

*7 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 establish a 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.

*8. City support.*

In 2019, Greenbelt Soccer Alliance received a $4500 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, 2019 season we invoiced the City for $2345 of discounts that were provided directly to 67 Greenbelt residents registering in our recreational soccer program. As the Spring 2020 season was cancelled due the COVID-19 pandemic, we returned the remainder of the FY20 grant to the city. We also were awarded a reduced grant of $2000 for FY21 (reduced from the originally requested amount of $4000. Unfortunately, the pandemic has continued to cancel our rec programs, both in Fall of 2020, and Spring of 2021, and we were unable to use and have returned the FY20 grant to the city. Going forward, we are hopeful that the pandemic restrictions will ease in FY21, and we wish to continue offering this discount to city residents to encourage participation in our local soccer program. With the addition of Pre-K and Kindergarten soccer, we are making a grant request of $4000 which would permit us to continue to offer discounts of $35 to all Greenbelt residents for the Fall 2021 and Spring 2022 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.

*9. Matching funds.*

Our main source of funds is the registration fees paid by participants. In calendar year 2019 we collected approximately $20,000 through these registrations. In addition, we raised funds through grants, fund-raisers and donations. In addition to the $4500 City of Greenbelt grant for FY2020, we raised additional money through several fundraising efforts, including a City of New Carrollton recreational grant of $2500.

*10. Impacts of COVID-19*

The COVID-19 pandemic and public health response has greatly impacted youth sports nationwide, and Greenbelt SA is no exception. For guidance on reopening, we are following the MSYSA guidelines (https://www.msysa.org/covid-19/msysa-updates/), as well as local regulations and restrictions. All Spring 2020 soccer activities were cancelled, including recreational and select soccer programs, as municipalities, practice facilities, and leagues cancelled all activities. Additionally, our popular summer "drop in soccer" program, where players could show up in the evening for some free-play soccer, were also canceled. For Fall 2020 and continuing in Spring 2021, we've restarted programs for high-school age advanced players, who we are confident can follow gameplay restrictions and social distancing guidelines currently required. These activities include team practices and restart of games in the Anne Arundel leagues (AAYSA). All recreational soccer activities for younger players are canceled for Fall 2020 and Spring 2021 seasons. With the advent of vaccines, we are optimistic about offering a wider selection of soccer activities, including recreational soccer in the Fall season of 2021, with practice and play spanning from late August until early November. Details for these plans are still under discussion and might include reduced player density at practice fields and additional parent/coach monitoring of players and activities as conditions require. Our popular Summer Soccer program at Mandan field might be able to proceed for older players if conditions allow.

Prince George's County Public Schools
Before and After School Extended Learning Program
Springhill Lake
6060 Springhill Dr. Greenbelt, Md. 20770
(240) 391-5000 or (301) 513-5996
License # 49786

January 1, 2020
**David Whiteman**
Greenbelt Soccer Alliance, Inc.

Greenbelt, MD 20768

Dear Mr.Whiteman:

I am writing to thank you for your generous donations of soccer balls to both Springhill Lake and Berwyn Heights Before and After School programs.

The children at Springhill Lake have enjoyed your contributions of soccer balls and soccer lessons for several years.

This year, I am the coordinator for two programs.
Both schools have benefitted from your generosity this year.

Thank you very much.

In appreciation,

*Virginia Walker*
Virginia Walker
BASELP Coordinator

**Maryland State Youth Soccer Association**
Affiliated with the United States Soccer Federation

www.msysa.org

To Whom It May Concern:

My name is Mark Cantor and I am President of the Maryland State Youth Soccer Association (MSYSA). I am writing this letter to let you know that the Greenbelt Soccer Alliance is a valued member club of the association and that I strongly support their proposal for grant support from the City of Greenbelt. The Greenbelt Soccer Alliance brings quality, US Youth Soccer compliant programming to northern Prince George's County where it has not existed before. It is thereby improving the experience for younger players and helping to build the participation rates in recreational soccer to the benefit of children who are in need of increased physical activity.

The Greenbelt Soccer Alliance has also helped to raise the level of opportunity for older players in the Greenbelt community resulting in an increase in participation of high school age players as well. Based on the uniqueness of the programs being offered and the ways in which they are being implemented, MSYSA considers the Greenbelt Soccer Alliance to be an exemplary local soccer organization that deserves the strong support of the City of Greenbelt.

Please do not hesitate to contact me if you have any questions.

Sincerely,

President
MSYSA
president@msysa.org

Save Form Print Form

CITY OF GREENBELT

# RECOGNITION GROUP APPLICATION – BASIC CERTIFICATION (FOR IN-KIND SERVICES ONLY)

**Fiscal Year 2022**

First-time applications are accepted at any time.
Applications for renewal of Recognition Group status for the city's fiscal year 2022 are due by **4:30pm on Monday, February 1, 2021**

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

**For other assistance:**
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or 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 Eli Zimet Position General Manager

   Telephone [illegible] E-mail [illegible]

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 la an adult organization dedicated to providing quality musical entertainment to the citizens of Greenbelt, Prince Georges County, and surrounding areas. The Band performs for civic and caharitable organizations, retirement and nursing facilities, and provides musical activities to the general public such as the Greenbelt 4th of July event.

5. **Description of your group's activities:** Please list here or upload a schedule of past and upcoming activities sponsored by the group during the current fiscal year (July 1, 2020 – June 30, 2021). As applicable, please indicate which activities will have taken place in Greenbelt or online. *Please also indicate any planned activities that were postponed or cancelled due to the pandemic.*

   In previous years the Band's activities included weekly rehearsals and about 18 concerts a year between the Concert Band and the Wind Ensemble. Since the closure of the Community Center due to the Corona Virus in March 2020 both Bands have been in total recess. It is anticipated that this condition will exist through the current fiscal year subject to relaxed health concers from vaccinations. Attached is the concert schedule from last year's submission which indicates the Band's performances in a typical year. It is hoped that a full schedule of activities can be achieved in FY 22.

6. **How many people do you anticipate will have <u>actively participated</u> in your organization's primary, sponsored activities this year (both live and 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.*

   Total number of active participants: 0 _____ % Greenbelt residents _____

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

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

   Total number of spectators: 0 _____ % Greenbelt residents _____

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

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

   Total number of supporting volunteers: 3 _____ % Greenbelt residents 0 _____

   % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. 100 _____

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

   The Band appreciates the continuation of in-kind support 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 the 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.

Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges.

**10. Electronic Signature**

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the 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 _____ Date 2/6/2021

Role within the organization:

Elihu Zimet is the General Manager of the Greenbelt Concert Band and the Greenbelt Wind Ensemble. His duties include:

- Chairperson of the Band's Board of Directors; presides over Board meetings.

- Communicates with Band members about activities and actions

- Prepares Grant and other submissions to the City Council

- Is the principal liaison to the Greenbelt Community Center, the Greenbelt Recreation Department and Arts Council

- Schedules the Band's concerts and determines venues

- Raises Band funding from individual band member donations and from supporting venues

Greenbelt_Concert_Band_programs FY21

Performances by the Greenbelt Wind Ensemble (GWE) and the Greenbelt Concert Band (GCB)

**GWE**

| | |
|---|---|
| Homecrest House | Nov 12, 2019 |
| Hillhaven Assisted Living | Dec 17, 2019 |
| the Ring House | March 24, 2020 |
| Collington Retirement Community | TBD |
| Manor Care Nursing Home | Dec 10, 2019 |
| Friendship Terrace | Mar 31, 2020 |
| *Springbrook Nursing Home* | TBD |
| Arbor Ridge Riderwood | TBD |

**GCB**

| | |
|---|---|
| Greenbelt American Legion Post #136 | Nov 11, 2019 |
| Greenbelt Community Center | Dec 9, 2019 (Holliday Lights) |
| Mormon Visitors Center | Dec 16, 2019 |
| Greenbelt Community Center | TBD (Greenbelt Day) |
| Beltsville Rec Center | TBD |
| Little Sisters of the Poor | TBD |
| Riderwood Retirement | June 8, 2019 |
| Buddy Attic Park | July 4, 2018 |
| Central Park Greenbelt | TBD |

**Brass Choir**

| | |
|---|---|
| Greenbelt Holiday Tree Lighting | Dec 6, 2019 |

February 6, 2021

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 (as recommended by the City Council), contributions from several of our venues, plus outside contributions we have raised sufficient funding to cover our operational costs. Because of our enhanced efforts in fund raising we no 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 this year rather than the Operating Grant Application we have submitted in previous years.

Respectfully yours,

Elihu Zimet

Elihu Zimet
G [illegible] rt Band

Save Form Print Form

CITY OF GREENBELT

# RECOGNITION GROUP APPLICATION – BASIC CERTIFICATION (FOR IN-KIND SERVICES ONLY)

**Fiscal Year 2022**

First-time applications are accepted at any time.
Applications for renewal of Recognition Group status for the city's fiscal year 2022 are due by
**4:30pm on Monday, February 1, 2021**

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

**For other assistance:**
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or 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

   **Year of founding:** 1954 **Website:** www.greenbeltlaborday.com

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

2. **Contact person:** Name Linda Ivey Position President

   Telephone 5 E-mail

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

   P.O. Box 2
   Greenbelt, MD

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

   Our intention is to serve the community with a yearly festival to include art show, photo show, bingo, rides, music, yummy food that is unhealthy with some healthy choices too. This is a yearly event that includes many volunteers and brings neighbors togehter. We also work with the National Honor Society of ERHS to complete a yearly project commitement.

5. **Description of your group's activities:** Please list here or upload a schedule of past and upcoming activities sponsored by the group during the current fiscal year (July 1, 2020 – June 30, 2021). As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic

Bingo, Art Show, Photo Show, Rides, pet show, entertainment, information day, craft fair

6. **How many people do you anticipate will have <u>actively participated</u> in your organization's primary, sponsored activities this year (both live and 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.*

Total number of active participants: 500 % Greenbelt residents 90

% ages 12 and under ____ % 13-17 yrs. 20 % 18-59 yrs. 460 % 60+ yrs. 20

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

Total number of spectators: 999 % Greenbelt residents 90%

% ages 12 and under 200 % 13-17 yrs. 250 % 18-59 yrs. 300 % 60+ yrs. 200

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

Total number of supporting volunteers: 30 % Greenbelt residents 99.9

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

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

Recognition Groups utilizing city facilities will be responsible for ensuring that the organization s staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges.

**10. Electronic Signature**

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the 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 _____ Date 02/23/2021

Role within the organization:

President

CITY OF GREENBELT

# OPERATING GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Cultural Arts Center
2. **Website:** www.greenbeltartscenter.org
3. **Contact person:** Name Winard Britt Position President

   Telephone _____ E-mail [illegible]
4. **Organization's mailing address** (not a City of Greenbelt facility):

   123 Centerway Greenbelt MD 20770
5. **What is the mission of this organization? Whom do you intend to serve?**

   The mission of the Greenbelt Cultural Arts Center (the Greenbelt Arts Center or GAC) is to provide a dedicated and sustainable entertainment and educational hub for fine and performing arts that enriches the life and cultural heritage of Greenbelt and surrounding communities.

6. **Please indicate the amount of your request here** $34,300 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**

   To partially defray operating costs of our facility: rent, employee expenses, utility costs, and our facility insurance.

7. **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 2019 or FY 2020
   - [ ] a Council-approved Greenbelt Recognition Group that received an FY21 project grant
   - [x] a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

8. **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:

9. **Financial need. Please check all that apply.**

   ☐ At the conclusion of FY20, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

   ☐ At the conclusion of FY21, the organization's checking/savings balance is expected to be at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

   ☐ The organization is projecting a revenue surplus for FY21.

   ☐ The organization is projecting a revenue surplus for FY22.

   If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested for FY22. *Total grant requests typically 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.*

We are projecting a loss in FY21 because the facility closed due to COVID, and a loss in FY22 due to slow re-opening. City Support is always key to GAC's existence and programming, particularly so during a pandemic.

**B. COMMUNITY MEMBERS SERVED (benefit to the community)**

1. **How many people actively participate in your organization's primary, sponsored activities (live and 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 2019-June 2020 300 July 2020-June 2021 400 July 2021-June 2022 (Projected) 400

   **Current year:** % Greenbelt residents/organizations 30 % Non-residents/organizations 70

   % ages 12 and under 2 % 13-17 yrs. 15 % 18-59 yrs. 64 % 60+ yrs. 19

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

July 2019-June 2020 2700 July 2020-June 2021 2000 July 2021-June 2022 (Projected) 2400

**Current year:** % Greenbelt residents 35 % Non-residents 65

% ages 12 and under 2 % 13-17 yrs. 11 % 18-59 yrs. 72 % 60+ yrs. 15

## C. KEY PERSONNEL (organizational effectiveness)

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

| Name | Greenbelt resident (yes/no) | Position | Term length |
|---|---|---|---|
| Winard Britt | no | President | 2 years |
| Pamela Northrup | no | VP, Programs | 2 years |
| Bob Kleinberg | no | VP, Administration | 2 years |
| Jon Gardner | yes | Treasurer | 2 years |
| Penny Martin | yes | Secretary | 2 years |
| Rikki Howie Lacewell | no | At-Large | 2 years |
| Wes Dennis | no | At-Large | 2 years |
| Ronda Ansted | yes | At-Large | 2 years |
| Ryan Willis | yes | At-Large | 2 years |
| | | | |
| | | | |
| | | | |

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

Anyone in the membership of GAC can nominate someone to the VP Admin. Candidates are then voted on at the annual membership meeting.

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

| |
|---|
| We have good representation of the Greenbelt community, women, and minorities which is reflective of the diverse audience that we seek to enrich. |

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

**Employees**

| **Position** | **# of employees** | **# hours per person per week** | **Description of duties** *If positions are seasonal, please indicate months of service.* |
|---|---|---|---|
| General Manager | 1 | 5-10 | Facility Manager, Production Support |
| | | | |
| | | | |
| | | | |
| | | | |

**Independent contractors and consultants**

| **Role** | **# of contractors** *Individuals or companies* |
|---|---|
| Cleaner | 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 2019-June 2020 165 July 2020-June 2021 168 July 2021-June 2022 (projected) 170

**Current year:** % Greenbelt residents 43 % Non-residents 57

% ages 12 and under 5 % 13-17 yrs. 5 % 18-59 yrs. 61 % 60+ yrs. 27

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

Box office managers and cashiers, zoom meeting coordinators, the website team, concessions volunteers, ushers, fundraising volunteers, parade volunteers, administrative support, marketing and promotion, facility helpers, organizers

D. **NARRATIVE**. Please address all of the following points briefly in four pages or fewer. Attach your response as a PDF and attach it to your application email..

**Benefit to the Community**

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current 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. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)

2. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?

3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.

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

**Organizational Effectiveness**

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?

6. **Challenges.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization responded to these challenges? If your organization is experiencing other significant long or short-term challenges as well, how are you addressing them?

7. **Goals.** What are your organization's goals and how are you working toward them?

8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2022? 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?

> Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers participants and spectators comply with any public health screenings protocols and waivers that the city may require Compliance will be subject to inspection Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding

9. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. 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 2021? If your organization experienced a deficit last fiscal year, or if your organization failed to match a

City of Greenbelt contribution/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 FY20 match may affect your grant amount for FY21.*

E. **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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Salaries and wages | General Manager salary + taxes | 12,103 | 7,300 | 7,300 |
| b. Consultants' fees | Intimacy Choreographer, Legal | 413 | 1,000 | 0 |
| c. Contractual personnel | Cleaner, Plumber | 5,392 | 500 | 3,100 |
| d. Facility rental | GAC, Costume shop | 30,464 | 30,500 | 30,500 |
| e. Dues, memberships, league fees | AACT and WATCH | 100 | 350 | 450 |
| f. Utilities | Electicity, Phone, Internet | 7,555 | 7,500 | 7,500 |
| g. Insurance | Facility & Liability Insurance | 3,094 | 3,200 | 3,200 |
| h. Supplies and materials | Office and Restroom | 900 | 100 | 900 |
| i. Equipment purchases | | 2,865 | 2,400 | 2,250 |
| j. Equipment rental | | | | |
| k. Marketing and outreach | GNR ads, Posters, Postcards | 5,926 | 1,770 | 2,655 |
| l. Travel and lodging | | | | |
| m. Food/catering | [illegible] | 864 | 120 | 120 |
| n. Awards | | | | |
| o. Grants | | | | |
| p. Payment of debt | Ticket processing fees | 3,459 | 500 | 2,600 |
| q. Taxes | Commercial Property Fee | 525 | 525 | 525 |
| r. Other | Royalties, Production Expenses | 8,182 | 3,000 | 12,850 |
| s. Other | Guest Program Expenses | 8,812 | 0 | 7,500 |
| t. Other | Projects Door lock, Dressing Room | 1,870 | 5,000 | 0 |
| Total Expenses | | 92,523 | 63,765 | 81,450 |

| INCOME | Description | Actual Totals, Last Fiscal Year July 1, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Sales of goods | Concessions, Festival of Lights Cafe | 3,442 | 0 | 0 |
| b. Admissions | Resident Productions | 27,347 | 1,500 | 15,000 |
| c. Tuition | | | | |
| d. Fees for services rendered | | | | |
| e. Membership dues, registration fees | | 8,655 | 8,000 | 8,000 |
| f. Corporate support | | | | |
| g. Foundation support | | | | |
| h. Individual donations | FY21 includes online show donations | 2,055 | 4,000 | 2,000 |
| i. Loans* | | | | |
| j. City of Greenbelt support | | 34,300 | 34,300 | 34,300 |
| k. Other grants | FY21: COVID relief and GCF | 0 | 9,400 | 0 |
| l. Organization's savings or interest income | | 14 | 0 | 0 |
| m. Other | Guest Program Income | 21,255 | 2,700 | 15,700 |
| n. Other | Award Income (LDF) | 100 | 0 | 0 |
| o. Other | Non-Program Rental | 1,600 | 0 | 0 |
| **Total Income** | | 98,768 | 59,900 | 75,000 |

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

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

**Financial Reserves**

| Assets | Actual as of June 30, 2020 (Last Fiscal Year) | Projected as of June 30, 2021 (Current Fiscal Year) |
|---|---|---|
| a. Checking/savings accounts* | 29,107 | 25,242 |
| b. Restricted operating funds ** | 21,251 | 21,251 |
| c. Restricted capital funds** | 2,074 | 2,074 |
| d. Investments | 35,659 | 35,659 |
| e. Endowment balance | | |
| f. Planned giving commitments | | |
| **Total Financial Reserves** | | |

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

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

Restricted Capital: Sound fund - for purchase of sound tech equipment.
Restricted Capital: DEI fund - for support of Diversity, Equity and Inclusion activities.
Investment: Herling Building fund - for the purchase of a permanent facility.
Investment: Ozur fund - for special projects.

**Debt**

| Creditor | Loan purpose | Actual: monies owed as of June 30, 2020 (Last Fiscal Year) | Projected: monies owed as of June 30, 2021 (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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Pro-bono professional services (legal, accounting, etc) | | | | |
| b. Other waived fees | | | | |
| c. Donated equipment | | | | |
| d. Donated supplies and materials | | | | |
| e. Donated travel and lodging costs | | | | |
| f. Donated space rental | | | | |
| g. Other | | | | |
| **Total In-Kind Contributions** | | | | |

**Reimbursements**

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

**Please check one:**

☐ Our organization is receiving funding for the first time in the current fiscal year. We are summarizing our reimbursed expenses for the period of July 1, 2020 – present.

☑ Our organization received funding during the city's Fiscal Year 2020. We are summarizing our reimbursed expenses for the period of July 1, 2019 – June 30, 2020.

☐ Our organization is currently receiving in-kind services only. We last received funding during the city's Fiscal Year 2019. We are summarizing our reimbursed expenses for the period of July 1, 2018 – June 30, 2019.

| Date of expense | Description of reimbursed expense | Amount |
|---|---|---|
| 10/14/2019 | General Manager Salary | 2,643.76 |
| 10/14/2019 | Facility Rent | 9,584.00 |
| 2/24/2020 | General Manager Salary | 3,399.12 |
| 2/24/2020 | Facility Rent | 9,584.00 |
| 5/14/2020 | General Manager Salary | 2,585.82 |
| 5/14/2020 | Facility Rent | 6,503.30 |
| | | |
| | | |
| | | |
| | | |
| | Total | 34,300.00 |

During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief n s must ote indicating the purpose of the expenditure. Expense 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: John Gardner _____ Title: Treasurer _____

Name: Win Britt Title: President

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

F. **ATTACHMENTS – Please attach to your application email in PDF format.**

1. **REQUIRED: narrative** addressing all 9 topics in section D, above. Limit: 4 pages. File name format: name_of_organization_narrative_FY22

2. **REQUIRED:** program calendars reflecting the organization's activities from the previous and current fiscal years, including upcoming events. As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name_of_organization_programs_FY22

3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name_of_organization_variances_FY22

4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name_of_organization_letter_1_FY22 (etc)

5. **OPTIONAL:** summary information about the **credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name_of_organization_bios_FY22

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 WINARD BRITT Date 1/30/2021

Your role within the applicant organization: President

Section F.3

Section E. Expenses

Note that black font indicates changes of >25%; gray font indicates smaller changes.

a. Salaries and wages: Part-time general manager; total includes payroll taxes. FY20 was 20 hours/week, reduced to 10 hours/week for FY21 and FY22
b. Consultants' fees: Payments to artistic staff for resident productions, and other professional services. In FY20, we paid $412.50 for an Intimacy Choreographer for Wild Party. In FY21 we paid $1000.00 for legal services.
c. Contractual personnel: Payments to the weekly cleaner and for plumbing repair (FY20 only). Cleaning was reduced while the facility was closed.
d. Facility rental: Rent for the facility at 123 Centerway, the costume storage room in the Greenbelt Community Center and occasional rehearsal space rental fees
e. Dues, memberships, league fees: GAC is a member of the AACT and WATCH. FY20 payment to AACT was made in FY19 due to fiscal year boundary; WATCH suspended fees for FY21.
f. Utilities: Includes Electricity, phone and internet. HVAC is part of rental agreement
g. Insurance: facility and liability insurance.
h. Supplies and materials: Includes office supplies, restroom supplies and cleaning supplies. Lower need while facility was closed in FY21.
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 and projected slow opening in FY22.
m. Food/catering: GAC sells concessions at each show and runs the Café at the Festival of Lights. This line includes cost of goods sold. Concessions and the Café were cancelled in FY21 and FY22; expenses include COSTCO membership fee
p. We put the ticket and credit card processing fees and other bank fees in this row. The fees we pay are a function of the income generated.
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. FY20 had a truncated season and reduced advanced royalty payments. FY21 had reduced costs for online shows. For FY22, GAC has not selected the season yet, but this estimate is based on a typical season.
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. FY20 had a truncated season with several shows canceled. In FY21, productions were donation basis, and the GTOs solicited donations through their own sites. For FY22, GAC has not selected the season yet, but this estimate is based on a slow re-opening.
t. Other: Projects: In FY20 we replaced the front door lock with a programmable combination lock, greatly increasing security as each person has their own combination. In FY21 we won a grant to renovate the dressing room, building changing stalls, and replacing the carpet and furniture.

Section E. Income

a. Sales of goods: Gross income from sales of concessions and the Festival of Lights.
b. Admissions: Gross admissions income from GAC resident productions. See expenses line (r) for the assumptions about the FY21 and FY22 seasons.
e. Membership dues and registration fees Higher-level GAC memberships include additional individual donations Donations have 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 also includes in-kind donations of show expenses where the person does not asked to be reimbursed. In FY21, most of our "ticket income" came as suggested donations associated with online performances.
j. City of Greenbelt support: GAC requests $34,300 in City support for FY22.
k. GAC received a State of Maryland Business Relief Program grant for COVID-related expenses and a Greenbelt Community Foundation grant to renovate the dressing room
l. Organization's savings or interest income: interest on the savings account. During FY20, the long-term restricted funds were moved to a variable investment account, making interest income difficult to predict.
m. 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 FY20 and FY22 seasons. In FY21, this line includes GAC's agreed split of donations given to the GTOs associated with online shows.
n. Other: award income. GAC won an award in the Labor Day Festival parade in FY20.
o. Other: non-program rental. In FY20, GAC rented the facility to the RCCG Restoration Center Church next door during part of their renovations.

1. **Organizational History and activities.** Our program has two components: the shows we produce ourselves ("resident productions"), and the arts and community events we co-produce or host ("guest productions"). Since mid-March, 2020, our productions have been virtual in nature to guarantee social distancing and the safety of all participants.

January, 2020, saw the East Coast premiere of the romantic fairytale "Quadrille", including an opening-weekend visit from playwright Melynda Kiring, and an audience talkback with her. The Rude Mechanicals produced Love's Labours Lost with a modern twist, using cell phones and selfies. Finally, we had two guest productions - Chris Dwyer brought us Walt Whitman with "Leaves of America" and Michael Jons gave us his "Wicked Thoughts".

Unfortunately, that was where COVID-19 cut our season short. We were forced to cancel "The Children's Hour" and "Arcadia", as well as the Rudes' "Romeo and Juliet" and Mike Funt's "Shipwrecked". We had an amazing season planned for 2020-21, with a number of wonderful shows and some new-to-us directors, and although it isn't happening this year, we are offering the teams of all the cancelled shows the opportunity to bring them to you in a future season.

GAC is resilient. We continued making art, even when we could not be physically in the space together. The Rudes remade their "Romeo and Juliet" into an online production, and gave us our first GAC Zoom performance. It was terrifically well done and well received, and gave us a hint of what can be accomplished with online theatre. Zoom has shown itself to be not only a good way to connect, but a viable new live performance medium that isn't quite theatre and isn't quite film, but can do things that neither of them can.

We presented the first official GAC online production in October with a reading of Charlene Donaghy's "The Quadroon and the Dove", beautifully directed by Rikki Howie Lacewell and featuring talkbacks with the playwright after both performances. The Rude Mechanicals also presented another fully-Zoomed show with "The Revenger's Tragedy", directed by Jaki Demarest.

We produced the off-the-wall hilarious two-actor musical "Gutenberg! The Musical" in December, featuring new-to-GAC director Zack Walsh.

Inspired by comments made during the "Quadroon and the Dove" talkbacks, Rikki Howie Lacewell began a series of "Old Time Radio Shows", presenting new performances of classic radio scripts with live Foley sound effects, with the first performances being posted on our YouTube channel in December and January. She will be directing a new set of these every month, providing many opportunities for participation from new and old performers.

2021 is bringing more online shows, starting in January with the Rudes' production of Shakespeare's "Twelfth Night", and followed in February by "The Tamer Tamed", a sequel to "The Taming of the Shrew", written by Shakespeare contemporary John Fletcher. We are also looking ahead to "Solomon and Marion", directed by frequent GAC collaborator Ann Lowe-Barrett, which tells the story of an unlikely friendship between an older white South African woman of English descent and a young Xhosa man of color. In March, the Rudes return

with "Hamless", an adaptation of "Hamlet" with the title character removed. GAC Member Meg Nemeth, an educator, has delighted our community with an online "Theatre Games" partnership with Laurel Mill Playhouse. Participants play interactive theatre games via Zoom.

The GAC Art Gallery, normally displayed in our lobby space, has gone digital! You can see the latest exhibitions right on www.greenbeltartscenter.org.

We continue to solicit proposals for online productions, and hope to continue to produce online content even after restrictions are lifted and we can gather in our theatre space. We have learned that Zoom and YouTube have lifted some of the barriers to participation, and we want to make sure that the work doesn't end just because we can be together in physical space.

Our Volunteer Chair for Membership has continued her stellar record, working to automate reminders, and sustaining memberships and interest despite the global pandemic.

2. **Personal benefit.** Beyond entertainment and cultural enrichment, GAC brings hundreds of citizens the ability to actively participate in and learn about theatre. GAC's increased focus on youth participation comes at a time when most schools are greatly reducing theatre opportunities due to the pandemic. GAC's radio shows offer a natural opportunity for visually impaired members of the community, and those new to acting. Further, GAC offers a unique resource for older residents, enhancing its status as a "naturally occurring retirement community."

3. **Partnerships.** This year GAC signed a formal agreement with the Greenbelt-based Rude Mechanicals, and we are ecstatic to create an enduring partnership with a resident theatre troupe in the GAC space. This partnership was immediately put to the test with the facility closure, but the Rudes proved to be resourceful and exuberant creators of compelling online content.

This year, GAC added two Youth Liaisons from ERHS, who are already producing their own selections for social justice productions online, providing consultation on our messaging, and helping with our social media presence. These shows are selected by teens, directed by teens, and performed by teens on issues that they are passionate about.

Other community partnerships include obtaining furniture and materials from Community Forklift to reduce production costs, working with businesses in Roosevelt Center to market shows with advertising cards, and the Greenbelt Movie Theatre for cross-marketing. We have momentarily paused our ongoing partnership with the Duckworth Institute to enable severely disabled students to participate in supervised occupational therapy at the theatre, but we anticipate renewing that partnership when the facility re-opens.

4. **Community Benefit.** We have continued to produce theatre and art in a digital form for the Greenbelt community, despite the challenges of doing so. If we are able to safely reopen, we have plans to host Utopia film festival in the Fall. We host City drama camps in the summer without charge. 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 serve as a hub for "belonging"

to the arts community, even if that hub is digital at the moment. A long term benefit of this digital change is that it will allow us to maintain this expanded arts community after reopening.

**5. Marketing, Outreach, and Evaluation.** We mail season reminders and distribute show promotional materials to local businesses and public venues. We sell tickets and advertise shows via www.greenbeltartscenter.org. We make extensive use of email to distribute news and market to past patrons. Further, we have taken great advantage of our Facebook presence to add photos and announcements such that the page is a constant hub of activity. We have added Instagram to our social media presence and have steadily accumulated new followers there, as well. Both resident and guest productions independently market their shows, reaching out to GATE, social media, and radio to bring in additional audiences.

We've worked with theatre community leader and activist Rikki Howie Lacewell, who has organized a DEI in theatre program and now serves on the GAC Board. She has proven invaluable in updating GAC's messaging and outreach to incorporate our expansive values and bring new volunteers and audience members into our community.

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.

**6: Challenges.** The greatest challenge to our live performing arts program was closing the facility due to COVID19, and the greatly diminished ticket revenues of digital programming vs. live programming. We expect that the eventual re-opening of the facility will see a slow return to pre-COVID19 ticket sales. We hope to mitigate this concern by continuing the austerity measures we have implemented, which included cutting the hours of our General Manager and reducing the discretionary facility costs, choosing cost-effective programming, and by continued engagement with grantors and supporters to maintain their support.

Beyond COVID, the Arts Center continues to face rising costs, aging equipment, competition from other forms of electronic entertainment, and the challenge of finding sufficient volunteers to contribute the time, energy, and skill required to staff an arts center and to put on a full season of high quality resident productions. The GAC Board is focused on meeting these challenges.

Since 2018, GAC has invested significant capital in addressing humidity and air quality remediation, to provide a safe space for all who work/volunteer at GAC, as well as those who attend our shows. We have upgraded our sound and lighting systems (as well as the underpinning electrical grid), renovated the lobby and dressing room areas, and moved to a more safe and convenient code-based front door lock system. In anticipation of re-opening, perhaps with some residual COVID sensitivity, we have placed a plexiglass cover over our box office window.

**7: Goals.** GAC is suddenly a digital media production company, a significant pivot necessary for the execution of our community arts mission. We plan to continue producing excellent digital

content and ongoing programming to remain engaged with the community so that the "GAC family" stays together.

Our goals include the safe re-opening of the facility (when appropriate, safe, and in accordance with all laws, rules, and regulations) and re-engaging our audiences. We plan to strengthen our partnerships with the Rude Mechanicals and EHRS Drama Department. We plan to finish the last steps of our dressing room refresh, partially funded by generous support of the Greenbelt Community Foundation. We are improving our internal processes and procedures, improving documentation, and updating our IT infrastructure to reduce human toil, improve efficiency, save money, and to make it easier to onboard new volunteers and staff.

**8: City Support.** In addition to direct funding, GAC makes use of space in the Community Center for rehearsing shows and rents rooms in the Center for costume construction and storage at a modest cost. We share equipment with the City from time to time, and are happy to host the summer drama camps without charge. For FY21, we would like to continue these in-kind arrangements. The Arts Center received $34,300 each year from the City for FY18 - FY21.

Despite a massive hit to revenue due to a global pandemic unprecedented in GAC's history, we are able to hold our request steady at $34,300 in FY22, primarily by aggressively managing expenses. We would like the flexibility to pay rent, employee expenses, utility costs, and our facility insurance with these funds. Without the City's vital support in these times, GAC would not have the means to survive.

**9: Matching Funds.** Under any normal circumstances, GAC's admissions, program rentals, and donation revenue combined exceed our matching requirement. These are anything but normal circumstances. As our budget shows, we lost over $20K in projected admissions revenue. Most of our digital content was well-received, but did not generate nearly as much revenue as live productions. While we have slashed as many expenses as we reasonably could, we do not expect to match the City grant of $34,300 (missed match by $8,700) for the first time in recent history. This is not a pattern that we expect to endure indefinitely, but this is our reality. If the City must reduce our funding so that the match is held, we will be able to deplete emergency reserves for a short period of time, but that will leave us less capable of handling the next emergency (for example, another facility issue).

We ended FY20 with a net income of $6,303, with the "income" primarily due to the refunds of pre-paid royalty rights to shows that were cancelled. In FY21, we are projecting a net loss of about $3,865 due to drastically reduced ticket sales only partially offset by judicious austerity measures taken by the GAC. We were also fortunate to receive about $6,000 in Maryland COVID relief funds in FY21, partially reducing our operating deficit. For FY22, we anticipate a loss of $6,450 due to slow re-opening accompanied with continued lowered revenues and austerity measures, but we are projecting that increased income from sales will return us to matching City Funds.

GAC calendar - COG Grant Application FY22

The planned GAC season, all of which were cancelled due to COVID closure:

- **Ill Met by Moonlight**, presented by the Rude Mechanicals, August 28 - September 12, 2020
- **Lysistrata Jones**, September 25 - October 17, 2020
- **Next Fall**, October 30 - November 21, 2020
- **This Wonderful Life**, a guest production from Ken Falkenhagen, December 4 - December 13, 2020
- **The Chromatics Holiday Program**, December 18-20, 2020
- **Rent**, a guest production from Baltimore Theatre Collective, January 8 - January 30, 2021
- **Cymbeline**, presented by the Rude Mechanicals, February 5 - February 13, 2021
- **True West**, presented by Prince George's Repertory, February 19 - February 27, 2021
- **The Mountaintop**, directed by Rikki Howie Lacewell, March 5 - March 27, 2021
- **Farragut North**, April 9 - May 1, 2021
- **Twelve Angry Women**, presented by the Rude Mechanicals, May 7 - May 15, 2021
- **Merrily We Roll Along**, directed by Roy Hammond, May 28 - June 19, 2021
- **Patchwork Girl of Oz**, July 2 - July 24, 2021

Our online offerings to date - this does not include new proposals which we continue to solicit:

- **Romeo and Juliet**, presented by the Rude Mechanicals, August 28-20, 2020 - performed live online, available on YouTube
- **Quadroon and the Dove**, October 24-25, 2020 - performed live online, a Zoom meeting that allowed audience members to interact with cast and playwright after the performances.
- **The Revenger's Tragedy**, presented by the Rude Mechanicals, October 30-31, 2020 - performed live online, available on YouTube
- **Gutenberg! The Musical**, December 11, 12, 18, 19, 2020 - recorded and streamed on YouTube in a limited run
- **GAC and LMP Theatre Games** - first Zoom session December 12, 2020, with more sessions planned monthly, in coordination with Laurel Mill Playhouse
- **GAC's Old Time Radio Series** - first performances recorded on December 21, with new shows performed and posted to the GAC YouTube channel every month
- **Twelfth Night**, presented by the Rude Mechanicals, January 9-10, 2021 - performed live online, available on YouTube
- **The Tamer Tamed**, presented by the Rude Mechanicals, February 13 and 20, 2021 - performed live online, will be available on YouTube
- **Solomon and Marion**, February 27-28, March 6-7, 2021 - recorded and streamed on YouTube in a limited run
- **Hamless**, presented by the Rude Mechanicals, March 12-14, 19-21, 2021 - performed live online, will be available on YouTube
- **FreePlay**, a collaborative production of short social-justice themed plays with the students of Eleanor Roosevelt High School - dates to be finalized, to be performed online.

- **Editing Shakespeare**, tentative April 2021- an educational session presented by the Rude Mechanicals
- **Doctor Faustus**, presented by the Rude Mechanicals - tentative May 2021

The Rude Mechanicals
15825 Deer Creek Ct
Laurel, MD 20707

25 January 2021

To the City Council of Greenbelt, MD:

The Greenbelt Arts Center has been a crucial partner for the Rude Mechanicals for more than a decade. It is more than just our favorite place to perform, and our favorite audience to perform for. They help us advance our mission of bringing classical theater to Maryland.

Our new partnership allowed us to design performances specifically for the Greenbelt Arts Center space and audience. Sadly, the pandemic cut those projects short, but we look forward to the day that we get to bring our visions to reality in the GAC space.

More importantly, GAC has helped us adapt to the new circumstances. Theater is more important than ever. Not only does it engage audiences and performers stuck at home, but the arts interpret and explore the circumstances we are all in together.

Over the past year, GAC has helped us cast, promote, and raise funds for numerous projects. Our first, early in the lockdown, brought writers, actors, and directors to create new plays in 24 hours over Zoom. This is a whole new artistic medium. With GAC's support we were able to offer it for free to the entire Internet, and raised money through donations to help GAC get through the pandemic -- including GAC's mechanisms for collecting funds.

We were then able to adapt our *Romeo and Juliet*, originally intended for GAC's stage and adapted for the new online medium. Again, GAC helped us promote and raised money from those free performances, so that the Greenbelt community could benefit from this much needed new form of live entertainment. We continued to explore the new Zoom medium and expand on our partnership with GAC with highly successful online stagings of "Revenger's Tragedy" (authorship unknown) and "Twelfth Night" (William Shakespeare),. We have more online projects in the works, including John Fletcher's "The Tamer Tamed;" a 'Hamlet-free' adaptation of William Shakespeare's Hamlet ("Hamless;") a master class on script cutting, working with "Two Noble Kinsmen," and Christopher Marlowe's "Faustus," all exploring various aspects of the new online medium.

We continue to explore new ways to bring theater to Greenbelt and the world, at a pace of one production a month. The Greenbelt Arts Center remains a critical partner for us through these difficult times, offering talent, expertise, and connections to the Greenbelt community. We are very grateful for their help.

Sincerely,

J

President, The Rude Mechanicals

Artistic Director, The Rude Mechanicals

PGCPS

ELEANOR ROOSEVELT HIGH SCHOOL

Reginald McNeill, Principal | rmcneill@pgcps.org
7601 Hanover Parkway | Greenbelt MD 20770 | 301-513-5400 | www.pgcps.org/eleanorroosevelt

October 23, 2020

To Whom It May Concern:

It is my pleasure to support Greenbelt Arts Center in their pursuit of operating grant funds from the City of Greenbelt. I am the Theatre Director at Eleanor Roosevelt High School, and Greenbelt Arts Center's Support of our students and program has been a key component of the theatre community for my students since I've been at ERHS.

A few years ago, Greenbelt Arts Center mounted our student-directed production of *Declaration*, which was followed by a community discussion on the subject of gun violence. This spring, they will be hosting several short plays mounted by two of our students, centered on the topic of anti-racism. Their willingness to jump in to fill the gap created by the limitations of virtual instruction during the covid-era has been instrumental in providing our students with opportunities that our program cannot at this time.

It is our hope that our two organizations will continue to strengthen their relationship, to the mutual benefit of the Greenbelt Communities we both serve. The funds provided by your organization will help to secure this future for both the Greenbelt Arts Center and the students of Eleanor Roosevelt High School.

Sincerely,

Drama Teacher
Eleanor Roosevelt High School

Save Form Print Form

CITY OF GREENBELT

# RECOGNITION GROUP APPLICATION – BASIC CERTIFICATION (FOR IN-KIND SERVICES ONLY)

**Fiscal Year 2022**

First-time applications are accepted at any time.
Applications for renewal of Recognition Group status for the city's fiscal year 2022 are due by **4:30pm on Monday, February 1, 2021**

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

**For other assistance:**
contact the Recreation Department's Administrative Coordinator at 301-397-2200 or 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 Cathie Metree Position Treasurer Telephone 3(

   E-mail

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

4. **What is the miss on 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 list here or upload a schedule of past and upcoming activities sponsored by the group during the current fiscal year (July 1, 2020 – June 30, 2021). As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic.

   Sunday weekly market from May through November. 1o 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 do you anticipate will have <u>actively participated</u> in your organization's primary, sponsored activities this year (both live and 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.*

   Total number of active participants: 850/wk % Greenbelt residents 95

   % ages 12 and under 5 % 13-17 yrs. 5 % 18-59 yrs. 55 % 60+ yrs. 30

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

   Total number of spectators: N/A % Greenbelt residents _____

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

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

   Total number of supporting volunteers: 35 % Greenbelt residents _____

   % ages 12 and under _____ % 13-17 yrs. 3 % 18-59 yrs. 50 % 60+ yrs. 47

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

   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.

Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges.

**10. Electronic Signature**

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the 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 CATHERINE MEETRE Date 3/3/2020

Role within the organization:

Treasurer

CITY OF GREENBELT

# OPERATING GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Municipal Swim Team
2. **Website:** www.greenbeltswimteam.com
3. **Contact person:** Name Tris West Position President
4. Telephone [illegible] E-mail [illegible]
4. **Organization's mailing address** (not a City of Greenbelt facility): [illegible]

5. **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.

6. **Please indicate the amount of your request here** $9,000 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**

   GMST plans to use $8000 towards paying the salaries of coaches during the summer season. In addition, $1000 will go towards buying trophies and awards for swimmers. The total request is the same as pre-COVID years.

7. **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 2019 or FY 2020
   - [ ] a Council-approved Greenbelt Recognition Group that received an FY21 project grant
   - [x] a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

8. **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:

9. **Financial need. Please check all that apply.**

   ☑ At the conclusion of FY20, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

   ☑ At the conclusion of FY21, the organization's checking/savings balance is expected to be at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

   ☐ The organization is projecting a revenue surplus for FY21.

   ☐ The organization is projecting a revenue surplus for FY22.

   If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested for FY22. *Total grant requests typically 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 23% 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 serving the community's children.

**B. COMMUNITY MEMBERS SERVED (benefit to the community)**

1. **How many people actively participate in your organization's primary, sponsored activities (live and 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 2019-June 2020 217 July 2020-June 2021 204 July 2021-June 2022 (Projected) 230

   **Current year:** % Greenbelt residents/organizations 60 % Non-residents/organizations 40

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

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

July 2019-June 2020 390 July 2020-June 2021 400 July 2021-June 2022 (Projected) 420

**Current year:** % Greenbelt residents ___ % Non-residents ___

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

C. **KEY PERSONNEL (organizational effectiveness)**

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

| Name | Greenbelt resident (yes/no) | Position | Term length |
|---|---|---|---|
| Tris West | no | President | 1 year |
| Laura Hebert | yes | Vice-President | 1 year |
| Christine Nickel | yes | Treasurer | 1 year |
| Johanna Moore | yes | Prince-Mont Rep | 1 year |
| Marc Swisdak | no | Fundraising/events chair | 1 year |
| Christopher Kelly | no | Secretary | 1 year |
| Scott Jackson | yes | member-at-large | 1 year |
| Elizabeth Johnson | no | member-at-large | 1 year |
| Tassia Prosper | no | member-at-large | 1 year |
| | | | |
| | | | |
| | | | |

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

Board members are elected annually by the parents or gaurdians 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. Approximately, 50% of the board and 60% of the swimmers are Greenbelt residents. The team includes swimmers from ages 5-18 and board members have swimmers ranging from 6 to 16. |

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

**Employees**

| Position | # of employees | # hours per person per week | Description of duties *If positions are seasonal, please indicate months of service.* |
|---|---|---|---|
| Head Coach | 1 | 8-10 | Coordinates with assistant coaches in planning practices and swim meets. |
| Asst. Coaches | 4-6 | 12-20 | Support head coach by implementing the swim practices and assisting during swim meets. |
| | | | |
| | | | |
| | | | |

**Independent contractors and consultants**

| Role | # of contractors *Individuals or companies* |
|---|---|
| | |
| | |
| | |
| | |
| | |

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 2019-June 2020 160 July 2020-June 2021 170 July 2021-June 2022 (projected) 180
**Current year:** % Greenbelt residents 65 % Non-residents 35
% 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 swim 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, officiating, timing races, selling concessions, organizing swimmers, and re-setting the pool's configuration at the meet's conclusion. Outside of swim meets, parent volunteers run fund-raising events and outreach programs for the team.

D. **NARRATIVE**. Please address all of the following points briefly in four pages or fewer. Attach your response as a PDF and attach it to your application email..

**Benefit to the Community**

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current 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. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)

2. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?

3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.

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

**Organizational Effectiveness**

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?

6. **Challenges.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization responded to these challenges? If your organization is experiencing other significant long or short-term challenges as well, how are you addressing them?

7. **Goals.** What are your organization's goals and how are you working toward them?

8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2022? 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?

   > Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding.

9. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. 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 2021? If your organization experienced a deficit last fiscal year, or if your organization failed to match a

City of Greenbelt contribution/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 FY20 match may affect your grant amount for FY21.*

E. **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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Salaries and wages | | 2500 | 12320 | 20000 |
| b. Consultants' fees | | 0 | 0 | 0 |
| c. Contractual personnel | | 0 | 0 | 0 |
| d. Facility rental | Lane rental | 4468 | 8212 | 8500 |
| e. Dues, memberships, league fees | | 0 | 300 | 300 |
| f. Utilities | | 0 | 0 | 0 |
| g. Insurance | | 850 | 950 | 950 |
| h. Supplies and materials | Banquet, Fundraising | 0 | 2000 | 2000 |
| i. Equipment purchases | | 0 | 1000 | 1100 |
| j. Equipment rental | | 0 | 0 | 0 |
| k. Marketing and outreach | Flyers, etc. | 0 | 25 | 100 |
| l. Travel and lodging | | 0 | 0 | 0 |
| m. Food/catering | Banquet | 0 | 100 | 400 |
| n. Awards | Trophies, ribbons | 0 | 2000 | 2500 |
| o. Grants | | 0 | 0 | 0 |
| p. Payment of debt | | 0 | 0 | 0 |
| q. Taxes | | 150 | 798 | 1500 |
| r. Other | Invitational fees | 0 | 400 | 500 |
| s. Other | t-shirts | 0 | 800 | 1200 |
| t. Other | PO box | 200 | 200 | 200 |
| **Total Expenses** | | 8168 | 29105 | 39250 |

| INCOME | Description | Actual Totals, Last Fiscal Year July 1, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Sales of goods | Concessions, raffle, etc | 0 | 2500 | 2500 |
| b. Admissions | | 0 | 0 | 0 |
| c. Tuition | | 0 | 0 | 0 |
| d. Fees for services rendered | | 0 | 0 | 0 |
| e. Membership dues, registration fees | Registration | 6000 | 14500 | 26000 |
| f. Corporate support | | 0 | 0 | 0 |
| g. Foundation support | | 0 | 0 | 0 |
| h. Individual donations | | 0 | 0 | 0 |
| i. Loans* | | 0 | 0 | 0 |
| j. City of Greenbelt support | Grant | 1000 | 9000 | 9000 |
| k. Other grants | | 0 | 0 | 0 |
| l. Organization's savings or interest income | | 0 | 0 | 0 |
| m. Other | Swimathon/Fundraising | 0 | 1500 | 1500 |
| n. Other | IRS | 0 | 0 | 50 |
| o. Other | | 0 | 0 | 0 |
| **Total Income** | | 7000 | 27500 | 39050 |

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

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

**Financial Reserves**

| Assets | Actual as of June 30, 2020 (Last Fiscal Year) | Projected as of June 30, 2021 (Current Fiscal Year) |
|---|---|---|
| a. Checking/savings accounts* | 24,500 | 22,500 |
| b. Restricted operating funds ** | | |
| c. Restricted capital funds** | | |
| d. Investments | | |
| e. Endowment balance | | |
| f. Planned giving commitments | | |
| **Total Financial Reserves** | 24,500 | 22,500 |

*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: monies owed as of June 30, 2020 (Last Fiscal Year) | Projected: monies owed as of June 30, 2021 (Current Fiscal Year) |
|---|---|---|---|
| a. | | 0 | 0 |
| b. | | 0 | 0 |
| c. | | 0 | 0 |
| **Total Debt** | | 0 | 0 |

**In-Kind Contributions Received** Please estimate dollar values.

| IN-KIND CONTRIBUTIONS | Description | Actual Totals, Last Fiscal Year July 1, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Pro-bono professional services (legal, accounting, etc) | | | | |
| b. Other waived fees | | | | |
| c. Donated equipment | | | | |
| d. Donated supplies and materials | | | | |
| e. Donated travel and lodging costs | | | | |
| f. Donated space rental | | | | |
| g. Other | | | | |
| **Total In-Kind Contributions** | | | | |

**Reimbursements**

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

**Please check one:**

☐ Our organization is receiving funding for the first time in the current fiscal year. We are summarizing our reimbursed expenses for the period of July 1, 2020 – present.

☑ Our organization received funding during the city's Fiscal Year 2020. We are summarizing our reimbursed expenses for the period of July 1, 2019 – June 30, 2020.

☐ Our organization is currently receiving in-kind services only. We last received funding during the city's Fiscal Year 2019. We are summarizing our reimbursed expenses for the period of July 1, 2018 – June 30, 2019.

| Date of expense | Description of reimbursed expense | Amount |
|---|---|---|
| | | |
| | | |
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During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: CHRISTINE NICKEL Title: Treasurer

Name: LAURA HEBERT Title: Vice-President

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

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F. **ATTACHMENTS – Please attach to your application email in PDF format.**

1. **REQUIRED: narrative** addressing all 9 topics in section D, above. Limit: 4 pages. File name format: name_of_organization_narrative_FY22

2. **REQUIRED:** program calendars reflecting the organization's activities from the previous and current fiscal years, including upcoming events. As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name_of_organization_programs_FY22

3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name_of_organization_variances_FY22

4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name_of_organization_letter_1_FY22 (etc)

5. **OPTIONAL:** summary information about the **credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name_of_organization_bios_FY22

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 TRES WEST Date 1/31/2021

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 advocation of swimming as a family participation sport.

In the summer of 2019 GMST competed in Division C of PMSL (the third of six divisions) and finished third out of six teams in the regular season. The team hosted the season-ending Divisional meet for the first time in a decade, where it also finished third. Sixteen GMST swimmers competed in the league-wide All-Star Meet. The team's 10-and-under swimmers won third place overall at the Knights of Columbus Mini-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 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 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 are able to enjoy the thrill of an athletic contest while cheering on a local team.

### 1.3 Partnerships

The team has been, and plans to continue to be, an active participant in outreach activities to the Greenbelt community. In September of 2019 the team extended its decade-long tradition of marching in the city's Labor Day Parade, this time winning the Most Entertaining award. In October the team hosted a table at the Greenbelt Fall Fest held at Schrom Hills Park, in part to promote the team to the wider Greenbelt community. In May 2019 GMST partnered with the Old Greenbelt Theater to put on an open-to-the-public screening of a video made by team parents of the 2018 summer swim season.

We look forward to continued partnerships and coordinated events in post-COVID times.

### 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. The majority of the swimmers are Greenbelt residents as are most of the coaches. The team also serves as a home-grown training ground for pool lifeguards. 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 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 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 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.

### 2.2 Challenges

GMST faces challenges in providing a well-run, well-established, yet affordable program to community families. In this coming year one challenge will likely be the incorporation of an influx of swimmers from the Severn Crossing Swim Team. This has not occurred yet due to COVID, so the effectiveness of the merger remains to be seen.

Based in Bowie and also a member of PMSL, Severn Crossing disbanded in 2020 and will likely send many of its swimmers to GMST. There are benefits for both teams. Severn Crossing swimmers will still be able to enjoy summer swim while GMST will be able to hold additional evening practices at Severn Crossing's pool. (Due to scheduling constraints at GAFC, summer practices in past years have been held only in the early morning.) The larger team potentially means more funds for GAFC since, per Prince-Mont Swim League rules, all non-Greenbelt residents must buy a summer pool membership in order to compete. The GMST board has already met several times with the Severn Crossing team in order to discuss potential issues (e.g., practice arrangements, merging of coaching staffs, and integrating the two teams).

As a secondary focus, GMST has historically found it challenging to keep swimmers on the team as they move into their teenage years. The team has had recent success combatting this trend through events targeted at older swimmers and plans to continue them in the coming year.

Finally, the most significant challenge facing GMST in the coming year is functioning under COVID restrictions. It is clear that outdoor summer swimming is likely the safest and we need to be ready to begin summer swimming in 2021 on time if at all possible. In the meantime, when swimming is deemed safe, the team will face a shortfall in registration due to a limited number of swimmers and potentially increased lane fees associated with the need for more swim lanes

to facilitate social distancing. We remain prepared to respond within a couple weeks notice to either begin practice or stop practice based on communication with GAFC, along with county and state regulations.

This FY22 grant represents full fall, spring, and summer swim seasons with no COVID restrictions. It is unknown how the lack of swimming for nearly a year, due to COVID, will impact future swim team registration numbers.

## 2.3 Goals

We have several goals for the upcoming year. We want to manage a smooth absorption of the Severn Crossing team, increase the rate of teen swimmer participation, maintain our healthy percentage of swimmers from the City of Greenbelt, make sure that swimming is enjoyable for our swimmers, and continue to excel in PMSL meets.

We are also committed to managing the team responsibly in the face of COVID restrictions and social distancing measures.

## 2.4 City support

During fiscal year 2020, the City supported our team through a grant that paid $8,000 in coaches' summer salaries and provided $1000 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 FY2022, we request the City again support $8,000 in coaches' salary and $1000 for purchasing trophies 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 during this difficult time.

## 2.5 Matching funds

While the city grant funds trophies and 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 a snack bar 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 - $24,0000 in this manner, which satisfies the city requirement that organizations provide matching funds.

GMST did not raise much of these funds in 2020/2021 because the summer swim practice was cancelled. We currently do not anticipate COVID-related issues in FY22 and will work to get back on track with a balanced budget during this (hopefully) normal year.

## Variances

This FY22 grant reflects a normal swim team year with a normal budget. We anticipate the remainder of this year to be challenging due to COVID restrictions and the impact on the team budget, so FY22 will include an effort to assess previous years impact on the budget and how we stabilize the budget in future years.

1. Expenses

We anticipate expense variations due to the absorption of the Severn Crossing swim team. This has not yet occurred due to COVID, so the complete variations remain to be seen. Many of these expenses, including increased coaching costs, would be offset by increased registration fees.

2. Income

We anticipate increased registration income due to the merger with the Severn Crossing swim team, and that this income would cover increased coaching costs.

3. Net change

We anticipate no net change from the merger. We anticipate the need to make up additional funds over the next 1-2 years to make up for shortfalls during COVID-impacted swim seasons.

1

CITY OF GREENBELT

# PROJECT GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

**1. Name of organization:** Center for Dynamic Community Governance

**2. Website:** www.dynamic-governance.org

**3. Contact person:** Name AILEEN KROLL Position CO-DIRECTOR

2

Telephone _____ E-mail _____

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

_____

**5. What is the mission of this organization? Whom do you intend to serve?** CDCG empowers community members and groups by teaching & sharing an enlightened governance approach called Dynamic Community Governance (DCG). DCG focuses on transparent and consent-based interactions, resulting in energized meetings, valuing of different perspectives & a streamlined decisionmaking process. Because people feel heard and valued & because matters get addressed and resolved, participation and productivity increases. We serve the entire Greenbelt community by serving those who promote discovery, activism, education, cooperation and social justice.

**6. Please indicate the amount of your request here** $5000 **and briefly summarize the intended use of these funds below. Please be as specific as possible.** Many vital members of Greenbelt feel shut out of full inclusion in community meetings because their challenges often go unaddressed. We propose to

a. Hold four (4) no-charge basic sessions on the CDCG process, spread out over the course of the fiscal year, to all residents of Greenbelt who either have a visual disability or are interested in working alongside persons with visual disabilities (allies);

b. We will provide on-going support for the fiscal year by going to meetings that participants attend or wish to attend in order to support the integration integration of concepts learned.

**7. City of Greenbelt funding status. Please check one.** *(If none of these apply to your organization, your group is not eligible to apply for a project grant at this time.)* The applicant organization is currently:

✔
____ Receiving in-kind support only. This organization was approved by Council for Recognition Group status on or before July 1, 2020.

____ a Council-approved Greenbelt Recognition Group that received an FY21 project grant

____ a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

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8. **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

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

| Name | Greenbelt resident (yes/no) | Role | Indicate: board, staff, contractor, intern or volunteer |
|---|---|---|---|
| Aileen Kroll, JD | Y | Co-Director & President | Board 4 year term; contractor |
| John Buck, MA | N | Co-Director & Treasurer | Board 4 year term; contractor |
| Angeline Butler, MA | Y | Board member | 2 year term |
| Murat Atyekin, PhD | N | Board member | 2 year term |
| Patience Robbins MA | Y | Board member | 2 year term |
| Margaret Benefiel, PhD | Y | Board member | 2 year term |

| | | | |
|---|---|---|---|
| Denna Lambert, M | | Board member | 2 year term |
| | | | |
| | | | |
| | | | |

If any of the above personnel are City of Greenbelt employees, please give their name, department and job title here.
none

**For questions 9 through 12, please provide information for your most recently completed fiscal year (July 1, 2019 – June 30, 2020). Estimates may be used if precise numbers are not available.**

**10. Supporting volunteers.**

15 90%
Total number of volunteers: _____ % Greenbelt residents _____

0 0 55 45
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

**11. How many people actively participated in your organization's primary, sponsored activities (live and 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.*

100 95%
Total number of participants: _____ % Greenbelt residents _____

0 5 55 40
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

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

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

**13. Financial snapshot, most recently completed fiscal year (FY 2020).**

| | |
|---|---|
| City of Greenbelt funding (if applicable) | $3100 |

| | |
|---|---|
| Total revenues | $3105 |
| Total expenses | ($8277) |
| **Net profit/loss** | ($5172) |
| **Unrestricted year-end cash balance*** | $3471 |
| Restricted year-end cash balance** | NA |

*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:

N/A

**14. Financial need. Please check all that apply.**

____ The organization is projecting a revenue surplus for FY21.

____ At the conclusion of FY20, the organization's unrestricted cash balance was more than half the amount of the total FY19 (pre-pandemic) operating expenses.

____ The organization is projecting a revenue surplus for FY21.

____ The organization is projecting a revenue surplus for FY22.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount which you are requesting for FY22. *Total grant requests typically 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.*

N/A

15. During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. **The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:**

Name: AILEEN KROLL Title: CO-DIRECTOR

JOHN BUCK Title: CO-DIRECTOR

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

% **NARRATIVE:** Please address all of the following points briefly in a narrative of up to three pages. Save your document as a PDF and DWWDFK your file WR \RXU DSSOLFDWLRQ HPDLO.
File name: name_of_organization_narrative_FY22

**Proposed project:**

D **Impact.** Describe in detail the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?
Explain how this project will benefit Greenbelt citizens, including direct participants and – if applicable – the broader Greenbelt community. Does this project provide any opportunities to Greenbelt residents that would not otherwise be available? 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. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)

b. **Feasibility.** Please outline the steps your organization will take in order to implement this project and your timeline for completing them.

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

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

Project Grant recipients must contribute at least $1.00 in cash income (or savings) to match every $1.00 which they are awarded by the City of Greenbelt. Funds raised from any other source count toward this match, as long as they are spent on project expenses during the period of support. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Planned giving commitments and income channeled into investments or endowment funds would not count toward the match. How does your organization plan to match your requested city funding in fiscal year 2022?

*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 FY21 match may affect your grant amount for FY22.*

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

Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding.

2. **Organizational capacity:**

a. **Pandemic response.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization

responded to these challenges?

b. **Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be uploading in section D of this application.

How do you publicize your sponsored activities?

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

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.

6

If you experienced a deficit in your most recently completed fiscal year, or if your organization failed to match a City of Greenbelt grant with other revenues, how is your organization working to remedy the problem during the current year?

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

C. PROJECT BUDGET: Include your requested city funding and the corresponding expenses in this table. This is a cash budget; do not include any in-kind values.

| EXPENSES | Description |
|---|---|
| a. Salaries and wages | |
| b. Consultants' fees | |
| c. Contractual personnel | Admin Asst., $1000; trainers/web consultant, $8000 |
| d. Facility rental | |
| e. Insurance | |
| f. Supplies and materials | Training supplies $350 |
| g. Equipment purchases | |
| h. Equipment rental | |
| i. Marketing and outreach | Web hosting fees $125, |
| j. Travel and lodging | Local mileage $350 ($0.545/mi) + parking |
| k. Food/catering | Business meetings & workshop snacks $175 |
| l. Awards | |
| m. Other | |

| | |
|---|---|
| n. Other | |
| o. Other | |
| **Total Expenses** | $10,000 |

| INCOME | Description |
|---|---|
| a. Sales of goods | |
| b. Admission fees | |
| c. Tuition | |
| d. Fees for services rendered | $4500 Training and consulting |
| e. Membership dues, registration fees | |
| f. Corporate support | |
| g. Foundation support | |
| h. Individual donations | $500 |
| i. Loans* | |
| j. City of Greenbelt support | $5000 Requested City grant |
| k. Other grants | |
| l. Organization's savings and/or interest income | |
| m. Other | |
| n. Other | |
| o. Other | |
| **Total Income** | $5000 |

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

D. <u>REQUIRED ATTACHMENTS:</u> Attach these files to your emailed application

1. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY22. Limit: 3 pages.
2. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic. File name: name_of_organization_programs_FY22. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.

E. **OPTIONAL ATTACHMENTS:** Attach these files to your emailed application

1. **Brief bios** for key personnel highlighting relevant experience, combined on one page. File name: name_of_organization_bios_FY22

2. **Letters of support**, up to 3 pages total. Letters can be combined or uploaded individually. File name: name_of_organization_letter_1_FY22 (etc).

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

F. **ELECTRONIC SIGNATURE**

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

Feb 1, 2021)

Signature AILEEN KROLL Date Feb 25, 2021

President & Co-Director

Your role within the applicant organization _____

# D.1 Narrative

1. Proposed Project

A. Impact

This grant will allow CDCG to customize training specific to the needs of individuals with visual disabilities. It will promote full inclusivity and will serve as a blueprint for other Greenbelt organizations and entities seeking to more fully integrate and learn from individuals with visual impairments. By serving people with significant visual impairments and their allies (people who support this concept and want to be a part of this groundbreaking initiative), we will make a profound difference in the workings of Greenbelt community organizations. In doing so, we intend to directly impact the lives of approximately 50 to 150 Greenbelters. This project will serve Greenbelters exclusively.

Unlike other training methodologies, the DCG process does not lend itself to "business as usual". A common concern voiced by those who attend meetings and community groups is that they don't feel heard, don't feel that their voice matters and others feel overwhelmed. This is echoed by individuals with disabilities who also face challenges related to accessibility and communicating their specific needs to others. Through DCG, a consent-based process promotes active participation, transparent processes and accountability. As a result, meetings become accessible, responsive and productive.

Based on participant feedback, we have learned that Greenbelt residents are applying the skills they have learned to their workplaces, community meetings, places of worship, and families. It is our hope that persons with disabilities will use these skills to further enhance their ability to engage with and lend their talents and skills to Greenbelt's diverse community organizations.

We are consistently asked to tailor training programs for individuals with disabilities, particularly those who are blind/visually impaired. This population has unique challenges that requires a more tailored approach to engaging in and with community organizations and activities. With this proposal we aim to address the organizational needs of this local population. With the city's support, we began this journey by hiring a disability rights IT consultant to make our website accessible to those using screen readers. Launched in 2020, we received a resounding 'big thumbs up' from those in the targeted community. And to further ensure that our actions are meeting the needs of the community, we are delighted to be guided by the wisdom and lived experience of our newest CDCG board member, Denna Lambert.

CDCG's core mission is to take our already very special town of Greenbelt to the next level. Greenbelt is well known for its high level of citizen involvement. In the course of their work as volunteers, Greenbelt citizens attend many meetings as they develop and guide their programs. CDCG contributes to the effectiveness of these volunteer programs by training participants in transparent, egalitarian, and effective meeting methods. We seek to include the under-included.

This grant proposal is designed to address a palpable gap,originally brought to our attention by Reverend Ray of Franklin Park. He is blind and he, like many vital members of the visually challenged community, feels shut out of full inclusion in community meetings because his challenges often go unaddressed (and fall to his wife). And to that end, Greenbelt loses the benefit of such untapped talent and skill. We are, therefore, silencing the very voices that can help make Greenbelt the community it inspires to be.

Individuals with disabilities make up approximately 25% of the US population. It is likely that Greenbelt has a higher representation of individuals with disabilities based on our community's commitment to offering resources for seniors, disabled individuals, and other

vulnerable populations. Let's ensure that all of Greenbelt is able to fully engage in community centered activities, in leadership roles.

This grant proposal is designed to address a palpable gap,originally brought to our attention by Reverend Ray of Franklin Park. He is blind and he, like many vital members of Greenbelt, feels shut out of full inclusion in community meetings because his challenges often go unaddressed (and fall to his wife). Greenbelt loses the benefit of such untapped talent and skill. We are losing the very voices that can help make Greenbelt an even better community.

With the proposed training program for individuals with visual disabilities, we have incorporated the input of key stakeholders who themselves have disabilities and who are leaders in their respective organizations.

B. Feasibility

We will offer:

a. Four (4) no-charge basic sessions on the CDCG process, spread out over the course of the fiscal year, to all residents of Greenbelt who either have a visual disability or are interested in working alongside persons with visual disabilities (allies);
b. On-going support, throughout the fiscal year, by attending organizational meetings that participants already attend or wish to attend, in order to support the integration of concepts learned.

We will incorporate the focus points into our training:

a. Barrier Identification & Analysis
   Help participants identify their needs in order to fully engage and contribute to an organization. Note: we will also provide a review of Greenbelt-specific websites for screen reader accessibility by an IT expert in ADA compliance for persons with visual disabilities.
b. Shared Communication & Agreement
   Develop the skills for how to gain buy-in and agreement on the shared value of meeting those needs;
c. Managing Communication Roadblocks
   How to deal with miscommunication or misunderstanding of needs associated with a disability/blindness and their ability to participate;
d. Shifting Perceptions
   Shifting from consumer to self advocate to contributor transparently and inclusively.
e. Win-win Scenarios
   Translating adaptive skills into assets to organizations and how they serve the overall mission of organizations.
f. Accommodation Requests
   Determine when requests for accommodation are things I can do for myself as an individual and those that are pertinent for collective involvement.

The resources needed for the project which are already in place include having persons who are visually challenged or blind serve as our guides. Towards this end we will be working with Denna Lambert, Rev. Ray, and Jim Pasquale.

Note: We anticipate that in-person training may be feasible at some point during FY22. That is why we included expenses for transportation, refreshments and handouts in our budget.

C. City Support

We will be approaching other Greenbelt community organizations and businesses to focus on

visual disability issues both for consciousness raising and as a funding source for CDCG.

2. Organizational Capacity

a. Pandemic response

Since the beginning of the pandemic, we have shifted our training approach from face-to-face to a virtual platform. As we enter into the 2021 calendar year, we are prepared to continue this approach and, when safe to do so, will offer hybrid options.

b. Programming history

Our network includes We have partnered with a number of Greenbelt organizations we have partnered with, including CARES, Chears, GEMZ, OGT, Timebank, Mishkan Torah and Greenbriar. In response to the needs of Greenbriar tenants, we arranged CARES presentations at Greenbriar to make it more accessible to Greenbriar members in conjunction with the DCG training. Similarly, Chears, OGT, and GEMZ have presented at Greenbriar about their programs. We have joined the Timebank as one of their first organizational members, and we promote the Timebank wherever we offer Dynamic Community Governance. We arranged for Mishkan Torah to host a meeting of Beloved Community Interfaith Network (BCIN), one of the organizations we've trained in Dynamic Community Governance. We partnered with Greenbriar in promoting and tabling at National Night Out. Since cross-promotion is core to our mission, we promote TimeBank, DCG and all of the organizations we are affiliated with at the Green Man Festival, Schrom Hills, social media, GNR articles and word of mouth.

We have offered basic and advanced training workshops and on-going support to representatives from a number of Greenbelt groups, including: CHEARS, Greenbelt Public Works, Green ACES, Greenbelt Time Bank, Greenbelt Zero Waste Circle, Greenbelt Climate Action Network, Greenbelt Forest Preserve, Beloved Community Interfaith Network (BCIN) and Maryland United for Peace and Justice, the Old Greenbelt Theatre and Greenbriar. We are currently training and supporting the New Deal Cafe and providing on-going support for the Timebank and BCIN. We have also, since our inception, provided DCG training in Greenbelt-adjacent areas including Takoma Park, which was sponsored by their City Council as well as The New Hope Church in Bowie.

Important to note: in FY20, with the help of a City grant, we successfully upgraded our website to be accessible to the visually disabled and promoted the project.

c. Financial history

During the first half of FY20, we used the city grant to complete and launch our new ADA compliant website, Because of the pandemic, we were unable to carry out the programs we had planned for the second half FY20 and, instead, we offered all our services for free. For example, we offered coaching support for various organizations like the TimeBank, New Deal Cafe and BCIN and the community-at-large, via zoom. We, like many other organizations, are hopeful that in FY22 we will be able to resume some semblance of normal operation and eliminate our deficit.

# D.2 Programs

Ongoing support for:

- Greenbelt TimeBank,
- Beloved Community Interfaith Network (Prince George's County)

New offerings:

- Family decision-making classes to incorporate Dynamic Community Governance (DCG) principles during pandemic stress.
- Training the New Deal Cafe board.
- Sponsorship of Reel and Meal programs.

Postponed/cancelled offerings:

- Roll out of in-depth an interactive training module.
- Speaking engagements at local venues
- Book promotions.

## Press

**NOTE**: *As part of our effort to make our website as accessible as possible, we have provided text versions of all press articles so they can be read by screen readers. We also provide a link to the source article in its original format.*

**Reel and Meal Film Celebrates Longtime Activist and Organizer**

[illegible]

**The New Dynamic Governance Website is Now ADA-Compliant**

[illegible]

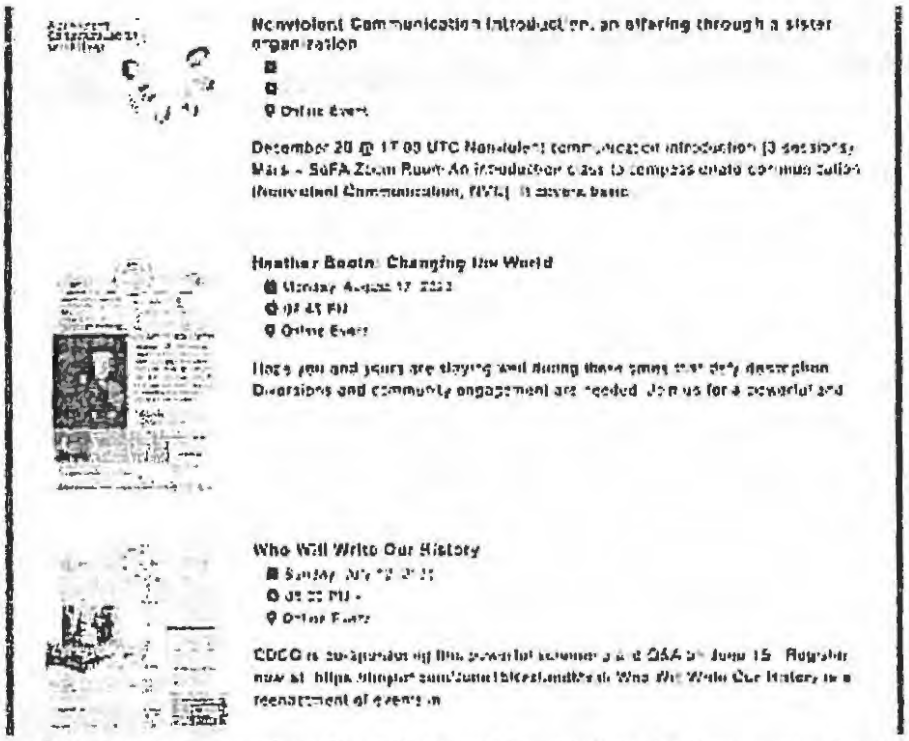
**Progressive Committee Identifies Questions for Council Candidates**

[illegible]

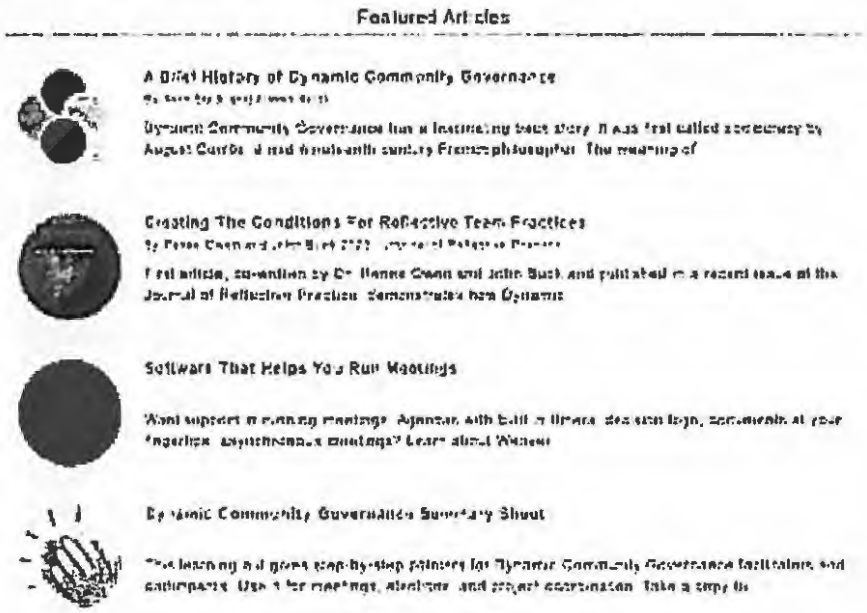
**CDCG Skills Training Helps Groups Nurture Members**

[illegible]

Our website past events page, http://www.dynamic-governance.org/events/past-events/, documents 10 trainings and events we've sponsored in FY20 and thus far in FY21. Here is a screenshot of three of those events:




In addition we have continued to publish articles and helpful documents about Dynamic Community Governance.




2

The screen print is from the Articles section of our Resources tab, http://www.dynamic-governance.org/resources/articles/. We particularly call your attention to an article published this fall by Co-Director John Buck co-authored an academic journal. Titled "Creating the Conditions for Reflective Team Practices," the article provides hard research data

about the effectiveness of Dynamic Community Governance (DCG) in a school in North Carolina. DCG is used by Board, Faculty, and students, http://www.dynamic-governance.org/media-resources/creating-the-conditions-for-reflective-team-practices/.

**Letters Supporting This Grant Application And Our Related Support For Persons With Visual Disabilities**

January 29, 2021

From: Denna L

To Council Members of the City of Greenbelt

Subject: FY 2021 Grant Proposal - Center for Dynamic Community Governance

It is an honor to offer my sincerest recommendation for the Center for Dynamic Community Governance funding proposal supporting Greenbelt citizens who are blind, visually impaired, or who have other disabilities. This proposal offers a unique and innovative approach that answers a need for inclusive and accessible training for individuals seeking a means of involving themselves with our vibrant community.

As a resident of Greenbelt for over sixteen years, I have fallen in love with the breadth and depth of organizations and initiatives other residents are involved with that help to support and embrace Greenbelt's overall missions of creating inclusive communities. However, as a congenitally blind individual, I have faced multiple and redundant barriers associated with the lack of awareness surrounding the abilities of individuals with disabilities, accessibility of information, and organizational cultures that limited the voices and lived experiences of individuals with disabilities. I am confident in saying that the leadership of these local organizations sincerely wanted to include me as an individual, but they were not equipped or had the bandwidth to take the necessary steps to create an inclusive environment at the organizational level. Being a self-advocate, I often took it upon myself to do that educating and offering solutions, but quickly realized that I myself felt drained after each attempt. This was only compounded by inefficiencies found in meetings from organizations who could have benefited from the key principles found in Dynamic Community Governance.

This grant proposal is responds to needs like mine where it offers a developmental opportunity for blind and disabled individuals to sharpen and deepen their toolkit that will allow for them to fully engage in their chosen local organizations. With combining the expert level training offered by CDCG and the wisdom of disabled individuals, this proposal is an example of cutting edge and innovative content that could benefit a broader audience than just individuals with disabilities. I view this as a solid first step for Greenbelt as it continues to support innovative ideas and organizations.

I hope you will consider this proposal and those, like myself, who would greatly benefit from seeing this work transition from idea to implementation.

Best Regards,

Denn

THE FOLLOWING TWO LETTERS OF SUPPORT PERTAIN TO CDCG'S FY20 APPLICATION, SUPPORTING OUR WEBSITE ACCESSIBILITY PROJECT. WE ARE ENCLOSING THEM IN THE FY22 APPLICATION BECAUSE THEY CLEARLY INDICATE WHY THE SERVICES WE ARE PROPOSING ARE NEEDED.

To: City Council

Date: January 11, 2019

I am writing in support of the grant application by The Center for Dynamic Community Governance (CDCG). As a person with a sight disability, I very much support their efforts to make their website accessible and user-friendly. For many of us, enlarging text on screen results in loss of context. Using technology specifically designed to improve access is a step much appreciated by all of us who face obstacles that can be ameliorated by the actions they are proposing.

As a person very much engaged in the Greenbelt community, I applaud their efforts to provide full inclusion. And as a facilitator for the Greenbelt TimeBank, I know that the meeting process is made easier by the CDCG meeting procedures.

Sincerely,

Greenbelt resident

---

11 January 2019

To Whom It May Concern

As a person who is very much engaged in the affairs of the Greenbelt community and a blind person, I wholeheartedly support the grant proposal by The Center for Dynamic Community Governance. It is so important that websites with important and educational material be made accessible to persons with visual disabilities and this proposal will go far to make that happen.

As a person with a disability, I have experienced the benefits of initial training in the Dynamic Governance model. My hope is that Dynamic Governance becomes an accessible tool for all persons wishing to have a voice in their communities.

**The principles of Dynamic Governance can be advantageous to the disability community.** Often in groups, some persons with disabilities struggle with how to be heard in a dialogue dominated by more verbal colleagues. The Dynamic Governance model deliberately elicits

opinions from everyone.

**The Dynamic Governance model is empowering.**

Persons with disabilities have varied interests—not just focused on their disability. With training, they will be better empowered to engage in a variety of activities in their communities.

2

**The Dynamic Governance model develops leadership.**

The Dynamic Governance model can be used to develop leadership in the disability community. Often, able-bodied persons head organizations/programs for persons with disabilities because leadership has not been developed from within the ranks of said community. Persons with disabilities know best what is needed in their community and how best to reach sustainable outcomes. Dynamic Governance can begin to build a critical mass of leaders from within the community.

F

Senior Pastor of St Didymus Church

A church *of* and *for* persons with disabilities

## Brief Bios of Key Personnel

**John Buck, MA,** is the first person, not native to the Netherlands, to be certified in the circle-organization method called *Dynamic Community Governance* (also known as *"sociocracy"*). Certified by the International Sociocracy Certification Board, John introduces *Dynamic Community Governance* to a wide range of businesses and organizations assisting them in designing work and making group decisions effectively by "rewiring" their basic power structure. John has an MA from George Washington University in quantitative sociology and is coauthor of *We the People: Consenting to a Deeper Democracy*, now translated into Spanish and Portuguese. A second book, *Company-wide Agility with Beyond Budgeting, Open Space, and Sociocracy*, was published in March 2018 and has already been translated into German and Chinese.

**Aileen Kroll, JD,** has worked as an arbitrator, mediator, social worker, lawyer, legislative advocate, and recurring guest lecturer on patients' rights for George Mason University School of Law. Aileen is inspired by Greenbelt's cooperative history and on-going passion for social justice and community engagement. Aileen has advocated on behalf of persons with mental and physical challenges for much of her professional career.

**Angeline Butler, MA**, resident of Greenbriar for more than thirty years. Angeline has been involved in community-oriented endeavors and activities. She strongly supports Dynamic Community Governance (DCG) because it ensures that *everyone* is heard and respected and is unlike any other approach she's encountered. She has taught middle school science in Prince George's County and has been a systems programmer at Goddard Space Flight Center. Angeline has a BA in biology and a MA in Environmental Sciences and Policy

**Murat Aytekin, Ph.D** in neuroscience and cognitive sciences As a researcher, he studied bat echolocation, as well as human visual perception. Murat enjoyed designing and building experimental interfaces for sound and motion tracking, while pursuing a deeper understanding of artificial intelligence and its implications. His newest venture involves working as a data scientist leading teams of various sizes on multiple data science projects. Murat is also a certified Agile Scrum Master, trained community mediator and a musician playing baglama and kemane, two Turkish folk instruments.

**Patience Robbins, MA,** has been attracted to the work of the Center for Dynamic Community Governance since coming to Greenbelt in 2016. She has an MA in Religious Studies and has been working in the area of spirituality for over 40 years, leading groups, mentoring people, teaching about prayer and offering spiritual guidance to people throughout the country. Patience is inspired by the work of the Center because it is congruent with her values of listening to both self and others claiming and speaking one's wisdom and nurturing creativity and connection.

**Margaret Benefiel, Ph.D.** serves as Executive Director of the Shalem Institute. Prior to coming to Shalem, she ran her own consulting speaking, training, and coaching business, Executive Soul, helping leaders and organizations nurture their souls and express their deepest values institutionally. At the same time, she taught as adjunct faculty at Andover Newton Theological School in the area of contemplative leadership. Margaret is a Quaker and holds a B.A. in History from Princeton University an M.A in Mathematics from Portland State University, an M.A. in Theology from Earlham School of Religion, and a PhD in Spirituality from Catholic University of America. She has written extensively on various aspects of contemplative leadership and spirituality at work, including *The Soul of Higher Education*, *The Soul of Supervision; The Soul of a Leader*, and *Soul at Work*.

**Mike Carson, *Web Accessibility Consultant & Interactive Designer*,** a web accessibility specialist and multidisciplinary designer whose career focus has been branding, interactive development, and design for print and digital mediums. Mike is currently providing web accessibility training and consulting, along with full service accessible, interactive design and development.

CITY OF GREENBELT

# PROJECT GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

1. **Name of organization:** FRIENDS OF THE NEW DEAL CAFE ARTS (FONDCA)
2. **Website:** www.newdealcafe.com/fondca
3. **Contact person:** Name MEG HANEY Position President
   Telephone _____ E-mail _____
4. **Organization's mailing address** (not a City of Greenbelt facility):
   _____
5. **What is the mission of this organization? Whom do you intend to serve?**
   The mission of FONDCA is to bring the performing visual, and literary arts to the New Deal Cafe and Roosevelt Center. Our goals are to build community through the arts, and to foster the economic vitality of our historic downtown area. These goals are intended to serve the citizens of Greenbelt and local businesses.
6. **Please indicate the amount of your request here** $2,800 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**
   Funds are to be used to advertise, promote and partially pay performers to have free, public music festivals in Roosevelt Center. Funding also supports advertising to artists to submit art that integrate with the music festivals themes, art show opens and receptions.
7. **City of Greenbelt funding status. Please check one.** *(If none of these apply to your organization, your group is not eligible to apply for a project grant at this time.)* The applicant organization is currently:

   ☐ Receiving in-kind support only. This organization was approved by Council for Recognition Group status on or before July 1, 2020.

   ☑ a Council-approved Greenbelt Recognition Group that received an FY21 project grant

   ☐ a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

8. **Non-profit status. Please check all that apply.** The applicant organization:

- [x] 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

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

| Name | Greenbelt resident (yes/no) | Role | Indicate: board, staff, contractor, intern or volunteer |
|---|---|---|---|
| Megan Haney | Yes | President | Board, volunteer |
| Peter May | Yes | Vice President | Board, volunteer |
| Chris Logan | No | Treasurer (acting) | Board, volunteer |
| Julie Winters | Yes | Art and Poety Program | Board, volunteer |
| Micheal Smallwood | Yes | Music and Art Program | Board, volunteer |
| Dorian Winterfeld | Yes | Cafe Liaison Board Member | New Deal Cafe, volunteer |
| | | | |
| | | | |
| | | | |
| | | | |

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

None

**For questions 9 through 12, please provide information for your most recently completed fiscal year (July 1, 2019 – June 30, 2020). Estimates may be used if precise numbers are not available.**

**10. Supporting volunteers.**

Total number of volunteers: 90 % Greenbelt residents 95

% ages 12 and under 0 % 13-17 yrs. 5 % 18-59 yrs. 75 % 60+ yrs. 20

**11. How many people actively participated in your organization's primary, sponsored activities (live and 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.*

Total number of participants: 150 % Greenbelt residents 90

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

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

Total number of spectators: 1200 % Greenbelt residents 90

% ages 12 and under 5 % 13-17 yrs. 10 % 18-59 yrs. 75 % 60+ yrs. 10

**13. Financial snapshot, most recently completed fiscal year (FY 2020).**

| | |
|---|---|
| City of Greenbelt funding (if applicable) | $2,800 |
| Total revenues | $8,680 |
| Total expenses | $6,980 |
| **Net profit/loss** | +$1,700 |
| **Unrestricted year-end cash balance*** | $1,018 |
| Restricted year-end cash balance** | $6,700 |

*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:

Restricted Cash for Arts Reception Program, Poetry Moment and reception program, FONDCA reserve, and meetings county grant requirements to enhance outdoor music festivals.

14. **Financial need. Please check all that apply.**

☐ The organization is projecting a revenue surplus for FY21.

☐ At the conclusion of FY20, the organization's unrestricted cash balance was more than half the amount of the total FY19 (pre-pandemic) operating expenses.

☑ The organization is projecting a revenue surplus for FY21.

☐ The organization is projecting a revenue surplus for FY22.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount which you are requesting for FY22. *Total grant requests typically 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.*

FONDCA will have a revenue surplus for FY 2021 since restricted grant funds could not be used due to COVID cancellation of events and programs. These restricted funds will be applied to FONDCA projects once COVID restrictions are lifted. FONDCA regularly plans for a revenue surplus to have funds available to pay for events that are later partially reimbursed by the City.

15. During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. **The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:**

Name: MEG HANEY Title: President

Name: CHRIS LOGAN Title: Treasurer (acting)

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

B. **NARRATIVE:** Please address all of the following points briefly in a narrative of up to three pages. Save your document as a PDF and attach your file to your application email.
File name: name_of_organization_narrative_FY22

1. **Proposed project:**

   a. **Impact.** Describe in detail the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?
   Explain how this project will benefit Greenbelt citizens, including direct participants and – if applicable – the broader Greenbelt community. Does this project provide any opportunities to Greenbelt residents that would not otherwise be available? 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. (Upon review of this

application, staff may bring potential conflicts to your attention if they have not already been addressed.)

b. **Feasibility.** Please outline the steps your organization will take in order to implement this project and your timeline for completing them.

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

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

   Project Grant recipients must contribute at least $1.00 in cash income (or savings) to match every $1.00 which they are awarded by the City of Greenbelt. Funds raised from any other source count toward this match, as long as they are spent on project expenses during the period of support. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Planned giving commitments and income channeled into investments or endowment funds would not count toward the match. How does your organization plan to match your requested city funding in fiscal year 2022?

   *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 FY21 match may affect your grant amount for FY22.*

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

| |
|---|
| Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding. |

2. **Organizational capacity:**

   a. **Pandemic response.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization responded to these challenges?

   b. **Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be uploading in section D of this application.

      How do you publicize your sponsored activities?

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

   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.

If you experienced a deficit in your most recently completed fiscal year, or if your organization failed to match a City of Greenbelt grant with other revenues, how is your organization working to remedy the problem during the current year?

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

C. **PROJECT BUDGET:** Include your requested city funding and the corresponding expenses in this table. This is a cash budget; do not include any in-kind values.

| EXPENSES | Description |
|---|---|
| a. Salaries and wages | 0 |
| b. Consultants' fees | 0 |
| c. Contractual personnel | $7,000 Festival performers |
| d. Facility rental | 0 |
| e. Insurance | $200 |
| f. Supplies and materials | $750 Posters and flyers |
| g. Equipment purchases | 0 |
| h. Equipment rental | $300 Sound equipment |
| i. Marketing and outreach | $1,500 |
| j. Travel and lodging | 0 |
| k. Food/catering | $100 water for performers |
| l. Awards | |
| m. Other | |
| n. Other | |
| o. Other | |
| **Total Expenses** | $9,850 |

| INCOME | Description |
|---|---|
| a. Sales of goods | 0 |
| b. Admission fees | 0 |
| c. Tuition | 0 |
| d. Fees for services rendered | 0 |
| e. Membership dues, registration fees | 0 |
| f. Corporate support | $2,000 |
| g. Foundation support | 0 |
| h. Individual donations | $1500 |
| i. Loans* | 0 |
| j. City of Greenbelt support | $2,800 |
| k. Other grants | $3,500 |
| l. Organization's savings and/or interest income | $50 |
| m. Other | |
| n. Other | |
| o. Other | |
| **Total Income** | $9,850 |

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

D. **REQUIRED ATTACHMENTS:** Attach these files to your emailed application

1. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY22. Limit: 3 pages.
2. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic. File name: name_of_organization_programs_FY22. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.

E. <u>OPTIONAL ATTACHMENTS:</u> Attach these files to your emailed application

1. **Brief bios** for key personnel highlighting relevant experience, combined on one page. File name: name_of_organization_bios_FY22

2. **Letters of support**, up to 3 pages total. Letters can be combined or uploaded individually. File name: name_of_organization_letter_1_FY22 (etc).

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

F. <u>ELECTRONIC SIGNATURE</u>

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 CHRIS LOGAN Date 1/30/2021

Your role within the applicant organization FONDCA Board member

**Friends of New Deal Cafe Arts_narrative_FY 22**

**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. Once the restrictions imposed by COVID are relaxed, people will desire to be outdoors to engage the Greenbelt community. 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 art and 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 spring Crazy Quilt festival, the Jazz Under the Stars, the Greenbelt Blues Festival. When funds are available, FONDCA provides funding for local school performances and Drum Festivals in Roosevelt Center. This proposed project three festivals, (Blues, Jazz and, Crazy Quilt) in Roosevelt Center during September, October and, June.

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 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 helps 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 FY2022. Since FONDCA is celebrating its 17th anniversary, our programs are well known and supported by the community. FONDCA has already taken a steps to ensure the resources are financial and volunteers available. Since funding feasibility is a major factor in the planning of these events, FONDCA has been successful in obtaining county grant funds to partially the proposed festivals. Our corporate sponsors will be contacted once the COVID restrictions permit community gatherings. These funds will be used to meet the City's matching fund requirements. FONDCA's history of fund raising 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 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, a 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, 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 17 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 havetheme art shows with each festival. FONDCA has inplace the personnel to successfully implement music festivals, art shows and artist receptions.

The pandemic required us to cancel both outdoor and indoor Cafe activities. Donations from individuals were down so we wrote grants for county funding. Organizationally we were able to have virtual meetings on Zoom tor planning grant requests. We also had a success art reception on Zoom to in respond to limits on gathering. Our festival volunteers have maintained contact via emails but we expect FONDCA will have to recruit addition volunteers once the COVID restrictions are relaxed.

In addition to music festivals, other examples of FONDCA's program history introduce includes the Poetry Moment and public poetry Box, Art walks to artist studios, 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 corporate sponsors (26%) and Greenbelt City grant (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 $2,800 from the City of Greenbelt for the current fiscal year.

New Deal Café
113 Centerway
Greenbelt, MD 20770

January 25, 2021

Nicole Ard
City Manager
25 Crescent Road
Greenbelt, MD 20770

Dear Ms. Ard,

As the president of the New Deal Café, it my pleasure to write this letter is in support of Friends of New Deal Café 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 Café, such as art show 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 Café and other Roosevelt Center attractions, such as the Theatre, Greenbelt Arts Center, and even the Greenbelt Coop. In addition to eating at the Café, they patronize the other restaurants in Roosevelt Center.

In this way, FONDCA not only provides programs for the Café, 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 Café strongly supports FONDCA's request for any City funds that are available.

Thank you,

President
New Deal Cafe

**Friends of New Deal Café Arts_Programs_FY21 (Revised) 2/18/2021**

**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 art work changes every two months at New Deal Café)
Art Reception for Eleanor Roosevelt HS students at New Deal Cafe

**FY21**

Activities have cancelled or postponed during FY21.
Activities for the remaining FY21 are as follows:
New Art Show at New Deal Cafe in April 2021 ( window display if COVID restrictions are in-place.)
Welcome back/home grown music festival May 2021*
Crazy Quilt Festival June 2021*
* Provided Roosevelt Center is available and COVID restrictions permit gatherings.

CITY OF GREENBELT

# OPERATING GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Babe Ruth
2. **Website:** www.greenbeltbaberuth.com
3. **Contact person:** Name IAN GLEASON Position Commissioner

   Telephone _____ E-mail _____
4. **Organization's mailing address** (not a City of Greenbelt facility):

   7814 LAKECREST DR. GREENBELT MD 20770
5. **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.

6. **Please indicate the amount of your request here** $3500 | 2100 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**

   The funds are used to support our 3 teams including equipment needs. Equipment needs include baseballs, sports specific equipment such as helmets and field maintenance supplies and equipment to maintain a high quality playing conditions at Braden Field. We are striving to create the best playing field experience for our players as possible which requires consistent field work and maintenance.

7. **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 2019 or FY 2020

   ☐ a Council-approved Greenbelt Recognition Group that received an FY21 project grant

   ☑ a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

8. **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

9. **Financial need. Please check all that apply.**

☑ At the conclusion of FY20, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☑ At the conclusion of FY21, the organization's checking/savings balance is expected to be at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☐ The organization is projecting a revenue surplus for FY21.

☑ The organization is projecting a revenue surplus for FY22.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested for FY22. *Total grant requests typically 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.*

We are constantly striving to improve all aspects of the program which we offer for our youth. The pandemic forced a pause in our ability to create revenue due to the cancellation of seasons (and therefore registration fees) and the cancellation of fundraising events. The needs for field maintenance and improvement remain and we hope to finalize a few larger financial projects in the coming months regarding field improvements.

**B. COMMUNITY MEMBERS SERVED (benefit to the community)**

1. **How many people actively participate in your organization's primary, sponsored activities (live and 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 2019-June 2020 120 July 2020-June 2021 50 July 2021-June 2022 (Projected) 100

**Current year:** % Greenbelt residents/organizations 70 % Non-residents/organizations 30

% ages 12 and under 10 % 13-17 yrs. 65 % 18-59 yrs. 10 % 60+ yrs. 15

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

July 2019-June 2020 100 July 2020-June 2021 20 July 2021-June 2022 (Projected) 90

**Current year:** % Greenbelt residents 75 % Non-residents 25

% ages 12 and under 10 % 13-17 yrs. 10 % 18-59 yrs. 65 % 60+ yrs. 15

C. KEY PERSONNEL (organizational effectiveness)

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

| Name | Greenbelt resident (yes/no) | Position | Term length |
|---|---|---|---|
| Ian Gleason | Yes | Commissioner | As required |
| Patrick Gleason | Yes | Coach | As required |
| Ruth Ann White | No | Coach | As required |
| Eric Weaver | No | Coach | As required |
| Eli Klopp | No | Coach | As required |
| Robert Goldberg-Strassler | Yes | Coach | As required |
| Bob Sonneveldt | Yes | Consultant | As required |
| Betty Sonneveldt | Yes | Consultant | As required |
| Mark Markowich | No | Consultant | As required |
| Francis Gleason | Yes | Consultant | As required |
| Cheryl Gleason | Yes | Consultant | As required |
| Wesley Velasquez | No | Art Designer/Consultant | As required |

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

By the consensus of 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 *If positions are seasonal, please indicate months of service.* |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Independent contractors and consultants**

| Role | # of contractors *Individuals or companies* |
|---|---|
| | |
| | |
| | |
| | |
| | |

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, Coach, Summer Camp Counselor (Recreation Department)

4. **Volunteers**

July 2019-June 2020 20 July 2020-June 2021 20 July 2021-June 2022 (projected) 20

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

% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 80 % 60+ yrs. 20

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.

D. **NARRATIVE**. Please address all of the following points briefly in four pages or fewer. Attach your response as a PDF and attach it to your application email..

**Benefit to the Community**

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current 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. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)

2. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?

3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.

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

**Organizational Effectiveness**

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?

6. **Challenges.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization responded to these challenges? If your organization is experiencing other significant long or short-term challenges as well, how are you addressing them?

7. **Goals.** What are your organization's goals and how are you working toward them?

8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2022? 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?

| |
|---|
| Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding. |

9. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. 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 2021? If your organization experienced a deficit last fiscal year, or if your organization failed to match a

City of Greenbelt contribution/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 FY20 match may affect your grant amount for FY21.*

E. **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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Salaries and wages | | | | |
| b. Consultants' fees | | | | |
| c. Contractual personnel | | | | |
| d. Facility rental | | | | |
| e. Dues, memberships, league fees | Registration Fees | $1975.00 | $0.00 (N/A) | $1800.00 |
| f. Utilities | | | | |
| g. Insurance | | | | |
| h. Supplies and materials | | | | |
| i. Equipment purchases | Uniforms/Equipment | $3286.76 | $705.00 | $800.00 |
| j. Equipment rental | | | | |
| k. Marketing and outreach | Website/Signs | $549.32 | $61.48 | $100.00 |
| l. Travel and lodging | | | | |
| m. Food/catering | | | | |
| n. Awards | | | | |
| o. Grants | | | | |
| p. Payment of debt | | | | |
| q. Taxes | | | | |
| r. Other | Turf Mound | N/A | $9000.00 | N/A |
| s. Other | Fundraising Expense | $1423.23 | $500.00 | $1500 00 |
| t. Other | | | | |
| Total Expenses | | $7234.31 | $10266.48 | $4200.00 |

| INCOME | Description | Actual Totals, Last Fiscal Year July 1, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Sales of goods | | | | |
| b. Admissions | | | | |
| c. Tuition | | | | |
| d. Fees for services rendered | | | | |
| e. Membership dues, registration fees | Registration Fees | $600.00 | N/A | $4000.00 |
| f. Corporate support | | | | |
| g. Foundation support | | | | |
| h. Individual donations | | | | |
| i. Loans* | | | | |
| j. City of Greenbelt support | Grant | $3500.00 | $3500.00 | $3500.00 |
| k. Other grants | | | | |
| l. Organization's savings or interest income | | | | |
| m. Other | Fundraising | $2000.00 | N/A | $1800.00 |
| n. Other | | | | |
| o. Other | | | | |
| **Total Income** | | $6100.00 | $3500.00 | $9300.00 |

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

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

**Financial Reserves**

| Assets | Actual as of June 30, 2020 (Last Fiscal Year) | Projected as of June 30, 2021 (Current Fiscal Year) |
|---|---|---|
| a. Checking/savings accounts* | $9042.86 | $2500.00 |
| b. Restricted operating funds ** | | |
| c. Restricted capital funds** | | |
| d. Investments | | |
| e. Endowment balance | | |
| f. Planned giving commitments | | |
| Total Financial Reserves | $9042.86 | $2500.00 |

*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:

| |
|---|
| |

**Debt**

| Creditor | Loan purpose | Actual: monies owed as of June 30, 2020 (Last Fiscal Year) | Projected: monies owed as of June 30, 2021 (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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed; Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Pro-bono professional services (legal, accounting, etc) | | | | |
| b. Other waived fees | | | | |
| c. Donated equipment | | | | |
| d. Donated supplies and materials | | | | |
| e. Donated travel and lodging costs | | | | |
| f. Donated space rental | | | | |
| g. Other | | | | |
| **Total In-Kind Contributions** | | | | |

**Reimbursements**

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

**Please check one:**

☐ Our organization is receiving funding for the first time in the current fiscal year. We are summarizing our reimbursed expenses for the period of July 1, 2020 – present.

☑ Our organization received funding during the city's Fiscal Year 2020. We are summarizing our reimbursed expenses for the period of July 1, 2019 – June 30, 2020.

☐ Our organization is currently receiving in-kind services only. We last received funding during the city's Fiscal Year 2019. We are summarizing our reimbursed expenses for the period of July 1, 2018 – June 30, 2019.

| Date of expense | Description of reimbursed expense | Amount |
|---|---|---|
| 7/3/19 | PG Babe Ruth League Fees | $1800.00 |
| 7/8/19 | All-Star Uniforms | $418.00 |
| 7/15/19 | Concessions | $17.30 |
| 8/2/19 | Field Equipment | $139.60 |
| 8/14/19 | Concessions | $276.65 |
| 8/15/19 | Concessions | $88.02 |
| 8/15/19 | Concessions | $294.10 |
| 8/29/19 | Concessions | $21.17 |
| 9/2/19 | Concessions | $182.35 |
| 10/27/19 | Fall Fest | $345.92 |
| 11/2/19 | Fall Fest | $31.67 |

During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: IAN GLEASON Title: Commissioner

Name: PATRICK GLEASON Title: Coach

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

F. **ATTACHMENTS – Please attach to your application email in PDF format.**

1. **REQUIRED:** narrative addressing all 9 topics in section D, above. Limit: 4 pages. File name format: name_of_organization_narrative_FY22

2. **REQUIRED:** program calendars reflecting the organization's activities from the previous and current fiscal years, including upcoming events. As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name_of_organization_programs_FY22

3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name_of_organization_variances_FY22

4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name_of_organization_letter_1_FY22 (etc)

5. **OPTIONAL:** summary information about the **credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name_of_organization_bios_FY22

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 1/20/21

Your role within the applicant organization: Commissioner

Greenbelt Babe Ruth Variances FY22

**Expenses**

Section E- Dues, memberships, league fee:

FY20 $1975.00

FY21 $0.00

FY22 $1800.00

The drop of $1254 is directly linked to COVID-19. In July of 2019, we paid fees for the season ending at the end of the month and then our fall season but we never had a spring season in 2020. Therefore, we had a major drop in this section and hope to have an increase back to the normal fees in the coming year.

Section I- Equipment Purchases:

FY20 $3286.76

FY21 $705.00

FY22 $800.00

FY20 was a year of many purchases for equipment for our program including a large supply of baseballs, new tees, bats, etc. The drop in FY21 was related to the lack of activities caused by COVID-19 and the projected similar amount for FY22 is related both to slowly returning to activities post pandemic and the large upfront costs in FY20.

Section K- Marketing & Outreach:

FY20 $549.32

FY21 $61.48

FY22 $100.00

In FY19 we increased our Marketing and Outreach by purchasing signs to place throughout the City on game days in hopes to raise awareness about our program and increase attendance at games. Before this most of our marketing had been in News Review articles and ads. In FY20, we also created a website to showcase our program. The drop in FY21 is because we have put a substantial amount of money the previous two years into marketing and both the

signs and website have a high up front cost but will last a long time with no major additional costs for the foreseeable future.

Section M- Food and Catering:

FY20 $1423.23

FY21 $500.00

FY22 $1500.00

Since taking over Greenbelt Babe Ruth we have steadily increased the amount of concessions we offer. We did this by introducing concessions for our games at Braden Field in addition to the concessions we offer during the City of Greenbelt's Fall Fest. The $1423.23 in FY20 coincided with preparation for hosting a booth at the Greenbelt Labor Day Festival for the first time in recent years in 2019. The festival is a four-day event which necessitated an increase in $668.69. The decrease in FY21 is based on a surplus of goods such a canned chili—which has a long shelf life—that was purchased this past year for the Labor Day Festival which we will not have to purchase for the coming Labor Day Festival and Fall Fest in 2021. The projected increase in FY22 is based on the hope that activities will resume as normal in the second half of 2021.

Section R- Other (Turf Mound):

FY20 $0.00

FY21 $9000.00

FY22 $0.00

Before the end of FY21 we are hoping to purchase an artificial turf mound which will be a one-time cost and major investment which should last 15-20 years at a minimum.

**Income**

Section E- Dues, memberships, league fee:

FY20 $600.00

FY21 $0.00

FY22 $4000.00

The sharp drop in FY20 is due to COVID-19 which further dropped to $0.00 in FY21 as all our activities were canceled. Our major income seasons run from spring to summer and they did not occur during FY20 because of the virus. It is our hope that they will be able to return to normal in FY22.

Section M- Other (Concessions/Fundraising):

FY20 $2000.00

FY21 $0.00

FY22 $1800.00

In FY20 we were not able to have our spring/summer concessions at Braden Field and in FY21 we lost our opportunity for all fundraising activities due to COVID-19. We hope to resume normal activities at some point in FY22.

**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.

In 2017 and 2018 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 Greenbelt Labor Day Festival we sold concessions at a booth at the Greenbelt Labor Day Festival. For the past five years we have also supported an 18 and over adult team which participates in the DCMSBL baseball league in an effort to support athletic endeavors and physical fitness for players who have aged out of the Babe Ruth League age restrictions. This team consists of many players who have previously played in Greenbelt Little League and for Greenbelt Babe Ruth. Although we have been faced with difficult times due to the pandemic we are striving to create the highest quality program for the youth that we serve. This includes pieces of our program that address positive nutritional, mental health, and mindfulness aspects. In adding these pieces we hope we can create a the most beneficial program possible for all that pass through our program.

**2. 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.

**3. Partnerships.**

Our organization is one of the key contributors to the Prince George's Babe Ruth League. At the end of each season the League sponsors multiple All Star Teams to represent the county at the State and subsequent tournaments. Greenbelt Babe Ruth regularly sends double-digit participants to play on these teams at both the Junior and Senior levels. Our teams serve as the destination for many players who age out of Greenbelt Little League, supporting their continued participation in local baseball. 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.

**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 over looked 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 have added concessions and increased awareness of our game schedules through the News Review in an effort to increase community support of our teams. 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. 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.

**6. 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. This problem continued with the field not being used due to the pandemic which allowed for a hardening of the infield dirt and growth of weeds that normally don't grow due to constant field use. The relatively low lying location of Braden Field in addition to the constant use of the field during both baseball and football season have led to an uneven playing surface in the outfield. The infield grass has also grown very patchy and thick over time making it hard to hit groundballs as intended and also imposing at times a safety hazard for players. We spend time after every practice and game working on the elements of the field such as raking and mound maintenance that we can control. We have been able to make improvements through the hard work of our players, volunteers, and the support of Public Works. However, the larger concerns with both the infield and outfield grass are out of our control as an organization and continue to hold back the high quality playing service we seek for our players.

We hope to install a mound next to the batting cage area. This mound will serve the purpose of giving players another location to practice their pitching. We have researched various options for the mound and hope to have one in place when we return to practice at some point in 2021.

Our final challenge has been the many changes we have faced due to COVID-19. We were not able to run our spring, summer, or fall programs as normal due to the virus and it is

looking like our program will be affected in some form for the remainder of 2021 as well. This included not providing practice, games, and mentorship for youth of the city. Our fundraising and membership fees were drastically reduced as a result of the pandemic. We also lost an opportunity to capitalize on an uptick in participation in the previous two years. Furthermore, we have included many new and exciting components to our program that we have not been able to fully put into place due to the cancellation of seasons resulting from the pandemic.

**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 $3,500. For Fiscal Year 2021 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 finalize the purchase of an artificial turf mound which will directly increase our ability to improve the instruction and practice we can provide for our participants.

**9. Matching funds.**

We plan to match our requested city funding amount of $3,500 through our registration fees and fundraising. Our fundraising consists of selling concessions at Fall Fest and Labor Day, t shirt

sales, and concessions at home games at Braden Field. We hope to have the opportunity for our regular fundraising opportunities that we missed out on in 2020.

Program Calendar: Greenbelt Babe Ruth

FY20

July 2019: Selected players from Greenbelt Babe Ruth participated in the Babe Ruth State Tournament representing Prince George's County Babe Ruth League All-Star teams in age groups ranging from 13-18. Hosted 15U State Tournament at Braden Field.

August 2019: DCMSBL playoffs for 18+ PG Raiders team which consists of over 1/3 of former Babe Ruth players

September 2019: Sell Concessions at Greenbelt Labor Day Festival

September-October 2019: Fall practice/games in Prince George's County Babe Ruth Fall League

October 2019: Sell concessions at City of Greenbelt Fall Fest

*Activities Canceled by COVID-19*

Practices for 13-15 Junior Team and 16-18 Senior Team

DCMSBL season begins for 18+ PG Raiders

Games for 13-15 Junior Team and 16-18 Senior Team

Sell concessions at home games at Braden Field

FY21

August 2020: Online Nutrition Information Session

February 2021: Online Mindfulness/Meditation Session

*Activities Canceled by COVID-19*

Selecting players for All-Star teams and hosting All-Star Tournament at Braden Field

DCMSBL playoffs for 18+ PG Raiders team

Organizing and selling concessions at Greenbelt Labor Day Festival

Fall practices/games in Prince George's County Babe Ruth Fall League

Selling concessions at City of Greenbelt Fall Fest

Practices for 13-15 Junior Team and 16-18 Senior Team

CITY OF GREENBELT

# OPERATING GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Youth Baseball Little League (GYBLL)
2. **Website:** http://www.gyblittleleague.org/
3. **Contact person:** Name CHRISTINE BAILEY Position President

   Telephone _____ E-mail _____
4. **Organization's mailing address** (not a City of Greenbelt facility):

   GREENBELT YOUTH BASEBALL PO BOX 1621 GREENBELT MD 20768
5. **What is the mission of this organization? Whom do you intend to serve?**

   Our mission is to offer children, ages 5 to 12 years old, the opportunity to develop good sportsmanship, character, courage, loyalty, and respect for authority by engaging in supervised competition. We strive to provide ongoing athletic, recreational, and service opportunities for our participants.

6. **Please indicate the amount of your request here** 10000 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**

   Any grant funds we receive will go toward ongoing operational expenses, including: umpires, insurance, uniforms, web site charges, and replacement baseball equipment, such as bats, balls, helmets, and catchers' gear.

7. **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 2019 or FY 2020
   - [ ] a Council-approved Greenbelt Recognition Group that received an FY21 project grant
   - [x] a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

CITY OF GREENBELT

# OPERATING GRANT APPLICATION INSTRUCTIONS

**For certified Greenbelt Recognition Groups**
**Fiscal Year 2022**

Period of Support: July 1, 2021 – June 30, 2022

Applications and uploaded attachments are due by
**4:30pm on Monday, February 1, 2021**

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

**For other assistance:**
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or 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 Review Sheet for Operating Grant Applications**, available online, to see how your application will be scored by the Grant Review Panel. 60% of your score will be based on your organization's service to the Greenbelt community, and 40% of your score will be based on your organizational effectiveness.

3. **Please read this application in full before completing it.** This will help to ensure that your information is presented in the right place and that you have all the information at hand that you will need. Some materials will need to be uploaded in PDF format; if you need assistance, please contact the Recreation Department Administrative Coordinator. Instructions are provided below for naming your PDF files; you may substitute a commonly used acronym – such as "CHEARS" – in place of the full name of the organization where indicated in the format.

4. **All questions on this form must be completed.** Incomplete applications will not be presented to the Grant Review Panel and they will be ineligible for funding. You may enter "N/A" for any individual line items which are not applicable to your organization. It is recommended that you keep notes on file detailing how all audience and budget figures have been derived.

8. **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:

9. **Financial need. Please check all that apply.**

☑ At the conclusion of FY20, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☐ At the conclusion of FY21, the organization's checking/savings balance is expected to be at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☐ The organization is projecting a revenue surplus for FY21.

☐ The organization is projecting a revenue surplus for FY22.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested for FY22. *Total grant requests typically 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.*

Before the c . of the pandemic we had opened our registration for the Spring season. Several players (50+) had registered and paid. When we had to cancel the season we offered refunds for those who needed them. Most families opted to leave their registrations with us in the hopes that a season would be available at a later date. That did not happen before the close of our FY20, resulting in the higher bank balance. In the end, there were over $1600 in refunds given to parents.

**B. <u>COMMUNITY MEMBERS SERVED</u> (benefit to the community)**

1. **How many people <u>actively participate</u> in your organization's primary, sponsored activities (live and 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 2019-June 2020 50 Ju'y 2020-June 2021 125 July 2021-June 2022 (Projected) 150

**Current year:** % Greenbelt residents/organizations 75 % Non-residents/organizations 25

% ages 12 and under 15 % 13-17 yrs. 15 % 18-59 yrs. 60 % 60+ yrs. 10

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

July 2019-June 2020 20 July 2020-June 2021 20 July 2021-June 2022 (Projected) 180

**Current year:** % Greenbelt residents 75 % Non-residents 25

% ages 12 and under 15 % 13-17 yrs. 15 % 18-59 yrs. 60 % 60+ yrs. 10

**C. KEY PERSONNEL (organizational effectiveness)**

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

| Name | Greenbelt resident (yes/no) | Position | Term length |
|---|---|---|---|
| Christine Bailey | yes | President | 1 year |
| Andrea Crim | no | Vice-President | 1 year |
| Zaven Arzoumanian | yes | Secretary | 1 year |
| Patrick Keaton | yes | Treasurer | 1 year |
| Troy White | yes | Coaching Coordinator | 1 year |
| Craig Hebert | yes | Players Agent | 1 year |
| Brian Bailey | yes | Umpire in Chief | 1 year |
| Rosa Hernandez | no | League Coordinator | 1 year |
| Daniel Broder | no | Information Officer | 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 *If positions are seasonal, please indicate months of service.* |
|---|---|---|---|
| Umpires | 1-2 | 2-6 | Umpire for games of the older players |
| | | | |
| | | | |
| | | | |
| | | | |

**Independent contractors and consultants**

| Role | # of contractors *Individuals or companies* |
|---|---|
| Umpire games when needed | 1-2 |
| | |
| | |
| | |
| | |

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 2019-June 2020 30 July 2020-June 2021 50 July 2021-June 2022 (projected) 90

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

% 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 its Officers). Managers and assistant coaches are all volunteers. Fundraising is a volunteer effort also.

D. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Attach your response as a PDF and attach it to your application email..

**Benefit to the Community**

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current 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. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)

2. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?

3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.

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

**Organizational Effectiveness**

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?

6. **Challenges.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization responded to these challenges? If your organization is experiencing other significant long or short-term challenges as well, how are you addressing them?

7. **Goals.** What are your organization's goals and how are you working toward them?

8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2022? 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?

| |
|---|
| Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding. |

9. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. 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 2021? If your organization experienced a deficit last fiscal year, or if your organization failed to match a

City of Greenbelt contribution/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 FY20 match may affect your grant amount for FY21.*

E. **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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Salaries and wages | N/A | | | |
| b. Consultants' fees | N/A | | | |
| c. Contractual personnel | Umpires | 206.10 | 2200.00 | 2200 |
| d. Facility rental | N/A | | | |
| e. Dues, memberships, league fees | N/A (included in insurance with Little League) | | | |
| f. Utilities | Pepco | 1215.58 | 1350.50 | 1400 |
| g. Insurance | Liability | 1695.98 | 1888.87 | 1900.00 |
| h. Supplies and materials | Bats, balls, safety equipment | 7842.25 | 9200.00 | 8500 |
| i. Equipment purchases | N/A | | | |
| j. Equipment rental | N/A | | | |
| k. Marketing and outreach | Articles, flyers | 179.43 | 150 | 350 |
| l. Travel and lodging | N/A | | | |
| m. Food/catering | N/A | | | |
| n. Awards | Trophies | 185 | 800 | 1200 |
| o. Grants | N/A | | | |
| p. Payment of debt | N/A | | | |
| q. Taxes | N/A | | | |
| r. Other | P O Box, Administrative | 250 | 280 | 280 |
| s. Other | Concession Expenses | -192.95 | 750 | 5500 |
| t. Other | Tournament fee | 0 | 600 | 600 |
| **Total Expenses** | | 11,361.39 | 17,189.37 | 21,900 |

| INCOME | Description | Actual Totals, Last Fiscal Year July 1, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Sales of goods | Snack Shack, website sales | 38.13 | 2000 | 7000 |
| b. Admissions | N/A | | | |
| c. Tuition | N/A | | | |
| d. Fees for services rendered | N/A | | | |
| e. Membership dues, registration fees | Registration fees | 6888 | 8500 | 12500 |
| f. Corporate support | Sponsorships | 0 | 2000 | 7000 |
| g. Foundation support | N/A | | | |
| h. Individual donations | N/A | | | |
| i. Loans* | N/A | | | |
| j. City of Greenbelt support | Operating grant | 6366.31 | 10000 | 10000 |
| k. Other grants | N/A | | | |
| l. Organization's savings or interest income | N/A | | | |
| m. Other | Other combined fundraisers | 75.22 | 650 | 850 |
| n. Other | | | | |
| o. Other | | | | |
| **Total Income** | | 13,367.66 | 23150 | 24750 |

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

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

**Financial Reserves**

| Assets | Actual as of June 30, 2020 (Last Fiscal Year) | Projected as of June 30, 2021 (Current Fiscal Year) |
|---|---|---|
| a. Checking/savings accounts* | 6,022.46 | 7,200.00 |
| b. Restricted operating funds ** | N/A | N/A |
| c. Restricted capital funds** | N/A | N/A |
| d. Investments | N/A | N/A |
| e. Endowment balance | N/A | N/A |
| f. Planned giving commitments | N/A | N/A |
| **Total Financial Reserves** | 6022.46 | 7,200.00 |

*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:

| |
|---|
| |

**Debt**

| Creditor | Loan purpose | Actual: monies owed as of June 30, 2020 (Last Fiscal Year) | Projected: monies owed as of June 30, 2021 (Current Fiscal Year) |
|---|---|---|---|
| a. | N/A | | |
| b. | | | |
| c. | | | |
| **Total Debt** | 0 | | |

**In-Kind Contributions Received** Please estimate dollar values.

| IN-KIND CONTRIBUTIONS | Description | Actual Totals, Last Fiscal Year July 1, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Pro-bono professional services (legal, accounting, etc) | Administrative, Managerial, Technical, and Coaching volunteers | 40000 | 70000 | 75000 |
| b. Other waived fees | Field Rental fees | 9000 | 9000 | 9000 |
| c. Donated equipment | N/A | | | |
| d. Donated supplies and materials | N/A | | | |
| e. Donated travel and lodging costs | N/A | | | |
| f. Donated space rental | Meeting rooms, banquet hall | | | |
| g. Other | N/A | | | |
| **Total In-Kind Contributions** | | 49000 | 79000 | 84000 |

**Reimbursements**

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

**Please check one:**

☐ Our organization is receiving funding for the first time in the current fiscal year. We are summarizing our reimbursed expenses for the period of July 1, 2020 – present.

☑ Our organization received funding during the city's Fiscal Year 2020. We are summarizing our reimbursed expenses for the period of July 1, 2019 – June 30, 2020.

☐ Our organization is currently receiving in-kind services only. We last received funding during the city's Fiscal Year 2019. We are summarizing our reimbursed expenses for the period of July 1, 2018 – June 30, 2019.

| Date of expense | Description of reimbursed expense | Amount |
|---|---|---|
| 2/12/20 | Umpire Deposit and Insurance from Little League | 1902.08 |
| 6/25/20 | Baseball equipment and supplies | 4454.23 |
| | | |
| | | |
| | | |
| | | |
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| | | |

During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: Christine Bailey Title: President

Name: Patrick Keaton Title: Treasurer

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

F. **ATTACHMENTS – Please attach to your application email in PDF format.**

1. **REQUIRED: narrative** addressing all 9 topics in section D, above. Limit: 4 pages. File name format: name_of_organization_narrative_FY22

2. **REQUIRED:** program calendars reflecting the organization's activities from the previous and current fiscal years, including upcoming events. As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name_of_organization_programs_FY22

3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name_of_organization_variances_FY22

4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name_of_organization_letter_1_FY22 (etc)

5. **OPTIONAL:** summary information about the **credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name_of_organization_bios_FY22

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 3/7/2021

Your role within the applicant organization: Treasurer

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. Starting in 2019, Greenbelt Youth Baseball has 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 5 and 12 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 kicks off with an opening day parade, which includes all teams displaying their banner and marching to the major 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. At this time, it is unsure if there will be a tournament this year due to COVID-19.

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 lots of practice opportunities.

2. 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.

3. 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.

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.

5. 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, putting flyers in area schools. Feedback is often received via face-to-face conversations. Additionally, we often request parents to submit answers to a survey at the end of the season to express their level of satisfaction.

6. 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. Similar to the past several years, the frequent wet weather in 2019 led to games that were postponed because of the condition of the fields, not because it was raining at the time.

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.

Also, it seems we are still paying the electric bill for the street light near our snack shack, even during the off season. This is evident by the fact that our off season electric bill runs to a total of approximately a hundred dollars, even though power is completely off inside the Snack Shack. Correcting this problem would free money that would then be available for our youth program.

Finally, as with everyone this year, Covid-19 has caused many challenges. We did have to cancel our Spring season, however we have been able to run a Fall season in 2020. For this to happen we have had the added expense of cleaning supplies, to wipe down all areas before and after use, and new equipment to ensure that players are not sharing. We are planning to have a modified season in 2021 as much as possible.

7. Goals. Once we are through the pandemic we hope to return to our past levels of activity, 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.

8. 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 2022, we are again requesting $10,000. These 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.

9. Matching funds. Greenbelt Youth Baseball 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 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, hot dogs, hamburgers, chips, drinks, candy, and frozen treats. However, due to COVID-19, this may not be able available this year. We will modify what we provide to maintain safety for everyone involved. We have discussed the options for offering concession sales at some of our other fields in the future. In addition, we hold other fundraising events. Typically, one of the biggest is the annual League Night Out with the Bowie Baysox, in which the Baysox share the proceeds of tickets we sell. We had planned a similar event with Nationals before the pandemic hit. 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. This is in conjunction with Dick's Sporting Goods and we receive a portion of the proceeds from each sale.

Greenbelt Youth Baseball Programs

| Activity | Start | Finish |
|---|---|---|
| Spring Season | March | June |
| Tournament | June | July |
| Fall Ball | September | November |

The 2020 Spring Season was canceled due to Covid-19
The 2020 Fall Ball was able to take place
The 2021 Spring Season is expected to occur.

Explanation of cost variances:

Overall comment: Most of the variances that occurred was due to the changes to our season due to COVID-19. Not only was the spring season canceled which led to refunds given to parents, but we were not able to do as much fundraising as we usually do. We did not receive donations from local organizations, did not have our yearly fundraiser with the Bowie Baysox, and we were unable to run our concessions.

Contractual Personnel: This category is the umpires. We plan to decrease this expense by making use of more volunteer umpires, including junior umpires who will be able to receive service hours for their time, as encouraged by Little League International. We will also be asking for additional volunteers to assist in the umpiring since each of the intermediate games require two umpires and we are trying to only pay for one.

Supplies and materials: Entering the 2019 season national organizations had mandated new bat standards to improve player and spectator safety. Thus we deemed it necessary to purchase more new bats than normal. For the 2020 and 2021 seasons, some bats will need to be replaced but less than 2019. For the 2021 season, we will also be purchasing additional equipment, such as additional cleaning supplies. We are also purchasing more team equipment so that players do not need to share.

Concession: The concession numbers were lower than expected for 2020 since the primary season was canceled due to COVID-19. The concession projection for 2021 remains unclear. If COVID restrictions in Spring 2021 allow for reopening of concessions sales we will do our best to draft an acceptable plan, for approval by the City, to restart sales. We would anticipate that this would result in a more limited menu and likely reduced revenue from past years. If the existing restrictions remain in place, we will not be having any concessions in 2021.

CITY OF GREENBELT

# OPERATING GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

1. **Name of organization:** Greenbelt Senior Softball
2. **Website:** No Website
3. **Contact person:** Name GEORGE HARRISON Position Manager
   Telephone _____ E-mail _____
4. **Organization's mailing address** (not a City of Greenbelt facility):
   7403 MILFORD RD. FORESTVILLE MD
5. **What is the mission of this organization? Whom do you intend to serve?**

   To provide fun and exercise in the game of softball with rules altered for the safety of the players.

6. **Please indicate the amount of your request here** $900.00 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**

   This money will go to purchase additional uniforms, equipment, franchise fees and team insurance.

7. **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 2019 or FY 2020
   - [ ] a Council-approved Greenbelt Recognition Group that received an FY21 project grant
   - [x] a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

8. **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:

Baltimore Beltway Senior Softball League

9. **Financial need. Please check all that apply.**

☑ At the conclusion of FY20, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☐ At the conclusion of FY21, the organization's checking/savings balance is expected to be at least 50% of the amount of the organization's total FY19 (pre-pandemic) operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☐ The organization is projecting a revenue surplus for FY21.

☐ The organization is projecting a revenue surplus for FY22.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested for FY22. *Total grant requests typically 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 spring/summer 2020 season was canceled. Typically the club does not carry a large balance in the checking account but would like to keep the balance around $1000 in the event that we do not receive a city grant. That way we can still maintain the operation for at least a year while we figure out another avenue of funding.

**B. COMMUNITY MEMBERS SERVED (benefit to the community)**

1. **How many people actively participate in your organization's primary, sponsored activities (live and 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 2019-June 2020 0 July 2020-June 2021 3 July 2021-June 2022 (Projected) 20

**Current year:** % Greenbelt residents/organizations 10 % Non-residents/organizations 90

% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 0 % 60+ yrs. 100

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

July 2019-June 2020 0 July 2020-June 2021 10 July 2021-June 2022 (Projected) 15

**Current year:** % Greenbelt residents 10 % Non-residents 90

% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 0 % 60+ yrs. 100

**C. KEY PERSONNEL (organizational effectiveness)**

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

| Name | Greenbelt resident (yes/no) | Position | Term length |
|---|---|---|---|
| George Harrison | no | Manager | 1 year |
| Jasper Pendergrass | no | Asst. Manager | 1 Year |
| Jimmy Hoyle | no | Asst. Manager | 1 Year |
| Paul Leeks | yes | Resident Liaison | 1 Year |
| | | | |
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| | | | |

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

We work on a volunteer basis.

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

| |
|---|
| No, but the manager tries to represent and promote a good and safe environment that represents Greenbelt favorably. |

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

**Employees**

| Position | # of employees | # hours per person per week | Description of duties *If positions are seasonal, please indicate months of service.* |
|---|---|---|---|
| None | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Independent contractors and consultants**

| Role | # of contractors *Individuals or companies* |
|---|---|
| Umpires | 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.

None

4. **Volunteers**

July 2019-June 2020 20 July 2020-June 2021 20 July 2021-June 2022 (projected) 20

**Current year:** % Greenbelt residents 2 % Non-residents 98

% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 0 % 60+ yrs. 100

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

By supporting the idea of good clean fun. And by volunteering their services if needed.

D. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Attach your response as a PDF and attach it to your application email..

**Benefit to the Community**

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current 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. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)

2 **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?

3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.

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

**Organizational Effectiveness**

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?

6. **Challenges.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization responded to these challenges? If your organization is experiencing other significant long or short-term challenges as well, how are you addressing them?

7. **Goals.** What are your organization's goals and how are you working toward them?

8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2022? 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?

| |
|---|
| Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding. |

9. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. 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 2021? If your organization experienced a deficit last fiscal year, or if your organization failed to match a

City of Greenbelt contribution/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 FY20 match may affect your grant amount for FY21.*

E. **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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Salaries and wages | | | | |
| b. Consultants' fees | | | | |
| c. Contractual personnel | Umpires | 0 | 600 | 600 |
| d. Facility rental | | | | |
| e. Dues, memberships, league fees | Franchise Fee | 0 | 600 | 600 |
| f. Utilities | | | | |
| g. Insurance | | 0 | 35 | 35 |
| h. Supplies and materials | Caps | 245.67 | | |
| i. Equipment purchases | Softballs | 0 | 2dz/105 | 2dz/105 |
| j. Equipment rental | | | | |
| k. Marketing and outreach | | 0 | 100 | 100 |
| l. Travel and lodging | | | | |
| m. Food/catering | | | | |
| n. Awards | | | | |
| o. Grants | | | | |
| p. Payment of debt | | | | |
| q. Taxes | | | | |
| r. Other | | | | |
| s. Other | | | | |
| t. Other | | | | |
| Total Expenses | | 245.67 | 1440 | 1440 |

| INCOME | Description | Actual Totals, Last Fiscal Year July 1, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Sales of goods | | | | |
| b. Admissions | | | | |
| c. Tuition | | | | |
| d. Fees for services rendered | | | | |
| e. Membership dues, registration fees | Dues per Player | 0 | 1000 | 1050 |
| f. Corporate support | | | | |
| g. Foundation support | | | | |
| h. Individual donations | | 0 | 0 | 200 |
| i. Loans* | | | | |
| j. City of Greenbelt support | | 245.67 | 900 | 900 |
| k. Other grants | | | | |
| l Organization's savings or interest income | | | | |
| m. Other | | | | |
| n. Other | | | | |
| o. Other | | | | |
| **Total Income** | | 245.67 | 1900 | 2150 |

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

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

**Financial Reserves**

| Assets | Actual as of June 30, 2020 (Last Fiscal Year) | Projected as of June 30, 2021 (Current Fiscal Year) |
|---|---|---|
| a. Checking/savings accounts* | 1041.87 | 1041.87 |
| b. Restricted operating funds ** | | |
| c. Restricted capital funds** | | |
| d. Investments | | |
| e. Endowment balance | | |
| f. Planned giving commitments | | |
| **Total Financial Reserves** | 1041.87 | 1041.87 |

*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: monies owed as of June 30, 2020 (Last Fiscal Year) | Projected: monies owed as of June 30, 2021 (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, 2019 – June 30, 2020 | Budget, Current Fiscal Year July 1, 2020 – June 30, 2021 | Proposed, Next Fiscal Year July 1, 2021 – June 30, 2022 |
|---|---|---|---|---|
| a. Pro-bono professional services (legal, accounting, etc) | | | | |
| b. Other waived fees | Field Usage | 0 | 500 | 500 |
| c. Donated equipment | | | | |
| d. Donated supplies and materials | | | | |
| e. Donated travel and lodging costs | | | | |
| f. Donated space rental | | | | |
| g. Other | | | | |
| **Total In-Kind Contributions** | | 0 | 500 | 500 |

**Reimbursements**

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

**Please check one:**

☐ Our organization is receiving funding for the first time in the current fiscal year. We are summarizing our reimbursed expenses for the period of July 1, 2020 – present.

☑ Our organization received funding during the city's Fiscal Year 2020. We are summarizing our reimbursed expenses for the period of July 1, 2019 – June 30, 2020.

☐ Our organization is currently receiving in-kind services only. We last received funding during the city's Fiscal Year 2019. We are summarizing our reimbursed expenses for the period of July 1, 2018 – June 30, 2019.

| Date of expense | Description of reimbursed expense | Amount |
|---|---|---|
| 3/26/2020 | Softball Caps | 245.67 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: GEORGE HARRISON Title: Manager

Name: _____ Title: _____

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

F. **ATTACHMENTS** – **Please attach to your application email in PDF format.**

1. **REQUIRED: narrative** addressing all 9 topics in section D. above. Limit: 4 pages. File name format: name_of_organization_narrative_FY22

2. **REQUIRED:** program calendars reflecting the organization's activities from the previous and current fiscal years, including upcoming events. As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name_of_organization_programs_FY22

3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name_of_organization_variances_FY22

4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name_of_organization_letter_1_FY22 (etc)

5. **OPTIONAL:** summary information about the **credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name_of_organization_bios_FY22

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 GEORGE HARRISON Date 3/26/2021

Your role within the applicant organization: Manager

**Variances – Greenbelt Senior Softball**

The variances in FY20 to FY21 are due to the cancellation of the 2020 season due to the Pandemic. The only purchase made in FY20 was for ball caps that were ordered before the season was cancelled. Outside of that money we did not have any other expenses and did not generate any revenue. We intend to have a full operational 2021 season.

## Greenbelt Senior Softball Narrative

1. History & Activity
   - Greenbelt Senior Softball team was organized in the early 1980s. the team was a charter member of the Baltimore Beltway Softball League and has participated every year since 1986. Previous coached included Jerry Benish, Burt Kerr, Ray Reed and current coach George Harrison. In previous years games were played at Braden Field, but the early morning sun was in the outfielder's eyes making it hard to see fly balls. Schrom Hills Park was also proven to be unsafe for outfielders. We have since moved our home games to well maintained fields at Watkins Regional Park in Upper Marlboro, Md. We have been able to schedule a few games at Braden Field in the past years.

     The Greenbelt Senior Softball team plays 44 games each year, not including playoff games. We are one of twenty teams, reaching from Carroll County, Hartford County to the Eastern Shore. The annual season last from mid-April to the end of August, with games starting at 10:00am on Mondays and Wednesday. After home games many players and their family stay to socialize, have lunch and recount the events of the game as well as current events. In addition, the team provides a positive image of Greenbelt. The team has raised money to provide Thanksgiving/holiday packages to needy families over the past years.

2. Personal Benefits
   - Providing an outlet for seniors to play the game they love. It helps keep the mind and body healthy.
3. Partnerships
   - We value our relationship with the Greenbelt Recreation Department. They are always encouraging and guiding us to prepare a better application, getting us permits to use indoor and outdoor space and have helped us get through the pandemic.
4. Community Benefits
   - The games are family friendly, where relatives and friends of both teams come out to cheer for their favorite team and enjoy the summer outdoor activities. Player on the team must be 60 or older for men and 50 or older for women. The average age of the team is 68. Over the past years we have been advertising in the Greenbelt News Review in addition to placing flyers in store windows for interested players to join...with little success.
5. Marketing and Outreach
   - The club continues to advertise for players in the Greenbelt News Review. pre-pandemic we would have representatives at Recreation Department special event to introduce the team and recruit players. We plan to continue this method post-pandemic.

6. <u>Challenges</u>
    - Since the entire 2020 season was cancelled due to the pandemic we hope to get a whole season in in 2021. Things are looking good at the time of this writing. We will take every precaution to make the team stays healthy. We will also continue to push for more greenbelt resident players. We will continue using our same marketing method and explore new ideas to encourage more resident participation.
7. <u>Goals</u>
    - The club's main goal is to provide an opportunity for seniors to continue to compete in a sport that they love to play. Though we like to win, it's not the end of the world when we lose. Honestly the best part of the day, win or lose, is the comraderies after the games. We get to meet each other's family, the other teams' players and garner new friendships.
8. <u>City Support</u>
    - The grant received from the City would go toward uniforms and team equipment. We are requesting $900. The only in-kind support we will need is use of the Braden complex softball field for practice. It would be great if the field could be dragged to prevent bad hops that could cause injury.
9. <u>Matching Funds</u>
    - We intend to match the grant through membership dues. Each player is to pay $50 dues.

CITY OF GREENBELT

# PROJECT GRANT APPLICATION

**Fiscal Year 2022**

## A. GENERAL INFORMATION

1. **Name of organization:** THE GEMZ, INC
2. **Website:** WWW.MAKEMEAGEM.ORG
3. **Contact person:** Name ADEOLA ARIYO Position EXECUTIVE DIRECTOR
   Telephone _____ E-mail _____
4. **Organization's mailing address** (not a City of Greenbelt facility):
   PO BOX 1851 GREENBELT MD 20768
5. **What is the mission of this organization? Whom do you intend to serve?**
   The mission of THE GEMZ INC is to serve as a mentoring and leadership program for young girls ages 11 to 17 by empowering and equipping them with life and leadership skills needed to succeed. We serve middle and high school-aged girls in our community.
6. **Please indicate the amount of your request here** 1900 **and briefly summarize the intended use of these funds below. Please be as specific as possible.**
   The grant award will be used to fund THE GEMZ 2021/2022 'Your voice matters - Public Speaking/Communication and Self-Confidence' Campaign for middle and high school-aged girls.
7. **City of Greenbelt funding status. Please check one.** *(If none of these apply to your organization, your group is not eligible to apply for a project grant at this time.)* The applicant organization is currently:

   ☐ Receiving in-kind support only. This organization was approved by Council for Recognition Group status on or before July 1, 2020.

   ☑ a Council-approved Greenbelt Recognition Group that received an FY21 project grant

   ☐ a Council-approved Greenbelt Recognition Group that received an FY21 operating grant

8. **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

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

| Name | Greenbelt resident (yes/no) | Role | Indicate: board, staff, contractor, intern or volunteer |
|---|---|---|---|
| Adeola Ariyo | Yes | Executive Director | Board |
| Olabisi Emenanjo | Yes | Membership Coordinator | Board |
| Wumi Okupe | Yes | Events Coordinator | Board |
| Jasmine Okosun | Yes | Mentor | Board |
| Zarrin Thompson | Yes | Mentor | Volunteer |
| Zarina Nicol-Sey | Yes | Mentor | Volunteer |
| Eshanda Fennell | No | Mentor | Volunteer |
| Maimuna Jallow | Yes | Program/Volunteer Coordinator | Volunteer |
| Danette Anderson | No | Mentor/Events Facilitator | Volunteer |
| | | | |

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

_____ _____ _____

_____ _____ _____

**For questions 9 through 12, please provide information for your most recently completed fiscal year (July 1, 2019 – June 30, 2020). Estimates may be used if precise numbers are not available.**

**10. Supporting volunteers.**

Total number of volunteers: 9 % Greenbelt residents 81

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 100 % 60+ yrs. _____

**11. How many people actively participated in your organization's primary, sponsored activities (live and 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.*

Total number of participants: 56 % Greenbelt residents 82

% ages 12 and under 27 % 13-17 yrs. 73 % 18-59 yrs. _____ % 60+ yrs. _____

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

Total number of spectators: 52 % Greenbelt residents 73

% ages 12 and under 16 % 13-17 yrs. 84 % 18-59 yrs. _____ % 60+ yrs. _____

**13. Financial snapshot, most recently completed fiscal yea r (FY 2020).**

| | |
|---|---|
| City of Greenbelt funding (if applicable) | 2700 |
| Total revenues | 4200 |
| Total expenses | 5720 |
| **Net profit/loss** | 1480 |
| **Unrestricted year-end cash balance*** | 1480 |
| Restricted year-end cash balance** | |

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

| |
|---|
| |

**14. Financial need. Please check all that apply.**

☐ The organization is projecting a revenue surplus for FY21.

☐ At the conclusion of FY20, the organization's unrestricted cash balance was more than half the amount of the total FY19 (pre-pandemic) operating expenses.

☑ The organization is projecting a revenue surplus for FY21.

☐ The organization is projecting a revenue surplus for FY22.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount which you are requesting for FY22. *Total grant requests typically 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 surplus of $1488 (income minus expense) is used for other programming activities for the organization. The grant request will be used specifically for the Public Speaking and Communication (workshops and community event).

**15.** During Fiscal Year 2022, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. **The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:**

Name: ADEOLA ARIYO Title: Executive Director

Name: WUMI OKUPE Title: Board

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

**B. NARRATIVE:** Please address all of the following points briefly in a narrative of up to three pages. Save your document as a PDF and attach your file to your application email.
File name: name_of_organization_narrative_FY22

1. **Proposed project:**

   a. **Impact.** Describe in detail the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?
   Explain how this project will benefit Greenbelt citizens, including direct participants and -- if applicable – the broader Greenbelt community. Does this project provide any opportunities to Greenbelt residents that would not otherwise be available? 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. (Upon review of this

application, staff may bring potential conflicts to your attention if they have not already been addressed.)

b. **Feasibility.** Please outline the steps your organization will take in order to implement this project and your timeline for completing them.

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

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

   Project Grant recipients must contribute at least $1.00 in cash income (or savings) to match every $1.00 which they are awarded by the City of Greenbelt. Funds raised from any other source count toward this match, as long as they are spent on project expenses during the period of support. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Planned giving commitments and income channeled into investments or endowment funds would not count toward the match. How does your organization plan to match your requested city funding in fiscal year 2022?

   *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 FY21 match may affect your grant amount for FY22.*

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

| |
|---|
| Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges and/or funding. |

2. **Organizational capacity:**

   a. **Pandemic response.** Please describe how the pandemic has affected your operations in FY20 and FY21, including financial and programmatic impacts. How has the organization responded to these challenges?

   b. **Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be uploading in section D of this application.

      How do you publicize your sponsored activities?

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

   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.

If you experienced a deficit in your most recently completed fiscal year, or if your organization failed to match a City of Greenbelt grant with other revenues, how is your organization working to remedy the problem during the current year?

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

C. **PROJECT BUDGET:** Include your requested city funding and the corresponding expenses in this table. This is a cash budget; do not include any in-kind values.

| EXPENSES | Description |
|---|---|
| a. Salaries and wages | |
| b. Consultants' fees | 1100 |
| c. Contractual personnel | 650 |
| d. Facility rental | |
| e. Insurance | |
| f. Supplies and materials | 970 |
| g. Equipment purchases | 1260 (Online tech applications for virtual programming) |
| h. Equipment rental | |
| i. Marketing and outreach | 685 |
| j. Travel and lodging | |
| k. Food/catering | |
| l. Awards | 850 |
| m. Other | 527 (postage) |
| n. Other | |
| o. Other | |
| **Total Expenses** | 6042 |

| INCOME | Description |
|---|---|
| a. Sales of goods | |
| b. Admission fees | |
| c. Tuition | |
| d. Fees for services rendered | |
| e. Membership dues, registration fees | 3000 membership fee |
| f. Corporate support | 1000 |
| g. Foundation support | |
| h. Individual donations | |
| i. Loans* | |
| j. City of Greenbelt support | 1900 |
| k. Other grants | 1050 |
| l. Organization's savings and/or interest income | |
| m. Other | |
| n. Other | |
| o. Other | |
| **Total Income** | 6950 |

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

D. **REQUIRED ATTACHMENTS:** Attach these files to your emailed application

1. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY22. Limit: 3 pages.
2. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic. File name: name_of_organization_programs_FY22. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.

E. **OPTIONAL ATTACHMENTS:** Attach these files to your emailed application

1. **Brief bios** for key personnel highlighting relevant experience, combined on one page. File name: name_of_organization_bios_FY22

2. **Letters of support**, up to 3 pages total. Letters can be combined or uploaded individually. File name: name_of_organization_letter_1_FY22 (etc).

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

F. **ELECTRONIC SIGNATURE**

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

Signature ADEOLA ARIYO Date 03/16/2021

Your role within the applicant organization Executive Director

D. **NARRATIVE**:

**1. Project Name**: THE GEMZ 'Your voice matters' Public Speaking and Communication series.

A recent article by NCSU stated that "Public Speaking programs helps youth not only master communications skills and become more independent, but to also gain self-esteem, and sharpen their critical thinking and organizational skills".

THE GEMZ will host a campaign 'Your voice matters' – (Public Speaking and Communication series/training) this fall. Over the past several years, The GEMZ has constantly provided and equipped our girls with leadership and life skills such as Entrepreneurship, Career development, financial literacy skills and our last funded project, Mental Health Awareness Campaign.

With the impact of the pandemic on a lot of the youth especially teens having little or no physical in-person interaction with others, there has been a huge relapse in their confidence, proper communication etiquette and Public speaking skills. Equipping our middle and high school-aged girls with Public Speaking and Communication skills is paramount as we gradually and slowly migrate into a post-pandemic era. The theme of this project is **'Your voice matters'** and it focuses on instilling Self-confidence, assertiveness and Public speaking skills into them.

a) **Impact**: This project with a campaign titled 'Your voice matters' is a Public Speaking and Communication series focused on teaching our middle and high school-aged girls via expert-led workshops and event how to communicate confidently and public speaking skills.

We plan to accomplish this by incorporating these workshops to our member-only programming, host an open and free community event for Greenbelt residents on Public Speaking and Confidence. We will also work on partnering with the Greenbelt Middle School to promote these events and possibly have us host one of the events for their students.

**Below are some of the benefits of this project in our community (Greenbelt residents):**

**Community Event** – We will host a FREE Community Event for Greenbelt residents (non-residents will pay a fee if accommodation allows) where different Communication and Public Speaking experts will be teens on the importance of speaking confidently, being able to advocate for themselves and how to present professionally. This will include a pitch/debate by our girls.

**Free/Reduced Membership:** For the past few years, we've offered scholarships and reduced membership fees to **Greenbelt residents ONLY**. This program will do the same for our residents.

This campaign will be accomplished through these programming:

a) Workshops – We will host Public Speaking and Communication workshops for our enrolled members that comprises of mostly Greenbelt residents. This session will be focused on **middle and high school-aged girls.**
b) Community Event – We will host a FREE Community Event for Greenbelt residents
c) Schools – We will like to host a session or two at the Greenbelt Middle school. We do have relationships with them from the past so will propose this for this year.

b. **Feasibility**:

- Timeline: This project will be activated in increments and over a few months starting in the Fall. We will host the Community Event as a Back to School campaign in September and the next two quarters host a series of workshops. In other to keep their attention and make it applicable, we will host the Public Speaking and Communication workshop every other month. The campaign will be accomplished within 6 months. From September 2021 to March 2022.

In order to implement this project, we will be utilizing:

- **Funds** – To fund this project, we currently have a few pending grant applications. We will also be utilizing our Membership fee to help cover some of the expenses for the member-only sessions.
- **Volunteers** – We will use our current volunteers and recruit new volunteers. Planning with our current volunteers is already underway. They will serve as facilitators, Project Coordinators and mentors.
- **Facilities** – We will be using the Greenbelt Community Center for our events and the Roosevelt High School field for our physical fitness session.
- **Partnerships** –
  - i) We will be working with a few Public Speaking and Communication experts: Chardelle Moore (Public Speaking trainer/On-air TV Personality, b) Candace Jackson – Confidence and Leadership expert c) Voice coach/Voice over coach (expert not confirmed yet).
  - ii) We are currently in conversation with a few more experts. Will confirm within the next couple of months as we intensify the planning phase for the fall.

c. City support.

The city funds will be used to cover:

a) Supplies and Materials used during the workshops.
b) Subsidize the Registration Cost for Greenbelt residents/citizens.
c) Community Event free and open to Greenbelt residents.

Our organization will match the requested city funding by funds we receive from the registration fees, grant and donations.

**2. Organizational capacity:**

**a. Pandemic response:** When the pandemic hit, we had to immediately switch to a 100% virtual programming – all our workshops and events went digital.

To ensure we could stay more connected with our girls, we:

- Increased the frequency of our workshops to twice a month, during the summer 2020,

**ADEOLA ARIYO-ENIKANOSELU**

Adeola Ariyo Enikanoselu is a sought-after reinvention and branding strategist and speaker who specializes in helping entrepreneurs and leaders build a strong personal brand and early-stage startups to attract their dream clients and grow a profitable brand.

With a distinct blend of executive, consulting, branding and nonprofit expertise, Adeola's first foray into business and entrepreneurship was over 18 years ago through one of the nation's most renowned women's beauty brands. Flourishing from a shy girl in her early twenties to a confidant woman, while there, she cultivated her business and entrepreneurial acumen, learning everything from strategic networking to sales.

She now trains individuals and organizations on the power of vision, personal branding, executive presence, strategic partnerships and leadership skills through coaching and workshops across the country. When it comes to developing and leveraging strategic partnerships, collaborations and acquiring capital to build and scale, Adeola's skillset is unmatched.

Adeola takes her clients brands from vision to venture, showing them the power—and profits—that result from having a branding expert mastermind, like her, on their team.

What Adeola hasn't gleaned from her own successes in the business realm, she's mastered in one of the world's best classrooms, such as Yale School of Management.

She holds a Bachelor's degree in Computer Science with a minor in Accounting at the Arizona State University and an Executive Education from the Yale School of Management.

**Chardelle Moore,** Public Speaking Coach

Chardelle Moore, popularly known as "Motivational Moore", is a multidimensional artist and entrepreneur. As an entertainer, television personality, global speaker, poet, creative director, model and business woman, Chardelle is using her platform to inspire people around the world to become the highest version of themselves and blazing a new lane of empowerment entertainment!

Hailing from Dominica and raised just outside Washington DC, Chardelle is known for her dynamic spirit and unique gift to connect with others, which she has transformed into Motivational Moore LLC. As the CEO and Founder of the DC-based international multimedia and public speaking company, Chardelle uplifts and empowers audiences through her infectious energy. From speaking engagements, television, digital content and now music!

Chardelle has definitely carved out her own niche intersecting creativity, personal development and spirituality, all geared towards elevating the human conscious.

Prior to launching her own company, Chardelle spent five years as a lifestyle anchor, reporter, host and creative producer at the FOX affiliate in Baltimore, where she not only anchored but launched the daily lifestyle-entertainment talk show, BMORE Lifestyle. During her time in Baltimore Chardelle became one

of the most beloved tv personalities in the region! Viewers instantly fell in love with her authentic confidence. From her bold fashion, to pushing conscious and cultural content, Chardelle shook the status quo of local television all while encouraging viewers to believe in themselves. It was also during that time Chardelle gained national and international attention as a motivational speaker and spoken word artist! Spending her weeknights and majority of her weekends on stages electrifying audiences. After much prayer and meditation, Chardelle decided it was time to leave local news to venture into her personal potential.

Throughout her career, the powerhouse performer has worked with media giants including CBS, BET, The CW, in various arenas from radio to production on-air talent. She has also delivered compelling interviews with global icons and has been featured in television segments and commercials for Google, VISA, Facebook, Chevrolet, Amazon and Colgate, just to name a few. A national cover model, Chardelle is a former Miss Caribbean Metro USA where she served as a representative for the Caribbean-American community.

Chardelle began performing at age 7. Writing poems, songs, plays and serving as her elementary school morning anchor before getting her start as a host for a local children television show.

She holds a bachelor's degree in Communications with a concentration in Broadcast Journalism and a minor in Public Relations from Marymount University. During her time at the university, she held several leadership positions including co-founding the African-Caribbean Student Association and proud charter member of Delta Sigma Theta Sorority Incorporated. She went on to receive the Senior Leadership Award for demonstrating excellence in her community outreach initiatives in the metropolitan area and inspired other students to take her lead.

For this jane-of-all-trades, Chardelle believes there is no limits with God and changing your mindset! Stay tuned, there is much Moore to come!

Candace N. Johnson

Candace N. Johnson is the founder and principal consultant of EPIC Leaders Training & Consulting, LLC. In addition to her consulting work, Candace is an assistant director of events at the Atlantic Council. Previously, she was a staffer for the Democratic National Convention Committee, for a Member of Congress, and for local, state, and presidential campaigns.

Prior to those roles, she interned at the U.S. State Department, the White House, and the Smithsonian in event planning, executive support, and protocol capacities.

A leader in her community, Candace was crowned Miss Black D.C. US Ambassador 2018. She is a past member of the board of directors for PBY, Inc., a mentoring organization. Candace received her bachelor's degree from Howard University where she was a member of Alpha Kappa Psi Professional Business Fraternity. She earned dual master's degrees from Syracuse University.

The Gemz

**THE GEMZ, INC**

**A Mentoring and Leadership Program for girls and young ladies between the ages of 11 and 18.**

**Program/Calendar of Events in 2020**

**Jan – Youth Entrepreneurship**

**Feb – Business Ideas to Implementation**

**The Below programs/workshops were online/virtual-**

**Mar -**

**April 11**–. Financial Literacy - Savings and Budgeting Workshop

**April 25** – Financial Literacy - Healthy Money Habits

**May 8** – Financial Literacy - Debit and Credit – What is the difference?

**May 22** – Financial Literacy - The psychology (color) of your money

**June 13** – Financial Literacy - Girls who invest like a Pro - Stocks and Investing workshop

**July 11** – Half-Time – School Success Habits.

**July 20 to July 27** – 7 Day 'Leaders are made for this' Challenge

**Aug 8**– .Personal Branding

**Sept 12** –Communication and Networking Etiquette

**Oct 10** – How to Slay your Anxiety

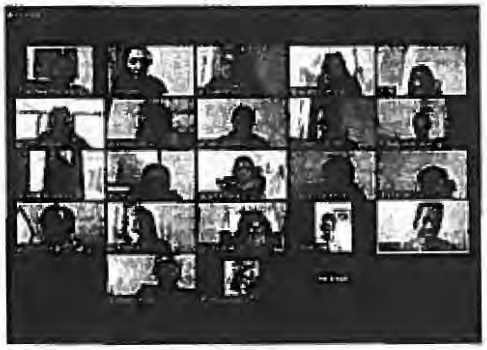
**Nov 14** – Stress Management and Self-care

**Dec 12 – Vision Casting**

*The schedule is subject to change

**Below are some flyers of our previous events**






- We hosted additional events such as a 7-Day Challenge where we engaged our girls daily for 7 days and had them identify a covid-19 related problem in their community, provide a solution and pitch to win a cash prize. 3 of our girls won cash prizes to support their initiatives and business ideas.
- We gave our access to an online learning platform to access digital trainings and video replays of our workshops.

b. **Programming History:**

We publicize our sponsored activities via our email mailing list, monthly newsletters to our parents and newsletter subscribers, schools and churches in Greenbelt, our social media accounts, flyer distributions, the Greenbelt News Review and the city of Greenbelt Facebook page.

We host monthly seminars/workshops with our girls and advertise via our mailing list, social media pages, flyers and schools.

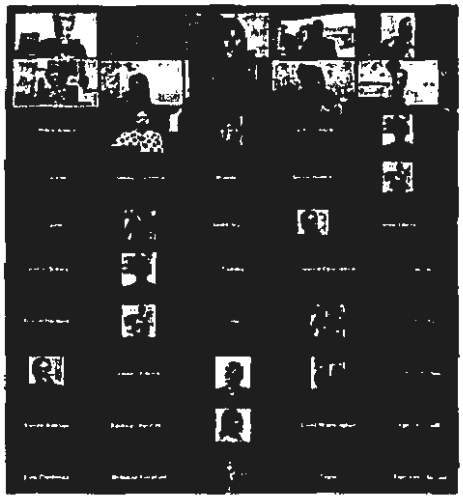
**Award from last fiscal year:**

Last fiscal year, we were awarded a grant award of $2700 from the City of Greenbelt. This award was used for our Mental Health Awareness campaign which was hosted Fall of 2020 and Spring 2021.

**Highlights of the impact of the award received:** (More information including data, pictures and testimonials) is available upon request.

a) 58 girls were educated on Self-care and Mental Health education through 5 different workshops taught by therapists and experts in the Mental Health field (See Fall Calendar 2020).
b) 2 of our youth (girl) athletes facilitated and led a few virtual exercise events teaching their peers how to move, stay active and stay healthy during the pandemic.

Below are the highlights of the programs we implemented in 2020 which we are really excited and proud of:



c. **Financial history**: During this past and current fiscal year, our organization's activities have been funded primarily by:

- Annual membership fees
- Donations
- Community grants by the Greenbelt Community Foundation, City of Greenbelt Project Grant and All State Foundation.
- Sponsorship – Luna Startup Labs (sponsored the cash prizes for the Pitch competition.

Save Form Print Form

CITY OF GREENBELT

# RECOGNITION GROUP APPLICATION – BASIC CERTIFICATION (FOR IN-KIND SERVICES ONLY)

**Fiscal Year 2022**

First-time applications are accepted at any time.
Applications for renewal of Recognition Group status for the city's fiscal year 2022 are due by **4:30pm on Monday, February 1, 2021**

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

**For other assistance:**
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or 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:** Connecting Across Greenbelt

   **Year of founding:** 2000 **Website:** Google drive

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

2. **Contact person:** Name Tom ADAMS Position Co-chair

   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?**

   Purpose: To enhance the quality of life for all residents of Greenbelt, we are convening a series of grassroots cross community, cross neighborhood and cross-cultural conversations.

5. **Description of your group's activities:** Please list here or upload a schedule of past and upcoming activities sponsored by the group during the current fiscal year (July 1, 2020 – June 30, 2021). As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic.

Goals

1. To increase understanding and appreciation of all our residents, neighbors, and neighborhoods, while building communication and improving interpersonal relationships across our City

2. To identify community assets and determine how they are used to address challenges facing each of Greenbelt' s neighborhoods participating in the conversations,

3. And, to determine actions needed to ensure that resources and services are equitably distributed throughout the City of Greenbelt.

6. **How many people do you anticipate will have <u>actively participated</u> in your organization's primary, sponsored activities this year (both live and 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.*

Total number of active participants: 70 % Greenbelt residents 100

% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 40 % 60+ yrs. 60

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

Total number of spectators: 50 % Greenbelt residents 100

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

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

Total number of supporting volunteers: 15 % Greenbelt residents 100

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

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

Request use of Community Centers and other spaces for meetings after Covid restrictions lifted. If possible to have help setting up for events, that would be great.

Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges

**10. Electronic Signature**

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the 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 Tom ADAMS Date 1/27/21

Role within the organization:

I co-founded and co-lead the organization with Lois Rosado.

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CITY OF GREENBELT

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**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 Alliance for Reproductive Freedom ("GARF")

   **Year of founding:** 2019 **Website:** N/A

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

2. **Contact person:** Name IVY SCHRAM Position Co-founder

   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 Alliance for Reproductive Freedom is dedicated to promoting and influencing reproductive freedom in Greenbelt and Prince George's County, Maryland.

5. **Description of your group's activities:** Please list here or upload a schedule of past and upcoming activities sponsored by the group during the current fiscal year (July 1, 2020 – June 30, 2021)..As applicable, please indicate which activities will have taken place in Greenbelt or online. Please also indicate any planned activities that were postponed or cancelled due to the pandemic.

GARF is having a zoom meeting on Wednesday, April 14, 2021. We had
As this is our first application (the former one was not acknowledged by Greenbelt--think it was loss in the pandemic). I am including the following activities:
We had an Information Tabling at Greenbelt Labor Day Festival (2019), organization meeting in October,2019, Presentation of Reproductive issues in December 4, 2019. Finally, we had a GARF meeting in March, 2020--and then had to cancel various meetings scheduled for Film at the New Deal, public community walks, Labor Day tabling.

6. **How many people do you anticipate will have <u>actively participated</u> in your organization's primary, sponsored activities this year (both live and 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.*

Total number of active participants: 40 % Greenbelt residents _____

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 28 % 60+ yrs. 12

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

Total number of spectators: 15 % Greenbelt residents _____

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

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

Total number of supporting volunteers: 4 % Greenbelt residents 4

% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 2 % 60+ yrs. 2

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

Use of Greenbelt facilities, i.e., room in Community Center for gatherings/presentations.

Recognition Groups utilizing city facilities will be responsible for ensuring that the organization's staff, contractors, volunteers, participants and spectators comply with any public health screenings, protocols and waivers that the city may require. Compliance will be subject to inspection. Failure to comply with applicable procedures may result in the loss of facility use privileges.

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Signature IVY SCHRAM Date April 7, 2021

Role within the organization:

Co-founder of GARF