



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

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

Virtual Participation

Zoom Webinar Attendees:

**Please submit your request in writing via email to questions@greenbeltmd.gov
<https://us02web.zoom.us/j/83399290740?pwd=T2tLdHdaQTM2NUYveUZ2bTFrT2s4QT09>**

Dial-in: 301 715 8592

Webinar ID: 833 9929 0740

Passcode: 725678

**Tuesday, May 7, 2024
7:00 PM**

Budget Work Session Packet

Budget Work Session - Recognition Groups - Group 2

Suggested Action:

Agenda

- Introductions - 15 minutes (7:30 - 7:45 pm)
- Council Discussion - 60 minutes (7:45 - 8:45 pm)

Reference:

FY25 Recognition Group Report

Section 9 (pg. 234) Grants and Contributions

[\[Compressed\] FY 2025 Budget Book.pdf](#)

- Questions and Answers - 30 minutes (8:45 - 9:15 pm)

- Other Items - 15 minutes (9:15 - 9:30 pm)

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

[FY25 RG-GRP report.pdf](#)

[10 Makerspace FY25.pdf](#)

[11 Greenbelt Refugee Aid Committee FY25.pdf](#)

[12 FONDCA FY25.pdf](#)

[9 Babe Ruth FY25.pdf](#)

[13 Chesapeake Education Arts Research Society FY25.pdf](#)

[14 Greenbelt Boys Girls Club FY25.pdf](#)

[16 The Space FY25.pdf](#)

[17 Greenbelt Farmers Market FY25.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: May 7, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Budget Work Session Packet

Subject:

Budget Work Session - Recognition Groups - Group 2

Suggested Action:

Agenda

- Introductions - 15 minutes (7:30 - 7:45 pm)
- Council Discussion - 60 minutes (7:45 - 8:45 pm)

Reference:

FY25 Recognition Group Report

Section 9 (pg. 234) Grants and Contributions

[\[Compressed\] FY 2025 Budget Book.pdf](#)

- Questions and Answers - 30 minutes (8:45 - 9:15 pm)
- Other Items - 15 minutes (9:15 - 9:30 pm)

Attachments:

Recognition Groups Work Session - Group 2.pdf
FY25 RG-GRP report.pdf
10 Makerspace FY25.pdf
11 Greenbelt Refugee Aid Committee FY25.pdf
12 FONDCA FY25.pdf
9 Babe Ruth FY25.pdf
13 Chesapeake Education Arts Research Society FY25.pdf
14 Greenbelt Boys Girls Club FY25.pdf
16 The Space FY25.pdf
17 Greenbelt Farmers Market FY25.pdf

Recognition Groups Work Session
May 7, 2024
In-Person & Via Zoom

7:00 p.m.	Makerspace
7:15 p.m.	Greenbelt Refugee Aid Committee
7:30 p.m.	Friends of the New Deal Café Arts
7:45 p.m.	Babe Ruth
8:00 p.m.	Chesapeake Education Arts Research Society
8:15 p.m.	Boys & Girls Club
8:30 p.m.	Greenbelt Arts Center
8:45 p.m.	The Space
9:00 p.m.	Farmers Market

CITY OF GREENBELT, MARYLAND 20770

25 Crescent Road, Greenbelt, MD 20770
www.greenbeltmd.gov/recreation | 301.397.2200



Greg Varda
Recreation Director

Memorandum

To: Josué Salmeron, City Manager
From: Greg Varda, Recreation Director
Nicole DeWald, Arts Supervisor
Cathy Pracht, Administrative Coordinator
Date: May 2, 2024
Re: **FY25 Recognition Group Grant Requests**

Background

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

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

For those Recognition Groups seeking funding support, two types of grants are available. Project Grants are awarded "to help meet expenses associated with discrete, time-limited programs spanning less than 12 months. Examples include: festivals, tournaments, artist's residencies and specific community service initiatives." Operating Grants are awarded "to help meet both programming and operational expenses. These may include: salaries and wages; contractual services; facility rent and utilities; fundraising expenses; marketing costs; supplies and equipment."

The City received twelve applications for Recognition Group funding in FY25. Project grant applications were received from: Friends of New Deal Café Arts; the Greenbelt Business Alliance, the Greenbelt Community Orchestra, Greenbelt Makerspace (Tool Library), and the Greenbelt Refugee Aid Committee. Operating grant applicants included: Greenbelt Babe Ruth Baseball, the Greenbelt Boys and Girls Club, the Greenbelt Cultural Arts Center, the Greenbelt Municipal Swim Team, Greenbelt Soccer Alliance, Greenbelt Youth Baseball (Little League), and the SPACE. The City also received a letter from the Greenbelt Concert Band requesting continued funding of their conductor's salary (\$3,600) without a financial match, as is required for Recognition Group grants.

The Recognition Group applications were presented to three volunteer Grant Review Panelists for

A NATIONAL HISTORIC LANDMARK

their consideration. This year's reviewers, appointed by their home advisory boards and committees, included: Tatiana Ausema (AAB), Chalya Lar (CRAB), and Carol Malveaux (PRAB). SCAC and YAC were also invited to appoint a reviewer, but no members volunteered to take on this role.

In keeping with the Grant Review Panelist Handbook, reviewers evaluated the potential direct and indirect benefits of all proposed activities to the Greenbelt community. Reviewers also assessed the applicant organizations' overall strength, their capacity to fulfill their proposals, and their need for public support in order to achieve their aims.

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

In most cases, organizations are eligible to seek a City grant of up to 50% of their project or operating budget for the coming year. Project grants are capped at a maximum of \$5,000, and there is no fixed cap for operating grants. The total amount of qualifying Recognition Group funding requests this year is \$116,577. It is our understanding that these funds are included within the recommended appropriation for Grants and Contributions in the City Manager's FY25 Proposed Budget (page 92).

Grant Review Panel Scores and Comments

OPERATING GRANTS

Greenbelt Babe Ruth Baseball

79 points

Grant request (\$3,500) = 49% of the organization's FY25 operating budget

Amount of request per player: \$70. (If spectators are included: \$19 per person served.)

Reviewers' comments: "Dedicated volunteers." "Strong fiscal management, appropriate level of City request."

Greenbelt Boys and Girls Club

77 points

Grant request (\$11,000) = 34% of the organization's FY25 operating budget

Amount of request per player: \$48. (If spectators are included: \$13 per person served.)

Reviewers' comments: "Solid financial management." "Would like to know more about impact longer-term and how this differs from other City/County programs." "Perhaps could seek some additional income sources."

Greenbelt Cultural Arts Center (GAC)

87 points

Grant request (\$43,275) = 45% of the organization's FY25 operating budget

Amount of request per person served (participants and spectators): \$26

Reviewers' comments: "GAC provides a benefit not only to Greenbelt, but to the county and region as well. Brings people in from outside the City." "This is a high dollar request, but GAC has a long history of being a responsible steward of City funding." "A high-value community resource."

Greenbelt Municipal Swim Team

87 points

Grant request (\$10,000) = 29% of the organization's FY25 operating budget

Amount of request per swimmer: \$40. (If spectators are included: \$14 per person served.)

Reviewers' comments: "GMST is a strong organization that has impacted Greenbelt youth and adults for multiple generations." "Strong history of volunteer support from parents." "City support only makes up about 1/3 of GMST's budget. This seems to be a healthy ratio."

Greenbelt Soccer Alliance (GSA)**85 points****Grant request (\$4,000) = 30% of the organization's FY25 operating budget****Amount of request per player: \$13. (If spectators are included: \$6 per person served.)**

Reviewers' comments: "Excellent representation from Greenbelt residents in leadership, volunteers, and participants." "Compared to other recognition groups, this is a modest request that offsets registration fees for Greenbelt residents." "Direct community support."

Greenbelt Youth Baseball/ Little League**74 points****Grant request (\$10,500) = 26% of the organization's FY25 operating budget****Amount of request per player: \$33. (If spectators are included: \$21 per person served.)**

Reviewers' comments: "They struggle with parent involvement, but still have a good number of volunteers." "Would like to see more fundraising outside of membership dues to offset significant City funding request."

The SPACE**77 points****Grant request (\$20,000) = 34% of the organization's FY25 operating budget****Amount of request per participant/attendee : \$4**

Reviewers' Comments: "Great community engagement, reaching audiences that otherwise would not participate in Greenbelt events." "Dedicated volunteers." "The Space does so much good work with hardly any budget." "I appreciated the focus on increasing grant revenue and other sources of income but 20k in City support is high."

PROJECT GRANTS**Friends of New Deal Café Arts (FONDCA) – 3 Music Festivals****78 points****Grant request (\$2,900) = 50% of the organization's project budget****Amount of request per person served (participants and spectators): \$7**

Reviewers' comments: The "music festivals are a key part of keeping Roosevelt Center active and bringing in residents as well as non-residents." "The festivals proposed in the application are long-running Greenbelt events with a dedicated audience and following." "All festivals supported with City funds are

well-known and attract regular participants.” “Board/leadership is small. Would love to see a bit more representation from outside of Old Greenbelt.”

Staff note: the organization’s application contains a discrepancy in the amount of funding requested. \$3,000 is indicated on page 2, and \$2,800 is indicated in the project budget on page 8. Based on the overall project budget, \$2,900 is the maximum amount of city support for which the organization is eligible.

Greenbelt Business Alliance – Recognition and Awards Dinner

63 points

Grant request (\$5,000) = 47% of the organization’s project budget

Amount of request per person served (based on projected attendance): \$10-\$20

Reviewers’ comments: “Organizing and hosting the awards banquet is well defined and planned.” “lots of value highlighting Greenbelt businesses” “Would like to see City contributions more equally balanced with corporate sponsorships.” “Would like to see more Greenbelt residents in leadership.”

Staff note: The applicant’s score is considered “good.” It is lower than some others, however, due to factors including: the limited number of Greenbelt residents expected to benefit from the proposed program; limited programming history and public awareness/engagement; and a perceived lack of clear partnerships with other community organizations.

Greenbelt Community Orchestra – Black History Month concert

78 points

Grant request (\$840) = 67% of the organization’s project budget

Amount of request per person served (participants and spectators): \$3

Reviewers’ comments: Appreciation was expressed for the Orchestra’s efforts to diversify its repertoire. “Leadership is excellent and understands community needs well.”

Staff note: As a first-time Project Grant applicant, the organization has a one-time lower matching requirement. The group’s proposal meets the program requirement of a \$.50 match for every \$1.00 awarded.

Greenbelt Makerspace (Tool Library) – equipment purchases

69 points

Grant request (\$562) = 50% of the organization’s project budget

Amount of request per person served (based on total membership): \$4

Reviewers’ comments: “Very clear need and budget.” “A relatively small ‘ask’ for funding, but would provide important tools for the lending library.” “The makerspace has good name recognition within Greenbelt, though I think fewer people know about the tool lending library.”

Staff note: The applicant's score is considered "good." It is lower than some others, however, due to factors including: a perceived lack of need for public funding, in light of the organization's savings; a relatively small scope of impact.

Greenbelt Refugee Aid Committee (GRACE) - apartment rent

81 points

Grant request (\$5,000) = 19% of the organization's program budget
Amount of request per person served (based on 7 recipients): \$714

Reviewers' comments: "The benefit to having these families living with us is overwhelming." "Might like to see more community partnerships this fiscal year." "Literally and directly supports increasing diversity in the City." "Leadership is well qualified and experienced."

Staff Recommendation

The current Recognition Group application process has been in use since the development of the FY18 budget, with occasional adjustments made along the way. During that time, the number of groups certified for free room use, staff support and other in-kind services has grown from 29 to 40. The number of organizations receiving funding has remained relatively stable, with between 10 and 12 funded groups in most years. The total amount of funding requested has increased about 48%, comparing FY25 requests with FY18 awards. The range of applicant organizations has expanded from mainly recreation- and arts-oriented groups to include those organized around other interests, such as education, reproductive rights, economic development, and refugee aid.

Staff would welcome an opportunity to discuss the Recognition Group program with the City Manager and Council in a work session this summer. We would like to check in and see how the program is working for City leadership in relation to civic and fiscal goals, discuss challenges including mid-year requests and Grant Review Panelist recruitment, and explore possible opportunities for improvement.

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

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
PROJECT GRANT APPLICATION
 Fiscal Year 2025

A. GENERAL INFORMATION

1. Name of organization: Greenbelt Makerspace Cooperative
2. Year of founding: 2016 3. Website: greenbeltmakers.org
4. Social media: facebook.com/Makerspace125
5. Federal tax ID # (if applicable): [REDACTED]
6. Contact person: Name [REDACTED] Position President
 Telephone [REDACTED] E-mail [REDACTED]
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]

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

Greenbelt Makerspace is a diverse community of makers and crafters with the shared goal of inventing, building, collaborating, and sharing skills. We promote science education and the do-it-yourself spirit in our greater community. We are currently focused on serving Greenbelt and the surrounding communities through educational workshops, repair cafés, and a tool-lending library. These activities (1) teach important Do-It-Yourself (DIY) skills so that members can better maintain their homes and property in a safe manner, (2) save members' money, (3) promote sustainable practices by decreasing the amount of tools and appliances manufactured, shipped, and then eventually sent to the landfill, and (4) build and strengthen relationships between neighbors. This creates a new mindset/perspective that is sustainable and replaces the throw-away mentality.

9. Please indicate the amount of your request here \$562 and briefly summarize the intended use of these funds below. Please be as specific as possible. (Maximum request: \$5,000).

Funding from the City of Greenbelt will support the above mission and goals by improving the utility of the Greenbelt-based Repair Cafes and Tool Lending Library. Specifically, the grant will support the purchase of safety equipment and frequently-requested tools (electrical ground-fault circuit interrupter (GFCI) power cords, pressure washer and hose system, and tool sharpening equipment) that are unlikely to be donated.

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

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

PROJECT GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2025

Updated December 2023

Period of Support: July 1, 2024 – June 30, 2025

Applications and supporting documents are due by **4:30pm on Monday, February 5, 2024.**

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

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@greenbeltmd.gov

Instructions

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

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

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

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

- ☒ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- ☐ Has applied to the Internal Revenue Service for 501(C)3 status
- ☐ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:

- ☐ Is not recognized by the Internal Revenue Service as a 501(C)3 not-for-profit Organization, has not applied for this status, and does not have a fiscal sponsor

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

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Robert Candey	yes	President	board, volunteer
Randall Evans	yes	Vice President	board, volunteer
Phillp Stratton	yes	Treasurer	board, volunteer
Mathew Elliot	yes	Board Member	board, volunteer
Laura Lising	no	Board Member	board, volunteer

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

none

For questions 13 through 15, please provide information for your most recently completed fiscal year (July 1, 2022 – June 30, 2023), if your organization was operating during that time. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here and provide estimates below for the period of July 1, 2023 – June 30, 2024.

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

Total number of volunteers: 25 % Greenbelt residents 80
 % ages 12 and under % 13-17 yrs. % 18-59 yrs. 45 % 60+ yrs. 55

Briefly describe the volunteers' activities.

staff tool library open hours and repair cafes, teach classes, board members, web site upkeep

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

Total number of participants: 140 % Greenbelt residents 75
 % ages 12 and under 2 % 13-17 yrs. 2 % 18-59 yrs. 66 % 60+ yrs. 30

Briefly explain whom you have included in these figures.

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

Total number of spectators: 0 % Greenbelt residents
 % ages 12 and under % 13-17 yrs. % 18-59 yrs. % 60+ yrs.

Briefly explain whom you have included in these figures.

16. BACKGROUND CHECK VERIFICATION

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

Please check where applicable for your organization.

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

Parent Organization: _____

Robert Candey	Robert Candey	President	2/4/2024
NAME	SIGNATURE	TITLE/POSITION	DATE

Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

B. FINANCIAL INFORMATION

1. **Financial snapshot.** Please provide actual totals for Fiscal Year 2023 (if applicable) and estimates for Fiscal Year 2024. These figures should reflect the full scope of the organization's operations.

	7/1/22 – 6/30/23	7/1/23 – 6/30/24
City of Greenbelt funding (if applicable)	0	0
Total revenues	8036	8928
Total expenses	7682	8800
Net profit/loss	354	0
Unrestricted year-end cash balance*	4872	5000
Restricted year-end cash balance**		

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

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

--

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

EXPENSES	Amount	Description
a. Salaries and wages		
b. Consultants' fees		
c. Contractual personnel		
d. Facility rental		
e. Online services		
f. Insurance		
g. Supplies and materials		
h. Equipment purchases	1124	GFCI power cords, pressure washer, tool sharpening system
i. Equipment rental		
j. Marketing and outreach		
k. Travel and lodging		
l. Food/catering		
m. Awards		
n. Other		
o. Other		
p. Other		
Total Expenses	1124	

INCOME	Amount	Description
a. Sales of goods		
b. Admission fees		
c. Tuition		
d. Fees for services rendered		
e. Membership dues, registration fees	281	memberships
f. Corporate support		
g. Foundation support		
h. Individual donations	281	donations
i. City of Greenbelt support	562	
j. Other grants		
k. Organization's savings and/or interest income		
l. Other*		
m. Other*		
n. Other*		
Total Income	1124	

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

C. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to three pages. Label your responses "1a", "1b", etc. Save your document as a PDF with the file name: name_of_organization_narrative_FY25

1. Proposed project:

- a. Impact.** With as much specificity as possible, describe the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?

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

- b. Feasibility.** What resources will be needed to implement this project, and which of them are already in place? These may include, for example: personnel, funds, facilities, supplies, equipment, and commitments of in-kind support.

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

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

City matching requirements:

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

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

Funds raised from most other sources count toward this match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. The following do NOT count towards the organization's required match: surplus revenues that are added to savings; loans; planned giving commitments; income channeled into investments or endowment funds. Both City project grant funds, and the organization's matching contribution, must be spent on the proposed project during the year of support. **How does your organization plan to match your requested City funding in FY 2025?**

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

2. Organizational capacity:

- a. **Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be providing as a separate document.

How do you publicize your sponsored activities?

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

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

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

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

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

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

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

1. **Completed application.** Please format your file name as follows:
name_of_organization_application_FY25.
2. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY25.
Limit: 3 pages.
3. **List of programs** reflecting the organization's activities from your previous and current fiscal years, as applicable (combined into one file). File name:
name_of_organization_programs_FY25. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
4. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY25
5. **Letter(s) of support.** One letter is required, attesting to the value of the proposed project and the capacity of the organization to complete it. Up to two additional letters may be submitted at the applicant's option. Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY25 (etc).

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

E. ELECTRONIC SIGNATURE

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

Signature Robert Candey Date 2/4/2024
 Your role within the applicant organization President

Greenbelt Makerspace Cooperative Narrative

C. NARRATIVE:

1. Proposed project:

1.A. Impact. Greenbelt Makerspace is a diverse community of makers and crafters with the shared goal of inventing, building, collaborating, and sharing skills. We are currently focused on serving Greenbelt and the surrounding communities through educational workshops, repair cafés, and a tool-lending library. These activities (1) teach important Do-It-Yourself (DIY) skills so that members can better maintain their homes and property in a safe manner, (2) save members' money, (3) promote sustainable practices by decreasing the amount of tools and appliances manufactured, shipped, and then eventually sent to the landfill, and (4) build and strengthen relationships between neighbors. This creates a new mindset/perspective that is sustainable and replaces the throw-away mentality.

Over the past year, these activities have grown in popularity within the community. Indeed, the Greenbelt Makerspace Cooperative was **one of the key reasons listed for Greenbelt being recognized with the Maryland "Sustainable Champion Award"** (See the Greenbelt News Review article <https://www.greenbeltnewsreview.com/news-stories/city-receives-sustainable-maryland-champion-award/#>)

The Makerspace is run entirely on donations of equipment and funds and memberships. Some specific equipment has been frequently-requested or needed for safety, but is unlikely to be donated. **There is no equivalent program close to Greenbelt**, but there are many tool lending libraries and repair cafes of varying sizes throughout the country based on similar principles.

Currently, the tool library has over 70 active members and growing. Every week, the tool library serves between 10 to 20 community visitors, not all of which are members, and more are expected as we add volunteer-staffed hours. With this project grant, the Makerspace hopes to attract additional residents to become members and volunteers, in addition to better serving existing members and visitors.

We propose to purchase items to support the most common repair cafe/workshop and tool-lending requests that the Greenbelt Makerspace Coop currently does not have the funds to support. Specifically, the grant will support the purchase of safety equipment (electrical ground-fault circuit interrupter (GFCI) power cords), and two frequently-requested tools that are unlikely to be donated: a pressure washer and hose system, and a tool sharpening system.

1.B. Feasibility. If the project grant is awarded, organization volunteers have all required skills and other resources required to implement the additional tool lending services and repair cafes.

Existing resources that are readily available and will be used to support this project include: the current facility space located in the Granite Building in Roosevelt Center, volunteers experienced in the safe use of the tools to be purchased, and the software for communication, inventory, and scheduling, and insurance necessary to host programming.

As part of this project, the Greenbelt Makerspace Coop **plans to coordinate with multiple local organizations to advertise the new services and schedule repair cafes** for times when community members will already be coming to Roosevelt Center. These other community groups include: the Greenbelt Farmers Market, the local Greenbelt "Buy Nothing"/"Freecycle" Online Groups, Greenbelt

Homes, Inc. (GHI), and organizers of local Greenbelt community events and festivals such as the Greenman Festival, Labor Day Festival, Sparklemart, etc.

1.C. City Support. City funds would be used to provide matching funds to purchase the following tools and materials that would enhance the safety and participation in community-accessible Repair Cafes and new programs such as knife and tool sharpening programs. We also propose to continue using rooms at the Community and Youth Centers for the repair cafes and workshops, as in-kind services.

Item	Qty	Cost	Purpose
GFCI power cords (Husky 2 ft. 12/3 15 Amp In-Line GFCI with Power Block)	3x	\$130	Ensure that all power-cord tools being borrowed can be operated with GFCI protections
Pressure Washer (Grandfalls Pressure Washer Pro, with 100ft high-pressure hose)	1x	\$636	Tool frequently requested by residents that is not currently available. Other libraries report that inexpensive pressure washers do not last long.
Tool Sharpening System (Work Sharp Elite) with additional Sharpening Belts	1x	\$358	Support Repair Cafe programming and frequently requested by residents
Total		\$1124	

2. Organizational Capacity:

2.A. Programming History. The Makerspace recently went through a post COVID-19 "reboot" that started in the fall of 2022, with the Makerspace obtaining a lease at its new location in the Granite Building in Roosevelt Center, and setting up the tool lending library and repair cafes.

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

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

Examples of past programs that highlight the capability to implement the proposed project include hosting quarterly Repair Cafes, successful operation of the tool library, with over 500 visitors and 220 loans over the last year, and recent sewing machine classes.

2.B. Diversity, equity, and inclusion. A primary goal of the Greenbelt Makerspace is to be inclusive to the largest number of people, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status and religion (or lack thereof). We ask members and other participants to abide by a code of conduct.

Repair Cafes are free programs run entirely by volunteers in the community. These programs enhance the ability of all residents to participate in sustainability initiatives to reuse items and build community knowledge, skills, and resiliency. These programs are advertised across the community and open to all community members. Over 90 people participated in the repair cafes last year.

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

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

2.C. Financial History. During the past and current fiscal year, organization activities have been funded through annual member dues and donations. Members are encouraged to sign up based on a sliding scale by income. The organization is operated entirely by volunteers, and all tools have been received free of charge as donations. As a result, the tool library has gaps in tools that are commonly requested but not within its inventory.

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

Greenbelt Makerspace Cooperative Recent Activities

Lending library open hours currently Saturdays 10-12, Sundays 11-1 (depends on volunteer support) enables borrowing of tools and other useful items, with some consulting and small repairs on-site.

Repair Cafes 2023 May 13 and Oct. 21, next one in March

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

Sewing machine class 2023 Nov. 19, taught how to setup and use a sewing machine

Greenbelt Artful Afternoon open house 2023 Oct. 1 at the request of the city, with family activities involving tools, including hammering or screwing into pumpkins and wood, and trying out other tools.

Greenbelt Makerspace Cooperative Brief Bios

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

Green ACES



Greenbelt Advisory Committee on Environmental Sustainability & Greenbelt Green Team

Date: February 1, 2024

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

Green ACES and the Greenbelt Green Team are happy to write this letter in support of the Greenbelt Makerspace Cooperative, Inc.'s application for a grant to purchase needed tools for the Makerspace tool lending library.

The Greenbelt Makerspace provides a tool Lending Library, Repair Cafes, and classes that enable city residents to create new things and repair existing equipment and their homes. Not only do these activities help Greenbelters maintain their homes and property, these activities promote sustainable practices by decreasing the amount of tools and appliances manufactured, shipped, and then eventually sent to the landfill. Makerspace also participated in the city Artful afternoon open house on Oct. 1 with family activities involving tools. Makerspace activities use the knowledge, skills, and co-operative spirit of volunteers to save our residents money.

Funding from the City of Greenbelt grant will support the mission and goals of Makerspace by improving the Greenbelt-based Repair Cafes and Tool Lending Library. City project funding (\$562) will support the purchase of safety equipment and frequently-requested tools (electrical ground-fault circuit interrupter (GFCI) power cords, pressure washer and hose system, and tool sharpening equipment) that are unlikely to be donated.

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

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

We hope the City will support these worthwhile endeavors.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
PROJECT GRANT APPLICATION
 Fiscal Year 2025

A. GENERAL INFORMATION

1. Name of organization: Greenbelt Refugee Aid Committee (GRACE)
2. Year of founding: 2022 3. Website: greenbeltrefugeeaid.com
4. Social media: n/a
5. Federal tax ID # (If applicable): [REDACTED]
6. Contact person: Name Frank Gervasi Position President
 Telephone [REDACTED] E-mail [REDACTED]
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]

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

GRACE both sponsors and hosts refugees with humanitarian parole status or higher coming to Greenbelt. Currently we rent two town center apartments that house 4 refugees. We have applied to sponsor three more eligible refugees. We expect them to arrive before June of 2024. At that point we will have at least one more furnished apartment rented for them to occupy rent free for up to one year.

At present all 7 are Ukrainian war refugees. We intend to support those from other areas as well in the future. GRACE has already assisted two Afghan refugee families with rent money and educational needs.

9. Please indicate the amount of your request here \$5000.00 and briefly summarize the intended use of these funds below. Please be as specific as possible. (Maximum request: \$5,000).

We currently rent two town center GHI/GDC apartments, one efficiency and one one bedroom that house 4 refugees. The rents are \$900 and \$1100 respectively. Grace pays rent for these refugees until they can pay their own rent. We have leased and are responsible for one year leases on these apartments. This grant money will be used to help defray the yearly expense of \$24000.00 that it costs to maintain the apartments.

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

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

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

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

- ☒ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- ☐ Has applied to the Internal Revenue Service for 501(C)3 status
- ☐ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:

n/a

- ☐ Is not recognized by the Internal Revenue Service as a 501(C)3 not-for-profit Organization, has not applied for this status, and does not have a fiscal sponsor

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

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Frank Gervasi	yes	President, active volunteer	board and volunteer
Steve Skolnik	yes	Vice President, active volunteer	board and volunteer
Bill Jones	yes	Treasurer, active volunteer	board and volunteer
Joyce Campbell	yes	Secretary, active volunteer	board and volunteer
Marci Michaud	yes	board member, program director	board and volunteer
Erica Johns	yes	ESL tutor	volunteer
Leslie Kash	yes	ESL tutor	volunteer
Sam Withers	yes	ESL tutor	volunteer
Linda Colman	no	ESL tutor	volunteer
Joy Allchin	yes	ESL tutor	volunteer
Dorrie Bates	yes	former board member, volunteer	volunteer
Anna Chulacki	yes	interpreter, fundraiser, active volunteer	volunteer

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

none are

For questions 13 through 15, please provide information for your most recently completed fiscal year (July 1, 2022 – June 30, 2023), if your organization was operating during that time. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here and provide estimates below for the period of July 1, 2023 – June 30, 2024.

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

Total number of volunteers: 12 % Greenbelt residents 92%
 % ages 12 and under % 13-17 yrs. % 18-59 yrs. 50 % 60+ yrs. 50
 Briefly describe the volunteers' activities.

ESL tutors, fundraisers, transportation for doctor visits and other needs, assistance with moving and furnishing apartments, job application assistance, orientation to a new life

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

Total number of participants: 7 % Greenbelt residents 100%
 % ages 12 and under 43 % 13-17 yrs. 0 % 18-59 yrs. 57 % 60+ yrs. 0
 Briefly explain whom you have included in these figures.

7 Ukrainians 4 adults 3 children total living here 6/30/24

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

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

7 Ukrainians 4 adults 3 children total living here 6/30/24

16. BACKGROUND CHECK VERIFICATION

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

Please check where applicable for your organization.

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

Frank Gervasi



President

2/5/24

NAME

SIGNATURE

TITLE/POSITION

DATE

Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

B. FINANCIAL INFORMATION

1. **Financial snapshot.** Please provide actual totals for Fiscal Year 2023 (if applicable) and estimates for Fiscal Year 2024. These figures should reflect the full scope of the organization's operations.

	7/1/22 – 6/30/23	7/1/23 – 6/30/24
City of Greenbelt funding (if applicable)	-0-	\$20,000.00
Total revenues	\$19,558.17	\$35,256.92
Total expenses	\$12,801.25	\$16,200.00
Net profit/loss	\$6756.92	\$19,056.92
Unrestricted year-end cash balance*	\$6756.92	\$19,056.92
Restricted year-end cash balance**	-0-	-0-

*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:

none

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

EXPENSES	Amount	Description
a. Salaries and wages	-0-	
b. Consultants' fees	-0-	
c. Contractual personnel	-0-	
d. Facility rental	-0-	
e. Online services	\$300.00	website fee
f. Insurance	\$1200.00	liability
g. Supplies and materials	\$600.00	miscellaneous furnishings
h. Equipment purchases	-0-	
i. Equipment rental	-0-	
j. Marketing and outreach	-0-	
k. Travel and lodging	-0-	
l. Food/catering	-0-	
m. Awards	-0-	
n. Other	\$24000.00	rental costs for two apartments
o. Other	-0-	
p. Other	-0-	
Total Expenses	\$26,100.00	

INCOME	Amount	Description
a. Sales of goods	-0-	
b. Admission fees	-0-	
c. Tuition	-0-	
d. Fees for services rendered	-0-	
e. Membership dues, registration fees	-0-	
f. Corporate support	-0-	
g. Foundation support	-0-	
h. Individual donations	\$5000.00	
i. City of Greenbelt support	\$5000.00	
j. Other grants	-0-	
k. Organization's savings and/or interest income	\$19056.02	
l. Other*	-0-	
m. Other*	-0-	
n. Other*	-0-	
Total Income	\$29,056.92	

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

C. **NARRATIVE:** Please address all of the following questions and prompts briefly, in this order, in a narrative of up to three pages. Label your responses "1a", "1b", etc. Save your document as a PDF with the file name: name_of_organization_narrative_FY25

1. Proposed project:

- a. **Impact.** With as much specificity as possible, describe the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?

Explain how this project will benefit Greenbelt residents, including direct participants and -- if applicable -- the broader Greenbelt community. Does this project provide any unique opportunities to Greenbelt residents that would not otherwise be available?
- b. **Feasibility.** What resources will be needed to implement this project, and which of them are already in place? These may include, for example: personnel, funds, facilities, supplies, equipment, and commitments of in-kind support.

Is your organization partnering with any other Greenbelt organizations to achieve this project? If so, please describe how you intend to work together.
- c. **City support.** How would City funds be used to support this project? Do you intend to use project grant funds as a match for other funding opportunities?

City matching requirements:

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

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

Funds raised from most other sources count toward this match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. The following do NOT count towards the organization's required match: surplus revenues that are added to savings; loans; planned giving commitments; income channeled into investments or endowment funds. Both City project grant funds, and the organization's matching contribution, must be spent on the proposed project during the year of support. **How does your organization plan to match your requested City funding in FY 2025?**

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

2. Organizational capacity:

- a. **Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be providing as a separate document.

How do you publicize your sponsored activities?

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

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

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

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

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

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

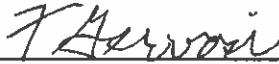
D. REQUIRED DOCUMENTS: please send the following in PDF format to the address on page 1 in a single email.

1. **Completed application.** Please format your file name as follows:
name_of_organization_application_FY25.
2. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY25.
Limit: 3 pages.
3. **List of programs** reflecting the organization's activities from your previous and current fiscal years, as applicable (combined into one file). File name:
name_of_organization_programs_FY25. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
4. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY25
5. **Letter(s) of support.** One letter is required, attesting to the value of the proposed project and the capacity of the organization to complete it. Up to two additional letters may be submitted at the applicant's option. Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY25 (etc).

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

E. ELECTRONIC SIGNATURE

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

Signature Frank Gervasi  Date 2/5/24
Your role within the applicant organization founder and President



NARRATIVE

By Frank Gervasi, 2/5/24

1. Proposed Project

1a. Impact

Greenbelt Refugee Aid was created in March of 2022 initially to provide humanitarian aid to Ukrainian refugees fleeing Russian aggression. Well over 14 million fled their cities or the country within the first year of war.

President Biden announced in 2022 that the US would accept 100,000 Ukrainian refugees into the US; to date over 166,000 have been accepted here. So far we are or have helped 8 of them.

75 Greenbelt residents petitioned City Council in March of 2022 to provide housing for up to three families brought from the war to Greenbelt. Council responded that month with a Proclamation followed by a Discretionary Funds Grant the following year.

We intended this to be a community project engaging as many residents and some non-residents to participate in either as volunteers or donors. To date we have had over 100 active supporters, donors and volunteers. We have 4 Ukrainian refugees safely housed here with 3 more on the way. Our people want to help.

1b. Feasibility

We have two apartments rented. There are 8 volunteer ESL tutors involved and we are currently using 6. They work 5 days per week with the refugees.

Most all furniture and household goods were donated from generous people happy to see their unneeded items appreciated and put to good use. Residents see the tangible results of their donations, both cash and material, and delighted to help.

GRACE sponsored and brought from Europe its first family in May of 2023. The two elementary school children are doing well at GES and the mom, Anna, who spoke no English a year ago, is working mostly full time now and speaks English fairly well.

The second of two furnished town center apartments we are providing rent free is occupied since December of 2023 by a single mom, Tetiana. She gets tutoring 5 days a week and is looking for a job.

GRACE is sponsoring her 20 year old daughter, Kateryna, currently living near the war zone in Mykolayiv, Ukraine, to come join her mom here.

We partner with LSS, Lutheran Social Services, also located here in Greenbelt, with both these and all future refugee families. We bring the refugees here and house them, introduce them to life in the US, provide tutoring, friendship, necessities, transportation, etc. LSS arranges for benefits like medicaid, schooling, TANF and SNAP (if available) and other benefits that may be required.

Our two organizations have worked very well together for over a year now.

1c. City Support-

GRACE is a 501c3 non-profit charity that has raised over \$20,000.00 in private donations and received another \$20,000.00 as a discretionary grant from Greenbelt City council. Our funds thus far have been donations for which no goods or services were provided, the city grant, and assistance from LSSNCA.

This money all goes to rents and other forms of assistance for refugees. We have no paid staff and no paid outside contractors. All involved with GRACE are strictly volunteers.

We have a generous donor that will donate \$5000.00 to match a city grant of \$5000.00. Name can be furnished upon request.

2. Organizational capacity

2a. Programming history- publicity-

Word of mouth is the first and best method of publicity. For over a year and a half almost every week we hold a one hour long weekly vigil supporting Ukraine in town center, the farmers market, along Greenbelt Road, or other locations to physically publicize our work.

In town center dozens of people see our signs, at the farmers market well over 100, along Greenbelt road for an hour hundreds, and along the BW Parkway for an hour upwards of 5000 cars go by, many of them honking support.

We have sponsored and created films, including “Kharkiv, Ukraine, My Beautiful, Suffering City” and others. We held a cinema fundraiser at the Old Greenbelt Theater, written articles for the News Review, held Reel and Meal at the New Deal film programs on refugee issues, had a table at the farmers market and a booth at the Labor Day info day as well as at other Greenbelt festivals including Greenman.

2b. Diversity, equity and inclusion.

As far as we are aware, the Ukrainian/American community before 2022 in Greenbelt consisted of one family. By the end of FY2024 that will have quadrupled to 4 families thanks to GRACE.

We also assisted one Afghan refugee family with rent money and another Afghan family with educational tuition.

GRACE is committed to assist refugees from other conflict zones as well. Ukraine is just a start.

LSSNCA works since 1917 with refugees worldwide, including Africa, Asia, Latin America, and the Middle East.

Welcome US, the NGO we worked with to locate, document (with USCIS) and ultimately bring our first family here, works with many diverse groups also.

We are also very aware that the swelling numbers of worldwide refugees will include climate refugees. The United Nations estimate is that by 2050 that number alone will be 1.2 billion persons. Add to that those fleeing war, persecution, extreme poverty, etc. Livable cities will need to respond to this looming crisis.

2c. Financial history

Since March of 2022, our funding as of 2/5/24 came from 3 sources- the City of Greenbelt grant of \$20000.00, private donations of \$18,000.00 and an LSS subsidy of about \$6500.00. The total money collected in round figures is \$44,000.00.

We have not experienced any financial difficulties in our past and current two calendar years of existence, nor do we anticipate any problems with the rest of FY2024.



Biographies of the GRACE board

February 5, 2024

Frank Gervasi, President, Abbreviated Bio

Frank was born in Brooklyn, NY in 1950. After attending Art School in NYC, in 1970 Frank began a lifelong career in carpentry and construction, which he is still active with part-time today.

He is married to wife Susan, has 4 grown children and 2 grandchildren. Frank and Susan have lived in Greenbelt since 1976, first in a Parkway apartment, then GHI for 8 years, and since 1985 in a house he built on Research Road. He made his living as a carpenter and contractor and is mostly retired from that business now. He built 5 houses in Greenbelt, over 60 house additions, commercial work including the Cedars of Lebanon restaurant, and numerous other home improvements.

Frank served on the GHI audit and board of directors as Treasurer and Vice President for 5 years, 1979-84. He was on the New Deal cafe board, the Old Greenbelt Theater board, the Greenbelt Community Solar board, the Vestry (board) of St. Andrews Episcopal church. He currently is President of Greenbelt Access TV and the Greenbelt Refugee Aid Committee board.

While an active member of the Episcopal Church, Frank worked with resettling two refugee families, one from Laos in the late 1970's and another fleeing Romania in the 90's. Between 1999 and 2001 he worked on rebuilding a village destroyed by Hurricane Mitch in Honduras. As a builder he led two on-site work teams there and assisted in the entire project which included planning and fundraising via the Diocese of Washington as well as with outside donors here in the US.

Abbreviated Bio for Steve Skolnik

Name: Steven David Skolnik

Born: 1949, Lakewood, NJ

Education: Engineering, B.Sc. 1971, University of Waterloo, Ontario, CA

Married 1970, 3 children, 8 grandchildren

Employment:

Instructor, HS Construction Electricity, Montgomery County, MD Public Schools

Journeyman and Master Electrician, MD and DC

Electrical Estimator

Electrical Construction Project Manager
 Electrical Contractor Vice-President / Operations
 Retired 2010

Volunteer work:

Community solar energy development projects, MD and DC
 Buildings Committee member, Greenbelt Homes Inc. housing cooperative - 20+ years
 Board of Directors, Greenbelt Homes Inc. housing cooperative - 8 years
 President, Greenbelt Homes Inc. housing cooperative - 6 years
 Chair, City of Greenbelt Board of Appeals - 30 years
 City of Greenbelt Green Team - 10+ years
 Vice President, Greenbelt Refugee Aid Committee

Travel:

USA
 Canada
 Mexico and Central America
 South America - Colombia, Peru, Bolivia, Argentina, Chile
 Europe - England, Wales, Scotland, Ireland, France, Holland, Germany, Austria, Italy,
 Spain, Greece, Yugoslavia
 Asia - Vietnam

Languages:

English (native speaker)
 Spanish
 French (rusty)

Joyce Ribbens Campbell, Secretary, Biography

Joyce was born and raised in small towns in Michigan where her father was a pastor and her mother a nurse. After graduating from college in 1973, she moved to Wash. D.C. and worked for the Environmental Defense Fund before moving to Toronto where she did post-graduate studies in political science and economics and met her husband Dave.

Returning to the D.C. area, Joyce again worked for the Environmental Defense Fund and then on the Hill. After six years living in NW Iowa where Dave taught at a small college, Joyce and Dave with their 3-year old daughter moved to the Republic of Guinea (West Africa) where they lived and worked for 24 years for their church in human development. Joyce and Dave retired in Greenbelt in 2017 and live happily almost surrounded by woods at the end of Plateau Place. She has two part-time gigs, one for the Old-Growth Forest Network and one as bookkeeper for her church.

She volunteers with the Greenbelt Refugee Aid Committee (GRACE) as an ESL teacher and in other capacities as needed. She volunteers to man the polls on election days and served a term as an Auditor with GHI. She is also the chair of the board of a youth development organization in Guinea which she helped to found called Jeune Espoir.

Bill Jones, Treasurer

Bill Jones, is a retired math and computer science professor. He moved to GHI with his wife in 2004. He was on the GHI Board for ten years, 2011-2021, and is currently Chair of the GHI Audit Committee. He has also served for 14 years on the GHI Finance Committee and Investment Committee. Bill lives at 15-D Ridge Road, is 80 years old, and has one grown daughter, also living in Greenbelt.

He has been involved in many volunteer activities in Greenbelt, such as helping people fill out their income tax forms through VITA, tutoring first graders in reading, delivering Meals On Wheels, and acting in plays at the Greenbelt Arts Center. Currently he is on the Board of Directors of the Greenbelt Co-op Grocery and is Chair of the Membership Committee of the New Deal Cafe, as well as Treasurer of the Greenbelt Refugee Aid Committee.

Marci Michaud, lives at 32 Ridge road, has two children, one Pre-K and the other elementary school age. A native of Fairfax, Virginia, she is currently working and has worked for 25 years in the field of humanitarian aid. She has worked for both the US Government and for international NGO's.

She has lived for many years in various countries working on responses to conflict and natural disasters.

Marci has been on the GRACE board since the start of 2024 when Dorrie Bates stepped down from board membership. Dorrie remains an active volunteer with GRACE though. Marci brings a wealth of professionalism to our work with international refugees.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
PROJECT GRANT APPLICATION
 Fiscal Year 2025

A. GENERAL INFORMATION

1. Name of organization: FRIENDS OF NEW DEAL CAFE ARTS
2. Year of founding: 2002 3. Website: fondca1@gmail.com
4. Social media: Friends of New Deal Cafe Arts (FACEBOOK)
5. Federal tax ID # (if applicable): [REDACTED]
6. Contact person: Name [REDACTED] Position President
 Telephone [REDACTED] E-mail [REDACTED]
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]

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

The mission of FONDCA is to bring the performing arts, visual arts and literary arts to New Deal Cafe and Roosevelt Center. We intend to serve the citizens of Greenbelt, local businesses and people from outside of Greenbelt to enjoy the events that Greenbelt has to offer.

- 9. Please indicate the amount of your request here \$3,000 and briefly summarize the intended use of these funds below. Please be as specific as possible. (Maximum request: \$5,000).**

The requested funds will be used to compensate the musical performers and sound technicians in conjunction with the three music festivals, that Fondca coordinates, held in Roosevelt Center. The Greenbelt Jazz Festival in June, The Greenbelt Blues Music Festival in September and Crazy Quilt Music Festival in October.

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

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

PROJECT GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2025

Updated December 2023

Period of Support: July 1, 2024 – June 30, 2025

Applications and supporting documents are due by **4:30pm on Monday, February 5, 2024.**

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

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@greenbeltmd.gov

Instructions

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

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

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

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

- ☒ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- ☐ Has applied to the Internal Revenue Service for 501(C)3 status
- ☐ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:

- ☐ Is not recognized by the Internal Revenue Service as a 501(C)3 not-for-profit Organization, has not applied for this status, and does not have a fiscal sponsor

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

Name	Greenbelt resident (yes/no)	Title or role	Indicate all that apply: board, staff, contractor, volunteer
Meghan Haney	Yes	President	Board/Volunteer
Julie Winters	Yes	Vice President	Board/Volunteer
Michael Smallwood	Yes	Arts Program	Board/Volunteer
Chris Logan	No	Advisor	Board Volunteer
Dorian Winterfeld	Yes	NDC Liason	NDC Board Member

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

N/A

For questions 13 through 15, please provide information for your most recently completed fiscal year (July 1, 2022 – June 30, 2023), if your organization was operating during that time. Estimates may be used if precise numbers are not available. If your organization is in its first year of operations, please check here ___ and provide estimates below for the period of July 1, 2023 – June 30, 2024.

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

Total number of volunteers: 5 % Greenbelt residents 100
 % ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 66 % 60+ yrs. 34

Briefly describe the volunteers' activities.

Helped with t-shirt sales, collecting band tips after each performance, post signs and schedules throughout the center and answered spectators questions.

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

Total number of participants: 60 % Greenbelt residents 5
 % ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 75 % 60+ yrs. 25

Briefly explain whom you have included in these figures.

The spectator numbers varied throughout the day. The numbers were smaller in the morning and grew larger throughout the day.

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

Total number of spectators: 350 % Greenbelt residents 75
 % ages 12 and under 5 % 13-17 yrs. 2 % 18-59 yrs. 50 % 60+ yrs. 43

Briefly explain whom you have included in these figures.

The spectator numbers varied throughout the day. The numbers were smaller in the morning and grew larger throughout the day.

16. BACKGROUND CHECK VERIFICATION

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

Please check where applicable for your organization.

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

Parent Organization: _____

Meghan Haney	<i>Meghan Haney</i>	President	02/05/2024
NAME	SIGNATURE	TITLE/POSITION	DATE

Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

B. FINANCIAL INFORMATION

1. **Financial snapshot.** Please provide actual totals for Fiscal Year 2023 (if applicable) and estimates for Fiscal Year 2024. These figures should reflect the full scope of the organization's operations.

	7/1/22 – 6/30/23	7/1/23 – 6/30/24
City of Greenbelt funding (if applicable)	2,775	2,800
Total revenues	7,500	\$7,300
Total expenses	5,500	\$5,800
Net profit/loss	2,000	\$1,500
Unrestricted year-end cash balance*	1,000	\$750
Restricted year-end cash balance**	1,000	\$750

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

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

Art show supplies, art reception costs, printing costs for fundraising material and stamps
--

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

EXPENSES	Amount	Description
a. Salaries and wages	0	
b. Consultants' fees	0	
c. Contractual personnel	\$5,000.00	Music festival performers and sound engineers
d. Facility rental	0	
e. Online services	0	
f. Insurance	\$200.00	Venue Insurance
g. Supplies and materials	\$150.00	Posters, postcards and fliers for music festival promotion
h. Equipment purchases	0	
i. Equipment rental	\$125.00	Wireless mic for performing in the crowd
j. Marketing and outreach	\$350.00	Newspaper Ads
k. Travel and lodging	0	
l. Food/catering	\$100.00	Food for performers
m. Awards	0	
n. Other	0	
o. Other	0	
p. Other	0	
Total Expenses	\$5,800.00	

INCOME	Amount	Description
a. Sales of goods	0	
b. Admission fees	0	
c. Tuition	0	
d. Fees for services rendered	0	
e. Membership dues, registration fees	\$300.00	Vendors
f. Corporate support	0	
g. Foundation support	0	
h. Individual donations	4,200.00	Fundraising/Donations
i. City of Greenbelt support	\$2,800.00	Project Grant
j. Other grants	0	
k. Organization's savings and/or interest income	\$40.00	Bank Interest
l. Other*	0	
m. Other*	0	
n. Other*	0	
Total Income	\$7,340.00	

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

C. NARRATIVE: Please address all of the following questions and prompts briefly, in this order, in a narrative of up to three pages. Label your responses "1a", "1b", etc. Save your document as a PDF with the file name: name_of_organization_narrative_FY25

1. Proposed project:

- a. Impact.** With as much specificity as possible, describe the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?

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

- b. Feasibility.** What resources will be needed to implement this project, and which of them are already in place? These may include, for example: personnel, funds, facilities, supplies, equipment, and commitments of in-kind support.

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

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

City matching requirements:

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

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

Funds raised from most other sources count toward this match. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. The following do NOT count towards the organization's required match: surplus revenues that are added to savings; loans; planned giving commitments; income channeled into investments or endowment funds. Both City project grant funds, and the organization's matching contribution, must be spent on the proposed project during the year of support. **How does your organization plan to match your requested City funding in FY 2025?**

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

2. Organizational capacity:

- a. **Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be providing as a separate document.

How do you publicize your sponsored activities?

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

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

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

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

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

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

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

1. **Completed application.** Please format your file name as follows:
name_of_organization_application_FY25.
2. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY25.
Limit: 3 pages.
3. **List of programs** reflecting the organization's activities from your previous and current fiscal years, as applicable (combined into one file). File name:
name_of_organization_programs_FY25. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
4. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY25
5. **Letter(s) of support.** One letter is required, attesting to the value of the proposed project and the capacity of the organization to complete it. Up to two additional letters may be submitted at the applicant's option. Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY25 (etc).

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

E. ELECTRONIC SIGNATURE

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

Signature *Meghan Haney* Date 02/05/2024
 Your role within the applicant organization President

Friends of New Deal Cafe Arts_narrative_FY24

Proposed project:

a. Impact.

Friends of New Deal Cafe Arts (FONDCA) is seeking support for its outdoor music festivals in Roosevelt Center. This project benefits the Greenbelt community both socially and financially. This project, with planned activities in Roosevelt Center fills that need and helps the local businesses. The music festivals are free of charge and feature high quality art and music performances. New this year, FONDCA is proposing to coordinate art shows with the themes of the music festivals. Local artists will be invited to submit their art works for showing at the New Deal Cafe during and after the festivals.

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

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

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

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

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

As mentioned above, the FONDCA arts and music programs provide the infrastructure to enable local artists and musicians to reach new audiences. In previous years, FONDCA supported young

musicians which attracted audiences from East and West Greenbelt communities to visit historic Greenbelt's Roosevelt Center. We continue to seek ways to promote the interaction of the Greenbelt community. For example, FONDCA organized and supported the first "Greenbelt Art Walk " that included visits to artist studios throughout Greenbelt. FONDCA offers the community to become engaged in these festivals as an audience participant, volunteer or donor. All FONDCA activities are planned, organized and implemented by volunteers. Therefore, 100% of the funds raised are used to support the arts and music programs.

b. Feasibility.

The steps and procedures are in place to accomplish FONDCA's programs for FY2022. Since FONDCA is celebrating its 20th anniversary, our programs are well known and supported by the community. FONDCA has already taken steps to ensure the resources are financial and volunteers available. Since funding feasibility is a major factor in the planning of these events, FONDCA has been successful in obtaining county grant funds to partially fund the proposed festivals. These funds will be used to meet the City's matching fund requirements. FONDCA's history of fundraising shows we have been very successful in generating the necessary matching fund requirements. In prior years we would raise 2 dollars for each City dollar. This success can be attributed to Greenbelt resident donations as well as teaming with the DC Blues Society and the Archie Edwards Heritage Foundation. These associations enable sharing event information, using social media to coordinate events that avoid calendar conflicts. This association enabled FONDCA to advertise the Greenbelt Blues Festival at very attractive rates to a much wider audience. This year we will continue with our outreach plans by increasing our use of social media. The facilities for FONDCA events are in place, the New Deal Cafe and Roosevelt Center.

c. City support.

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

2. Organizational capacity and Programming history

FONDCA's mission is to bring arts and music programs to Roosevelt Center and the New Deal Cafe. For the past 20 years FONDCA board members and volunteers have been sponsoring the free annual outdoor festivals and year-round art shows at the New Deal Cafe. We continue to seek new programs that will benefit the Greenbelt Community. For this grant we are proposing to

have theme art shows with each festival. FONDCA has in place the personnel to successfully implement music festivals, art shows and artist receptions.

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

b. Financial history.

FONDCA is funded through private donations, corporate sponsors, grants and City's financial support. Over the 16 years, the primary source of revenue came from Greenbelt residents (52%), followed by corporate sponsors (26%) and Greenbelt City grants (22%). FONDCA carefully manages our program budgets and has a funding reserve to ensure our projects are fully funded. When donations fall short of goals, we access the reserve funds to ensure all financial responsibilities are met. This situation might arise since FONDCA selects and commits to hiring performers before receiving all donations and sponsor funding. FONDCA maintains approximately \$2,000 in reserve to cover these contingencies. FONDCA has always managed to raise funds to match a City of Greenbelt contribution/grant. We were awarded \$2,775 from the City of Greenbelt for the current fiscal year.

Friends of New Deal Cafe Arts_programs_FY25

FY17

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

August 2016 Art Show Reception, New Deal Cafe

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

September 9, 2016 Free Blues Night, Beltway Plaza

September 10, 2016 Greenbelt Blues Festival, Roosevelt Center

October 2, 2016 Art Show Reception, New Deal Cafe

December 11, 2016 Art Show Reception, New Deal Cafe

February 5, 2017 Art Show Reception, New Deal Cafe

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

June 2017 Crazy Quilt Festival, Roosevelt Center

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

FY20

Crazy Quilt Festival June 2019

Blues Festival September 2019

Jazz Festival October 2019

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

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

FY21

Festival could not be held due to COVID restrictions.

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

Blues Festival Sept.2021

Crazy Quilt Festival Oct.2021

FY23

Six Art Exhibits and Six Art Receptions at New Deal Cafe

Under the Stars Jazz Music Festival June 2022

Greenbelt Blue Music Festival September 2022

Crazy Quilt Music Festival October 2022

FY24

Six Art Exhibits and six Art Receptions at New Deal Cafe

Greenbelt Jazz Festival June 2023

Greenbelt Blues Festival September 2023

Crazy Quilt Music Festival October 2023

Meghan Haney - FONDCA President

Meghan has worked with FONDCA and the Greenbelt community many years. She has been President of FONDCA for the last three years. As president, she has overseen and helped to coordinate the Roosevelt Center outdoors music festivals.

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

FriendsofNewDealCafeArts_BIO_FY25

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



New Deal Cafe
 113 Centerway Greenbelt,
 MD 20770

March 3, 2023

Tim George

Acting City Manager
 25 Crescent Road
 Greenbelt, MD 20770

Dear Mr. George,

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

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

Through these programs and activities, FONDCA attracts visitors from throughout the Washington, DC and Baltimore region. I have found that many of these visitors from outside of Greenbelt have come to Roosevelt Center for the first time. Many have come back to the Cafe and other Roosevelt Center attractions, such as the Theatre, Greenbelt Arts Center, and even the Greenbelt Coop. In addition to eating at the Cafe, they patronize the other restaurants in Roosevelt Center. Some of the people who come to FONDCA events and the Café have even moved to Greenbelt.

In this way, FONDCA not only provides programs for the Cafe, it has supported many of the Roosevelt Center merchants. Over the years, other entities have recognized the programs that FONDCA has offered. These entities include, but are not limited to, Beltway Plaza, Town Center Realty & Associates, Roosevelt Center Merchants Association, plus additional donations from Greenbelt CO-OP Supermarket & Pharmacy, Old Greenbelt Theatre and the Greenbelt Federal Credit Union.

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

Thank you,

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

Michael Hartman President
 New Deal Cafe

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2025

Period of Support: July 1, 2024 – June 30, 2025

Applications and supporting documents are due by 4:30pm on **Monday, February 5, 2024.**

Submit all materials in a single email to: cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@greenbeltmd.gov

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

10. Non-profit status. Please check all that apply. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:

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

☐ Has applied to the Internal Revenue Service for 501(C)3 status

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

Prince George's County Babe Ruth League

11. Financial need. Please check all that apply.

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

☒ The organization is projecting a revenue surplus for FY24.

☒ The organization is projecting a revenue surplus for FY25.

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

Our program requires constant upgrades in field maintenance, uniforms, and equipment. While we may not need all at once, typically, each year we have to focus funds on one of these areas and then rotate through each over the course of a few years. In addition league and umpire fees have been increasing in the area substantially over the past several years and we want to keep our program affordable for participants.

B. COMMUNITY MEMBERS SERVED

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

July 2022-June 2023 50 July 2023-June 2024 50 July 2024-June 2025 (Projected) 50

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

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

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

July 2022-June 2023 120 July 2023-June 2024 130 July 2024-June 2025 (Projected) 130

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

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

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/Role	Term length
Ian Gleason	Yes	Commissioner	As needed
Ruth Anne White	No	Coach	As needed
Wesley Shoemaker	No	Coach	As needed
Benjamin Daniel	No	Coach	As needed
LaShel Baravechia	Yes	Parent Liason/Fundraising Consultant	As needed
Matthew Baravechia	Yes	Coach	As needed
Josue Bonilla	No	Coach	As needed
Cheryl Gleason	Yes	Financial Consultant	As needed
Patrick Gleason	Yes	Coach	As needed
Bob Sonneveldt	Yes	Consultant	As needed
Wesley Velasquez	No	Art/Uniform Design	As needed
Evan Wasniewski	No	Coach	As needed

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

We have a wide variety of leadership in our organization which aims to meet the needs of our intended audience. We strive to incorporate individuals from a variety of backgrounds within our organization.

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

Employees

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

Independent contractors and consultants

Role	# of contractors <i>Individuals or companies</i>
Consultants	3

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

Patrick Gleason and Matthew Baravechia-Part-time Recreation Department staff

4. **Volunteers**

July 2022-June 2023 20 July 2023-June 2024 20 July 2024-June 2025 (projected) 20

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

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

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

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

5. BACKGROUND CHECK VERIFICATION

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

Please check where applicable for your organization.

☐

I certify that our organization does not work with minors.

☐

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

☒

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

☒

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

Parent Organization: Babe Ruth League, INC.

Ian Gleason Ian Gleason Commissioner 2/1/24

NAME

SIGNATURE

TITLE/POSITION

DATE

Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

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

EXPENSES	Description	Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Proposed, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Online services				
f. Dues, memberships, league fees	Leauge Fees (Fall and Spring) and Umpire Fees	3355.00	3400.00	3600.00
g. Utilities				
h. Insurance				
i. Supplies and materials	Field Maintenance Supplies	140.94	100.00	100.00
j. Equipment purchases	Uniforms/practice equipment	2535.93	2600.00	2500.00
k. Equipment rental				
l. Marketing and outreach	Website/Fall Fest and Labor Day Materials	651.76	680.00	800.00
m. Travel and lodging				
n. Food/catering				
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other	Health Inspection (Labor Day)	147.92	150.00	150.00
t. Other				
u. Other				
Total Expenses		\$6831.55	\$6930.00	\$7150.00

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Proposed, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Sales of goods				
b. Admissions				
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees	Registration Fees	5,080.00	5200.00	5200.00
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. City of Greenbelt support		3500.00	3500.00	3500.00
j. Other grants				
k. Other*	Labor Day Concessions	200.00	0.00	0.00
l. Other*	Fall Fest Concessions	0.00	0.00	400.00
m. Other*				
Total income		8580.00	8700.00	9100.00
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Projected, Next Fiscal Year July 1, 2024 – June 30, 2025
Profit (income in excess of expenses)		1748.45	1770.00	1950.00
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)			
	Amount to be made up with borrowed funds (does not count toward your grant match)			

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

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

Financial Reserves

Assets	Actual as of June 30, 2023 (Last Fiscal Year)	Projected as of June 30, 2024 (Current Fiscal Year)
a. Checking/savings accounts*	1680.53	2900.00
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	1680.53	2900.00

*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: loan balance as of June 30, 2023 (Last Fiscal Year)	Projected: loan balance as of June 30, 2024 (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, 2022 – June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Projected, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Pro-bono professional services (legal, accounting, etc)				
b. Other waived fees				
c. Donated equipment				
d. Donated supplies and materials				
e. Donated travel and lodging costs				
f. Donated space rental				
g. Other				
Total In-Kind Contributions				

Use of Past Grant Funds

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

Most recent year of City grant support: July 1, 2022 - June 30, 2023

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

Date of expense	Description of reimbursed expense	Amount
7/7/22 and 3/29/23	Website and News Review Ad	82.52
7/18/22	Uniforms (All-Star Team)	727.65
8/27/22 and 5/25/23	Field Maintenance Supplies	140.94
8/27/22 and 10/22/22	Concession Materials (Multiple Receipts)	717.16
10/22/22	League Fee	150.00
11/2/22	Hats	1115.27
5/1/23 and 5/25/23	Practice Equipment	693.01
	Total:	3626.55

During Fiscal Year 2025, receipts presented to Greenbelt Recreation for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: _____ Title: Commissioner

Name: Patrick Gleason Title: Coach

F. NARRATIVE. Please address all of the following prompts and questions briefly in four pages or fewer. Number your responses according to the structure below. Save your document as a PDF with the file name: name_of_organization_narrative_FY25.

Program History and Impact

1. **Activities.** Provide a brief historical overview of your organization, including a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. If known, please comment also on any aspects of your program that are distinctive, creating opportunities that would otherwise be lacking in Greenbelt or the surrounding area. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities.
2. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other Greenbelt community organizations on program development and/or promotions during the past and current fiscal years. Do you have any plans to collaborate with other Greenbelt organizations in the period of support?
3. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
4. **Community benefit.** If applicable, please comment on how you believe your programs enhance the community at large. How do your activities contribute to the overall vitality of Greenbelt and the well-being of its residents? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

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

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

6. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?
7. **Challenges.** Please describe your organization's significant long or short-term challenges. How are you addressing them?
8. **Goals.** What are your organization's goals and how are you working toward them?
9. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the City during the current year, if applicable. How much funding is your organization requesting of the City for fiscal year 2025? How would these funds be used? Please be as specific as possible.

What in-kind support, if any, does your organization anticipate requesting from the City during the coming year?

- 10. Matching funds.** Operating grants are capped at a maximum of 50% of an organization's operating budget for the coming year. (Most grant awards are for a smaller percentage.) For every dollar awarded by the City of Greenbelt, an operating grant recipient must also spend at least one dollar from other sources on their program and operating expenses during the period of support. These sources may include the organization's savings as well as new revenues such as: registration fees; donations; sales of memberships, tickets or goods; and other grant income. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

How does your organization plan to match your requested City funding in fiscal year 2025? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt grant, please also explain the problem and how you are working to correct it this year.

Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving City funding. Your success in meeting your FY24 match may affect your grant amount for FY25.

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

1. **Completed application.** Please format your file name as follows: name_of_organization_application_FY25.
2. **Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY25
3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY25. **Limit: 4 pages.**
4. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). File name: name_of_organization_programs_FY25. You may either scan existing materials such as season schedules or type a combined summary list. **Limit: 3 pages.**
5. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY25
6. **OPTIONAL: Up to three letters of support.** Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY25 (etc).

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

G. ELECTRONIC SIGNATURE

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

Signature Ian Gleason Date 2/1/24

Your role within the applicant organization: Commissioner

1. Organizational history and activities.

Greenbelt Babe Ruth Baseball has provided athletic opportunities for youth in and around the city for well over 30 years. The program was well established when Bob Sonneveldt 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). This past spring saw an increase in our participation levels as we fielded one 13–15-year-old team and two 16-18 year old teams. Our teams play their games in the Prince George’s County Babe Ruth League and individual players have the opportunity at the end of the season to try out for the Prince George’s County All Star teams at their respective age levels which then participate in the Babe Ruth State Tournament. The 15U Prince George’s County All Star team consisting of many Greenbelt players won the Maryland State Tournament in July 2022 and traveled to the Mid-Atlantic Regional Tournament in Pennsylvania.

In 2017, 2018, and again in 2021 we participated in the Greenbelt Labor Day Parade. Our season continues in the Fall, and we have had consistent participation levels for the past several years for our fall program. In various years we have sold concessions at the Greenbelt Labor Day Festival and Fall Fest.

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

2. Partnerships.

Over the past year we have strengthened our partnership with Greenbelt Youth Baseball to create an effective bridge between our programs. 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.

3. Personal benefit.

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

off the field. This includes our players participating in regular field maintenance and an emphasis of developing a strong work ethic on the field and in the classroom.

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

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

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

Organizational Effectiveness

5. Diversity, equity, and inclusion. The City's Recognition Group program, as a whole, is intended to serve Greenbelt residents in the full scope of their diversity. How do this organization's activities help the City of Greenbelt achieve the goal of engaging its diverse population? Has your organization identified any barriers to diverse participation in the activities and/or leadership structure of your group, and if so, how is your group addressing these barriers?

To fill our teams, we reach out to all parts of the City. We typically have a wide range of participants involved in our program, from the City Center to Greenbelt East and Greenbelt West. All parts of the city are covered on our team. As other baseball programs in the area have

lessened we have even had to take in additional players from other locations who are without a local team. Our coaching staff is diversified in age, background, and gender.

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

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

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

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

One significant challenge we face is maintaining our field to a high level. We have been able to make some improvements over the years by adding and improving certain areas such as the artificial turf mound for practice purposes. The City of Greenbelt has assisted in improving the batting cages and other aspects as well. Long term a complete revitalization of both the infield and outfield grass is necessary. Both areas are uneven and receive a lot of use from both our program and Greenbelt Boys and Girls Club. In the past small improvements have been made but no large scale improvements have been made in these areas in decades. We are doing the best we can as a program to address the field concerns but the improvements that are necessary require greater funding and support from the city level.

8. 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.

9. City support.

During the current Fiscal Year, the City of Greenbelt provided Greenbelt Babe Ruth \$3,500. For Fiscal Year 2025 we are again requesting \$3,500. We would use these funds to directly support the participants at each of our age levels. Our main goal for the upcoming year is to continue to improve our playing field and to maintain a reasonable registration fee for our participants.

10. Matching funds.

We plan to match our requested city funding amount of \$3,500 through our registration fees for both the spring and fall seasons and fundraising at Fall Fest.

Greenbelt Babe Ruth Variances

Income

Section K-Other (Labor Day Concessions)

FY23 \$200.00

FY24 \$0.00

FY25 \$0.00

In FY23 we sold concessions at the Labor Day Festival but in FY24 we did not sell concessions and in FY25 we do not anticipate selling concessions either as the costs for health inspection and the space at the festival make it difficult for us to raise money at this event.

Section L- Other (Fall Fest Concessions)

FY23 \$0.00

FY24 \$0.00

FY25 \$400.00

During FY23 we were present to pass out information for our program at Fall Fest but were not able to serve concessions. In FY24 Fall Fest was rescheduled due to weather and we had a scheduling conflict on the rescheduled date and therefore were unable to sell concessions. We hope to resume with this fundraiser for the coming year.

Program Calendar: Greenbelt Babe Ruth

FY23

July 2022: 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.

August-November 2022: Fall practice/games in Prince George's County Babe Ruth Fall League

September 2022: Sell concessions at Greenbelt Labor Day Festival

October 2022: Sell concessions at City of Greenbelt Fall Fest

March-June 2023: Practices for 13-15 Junior Team and 16-18 Senior Team

June-July 2023: Games for 13-15 Junior Team and 16-18 Senior Team

FY24

July 2023: 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.

August-November 2023: Fall practice/games in Prince George's County Babe Ruth Fall League

Brief Bios: Greenbelt Babe Ruth

Ian Gleason: 10 years of experience coaching- Greenbelt Babe Ruth, 5 years of experience coaching- Eleanor Roosevelt High School, 8 years of experience managing- PG Raiders (DC Men's Senior Baseball League), 6 years of experience coaching/managing Prince George's County All Star Team (13–15-year-old age group).

Babe Ruth Certified Baseball coach, MPSSAA Care and Prevention Certification

Patrick Gleason: 10 years of experience coaching- Greenbelt Babe Ruth, 3 years of experience coaching Prince George's County All Star Team (13–15-year-old age group).

Babe Ruth Certified Baseball coach, MPSSAA Care and Prevention Certification

Ruth Anne White: 10+ years of experience coaching- Prince George's County Babe Ruth league, 4 years of experience coaching Prince George's County All Star Team (13–15-year-old age group).

Wesley Shoemaker: 3 years of experience coaching- Greenbelt Babe Ruth, 3 years of experience coaching Prince George's County All Star Team (13–15-year-old age group).

Benjamin Daniel: 3 years of experience coaching- Greenbelt Babe Ruth, 3 years of experience coaching Prince George's County All Star Team (13–15-year-old age group).

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

First-time applications are accepted at any time. Applications for renewal of
 Recognition Group status for the City's FY2025 are due by
4:30pm on Monday, February 5, 2024

Email your completed application to the Recreation Department's
 Administrative Coordinator, cpracht@greenbeltmd.gov.

BEFORE COMPLETING THIS APPLICATION:

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

1. **Name of organization:** Chesapeake Education Arts Research Society (CHEARS)

Year of founding: 2006 **Website:** _____

Social media: <https://www.facebook.com/chearsorg/>

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

2. **Contact person:** Name Carolyn Lambright-Davis Position Board Convener

Telephone [REDACTED] E-mail [REDACTED]

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

[REDACTED]

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

Our mission is to promote the health of all Life in the Chesapeake Watershed
through education and action projects organized and implemented by volunteers!

We serve all interested--persons

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

In 2024 CHEARS has 8 active projects.

1) Three Sisters Demonstration Gardens and Food Forest; 2) Springhill Lake Earth Squad; 3) Flows;
4) Green Man Festival; 5) Chesapeake Intergenerational Open Seed Quest (CHIO-SQ);
6) Chesapeake Climate Countdown Citizen Science (CCCCS); 7) Many Streams Farm PASA Alley Cropping
and 8) Analog Forestry Network Training 2024 Course/Workshop in collaboration with Bowie State University.

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

Total number of active participants: 50 % Greenbelt residents 90
% ages 12 and under 20 % 13-17 yrs. 5 % 18-59 yrs. 10 % 60+ yrs. 15

Briefly explain whom you have included in these figures.

CHEARS Board, Three Sisters Garden Coordinators, Earth Squad, Analog Course Coordinators, Many Streams Volunteers, Adopt a Seed participants, CCCCCS participants

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

Total number of spectators: 125 % Greenbelt residents 90
% ages 12 and under 30 % 13-17 yrs. 20 % 18-59 yrs. 50 % 60+ yrs. 25

Briefly explain whom you have included in these figures.

Number of persons on registered for webinars, Greenman attenders, garden workday, parties, poetry attenders

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

Total number of supporting volunteers: 30 % Greenbelt residents _____
% ages 12 and under 5 % 13-17 yrs. 5 % 18-59 yrs. 10 % 60+ yrs. 10

Briefly describe the volunteers' activities.

coordinating garden work, Green Man, Seed project, mentoring Earth Squad, board work

9. BACKGROUND CHECK VERIFICATION

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

Please check where applicable for your organization.

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

Parent Organization: _____

Maggie Cahalan	Board Member	02-04-24
NAME	TITLE/POSITION	DATE

Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

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

Name	Role	Greenbelt resident (yes/no)
Carolyn Lambright Davis lambrightdavis@yahoo.com	Board of Stewards Convener–Three Sisters Garden Springhill Lake Coordinator, Earth Squad	yes
Bill Davis billdavis24523@gmail.com	Board Member, Earth Squad Volunteer	yes
Lois Browne lol2266@gmail.com	Board Member Secretary	yes
Bob Cahalan bob@cheers.org	Board Member, Flows Coordinatgor	yes
Dudley, Jennifer Jdud89@gmail.com	Board Member –Garden Coordinator Schrom Park Three Sisters	yes
Maggie Cahalan	Board Member–CCCCS coordinator, PASA Alley Crop, Seed Project	yes
Kate Praeger kateprager@earthlink.net;	Board Member Treasurer	no
Joe Robbins robbins629@gmail.com	Center Garden Coordinator	yes

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

Permission to use rooms in Schrom, Community Center, Springhill Lake;

Garden infrastructure support

Use of North Way soil and wood chips

thanks for all the help!!!

12. Electronic Signature

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

Signature Margaret Cahalan Digitally signed by Margaret Cahalan
Date: 2024.02.04 15:05:26 -05'00' Date 02 04 2024

Role within the organization Board Member

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
 Fiscal Year 2025

A. GENERAL INFORMATION

1. Name of organization: Greenbelt Boys and Girls Club
2. Year of founding: _____ 3. Website: https://www.greenbeltbgc.org/
4. Social media: _____
5. Federal tax ID # (if applicable):
6. Contact person: Name _____ Position President
 Telephone E-mail
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
8. What is the mission of this organization? Whom do you intend to serve?

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

8. Please indicate the amount of your request here 11,000 and briefly summarize the intended use of these funds below. Please be as specific as possible.

The goal is to provide low cost sports to Greenbelt residents all year long. Those sports include: football, basketball, track and field, kickball, and soccer. It may be possible to bring cheerleading back this year.

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

- _____ a Council-approved Greenbelt Recognition Group receiving in-kind support only; the organization previously received Recognition Group funding in FY 2022 or FY 2023
- _____ a Council-approved Greenbelt Recognition Group that received an FY24 project grant
- ☒ a Council-approved Greenbelt Recognition Group that received an FY24 operating grant

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2025

Period of Support: July 1, 2024 – June 30, 2025

Applications and supporting documents are due by 4:30pm on **Monday, February 5, 2024**.
Submit all materials in a single email to: cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@greenbeltmd.gov

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

10. Non-profit status. Please check all that apply. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:

- ☒ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- ☐ Has applied to the Internal Revenue Service for 501(C)3 status
- ☐ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:

11. Financial need. Please check all that apply.

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

- ☒ The organization is projecting a revenue surplus for FY24.
- ☐ The organization is projecting a revenue surplus for FY25.

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

The club would have to significantly increase the costs for residents to compensate for the rising costs of appropriate equipment and resources. We remain one of the lowest costs clubs in the county.

B. COMMUNITY MEMBERS SERVED

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

July 2022-June 2023 250 July 2023-June 2024 196 July 2024-June 2025 (Projected) 230

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

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

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

July 2022-June 2023 600 July 2023-June 2024 600 July 2024-June 2025 (Projected) 600

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

% ages 12 and under 20 % 13-17 yrs. 20 % 18-59 yrs. 45 % 60+ yrs. 15

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/Role	Term length
Orin Howard	Yes	President	2 years
Louis Saint-Felix	Yes	Treasurer /board	2 years
Tonya Thomas	No	board	2 years
Darius Thomas	No	board	2 years
Anitra Byers	Yes	secretary/board	2 years
Michelle Bracy	Yes	board	2 years
Chelsea Young	Yes	board	2 years
James Johnson	Yes	board	2 years
David Rodriguez	No	board	2 years
Tatjana Rodriguez	No	board	2 years

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

Yes, our board is made up of mostly Greenbelt residents. They have all had children and residents that have participated. They are largely African American which makes the majority of the members.

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

Employees

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

Independent contractors and consultants

Role	# of contractors Individuals or companies
Jimi Kofwafe CPA	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 2022-June 2023 45 July 2023-June 2024 33 July 2024-June 2025 (projected) 40

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

% ages 12 and under 0 % 13-17 yrs. 5 % 18-59 yrs. 80 % 60+ yrs. 15

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

Volunteers serve as team parents, coaches, commissioners, and board members, support with clean up and collection and distribution of equipment

5. BACKGROUND CHECK VERIFICATION

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

Please check where applicable for your organization.

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

Parent Organization: Prince George's county Boys and Girls club

Orin How Orin Howarc President

2/3/24

NAME

SIGNATURE

TITLE/POSITION

DATE

Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

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

EXPENSES	Description	Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Proposed, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Salaries and wages	n/a			
b. Consultants' fees	n/a			
c. Contractual personnel	n/a			
d. Facility rental		550	600	700
e. Online services				
f. Dues, memberships, league fees	county dues	14 K	15K	15K
g. Utilities	n/a			
h. Insurance		500	500	500
i. Supplies and materials	for events and cor	500	1000	1000
j. Equipment purchases	sports equipment	9,000	9,000	10,000
k. Equipment rental	n/a			
l. Marketing and outreach	website	1500	1500	1500
m. Travel and lodging	n/a			
n. Food/catering	concessions and events	300	500	500
o. Awards	awards	600	1000	1000
p. Grants	n/a			
q. Payment of debt	n/a			
r. Taxes	taxes	2500	2500	2500
s. Other				
t. Other				
u. Other				
Total Expenses		28955	31,105	31,105

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Proposed, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Sales of goods	concessions	1000	1000	2000
b. Admissions	n/a			
c. Tuition	n/a			
d. Fees for services rendered	n/a			
e. Membership dues, registration fees	membership	25970	26000	26000
f. Corporate support	n/a			
g. Foundation support	n/a			
h. Individual donations	n/a			
i. City of Greenbelt support		11,000	11,000	11,000
j. Other grants				
k. Other*				
l. Other*				
m. Other*				
Total income		37,970	38000	38000
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Projected, Next Fiscal Year July 1, 2024 – June 30, 2025
Profit (income in excess of expenses)		9015	6895	6895
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)			
	Amount to be made up with borrowed funds (does not count toward your grant match)			

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

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

Financial Reserves

Assets	Actual as of June 30, 2023 (Last Fiscal Year)	Projected as of June 30, 2024 (Current Fiscal Year)
a. Checking/savings accounts*	8,200	6,800
b. Restricted operating funds **		
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	8200	6800

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

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

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2023 (Last Fiscal Year)	Projected: loan balance as of June 30, 2024 (Current Fiscal Year)
a.			
b.			
c.			
Total Debt	n/a		

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2022 – June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Projected, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Pro-bono professional services (legal, accounting, etc)				
b. Other waived fees	greenbelt rec	500	500	500
c. Donated equipment				
d. Donated supplies and materials	admin	500	500	500
e. Donated travel and lodging costs	youth travel	500	500	500
f. Donated space rental				
g. Other	volunteers	30 K	30K	30K
Total In-Kind Contributions		31500	31500	31,500

Use of Past Grant Funds

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

Most recent year of City grant support: July 1, 2021 - June 30, 2021

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

Date of expense	Description of reimbursed expense	Amount
9/7/23	BSN Sports- Basketball uniforms and equipment	1145.00
12/20/23	PGCPS basketball practice rental	539.32
8/7/23	Team Snap registration system	1499.00
	Remitely	1,001.99
9/8/23	PGCBGC dues	1,010.00
	BSN flag football	1,220.00
10/7/23	BSN tackle football	1,145.87
	Total:	

During Fiscal Year 2025, receipts presented to Greenbelt Recreation for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: _____ Title: President
 Name: Louis Saint-Felix Title: Treasurer

F. NARRATIVE. Please address all of the following prompts and questions briefly in four pages or fewer. Number your responses according to the structure below. Save your document as a PDF with the file name: name_of_organization_narrative_FY25.

Program History and Impact

1. **Activities.** Provide a brief historical overview of your organization, including a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. If known, please comment also on any aspects of your program that are distinctive, creating opportunities that would otherwise be lacking in Greenbelt or the surrounding area. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities.
2. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other Greenbelt community organizations on program development and/or promotions during the past and current fiscal years. Do you have any plans to collaborate with other Greenbelt organizations in the period of support?
3. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
4. **Community benefit.** If applicable, please comment on how you believe your programs enhance the community at large. How do your activities contribute to the overall vitality of Greenbelt and the well-being of its residents? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

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

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

6. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?
7. **Challenges.** Please describe your organization's significant long or short-term challenges. How are you addressing them?
8. **Goals.** What are your organization's goals and how are you working toward them?
9. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the City during the current year, if applicable. How much funding is your organization requesting of the City for fiscal year 2025? How would these funds be used? Please be as specific as possible.

What in-kind support, if any, does your organization anticipate requesting from the City during the coming year?

- 10. Matching funds.** Operating grants are capped at a maximum of 50% of an organization's operating budget for the coming year. (Most grant awards are for a smaller percentage.) For every dollar awarded by the City of Greenbelt, an operating grant recipient must also spend at least one dollar from other sources on their program and operating expenses during the period of support. These sources may include the organization's savings as well as new revenues such as: registration fees; donations; sales of memberships, tickets or goods; and other grant income. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

How does your organization plan to match your requested City funding in fiscal year 2025? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt grant, please also explain the problem and how you are working to correct it this year.

Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving City funding. Your success in meeting your FY24 match may affect your grant amount for FY25.

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

1. **Completed application.** Please format your file name as follows: name_of_organization_application_FY25.
2. **Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY25
3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY25. **Limit: 4 pages.**
4. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). File name: name_of_organization_programs_FY25. You may either scan existing materials such as season schedules or type a combined summary list. **Limit: 3 pages.**
5. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY25
6. **OPTIONAL: Up to three letters of support.** Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY25 (etc).

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

G. ELECTRONIC SIGNATURE

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

Signature Orin Howard Date 2/3/24
Your role within the applicant organization: President

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

The club continues to offer local sports and mentorship to the residents. It has allowed and supported youth to go on to collegiate and professional sports. It has also served as a support for many families in the community. We manage this program with 33 volunteers who serve in various roles. Our club competes with many other programs that offer the same services. Ironically, we have increased our number of youths for basketball this year. We have decreased our football membership. We are attempting to explore a partnership with lacrosse 24-25 to introduce the sport. We also plan on bringing in kickball.

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

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

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

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

5. Our organization is based on diversity. Our membership of the volunteers and board members reflects the composition of our members. Unfortunately, we have lost some of our sports over the years. Our baseball program is no longer associated with the club and there have been multiple soccer programs added. We have lost a fair amount of white youth and families as a result. We hope that we add sports and activities that will generate more interest in this population in the future.
6. We utilize a web-based application that supports the Prince Georges County web-based site for families to learn about our activities. We have targeted marketing in specific communities that give flyers for our events. We promote our activities at the local schools and partner with local coaches from our high schools. We offer surveys and hold focus group meetings for input. We have also modified our website and plan to utilize the Greenbelt News Review and other opportunities like the Labor Day festival to market.
7. Obtaining quality coaches and supporting healthy competition are our major initiatives this year. One of the realities of our tenure has been the lack of interest and quality volunteers. We have established a standard that we are proud of that limits negative incidents. We pride ourselves on the relationships that we established with the city. We are unwilling to compromise our core values. We will be having a retreat to establish some new goals on recruitment and the standard.
8. Our primary goal is to continue to offer quality opportunities for families. We will introduce new sports or other valuable opportunities when presented. We will also work towards increasing our volunteers to replace us and maintain our standards.
9. We are asking for \$11,000 during this grant cycle. We are now the Greenbelt Gators. We plan to utilize the funds for the following: Offer scholarships to families in need, offer workshops and training, improve the safety of our equipment, and space rentals, provide more training to our volunteers, explore more sports like lacrosse and kickball, pay any federal government fees for our status (and for professional support), replace old uniforms (every 3 years), and purchase equipment. Our financial goal is to match and exceed any costs associated with the club.
10. Given the city's support, we offer members annual sports dues and discounted sports dues. In addition, we accept donations from different supporters. In 2022-2023, we were able to match funds and exceed funds with our registration fees. We will continue to match funds as our program grows. We have seen an increase in basketball participants.

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
OPERATING GRANT APPLICATION
 Fiscal Year 2025

A. GENERAL INFORMATION

1. Name of organization: The SPACE: Free Art for All
2. Year of founding: 2018 3. Website: https://www.freeartforall.org
4. Social media: http://facebook.com/thespacefreeartforall; http://instagram.com/thespacefr
5. Federal tax ID # (if applicable): [REDACTED]
6. Contact person: Name [REDACTED] Position Executive Director
 Telephone [REDACTED] E-mail [REDACTED]
7. Organization's mailing address (not a City of Greenbelt facility; checks will be sent to this address):
[REDACTED]
8. What is the mission of this organization? Whom do you intend to serve?

The SPACE provides a place where the Prince George's County community can unite to discover themselves and each other through art to heal, share, and question their experiences. Mainly serving underserved residents of Greenbelt West.

8. Please indicate the amount of your request here \$20,000.00 and briefly summarize the intended use of these funds below. Please be as specific as possible.

Support for hands-on programs and activities supporting art exploration, literacy, health and wellness, and the development of workforce and technical skills.

9. City of Greenbelt funding status. Please check one. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization is currently:
 - ☐ a Council-approved Greenbelt Recognition Group receiving in-kind support only; the organization previously received Recognition Group funding in FY 2022 or FY 2023
 - ☒ a Council-approved Greenbelt Recognition Group that received an FY24 project grant
 - ☐ a Council-approved Greenbelt Recognition Group that received an FY24 operating grant

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM

OPERATING GRANT APPLICATION INSTRUCTIONS

Fiscal Year 2025

Period of Support: July 1, 2024 – June 30, 2025

Applications and supporting documents are due by 4:30pm on **Monday, February 5, 2024**.
Submit all materials in a single email to: cpracht@greenbeltmd.gov.

For assistance:

contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@greenbeltmd.gov

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

10. Non-profit status. Please check all that apply. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:

- ☒ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- ☐ Has applied to the Internal Revenue Service for 501(C)3 status
- ☐ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:

11. Financial need. Please check all that apply.

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

☐ The organization is projecting a revenue surplus for FY24.

☐ The organization is projecting a revenue surplus for FY25.

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

B. COMMUNITY MEMBERS SERVED

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

July 2022-June 2023 30 July 2023-June 2024 40 July 2024-June 2025 (Projected) 50

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

% ages 12 and under 0 % 13-17 yrs. 10 % 18-59 yrs. 70 % 60+ yrs. 20

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

July 2022-June 2023 4017 July 2023-June 2024 4500 July 2024-June 2025 (Projected) 4700

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

% ages 12 and under 10 % 13-17 yrs. 20 % 18-59 yrs. 55 % 60+ yrs. 15

C. KEY PERSONNEL

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

Name	Greenbelt resident (yes/no)	Title/Role	Term length
Shaymar Higgs	Yes	Executive Director / Board memb	2 years
Sadibu Kabba	Yes	Onsite coordinator contractor and	2 years
Kimmie Jolly	No	Board member / volunteer	2 years
Robert Rand	Yes	Board member / volunteer	2 years
Temisan Shebi	No	Board member / Treasurer / volun	2 years
Rev. Dr. Melissa Sites	Yes	Board member / volunteer	2 years
Jennifer Dudley	No	Board member / volunteer	2 years

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

Yes, Shaymar and Sadibu are Black leaders. The board is likewise diverse for race and gender.

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

Employees

Position	# of employees	# hours per person per week	Description of duties <i>If positions are seasonal, please indicate months of service.</i>
None			No employees.

Independent contractors and consultants

Role	# of contractors <i>Individuals or companies</i>
Shaymar Higgs, Executive Director	1
Sadibu Kabba, on-site coordinator	1
Nancy Hall, CPA	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 2022-June 2023 15 July 2023-June 2024 25 July 2024-June 2025 (projected) 30

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

% ages 12 and under 0 % 13-17 yrs. 15 % 18-59 yrs. 70 % 60+ yrs. 15

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

Volunteers are critical to The SPACE's daily operations. Volunteers help with on-site assistance at mall storefront, Third SPACE Lounge, assisting with art programs, assembling art kits, fundraising, administrative tasks, developing programming, writing grant applications, clothing and book donations, and setup for programs.

5. BACKGROUND CHECK VERIFICATION

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

Please check where applicable for your organization.

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

Parent Organization: _____

Shaymar Higgs	Shaymar Higgs	Executive Director	2/3/24
NAME	SIGNATURE	TITLE/POSITION	DATE

Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

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

EXPENSES	Description	Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Proposed, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Salaries and wages				
b. Consultants' fees		106.77	2,500	3,500
c. Contractual personnel		12,392.80	28,000	30,000
d. Facility rental				
e. Online services			1,000	1,500
f. Dues, memberships, league fees				
g. Utilities		4070.87	4,000	4,000
h. Insurance		737.00	1,250	1,500
i. Supplies and materials		1,858.78	9,000	10,000
j. Equipment purchases				
k. Equipment rental				
l. Marketing and outreach		368.92	2,000	2,000
m. Travel and lodging		785.75	500	500
n. Food/catering		1,781.97	1,000	1,000
o. Awards				
p. Grants				
q. Payment of debt				
r. Taxes				
s. Other	Accounting	362.50	800	900
t. Other	Miscellaneous	798.67	500	500
u. Other	Office expenses	1152.72	3,000	3,500
Total Expenses		\$24,416.75	53,550	58,900

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Proposed, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Sales of goods				
b. Admissions	Programs like Paint & Sip		3000	3000
c. Tuition				
d. Fees for services rendered				
e. Membership dues, registration fees				
f. Corporate support				
g. Foundation support			4770	4500
h. Individual donations		20074	15000	17000
i. City of Greenbelt support		2500	24156	20000
j. Other grants			7000	15000
k. Other*				
l. Other*				
m. Other*				
Total income		22574	53926	59500
Net profit or loss		Actual Totals, Last Fiscal Year July 1, 2022 June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Projected, Next Fiscal Year July 1, 2024 – June 30, 2025
Profit (income in excess of expenses)			376	600
Loss (expenses in excess of income)	Amount to be made up through the organization's savings (counts toward your grant match)	\$1,842.75		
	Amount to be made up with borrowed funds (does not count toward your grant match)			

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

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

Financial Reserves

Assets	Actual as of June 30, 2023 (Last Fiscal Year)	Projected as of June 30, 2024 (Current Fiscal Year)
a. Checking/savings accounts*	\$2,137.91	\$2,000
b. Restricted operating funds **		\$5,000
c. Restricted capital funds**		
d. Investments		
e. Endowment balance		
f. Planned giving commitments		
Total Financial Reserves	\$2,137.91	\$7,000

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

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

It is possible that we will have around \$5,000 remaining from the \$20,000 City ARPA Non-Profit Recovery Grant, which is restricted for budgeted programs.

Debt

Creditor	Loan purpose	Actual: loan balance as of June 30, 2023 (Last Fiscal Year)	Projected: loan balance as of June 30, 2024 (Current Fiscal Year)
a. Shaymar Higgle	None		
b. Shaymar Higgle			
c. Shaymar Higgle			
Total Debt			

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2022 – June 30, 2023	Budget, Current Fiscal Year July 1, 2023 – June 30, 2024	Projected, Next Fiscal Year July 1, 2024 – June 30, 2025
a. Pro-bono professional services (legal, accounting, etc)				
b. Other waived fees				
c. Donated equipment				
d. Donated supplies and materials	Art supplies	\$5,000	\$6,000	\$6,000
e. Donated travel and lodging costs				
f. Donated space rental	Space donated by Qua	\$134,800	\$134,800	\$134,800
g. Other	Books for Free Library	\$5,000	\$5,000	\$5,000
Total In-Kind Contributions		\$144,800	\$145,800	\$145,800

Use of Past Grant Funds

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

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

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

Date of expense	Description of reimbursed expense	Amount
	Note: \$4156 project grant for FY2024 not yet complete	
	Total:	

During Fiscal Year 2025, receipts presented to Greenbelt Recreation for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: Shaymar Higgs Title: Executive Director

Name: Temisan Shebi Title: Treasurer

F. NARRATIVE. Please address all of the following prompts and questions briefly in four pages or fewer. Number your responses according to the structure below. Save your document as a PDF with the file name: name_of_organization_narrative_FY25.

Program History and Impact

1. **Activities.** Provide a brief historical overview of your organization, including a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. If known, please comment also on any aspects of your program that are distinctive, creating opportunities that would otherwise be lacking in Greenbelt or the surrounding area. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities.
2. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other Greenbelt community organizations on program development and/or promotions during the past and current fiscal years. Do you have any plans to collaborate with other Greenbelt organizations in the period of support?
3. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
4. **Community benefit.** If applicable, please comment on how you believe your programs enhance the community at large. How do your activities contribute to the overall vitality of Greenbelt and the well-being of its residents? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

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

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

6. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?
7. **Challenges.** Please describe your organization's significant long or short-term challenges. How are you addressing them?
8. **Goals.** What are your organization's goals and how are you working toward them?
9. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the City during the current year, if applicable. How much funding is your organization requesting of the City for fiscal year 2025? How would these funds be used? Please be as specific as possible.

What in-kind support, if any, does your organization anticipate requesting from the City during the coming year?

- 10. Matching funds.** Operating grants are capped at a maximum of 50% of an organization's operating budget for the coming year. (Most grant awards are for a smaller percentage.) For every dollar awarded by the City of Greenbelt, an operating grant recipient must also spend at least one dollar from other sources on their program and operating expenses during the period of support. These sources may include the organization's savings as well as new revenues such as: registration fees; donations; sales of memberships, tickets or goods; and other grant income. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

How does your organization plan to match your requested City funding in fiscal year 2025? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt grant, please also explain the problem and how you are working to correct it this year.

Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving City funding. Your success in meeting your FY24 match may affect your grant amount for FY25.

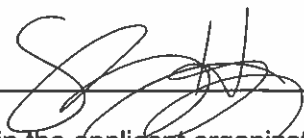
F. REQUIRED DOCUMENTS: please send the following in PDF format to the address on page 1 in a single email.

1. **Completed application.** Please format your file name as follows: name_of_organization_application_FY25.
2. **Budget variances (if applicable):** explanation of income and expense variations over 50%. See section D. File name format: name_of_organization_variances_FY25
3. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY25. **Limit: 4 pages.**
4. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). File name: name_of_organization_programs_FY25. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.
5. **Brief bios** for key personnel summarizing relevant knowledge, skills, training and/or experience, combined on 1-2 pages. File name: name_of_organization_bios_FY25
6. **OPTIONAL: Up to three letters of support.** Each letter should be no longer than one page. Letters can be combined or attached separately. File name: name_of_organization_letter_1_FY25 (etc).

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

G. ELECTRONIC SIGNATURE

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

Signature  Date 2/3/24
Your role within the applicant organization: Executive Director

The SPACE Narrative – for Section F of Recognition Group Operating Grant Application

Program History and Impact

1. Activities

In 2018, Shaymar Higgs pitched the idea of giving underserved communities access to high-quality art supplies, materials, and lessons to provide skills to encourage entrepreneurship, career development, and personal growth to Quantum Companies, who offered him a 3-week pop-up art space at Beltway Plaza. Six years later, under Shaymar's creative and entrepreneurial leadership, The SPACE has achieved 501(c)(3) nonprofit organization status, has engaged over 14,000 participants in arts and personal development activities, and has become an important resource for easily accessible and free arts programming and community building for Greenbelt West. Quantum Companies has provided The SPACE access to the former Big Lots Store space to hold programs and classes.

Regular programs and services include:

- Revolutionary Self-Care Yoga and Movement (weekly on Saturdays)
- Art Explorations classes (every Saturday)
- Music Lessons (ukulele and keyboard, weekly, alternating weeks)
- Capoeira (Brazilian Martial Arts), Thursdays, 5:30 – 7:30 pm (weekly)
- Drum Circle with Rainbow Joe Kennedy, Fridays, 7:00 pm (weekly)
- Playtime Project art programs, Wednesdays, 3:00 – 4:30 pm (weekly)
- Coming Soon: Weekly Spanish lessons and bi-weekly Fabric Arts lessons with sewing machine instruction

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

The SPACE has engaged over 14,000 guests since 2018 through its programs and services and has distributed thousands of items of free clothing and shoes and over 12,000 free books. The SPACE has created a safe refuge for mostly Black and Latinx families and youth from the Franklin Park and Greenbelt West area to come together, network, learn, and share.

The SPACE provides free arts programming for low-income residents in Greenbelt West who otherwise have difficulty with the fees for or transportation to the City's arts programming in Central Greenbelt.

2. Partnerships

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

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

3. Personal benefit

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

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

4. Community benefit

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

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

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

Organizational Effectiveness

5. Diversity, equity and inclusion

The SPACE may be the only Black-founded and Black-led non-profit operating in Greenbelt West.

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

Most of Greenbelt's arts and recreation programs and facilities are in Greenbelt Center and require payment of fees. The SPACE provides a critical opportunity for residents in Greenbelt West to engage with the arts and receive services tailored to their needs. All classes are free.

The SPACE locations within Beltway Plaza across from the AMC movie theater offer easy access to residents of Franklin Park.

6. Marketing, outreach and evaluation

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

The SPACE keeps records of participation and engagement. Evaluations of the success or shortcomings of current programming, including attendance numbers and participant experience through surveys, help tweak current programs to be more effective and help guide future programming for what works best and what is most needed. Shaymar keeps track of the most requested new programs.

7. Challenges

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

- Increasing and sustaining income from fundraising, grants, and special program income
- Managing many new programs to receive project grant money, including the ARPA Non-profit grant which was a project grant, not an operating grant
- Recruiting and managing new volunteers to support new programs
- Managing the "Upper SPACE" location in Beltway Plaza Mall

The SPACE is addressing these challenges for our fiscal year 2024 by focusing on grants, fundraising, and program income (for example, Paint & Sip). We have a Treasurer who is taking over QuickBooks and financial planning. A new volunteer programming and planning coordinator has just started to help with administration for the new programs and our new Upper SPACE location. We are looking for a volunteer coordinator to recruit and manage new volunteers.

8. Goals

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

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

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

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

Values: These are the values that we believe are centrally important in our work:

- Safe & Non-judgmental
- Diversity, Inclusion & Equity
- Anti-racism & intersectionality
- Curiosity & Self-exploration
- Access & Opportunity
- Respect, Integrity, & Authenticity
- Compassion & Empathy
- Consistency & Presence

9. City support

For FY2024, the City of Greenbelt provided the following financial and in-kind support:

- Recognition Group Project Grant of \$4176 for a Revolutionary Self-Care program involving yoga, movement, journaling, and expressive art classes. (August 2023)
- ARPA Non-profit Recovery grant of \$20,000 (November 2023)

For FY2025, The SPACE is requesting a Recognition Group Operating Grant of \$20,000 from the City to support ongoing and new programs and services.

More specifically, funding for the following programs (also discussed in Question 1) runs out in the summer of 2024. We need operating funds to pay for instructors, materials, and overhead:

- Revolutionary Self-Care Yoga and Movement (weekly on Saturdays)
- Art Explorations classes (every other Saturday)
- Music Lessons (ukulele and keyboard, weekly, alternating weeks)
- Spanish lessons (weekly)
- Fabric Arts lessons with sewing machine instruction (every other week)

Depending on how the program turns out, we may also want to continue funding a limited resident artist support program that is starting with the ARPA grants.

We may seek rooms from City facilities for some programs.

10. Matching funds

The SPACE understands that City funds must be matched by funds from other sources. These will include fundraising, other grant awards, and programmatic activity. Income from individual donations and program activity was \$24,607 in the calendar year 2022. In 2023, this amount was \$13,232. We focused more on grants in the calendar year 2022 and were awarded over \$29,000, which included a \$20,000 ARPA Non-profit Recovery Grant. We are confident we can match \$20,000.

The SPACE: Explanation of Budget Variances for FY25 Recognition Group Operating Grant

The following explanations are for variances between various line items between FY2023 and FY2024.

D. Financial Information

Expenses

c. Contractual personnel: The SPACE received nearly \$29,000 in project grants from August to November 2023. This included the \$20,000 ARPA Non-profit Recovery grant, which required the development of new projects. The new projects require many more contracting hours for planning and development, management, and teaching of the new free classes, which include:

- Revolutionary Self-Care: Yoga and movement, journaling; and Expressive Art Workshops
- Spanish classes
- Fabric arts classes using sewing machines with a focus on clothes-making skills
- Music classes (ukelele and keyboard)
- Other art classes

i. Supplies and materials: The new programs require new supplies and materials. The ARPA grant also funds infrastructure furnishings like shelving and storage, chairs and dollies, and tables.

l. Marketing and outreach: We are increasing spending on Marketing and Outreach to promote the new programs listed above.

Income

g. Foundation support has varied, depending on applications, approvals, and networking.

- FY 2022: \$15,000 total. \$10,000 from a local philanthropist. \$5,000 from Greenbelt Community Foundation (GCF)
- FY 2023: \$0; no applications, GCF applications open only every 2 years.
- FY 2024: \$4770 from Greenbelt Community Foundation

i. City of Greenbelt Support varied significantly:

- FY 2023: \$2500 from a Greenbelt City Council discretionary grant

- FY 2024: total \$24,156: \$4156 from Greenbelt Recognition Group Project Grant; this is the first year The SPACE has applied for Recognition Group grants; \$20,000 from ARPA Non-Profit Recovery Grant
- FY 2025: We are applying for a Recognition Group operating grant and will be watching to see if additional ARPA dollars are available for quick projects near the end of 2024.

j. Other grants:

- FY2023: Some applications but no funds awarded
- FY2024: Maryland State Arts Council grant pending (\$4,000) and we are researching other grants, with a goal of \$10,000 - 15,000 for calendar year 2024.

Total income: Our revenues are much more even for *our* recent fiscal years (calendar year schedule): \$37,765 for 2022 and \$40,413 for 2023. Using the City's fiscal year, there is a relatively large variance between FY2023 and FY2024 because \$29,000 in grants was received between August and November 2023, putting the income in FY2024. We still hope to bring in more fundraising and grants before the end of June (for example, we just got approved for a \$4,000 grant from the Maryland State Arts Council).

The SPACE List of Programs

Ongoing Programs and Services:

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

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

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

Free Community Bookshelves: large bookcases located outside the shop have rehomed more than 12,000 books so far. Used books have come from Friends of Prince George's Public Library, Greenbelt Labor Day Book Sale remainders, and individual donors.

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

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

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

Regular Free Programs:

- Weekly Revolutionary Self-Care Yoga and Movement with René, Saturdays, 10:00 am
- Art Explorations every Saturday, 2:00 pm
- Weekly Music Lessons (ukulele and keyboard, alternating weeks), Wednesdays at 5:30 pm
- Capoeira (Brazilian Martial Arts), Thursdays, 5:30 – 7:30 pm
- Weekly Drum Circle with Rainbow Joe Kennedy, Fridays, 7:00 pm
- Playtime Project art programs, Wednesdays, 3:00 – 4:30 pm
- Coming Soon: Weekly Spanish lessons and bi-weekly Fabric Arts lessons with sewing machine instruction

Year/Month	Guests	
2023	Total 4276	Special Events (Calendar Year List)
Dec	299	• Arts table at Winter Wonderland at Mowatt Methodist Church (12/9)
Nov	249	
Oct	273	• Kite fly with free kits (10/14)
Sep	208	
		• Playtime Project summer camps in partnership with Playtime Project. (June - August)
Aug	429	• Arts table at Back-to-school pep rally (8/11)
Jul	523	• Kite fly with free kits (7/15)
		• Full STEAM Ahead Technology Fair with Deloitte staff, including AI art creation (6/9)
Jun	533	• Children's Literacy and Art Fest (6/10)
		• Free Comic Book Day (5/6)
		• Art Table at Spring Jam and Entrepreneur Fair at Greenbelt Elementary School (5/13)
		• Greenbelt Business Alliance "Do Good Day Meetup" fundraiser and art kit assembly (5/25)
May	341	
		• Kite fly with free kits (4/23)
		• Jewelry-Making at Georgia Avenue Family Support Collaborative (4/19)
Apr	424	• Spring Break Camps with Playtime Project (4/3 – 4/10)
Mar	380	
Feb	299	
Jan	318	• First Pop-Up Playtime art program (2/20)
2022	Total 2495	
Dec	324	• Make your own Christmas ornaments with Impact Fellowship
Nov	343	
Oct	373	• Hispanic heritage month art activity
Sep	354	
Aug	172	
Jul	156	• Bilingual Storytime (7/11)
		• Drag Queen Story Hour; PRIDE 356 mural (6/29)
		• Juneteenth Festival with art therapist Renee Charlow: "Freedom Poetry and Monologue" (6/20)
Jun	286	• Father's Day jewelry and card making at two locations: Beltway Plaza and Greenbelt Station (6/11)
May	310	• Spring Skate Jam with Yoshi Tanenbaum and Jimmy Pelletier, cosponsored by DC Wheels (5/21)

		• Free Comic Day with Superhero Support Volunteer Causeplayers, and Hellspawned Cosplay, Prince George's County Memorial Library System, and Third Eye Comics (5/7) • Virtual Youth Forum (5/1)
Apr	177	• Kite Fly cosponsored by Greenbelt Unplugged (4/24)
Mar		• Black Children's Book Week: Meet & Greet with DMV-based Black Children's Authors (3/5)
		• Black History Month Art Kits • Paint & Sip (2/14) • Valentine weekend: free card & jewelry making workshops (2/12, 2/13)
Feb		
Jan		• MLK table with art kits, books, face shields (1/17)
2021	Total 459	
Dec	18	• Third Space Lounge opens (12/1/21)
Oct		• Restorative Chair Yoga with Rooted to Rise, LLC (10/23/21)
Sep	43	
		• One Community Back to School Supply Drive & Pick-up (8/21/21) • George Washington Art Therapy free therapeutic workshop (8/7/21)
Aug	40	• National Night Out (8/4/21)
		• Smile Stones Rock painting Workshop (7/24/21) • Free resumé & cover letter writing, Microsoft Word and Excel classes (7/23/21) • George Washington Art Therapy free therapeutic workshop (7/21/21)
Jul	114	
Jun	10	• Juneteenth activities
May	62	• Mother's Day carnations and art gifts (5/8/21) • Pop-up Fruit Exploration Tasting & Demo (4/21/21) • Chalk Art with Three Sisters Gardens (4/20/21)
Apr	70	
Mar	57	
		• Valentine's Day giveaways (2/20/21) • Black history art kits available (2/26/21)
Feb		
Jan	45	
2020	Total 549	
2019	Total 6469	
2018	Total 477	
Grand Total	14725	

The SPACE Key Personnel

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

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

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

Board Members

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

Kimmie Jolly, Director-at-large: Kimmie has been a proud member of The SPACE for the past 4 years. As an artist specializing in painting and crafting, she has actively participated in several events and initiatives. Her passion lies in bringing joy and positivity to people's lives, and she is eager to continue supporting The SPACE as it grows and flourishes.

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

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

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

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

First-time applications are accepted at any time. Applications for renewal of
 Recognition Group status for the City's FY2025 are due by
4:30pm on Monday, February 5, 2024

Email your completed application to the Recreation Department's
 Administrative Coordinator, cpracht@greenbeltmd.gov.

BEFORE COMPLETING THIS APPLICATION:

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

1. Name of organization: Greenbelt Farmers Market

Year of founding: 2008 Website: greenbeltfarmersmarket.org

Social media: facebook: @GreenbeltFarmersMarket, instagram: @greenbelt.farmersmarket

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

2. Contact person: Name Greg Rusk Position Secretary

Telephone [REDACTED] E-mail [REDACTED]

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

[REDACTED]

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

We bring fresh local produce to the residents of Greenbelt in a
convivial setting, accepting only vendors that produce
their own goods.

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

Sunday weekly market from May through November.

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

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

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

Total number of active participants: 50/wk % Greenbelt residents 20
 % ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. 90 % 60+ yrs. 10

Briefly explain whom you have included in these figures.

Vendors, musicians, and performing artists

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

Total number of spectators: 800 % Greenbelt residents 80
 % ages 12 and under 5 % 13-17 yrs. 5 % 18-59 yrs. 55 % 60+ yrs. 35

Briefly explain whom you have included in these figures.

Market customers and visitors

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

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

Briefly describe the volunteers' activities.

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

9. BACKGROUND CHECK VERIFICATION

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

Please check where applicable for your organization.

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

Parent Organization: _____

Greg Rusk	Secretary	1/15/2024
NAME	TITLE/POSITION	DATE

Recommended Criteria for Exclusion

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

SEX OFFENSES

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

FELONIES

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

MISDEMEANORS

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

PENDING CASES

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

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

Name	Role	Greenbelt resident (yes/no)
Scott Fifield	President	yes
Terry Kucera	Vice President	yes
Carissa Ralbovsky	Treasurer	yes
Greg Rusk	Secretary	yes
Jeff Lemieux	Board	yes
Michele Hawkins Burnette	Board	yes

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

We request practical support in setting up and taking

down parking barrels and no parking signs

as well as the use of electricity from the electrical poles.

12. Electronic Signature

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

Signature Gregory Rusk Digitally signed by Gregory Rusk
Date: 2024.01.15 11:44:27 -05'00' Date 1/15/2024

Role within the organization Secretary